



D&S Diversified Technologies LLP

Headmaster LLP

OHIO NURSE AIDE CANDIDATE HANDBOOK



November 1, 2017

How do I apply to take my Nurse Aide Test if I am a nurse aide:

1. Complete an Ohio Department of Health approved nurse aide training program.
2. Attend all required classes and graduate from the approved training program and receive a copy of your training certificate which shows your Ohio Department of Health approved training program approval number. (example 365__ __ __ __)
3. You can schedule online with the scheduling directions provided by your training program or you can apply using the application in the middle of the “red” candidate handbook forms 1402 and 1101. If those forms are not available you can print them off the web site at hdmaster.com. Click on “Ohio STNA” then form 1402 and 1101 in the left hand column. The candidate handbook and test schedule is also listed in that column.
4. Complete forms 1402 and 1101 and mail to D&S to the address at the top of the forms. Attach a copy of your training certificate and payment of \$100.00 in the form of credit card (Visa or Master Card no Discover or American express), money order or cashier’s check made payable to D&S Diversified Technologies. No personal checks will be accepted.
5. Make sure to check the test schedule for available testing location and dates to be added to form 1402. **Sign your application where it states**, “Candidate Signature”.
6. When D&S receives your paper application you will be emailed or mailed a confirmation card with your testing date, time and location.
7. Remember, you will be taking both your written and skill test if this is your first time testing.

How do I apply to take my Nurse Aide Test if I am a nursing student:

1. You can apply using the application in the middle of the “red” candidate handbook forms 1402 and 1101 (front and back). If those forms are not available you can print them off the web site at hdmaster.com click on “Ohio STNA” then form 1402 and 1101 in the left hand column. The candidate handbook and test schedule is also listed in that column.
2. Complete forms 1402 and 1101 (front and back) and mail to D&S to the address at the top of the forms. Attach a copy of your college transcript showing that you are currently enrolled in an Ohio approved nursing program and have completed at least Fundamentals of Nursing 1. You must also have your nursing instructor complete 1101 backside which must be completed by the “School of Nursing”. This form must be signed by the facility within 30 days of submitting the application.
3. Send the completed forms, transcripts and appropriate payment amount (in the form of credit card (Visa or Master Card no Discover or American express), , money order or cashier’s check) made payable to D&S Diversified Technologies. No personal checks will be accepted.

4. Make sure to check the test schedule for available testing location and dates to be added to form 1402.
5. When D&S receives your paper application you will be emailed or mailed a confirmation card with your testing date, time and location. **Sign your application where it states**, "Candidate Signature".
6. Remember, you will be taking both your written and skill test if this is your first time testing.

How do I apply to take my Nurse Aide Test if I am a hospital aide or orderly:

1. You can apply using the application in the middle of the "red" candidate handbook forms 1402 and 1101 (front and back). If those forms are not available you can print them off the web site at hdmaster.com click on "Ohio STNA" then form 1402 and 1101 in the left hand column. The candidate handbook and test schedule is also listed in that column.
2. Complete forms 1402 and 1101 (front and back) and mail to D&S to the address at the top of the forms. Attach a copy of your work verification letter from your employer on company letterhead with the dates, times and total hours worked **exclusively as a nurse aide or orderly** providing direct patient care. The letter must outline the 1600 hours in the preceding 5 years of employment and a job description outlining your duties.
3. If the letter from your employer is not attached your application will be returned to you. This form must be signed by the facility within 30 days of submitting the application.
4. You must also have your employer complete form 1101 backside which must be completed by the personnel department.
5. Send the completed forms, employer letter and appropriate payment amount (in the form of credit card (Visa or Master Card no Discover or American express), money order or cashier's check) made payable to D&S Diversified Technologies. No personal checks will be accepted.
6. Make sure to check the test schedule for available testing location and dates to be added to form 1402. **Sign your application where it states**, "Candidate Signature".
7. When D&S receives your paper application you will be emailed or mailed a confirmation card with your testing date, time and location.
8. Remember, you will be taking both your written and skill test if this is your first time testing.

Refer to this book for further testing information.

Notes:

Preparing for Test Day Check List

- ___ 1. US Government Issued, **Signed**, Non-Expired Photo ID (Drivers license, State ID, Military ID, Passport, or Conceal Carry Permit)
- ___ 2. Original Social Security Card (copies will NOT be accepted)
- ___ 3. Full Clinical Attire for ALL test dates (Scrub top, scrub pants/skirt and closed toed shoes)
- ___ 4. Several sharpened #2 pencils
- ___ 5. Remember to plan ahead if you do not know where you are going to test. We recommend that you make a practice run to the location before testing day
- ___ 6. You must arrive at the testing site 20-30 minutes prior to your scheduled testing time
- ___ 7. No cell phones, electronic devices, or personal items (watches, fitness trackers, purse) will be permitted at the testing site
- ___ 8. Long hair pulled back.
- ___ 9. Spouses, instructors, children or pets will not be permitted at the testing site.

After my Testing Day

- Test results will be available for electronic/computer tests after 3 pm EST on the next business day excluding Sundays and holidays
- Test results will be available for paper tests 3-5 business days after the testing date. Results will be released after 3 pm EST excluding Sundays and holidays
- Test results can be checked online after 6 pm EST, by email if one was provided, by mail, or by calling our office at 877-851-2355
- If you fail your test, you can either reschedule online through the Candidate Log-in portal with a credit card or employment verification or by printing your test results and send them into our office with the appropriate payment amount within 10 business days of your requested testing choice. Applications can be faxed or emailed, rather than mail, to our office for an additional fee.

OHIO NURSE AIDE CANDIDATE HANDBOOK

VERSION 15.1 EFFECTIVE November 1, 2017

Contact Information _____

Questions regarding test applications-test scheduling-eligibility to test:

Diversified Technologies

Toll free: (877) 851-2355

8:00 am to 6:00 pm M-F

8:00 am to 2:00 pm Sat

Fax.... (419) 422-8328

Web site: hdmaster.com

Email us at: hdmastereast@hdmaster.com

Questions about registry status:

Ohio Department of Health

Ohio Nurse Aide Registry (800) 582-5908

8:00 am to 5:00 pm M-F

246 North High Street

Columbus, OH 43215

Fax..... (614) 564-2461

Web Site: NAR@odh.ohio.gov

Questions about training programs:

Ohio Department of Health (614) 752-8285

8:00 am to 5:00 pm M-F

Fax.... (614) 564-2596

Nurse Aide Training and Competency Evaluation Program (NATCEP)

246 North High Street

Columbus, OH 43215

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INTRODUCTION

In 1987, the Nursing Home Reform Act was adopted by Congress as part of the Omnibus Budget Reconciliation Act (OBRA '87). It was designed to improve the quality of care in long-term health care facilities, and to define training and evaluation standards for nurse aides who work in such facilities. Each state is responsible for following this federal law.

As defined in the OBRA regulations, a nurse aide competency evaluation program provides specific standards for nurse aide related knowledge and skills. The purpose of a nurse aide competency evaluation program is to ensure that candidates who are seeking to be nurse aides understand these standards and can competently and safely perform the job of an entry-level nurse aide.

This handbook describes the process for taking the nurse aide competency test and is designed to help prepare candidates for testing. There are two parts to the nurse aide competency test—a multiple-choice knowledge/oral test and a skill test. Candidates must pass both parts of the test to be identified as state tested and listed on the Ohio Nurse Aide Registry.

Ohio has approved D&S Diversified Technologies to provide tests and scoring services for nurse aide testing. To learn how to apply to take nurse aide tests, please use this handbook or contact D&S at www.hdmaster.com, or call local (419) 420-1605 or toll free 877-851-2355.

Check the hdmaster.com website for updates, and for the most recent version of the candidate handbook, and any updates to testing prior to your testing day.

NURSE AIDE REGISTRY REQUIREMENT TO MAINTAIN YOUR ACTIVE STATUS AS A NURSE AIDE AFTER TESTING

Ohio Administrative Code (OAC) rule 3701-17-07.3 describes the maintenance for all individuals who have met the competency requirements of division (A) of section 3721.32 of the Ohio Revised Code and are on the Nurse Aide Registry.

The Ohio Department of Health (ODH) will not continue to list an individual on the registry as eligible to work in a long-term care facility unless the department has received verification in accordance with paragraph (C) of this rule, that the individual provided at least seven and one-half consecutive hours, or eight hours in a forty-eight hour period of nursing and nursing-related services for compensation during the twenty-four month period immediately following either the date that the individual was placed on the registry, or the most recent date of verified work.

If an individual desires to remain on the registry as eligible to work as a nurse aide, but is not eligible because more than twenty-four consecutive months have passed since the last date of verified work the individual must do one of the following:

1. Submit documentation showing that he or she has provided at least seven and one-half consecutive hours, or eight hours in a forty-eight-hour period of nursing and nursing-related services for compensation during that twenty-four month period; or
2. Successfully complete additional training and competency evaluation by complying with paragraphs (D)(1) and (D)(2) of rule 3701-17-07.1 of the Administrative Code.

The documentation required in paragraph (C)(1) of this rule shall include either of the following:

1. In the case of a facility, agency, or any other health care provider that is authorized under applicable law to provide services that include implementation of portions of a nursing regimen, as defined by section 4723.01 of the Revised Code, a statement verifying the dates that the individual performed nursing and nursing-related services for compensation; or
2. A statement by a physician or nurse verifying that he or she has personal knowledge that the individual provided nursing and nursing-related services to a patient under the physician's or nurse's care.

The statement shall further verify:

- The name of the individual that provided nursing and nursing-related services for such patient
- The nature of the nursing and nursing-related services, and the date or dates the individual last provided seven and one-half consecutive hours, or eight hours in a forty-eight hour period of nursing and nursing related services;
- That the individual received compensation for the services specified in paragraph (D)(2)(b) of this rule. If the physician or nurse is unable to verify that the individual was compensated for those services, the individual must provide further proof that he or she received compensation for the specified services.

Additional questions regarding these rules may be addressed to either the Nurse Aide Registry at (800) 582-5908 (in state) or (614) 752-9500 (out of state). If you have questions regarding the location of nurse aide training classes you may call (614) 752-8285.

The Registry

The Ohio nurse aide registry maintains information regarding the status of state tested nurse aides in Ohio. The Registry operates according to federal and state requirements and guidelines. Anyone may contact the Registry to inquire about his or her status as a nurse aide. Contact the Ohio nurse aide registry with questions about lapsed certification and transfer of certification to or from another state. Ohio Registry number is 800-582-5908.

Your active status on the Ohio Registry after passing both the skill and knowledge portion of the state test will keep you in good standing for 24 months. Review page 5 and 6 in this book for a complete listing of how to maintain your active status as a nurse aide after your first 24 months.

Active Duty and Veteran GI Bill Benefits

D&S Diversified Technologies has been approved by the Department of Veterans Affairs (VA) as a testing vendor for the Ohio STNA exam. If you are an active duty service member, retired service member, or veteran reimbursement of exam fees may be available through your GI Bill if funds are available. You must first pay the STNA testing fees and you will be provided with a receipt that you can submit to the VA with a completed form, VA Form 22-0803, for reimbursement. (<http://www.vba.va.gov/pubs/forms/VBA-22-0803-ARE.pdf>). VA Form 22-0803 can also be found on our website at www.hdmaster.com on our Ohio STNA and Certification page. You can find additional information about the GI Bill at www.gibill.va.gov.

If you are an active duty service member, retired service member, veteran, or spouse of a veteran, you may be eligible to receive priority of service on testing day if you have completed service in the United States Armed Forces, including the National Guard of any state or a reserve component of the United States Armed Forces, or have been discharged under honorable conditions and the required documentation is presented. The following forms of proof of service must be presented on testing day to the Test Observer in order to qualify for priority of service:

1. Department of Defense Identification Card (Active, Retired, TDRL).
2. DD214 Military Discharge Certificate indicating disposition of discharge.
3. Report of Separation from the National Archives National Personnel Records Center in St. Louis, Missouri.

4. Veterans Identification Card from the Department of Veterans Affairs. This documentation must be presented in addition to the required original Social Security card and the government issued non-expired, photo ID.

Military: Healthcare and Medical Occupations:

Per the Ohio Administrative code 3701-18-23, an individual who has the equivalent of twelve months or more of fulltime employment in the preceding five years in a position that includes the provision of direct patient care involving the performance of daily living activities such as toileting, bathing, feeding, dressing, etc., may submit documentation for approval and written verification to waive the Nurse Aide Training requirement to sit for the Ohio Nurse Aide exam. Those individuals with military occupational training and experience in the United States Armed Forces in positions including, but not limited to, Medical Specialist, Healthcare Specialist, and Hospital Corpsman, may qualify for this waiver if they can provide documentation of at least sixteen hundred (1600) hours of providing direct patient care involving the performance of daily living activities. The documentation can include official training documents and/or a letter on official letterhead that identifies each exact job task that meets the direct care/performance of daily living requirement, time totaling a minimum of 1600 hours and is signed by a supervisor.

What to expect on testing Day

Make sure you check the web site at hdmaster.com then click on Ohio STNA for the most recent updates on policies and procedures and testing skills. **It is your responsibility to check for updates before your testing day.**

- Plan on 6 hours for your Nurse Aide Test
- Arrive 20 minutes PRIOR to your SCHEDULED testing time
- You must be dressed in full clinical attire (scrub shirts, scrub pants/skirts and clinical footwear)
- Your original Social Security Card, **NO COPIES WILL BE ACCEPTED.** If you have applied for a new card through the Social Security Administration for testing purposes you **MUST** bring the letter provided by the Social Security Administration office. The letter must contain your full name, address, social security number and must be on Social Security Administration Letter head. **If it does not meet the criteria it will NOT BE ACCEPTED.**
- US Government issued non-expired, signed, photo id (example: drivers lic, signed Military Id, Conceal Carry Lic, Passport that is non-expired, signed). **This must be the original no copies will be accepted.**
- If your original Social Security and government issued Id's do not match you **MUST** provide the testing team a COPY of your supporting documentation such as a divorce decree or a marriage certificate. Remember, you **MUST**

bring a copy for return to D&S Diversified. The test observer will not have access to a copy machine on testing day.

- 2 number 2 pencils
- **Cell phones are prohibited**
- **Watches of any kind are prohibited** (the tester will have the required equipment for the TPR skill.

Full Clinical Attire is mandatory for **both knowledge and/or skill test** and you will be turned away as a no show if you do not have full clinical attire, clinical shoes and long hair tied back. It is your responsibility to bring several sharpened Number 2 pencils with erasers if you are taking a paper written test. **DO NOT BRING or USE INK PENS.** Ink will not allow your scan form to be processed by the scanner.

Your Skill Test

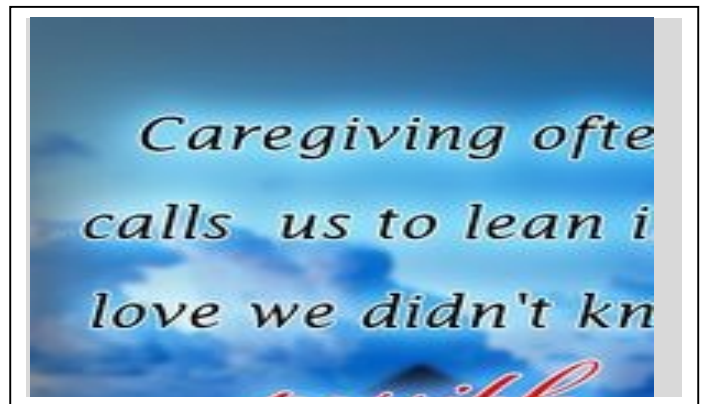
Your Skill Test will consist of five scenarios associated with your five (5) assigned skill tasks which will be read to you before you begin each task. Listen carefully to all instructions given by the test observer. You may request to have any of the five skill task scenarios repeated anytime during your skill test. **You will have 35 minutes to complete all five skill tasks. A calculator will be available for you if needed, just ask the test observer.**

Be sure you understand all instructions before you begin your skill test. You may not ask questions once the skill test begins. **REMEMBER** you must actually perform each step to get credit for that step. For example, you must actually pull the privacy curtain or actually give the resident the call light. Verbalizing the step will not get you credit for that task.

The purpose of the skill test is to evaluate your nurse aide skills. All students will be tested on Hand Washing, and four (4) additional skill tasks will be randomly selected from the list for you to perform on your skill test.

The steps that are listed for each skill task are the steps required for a nurse aide to competently perform the task. You will be scored on each of these steps.

You must have a score of 80% on each task without missing any of the **BOLDED** key steps to pass the skill portion of the test. If you fail a skill task you will have to take another skill test with five (5) tasks, at least one of which will be one that you failed, if you fail one skill. If you fail 2 or more skills you will be given a randomly generated new skill set for your next skill test.



Your Knowledge Test Subject Areas have changed!

Your Knowledge Test will consist of 79 multiple choice questions which you will have 90 minutes to complete.

Questions are selected from subject areas based on the Ohio Department of Health curriculum and include questions from all the required categories as defined in the OBRA regulations. The subject areas and number of items are as follows:

- | | |
|--------------------------------|---------------------------------------|
| 1) Safety (8 items) | 7) Communication (6 items) |
| 2) Infection Control (5 items) | 8) Data Collection (4 items) |
| 3) Personal Care (11 items) | 9) Basic Nursing Skills (11 items) |
| 4) Mental Health (7 items) | 10) Role and Responsibility (8 items) |
| 5) Care Impaired (6 items) | 11) Disease Process (4 items) |
| 6) Resident Rights (5 items) | 12) Older Adult Growth (4 items) |

A knowledge test proctor will hand out materials and give instructions for taking the knowledge test. You will have a maximum of ninety (90) minutes to complete the seventy-nine (79) question knowledge test. You will be told when fifteen (15) minutes remain. You may not ask questions about the content of the knowledge test (such as "What does this question mean?"). Fill in only one (1) oval on the answer sheet for each question. DO NOT mark in the testing booklet. Marks in the test booklet will not be accepted as answers. Your answers must appear on the separate scan form answer sheet if you are taking a paper test. You can take your test in paper format at an electronic site by identifying on your application.

For WebETest®, electronic testing, you will use either the mouse or keyboard to choose your correct answers. You must have a score of 80% or better on the knowledge portion of the test to pass the knowledge portion. Your knowledge test proctor will have scrap paper and a calculator available for math related questions. The scrap paper and the calculator must be returned to the test proctor when your test is ended.

Failure to return these items may result in disciplinary action. The knowledge test may be taken orally if you have difficulty reading English. The oral test MUST be requested

at the time of registration and there is an additional fee. The knowledge test will be provided along with an audio recording of the questions. Your answers will be recorded on the scan form just as with the knowledge test. You will hear the WebETest© questions on the computer.

You may request an oral version of the Knowledge test but, the last 17 questions **MUST** be read and answered by the student without aide of the recording. These seventeen (17) questions serve as the reading comprehension requirement required by the Ohio Department of Health. Oral test request **MUST** be made at the time of scheduling your Knowledge test.

Testing Policy

- Late arrivals will not be admitted to the test. Late arrivals and No Shows forfeit testing fees and will need to reschedule the test.
- NO ELECTRONIC DEVICE OF ANY KIND WILL BE PERMITTED IN THE TESTING AREAS!** Cellular phones, beepers, blue tooth phones or any other electronic devices are not permitted on your testing day. **If you are found to have an electronic device on your person you will be asked to exit the test and you will forfeit all testing fees. You will be required to reschedule your test.**
- With the exception of religious/cultural head coverings, candidates may not have their head covered during the test for security reasons.
- You are not permitted to bring personal belongings, such as briefcases, large bags, study materials, extra books, or papers into the testing area. Any such materials brought into the testing area will be collected and returned to you when you have completed the test. Test Proctors and testing sites cannot be responsible for personal items of students.
- Foreign language translation dictionaries must be shown to the Test Observer at check in and the Test Proctor before you start the knowledge test. No electronic dictionaries are allowed. No definitions or writing can appear in the book. If any documentation or writing is in the translation dictionary you will not be permitted to use it.
- You may not take any notes or other materials from the testing room.
- You are not permitted to eat, drink, or smoke during the test.
- If you are discovered causing a disturbance of any kind or engaging in any kind of misconduct, you will be dismissed from the test and reported to your training program and the Ohio Department of Health.

□ No children, visitors, guests, or pets are allowed at the testing site for security reasons. If you use a service animal please discuss this need with D&S prior to registering.

□ You may not test if you have any type of physical limitation (excluding pre-arranged ADA's) that would prevent you from performing your duties as an STNA. For example, casts, braces, crutches or weight restrictions.

Call D&S immediately (877-851-2355) if you are determined to be unable to test due to illness or injury. You must fax a signed doctor's excuse within five (5) days of your testing date to allow you to reschedule without repayment of fees and to ensure you are not determined to be a NO SHOW.

Testing Security

Anyone who removes or tries to remove test material or information from the test site will be prosecuted to the full extent of the law and will be recorded as a test failure and will not be allowed to retest for a minimum period of six months. Study materials or any form of electronic devices may not be brought to the test or used during testing. If you give or receive help from anyone during testing, the test will be stopped; your test will not be scored. You will be dismissed from the testing room and your name will be reported to the appropriate agencies and will require approval from ODH to retest and/or suspended from testing for six months.

Nurse Aide Training Reimbursement:

Individuals are entitled to a refund of up to 100% for out-of-pocket expenses paid for completing an Ohio NATCEP. This request can only be made to the very first nursing home that hires an individual as an STNA and must be made within 12 months after training program completion. The refund amount may be prorated based on the time an individual completed his/her training program and when he/she began working for their first nursing home.

State rules 3701-17-07.1 and 3701-18-08 and Federal regulations 42CFR 483.152, 42CFR 483.154 and 42CFR 483.158 require that nursing homes provide this reimbursement if requested.

For additional information contact the Ohio Department of Health at (614) 752-8285:

- questions regarding the reimbursement
- Issues receiving the reimbursement from the employer

Training Certificates

Your training certificate you received from your training program is good for a period of 24 months (2 years) from the date listed on your certificate. During that two year period you have three testing attempts. If you are not successful after that you are required to complete **another complete** training program.

Reschedule/Cancellation Policy Reschedules

An individual may reschedule one time during the three attempt testing cycle to a new mutually agreed upon test date and site for no charge up to 24 hours from the actual testing time (excluding Sundays and holidays). Example, if your test starts at 8:30am on Friday you must call no later than 8:30am on Thursday to qualify. Reschedules must occur within 60 days of the actual testing date. If reschedules are not made within the 60 days you will be charged a \$35 reschedule fee. Any further reschedules will be charged at the rate of \$35 which must be paid before the reschedule can occur. No refunds or free reschedules will be granted after 60 calendar days from the last reschedule date.

Cancellations

Cancellations MUST be faxed or emailed PRIOR TO 24 HOURS OF THE ACTUAL TESTING DATE and time excluding Sundays and holidays. No phone calls will be accepted to qualify for a full refund minus a \$24 cancellation fee. No verbal cancellations will be accepted. If you reschedule and later decide that you want to cancel you must notify us in writing (mail, fax or email) within 60 days from your last scheduled test date to qualify for a refund minus the cancellation fee. Cancellations submitted more than 60 days from your last scheduled test date will not qualify for a refund.

No Shows

- If you are scheduled for your test and don't show up without notifying D&S at least 24 hours from the actual testing time (excluding Sundays and holidays) you will be considered a NO SHOW and must submit a new application with all required fees to be scheduled for a new test date.
- No refunds will be granted after 60 calendar days.
- If you No Show for any of the following reasons please provide the following documentation:
 1. Car breakdown
 2. A tow bill faxed within 48 hours of the test date, if we do not receive proof within 48 time frame you will remain a No Show.

3. Medical emergency: Doctor's excuse identifying illness on the actual testing date within 5 working days **from the actual testing date**, if we do not receive proof within the 5 working day time frame you will remain a No Show.
4. Death in the family: Obituary for immediate family only within 14 business days from a missed test date otherwise you will remain a No Show. Your name must appear in the obituary

Laminated Replacement STNA cards:

If you do not receive your laminated card within 30 days from your actual testing date it is your responsibility to contact D&S toll free at 877-851-2355. Cards never received after the 60 days from the actual testing day will require a \$25.00 replacement charge.

Test Disputes

If you dispute your test results, a step-by step explanation of skill steps demonstrated must be faxed, emailed, or sent to D&S within 10 days of your test event along with the \$25.00 test dispute fee. Disputes received without dispute fee will not be processed. If the dispute is found in your favor you will be refunded the fee. If it is determined your results will remain the same, or if you are given a free reschedule the fee will not be refunded. If we receive your dispute without the fee, it will be mailed back to you without consideration. Please allow 2- 4 weeks processing time for test disputes. You will be notified by email or mail of the outcome of your dispute.

Test Results

Test results will be available on-line at hdmaster.com and emailed to you if you provided your email address on your application. You will also receive a copy of your test results in the mail. Your training program will also receive a copy of your test results. After you have successfully passed both the Knowledge/Oral Test and Skill Test, you will be placed on the Ohio Nurse Aide Registry and receive a certification notice from D&S DT along with a laminated wallet ID card. If you fail, you must reapply to retake the STNA test. Procedures for reapplying and detailed test diagnostics are included with failure notification letters.

Test results are now available online at www.hdmaster.com. Click on Ohio STNA, then on-line test results 2-3 days after testing with a paper test or within 24 hours with electronic testing excluding holidays and Sundays.

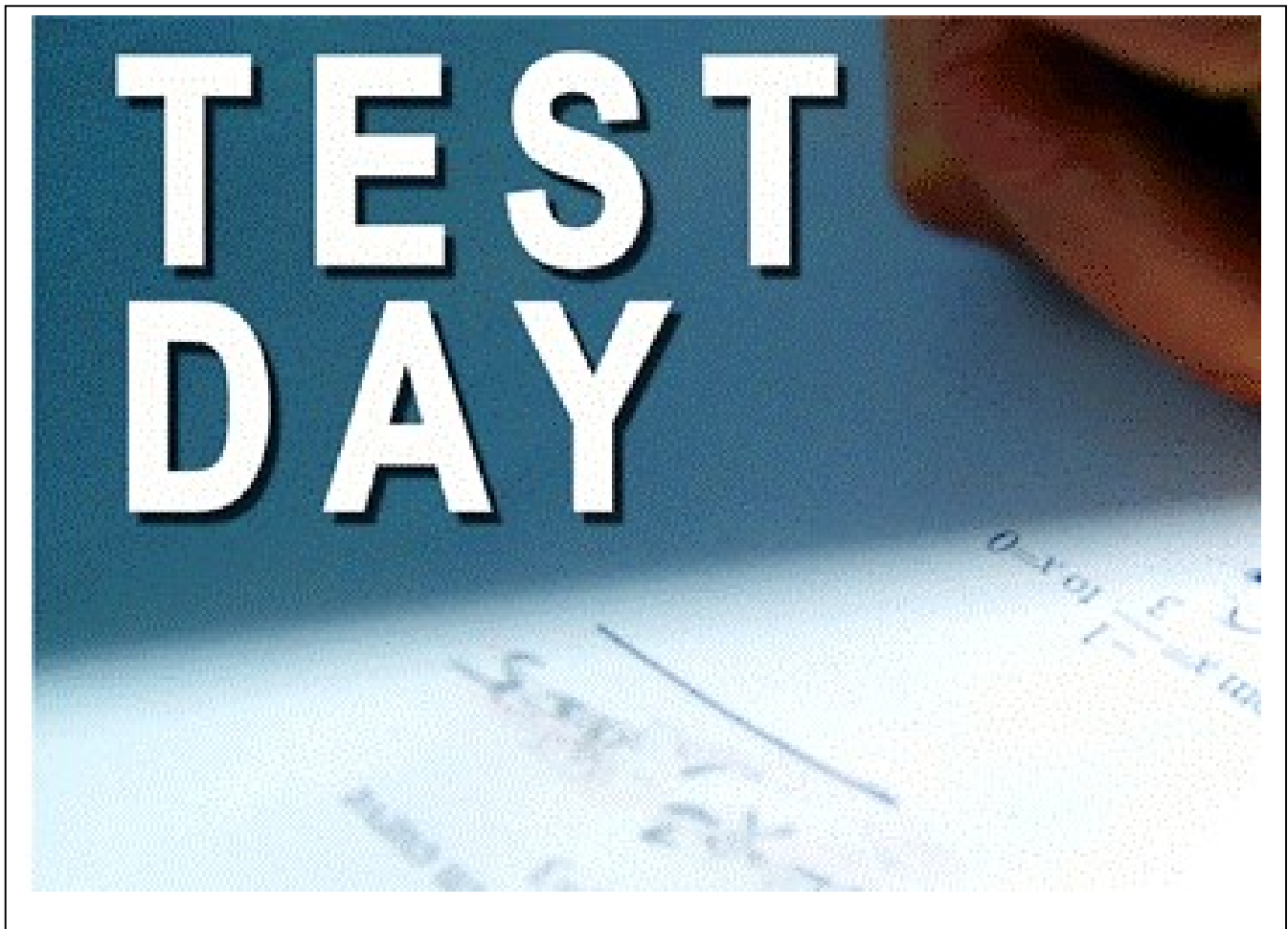
Online Test Results

Online test results are available:

- 2-3 days after the testing event after 3pm for paper test
- And 24 hours after the testing event for electronic test after 3pm excluding Sundays and holidays.

Online Testing Notifications

Test results can be accessed at hdmaster.com. Then click on Ohio STNA and follow the prompts. If you have further questions please contact us at the toll free number 877-851-2355 if you need assistance.



Ohio Manual Skill Tasks Listing

Skill 1- Hand Washing

1. Knock on the door and introduce self to the resident.
2. Explain the procedure.
3. Turn on water.
4. Wet all surfaces of hands and wrists.
5. Apply liquid soap to hands.
6. Rub hands together away from water for 20 seconds using friction.
7. Interlace fingers pointing downward.
8. Wash all surfaces of hands and wrists with liquid soap.
9. Rinse hands thoroughly under running water with fingers pointed downward.
10. Dry hands on clean paper towel(s) and immediately discard in trash can.
11. Turn off faucet with a SECOND (last) clean dry paper towel. (Previously used towel for drying will not be accepted).
12. Discard paper towel to trash container as used.
13. **Do not re-contaminate hands at any point during the procedure.**

Notes:

Skill 2- Abdominal Thrust on Conscious Resident

1. Ask resident, "Are you choking?"
2. Identify two symptoms/signs of choking. (_____, _____).
3. Bring actor to a standing position.
4. Call for help.
5. Stand behind resident.
6. Wrap arms around resident above the waist.
7. Make a fist with one hand.
8. Place the thumb side of the fist against resident's abdomen.
9. Position fist slightly above navel and below bottom of sternum.
10. Grasp fist with other hand.
11. Verbalize only "press fist and hand into the resident's abdomen with an inward, upward thrust."
12. Verbalize thrust at least three times.
13. **Stop, ask resident, "Are you still choking?" Actor will say, "No." (Tester will ask, what would you have done if the resident would have indicated that they were still choking).**
14. State, "I would repeat this procedure until it is successful or the resident lost consciousness."
15. At which point I would place the resident in the recovery position on lateral side. (Must be physically performed).

Skill 3- Ambulation using a Gait Belt

1. Introduce self to resident.
2. Identify that your hands should be washed.
3. Explain the procedure to be performed and obtain a gait belt.
4. Provides for residents privacy, pulls privacy curtain.
5. **Lock bed brakes to ensure resident's safety.**
6. **Lock wheelchair brakes to ensure resident's safety.**
7. Lower bed to a position so the resident's feet will rest comfortably flat on the floor when sitting on the bed.
8. Bring resident to sitting position and assist resident to put on non-skid slippers, ensure feet are flat on floor.
9. Place gait belt around waist to stabilize trunk.
10. Tighten gait belt. Check gait belt for tightness by slipping fingers between gait belt and resident and adjust as needed.
11. Bring resident to standing position, using proper body mechanics.
12. With one hand grasping gait belt and the other stabilizing resident by holding forearm, shoulder, or using other appropriate method to stabilize, ambulate resident at least 10 steps to their wheelchair.
13. Assist resident to pivot and sit in a controlled manner that ensures safety.
14. Remove gait belt.
15. Maintain respectful, courteous interpersonal interactions at all times.
16. Open privacy curtain and leave call light within easy reach of the resident.
17. Identify that hands should be washed.

Skill 4- Ambulation with Walker to the Wheelchair

1. Introduce self to the resident.
2. Identify that hands should be washed.
3. Explain procedure to resident.
4. Provide for resident's privacy by pulling privacy curtain.
- 5. Lock bed wheels/brakes to ensure resident's safety.**
- 6. Lock wheelchair brakes to ensure resident's safety.**
7. Lower bed to a position so the resident's feet will rest comfortably flat on the floor when sitting on the bed.
8. Bring resident to sitting position and assist resident to put on non-skid slippers, ensure feet are flat on floor.
9. Position and stabilize walker correctly using hand and/or foot to stabilize.
10. Assist resident to stand, stabilize walker and insure the walker is stabilized.
11. Position self behind and slightly to side of resident.
12. Safely ambulate resident at least 10 steps.
13. Assist resident to pivot and sit, using correct body mechanics.
14. Maintain respectful, courteous interpersonal interactions at all times.
15. Open privacy curtain.
16. Leave call light or signaling device within easy reach of the resident.
17. Identify that hands should be washed.

Skill 5- Applying Anti-embolic Stocking (Ted Hose)

1. Introduce self to the resident.
2. Identify that hands should be washed.
3. Explain procedure to resident.
4. Raise bed between mid thigh and waist level.
5. Provide for resident's privacy by pulling privacy curtain.
6. Provide for resident's privacy by only exposing one leg.
7. Roll, gather, or turn stocking down inside out to the heel.
8. Place stocking over the toes, foot, and heel and roll or pull up the leg.
9. Check toes for possible pressure from stocking and adjust as needed.
- 10. Leave resident with stockings that are smooth and wrinkle free.**
11. Lower bed.
12. Maintain respectful, courteous interpersonal interactions at all times.
13. Open privacy curtain.
14. Leave call light or signaling device within easy reach of the resident.
15. Identify that hands should be washed.

Skill 6- Bedpan/Fracture Pan and Output

1. Introduce self to the resident.
2. Identify that hands should be washed.
3. Explain the procedure to resident.
4. Gather supplies before beginning the demonstration.
5. Provide for resident's privacy by pulling privacy curtain.
6. Put on gloves.
7. Position resident on bedpan/fracture pan correctly using correct body mechanics.
8. Position resident on bedpan/fracture pan with pan in correct orientation.
9. Raise head of bed to comfortable level.
10. Leave tissue within reach of resident and step away from the resident until RN Observer identifies resident is finished.
11. **Using a wet wash cloth and dry towel, wash and dry your resident's hands.**
12. Lower head of bed and gently remove bedpan/fracture pan and hold while RN Observer adds a known quantity of fluid.
13. Place graduate on flat surface at eye level and pour urine into the graduate to measure output.
14. Empty graduate, rinse and dry bedpan/fracture pan and graduate and return to storage. Flush toilet if used.
15. Discard linen in the appropriate container.
16. Turn gloves inside out as they are removed and dispose of gloves in an appropriate container.
17. Record the output in cc/ml on signed recording sheet.
18. **Recorded measurement reading is within 25cc/ml of RN Observer's**

reading.

19. Open privacy curtain.
20. Leave resident in a position of safety and comfort. (Lowers bed & side rails)
21. Maintain respectful, courteous interpersonal interactions at all times.
22. Leave call light or signaling device within reach.
23. Identify that hands should be washed.

Skill 7- Catheter Care *for a Female*

1. Introduce self to the resident.
2. Identify that hands should be washed.
3. Explain procedure to the resident (Mannequin).
4. Provide for resident's privacy by pulling privacy curtain.
5. Raise side rail opposite working side of bed.
6. Fill basin with comfortably warm water.
7. Raise the bed between mid-thigh and waist level.
8. Place bath blanket on resident/mannequin, put on gloves, and turn resident side to side and place incontinence pad under resident/mannequin. Expose only the perineum area.
9. Check to see that the tubing is not kinked and the urine can freely flow into the drainage bag. (MUST verbalize while physically checking).
10. Use soap and water to carefully wash, in a circular motion, around where the drainage tube exits the urethra.
11. **With one hand hold catheter near the urethra to prevent tugging on catheter.**
12. With the other hand clean at least 3-4 inches from the urethra down the drainage tube.
13. Use a clean portion of the washcloth for each stroke.

14. Rinse all areas using a clean portion of the washcloth for each stroke.
15. Pat dry all areas with a clean towel.
16. **Always clean, rinse and pat dry in a direction away from the urethra.**
17. Do not allow the tube to be pulled at any time during the procedure.
18. Replace top cover over resident and remove bath blanket and incontinence pad by turning side to side without friction.
19. Dispose of linens in the linen hamper.
20. Empty, rinse and dry basin and return to storage.
21. Remove gloves turning inside out and dispose of gloves in the appropriate container.
22. Open privacy curtain.
23. Leave resident in a position of safety and comfort. (Lower bed and side rails).
24. Place call light or signaling device within reach of resident.
25. Maintain respectful, courteous interpersonal interactions.
26. Identify that hands should be washed.

Skill 8- Denture Care

1. Introduce self to the resident.
2. Identify that hands should be washed.
3. Explain procedure to resident.
4. Line bottom of sink with a protective lining that would help prevent damage to the dentures (towel or washcloth, NO PAPER TOWELS).
5. Put on gloves and remove dentures from cup.
6. Handle dentures carefully to avoid damage or contamination.
7. Wets tooth brush.
8. Apply a small amount of toothpaste and thoroughly brush dentures including the inner, outer, and chewing surfaces of upper and/or lower dentures. Toothettes may be utilized instead of a tooth brush as long as all of the required surfaces listed above are cleaned.
9. Rinse dentures using clean COOL water.
10. Place dentures in rinsed denture cup.
11. Add cool clean water to the rinsed denture cup.
12. Clean and dry equipment and return to storage. (denture brush/toothbrush handle).
13. Discard protective lining in an appropriate container.
14. Turn gloves inside out as they are removed and dispose of gloves in an appropriate container.
15. Maintain respectful, courteous interpersonal interactions at all times.
16. Leave call light or signaling device within easy reach of the resident.
17. Identify that hands should be washed.

Skill 9- Dressing Resident

1. Introduce self to the resident.
2. Identify that hands should be washed.
3. Explain the procedure to the resident.
4. Provide for resident's privacy by pulling privacy curtain.
5. Raise the bed between mid-thigh and waist level.
6. Keep resident covered while removing gown.
7. Remove gown from unaffected side first.
8. Place used gown in laundry hamper.
9. **When dressing the resident in a shirt or blouse, insert hand through the sleeve of the shirt or blouse and grasp the hand of the resident, dressing from the weak side first.**
10. **When dressing the resident in pants, assist the resident to raise buttocks or turn resident side to side and draw the pants over the buttocks and up to the resident's waist, always dressing from the weak side first.**
11. When putting on the resident's socks, draw the socks up the resident's foot until they are smooth.
12. When putting on the resident's shoes, slip each shoe on and securely fasten the shoe with Velcro tabs or ties.
13. Leave the resident comfortably and properly dressed in a position of safety. (lowers bed and pants pulled up appropriately over buttocks).
14. Maintain respectful, courteous interpersonal interactions at all times.
15. Open privacy curtain.
16. Leave call light or signaling device within easy reach of the resident.

17. Identify that hands should be washed.

Skill 10- Emptying a Urinary Drainage Bag

1. Introduce self to the resident.
2. Identify that hands should be washed.
3. Explain procedure to resident.
4. Provide for resident's privacy by pulling curtain.
5. Raise side rails on both sides of the bed.
6. Raise bed between mid thigh and waist level.
7. Put on gloves.
8. Place barrier on the floor under the drainage bag.
9. Place the graduate on the previously placed barrier.
10. Open the drain to allow the urine to flow into the graduate until the bag is empty.
11. Avoid touching the graduate with the tip of the tubing.
12. Close the drain.
13. **Wipe the drain with antiseptic wipe after emptying drainage bag.**
14. Replace drain in holder.
15. Lower bed and lower side rails.
16. Place graduate on flat surface at eye level to measure output.
17. Empty graduate into toilet. Rinse and dry equipment.
18. Return equipment to storage.
19. Turn gloves inside out as they are removed. Dispose of gloves in the appropriate container.
20. Leave resident in a position of safety and comfort. (Bed and side rails lowered)
21. Record the output in cc/ml on signed recording sheet.
22. **Recorded measurement from the recording pad is within 25cc/mls of RN Observers' measurement.**

23. Open privacy curtain.
24. Place call light or signal device within reach of resident.
25. Maintain respectful, courteous interpersonal interactions.
26. Identify that hands should be washed.

Skill 11- Feeding the Dependent Resident

1. Introduce self to the resident.
2. Identify that hands should be washed.
3. Explain procedure to the resident.
4. Verbally identify resident's name against the diet card and verbalize that the resident has received the correct tray.
5. Position the resident in an upright position, at least 45 degrees.
6. Ask resident if he/she prefers to use a clothing protector.
7. Protect clothing from soiling by using napkin, clothing protector or towel per resident request.
8. Wash and dry resident's hands before feeding.
9. Position self at eye level sitting down and face the resident while feeding.
10. Describe the food being offered to the resident.
11. Alternately offer each fluid frequently. (Two fluids will be offered).
12. Offer food in small amounts at a reasonable rate, allow resident to chew and swallow.
13. Wipe resident's hands and face during meal at least one time.
14. Leave resident clean and in a position of comfort with head of bed left at least 30 degrees after completion of the meal. (Must physically be performed)
15. Discard soiled linen in the linen hamper.
16. Record intake in percentage of total solid food eaten on signed recording sheet.

17. Record the sum of the intake of fluid in cc/ml on signed recording sheet.
18. **Recorded reading is within 25% of the solids and within 60 cc/mL of the fluids consumed.**
19. Maintain respectful, courteous interpersonal interactions at all times.
20. Leave call light or signaling device within easy reach of the resident.
21. Identify that hands should be washed.

Skill 12- Hair Care

1. Introduces self to the resident.
2. Identify that hands should be washed.
3. Explain procedure to the resident.
4. Place towel on shoulders.
5. Ask resident how he/she would like their hair styled.
6. Comb or brush hair gently and completely.
7. Discard linen in appropriate container.
8. Return equipment to storage.
9. Leave hair neatly brushed combed or styled.
10. Maintain respectful, courteous interpersonal interactions at all times.
11. Leave call light or signaling device within easy reach of the resident.
12. Identify that hands should be washed.

Skill 13-Making an Occupied Bed

1. Introduce self to resident.
2. Identify that hands should be washed.
3. Gather linen and transport correctly.
4. Place clean linen on top of bedside stand, on over-bed table, over back of chair or

drape over foot of bed.

5. Explain procedure to resident.
6. Provide for resident's privacy by pulling privacy curtain.
7. **Raise side rail opposite working side of the bed.**
8. Raise the bed between mid-thigh and waist level.
9. Resident is to remain covered at all times.
10. Assist resident to roll onto side toward raised side rail. Side rail remains up on side opposite candidate at all times during the task.
11. Roll or fan fold soiled linen, soiled side inside, to the center of the bed.
12. Place clean bottom sheet along the center of the bed and roll or fan fold linen against resident's back and unfold remaining half.
13. Secure two fitted corners, of the clean bottom sheet.
14. **Raise second side rail opposite working side of the bed and assist the resident to roll over the bottom linen, preventing trauma and avoid pain to resident.**
15. Remove soiled linen without shaking, and place in hamper.
16. Avoid touching linen to uniform.
17. Pull through and smooth out the clean bottom linen.
18. Secure other two fitted corners.
19. Place clean top linen and blanket or bedspread over covered resident. Remove used linen making sure the resident is unexposed at all times.
20. Tuck in top linen and blanket or bedspread at foot of the bed.
21. Make mitered corners at the foot of the bed.
22. Apply clean pillowcase, with zippers and/or tags to inside.
23. Gently lift resident's head when replacing the pillow.
24. Lower bed.

25. Return side rails to lowered position.
26. Maintain respectful, courteous interpersonal interactions at all times.
27. Open privacy curtain.
28. Leave call light or signaling device within easy reach of the resident.
29. Identify that hands should be washed.

Skill 14- Applying an Adult Brief

1. Introduce self to resident.
2. Identify that hands should be washed.
3. Explain the procedure to the resident.
4. Provide for resident's privacy by pulling privacy curtain.
5. Gather supplies.
6. Raise bed between mid thigh and waist level.
7. Raise side rail opposite working side of the bed.
8. Put on gloves.
9. Place water proof incontinent pad under resident by rolling resident side to side.
10. Unfasten the wet brief on both sides and assist resident to raise buttock or roll side to side to remove soiled brief.
11. Immediately discard soiled brief in the appropriate container.
12. **Verbalize you would wash, rinse and dry soiled area.**
13. Apply new brief by rolling resident side to side or raising buttocks.
14. Pull brief through and be sure that it is even on both sides, and fasten the brief securely on both sides.
15. Lower bed and side rail.
16. Dispose of gloves in the appropriate container.
17. Leave resident in a position of comfort and safety. (Bed and side rails down)

18. Open privacy curtain.
19. Verbalizes that brief “should be checked every two hours.”
20. Leave call light within easy reach of resident.
21. Identify that hands should be washed.

Skill 15- Mouth Care

1. Introduce self to resident.
2. Identify that hands should be washed.
3. Explain procedure to the resident.
4. Provide for resident’s privacy by pulling privacy curtain.
5. Gather equipment and supplies, puts on gloves (AFTER ALL EQUIPMENT AND SUPPLIES HAVE BEEN GATHERED).
6. Drape the chest with towel (Paper or cloth) to prevent soiling.
7. Wet tooth brush.
8. Apply a small amount of toothpaste to toothbrush.
9. **Brush resident's teeth, including the inner, outer, and chewing surfaces of all upper and lower teeth. If available, toothettes may be utilized instead of the toothbrush as long as all of the surfaces listed above are cleaned.**
10. Clean tongue.
11. Assist resident in rinsing mouth.
12. Wipe resident's mouth, remove soiled towel and place in appropriate container.
13. Empty, rinse and dry emesis basin. Rinse toothbrush. Return emesis basin and toothbrush to storage.
14. Turn gloves inside out as they are removed. Dispose of gloves in the appropriate container.
15. Leave resident in position of comfort.

16. Open privacy curtain.
17. Leave call light or signaling device within easy reach of the resident.
18. Maintain respectful, courteous interpersonal interactions at all times.
19. Identify that hands should be washed.

Skill 16- Nail Care One Hand

1. Introduce self to resident.
2. Identify that hands should be washed.
3. Explain procedure to the resident.
4. Immerse nails in comfortably warm water and soak for at least five (5) minutes.
(The five minutes may be verbalized.)
5. Gently push cuticle back with wet wash cloth.
6. Dry hands thoroughly, being careful to dry hand and between fingers.
7. **Gently clean under nails with orange stick.**
8. File each fingernail.
9. Empty, rinse and dry equipment.
10. Discard linen in linen hamper.
11. Discard orange stick in the designated sharp container.
12. Return equipment to storage.
13. Maintain respectful, courteous interpersonal interaction at all times.
14. Leave call light or signaling device within easy reach of the resident.
15. Identify hands should be washed.

Skill 17- Partial Bed Bath-Face, Arm, Hand and Underarm

1. Introduce self to resident.
2. Identify that hands should be washed.
3. Explain procedure to the resident.
4. Provide for resident's privacy by pulling privacy curtain.
5. Fill basin with comfortably warm water.
6. Raise the bed between mid thigh and waist level.
7. Cover resident with a bath blanket.
8. Fanfold bed linens at least down to waist or move linens to opposite side.
9. Remove resident's gown without exposing resident and dispose in linen hamper.
10. Wash face without soap and then pat dry.
11. Place towel under arm, exposing one arm.
12. Wash arm, hand (and between fingers), and underarm using soap and water.
13. Rinse arm, hand (and between fingers), and underarm, and dry entire area.
14. Assist resident to put on a clean gown.
15. Empty, rinse and dry basin/s and return equipment to storage.
16. Dispose of soiled linen in appropriate container.
17. Lower bed.
18. Maintain respectful, courteous interpersonal interactions at all times.
19. Open privacy curtain.
20. Leave call light or signaling device within reach of the resident.
21. Identify that hands should be washed.

Skill 18- Perineal Care for a Female

1. Introduce self to the resident.
2. Identify that hands should be washed.
3. Explain procedure to the resident. (Mannequin)
4. Provide for resident's privacy by pulling privacy curtain.
5. Raise side rail opposite working side of bed.
6. Fill basin with comfortably warm water.
7. Raise the bed between mid-thigh and waist level.
8. Place bath blanket on resident/mannequin.
9. Put on gloves.
10. Turn resident to side and place waterproof pad under resident's buttocks then return resident to their back or raise hips and place waterproof pad under buttocks.
11. Expose perineum only.
12. Verbalize separating labia.
13. **Using water and soapy washcloth, clean both sides and middle of labia from top to bottom using a clean portion of the washcloth with each stroke.**
14. Rinse and pat dry both sides and middle from top to bottom with a clean portion of the washcloth with each stroke.
15. Cover the exposed area with the bath blanket.
16. Assist resident (mannequin) to turn onto side away from the Candidate.
17. With a new washcloth, clean the rectal area.
18. **Using water, washcloth and soap, clean area from vagina to rectal area using a clean portion of the washcloth with each single stroke.**

19. Rinse and pat dry area from vagina to rectal area.
20. Remove waterproof pad from under buttocks by turning resident side to side to remove pad without friction.
21. Position resident (mannequin) on her back.
22. Dispose of soiled linen and bath blanket in an appropriate container.
23. Empty, rinse and dry equipment and return to storage.
24. Turn gloves inside out as they are removed. Dispose of gloves in the appropriate container.
25. Lower bed.
26. Lower side rails.
27. Open privacy curtain.
28. Leave call light or signaling device within reach of resident.
29. Identify that hands should be washed.

Skill 19- Position Resident on Side

1. Introduce self to the resident.
2. Identify that hands should be washed.
3. Explain the procedure to the resident.
4. Provide for resident's privacy by pulling privacy curtain.
5. Position bed flat.
6. Raise bed between mid-thigh and waist level.
7. **Raise side rail on opposite side of the bed to provide safety.**
8. Move resident's head, upper body, hips and legs toward self to provide room on the bed that will be used to safely turn the resident on their side.
9. Assist/turn resident on side and insure that the resident's face never becomes obstructed by the pillow. (Physically check and verbalize checking).
10. Check to be sure resident is not lying on his/her down side arm.
11. Protect bony prominences, under head (must physically check), upside arm, behind back, and between knees by placing support devices such as pillows, wedge, blanket, etc.
12. Lower bed.
13. Lowers side rails.
14. **Maintain correct body alignment. (Must verbalize and physically check body alignment)**
15. Leave resident in a position of safety and comfort.
16. Maintain respectful, courteous interpersonal interactions at all times.
17. Open privacy curtain.
18. Leave call light or signaling device within reach of the resident.
19. Identify that hands should be washed.

Skill 20- Range of Motion Hip & Knee

1. Introduce self to the resident.
2. Identify that hands should be washed.
3. Explain procedure to the resident.
4. Raise bed between mid thigh and waist level.
5. Provide for resident's privacy by pulling privacy curtain.
6. Position resident supine (bed flat) and verbalize that the resident is in good body alignment.
7. **Do not cause discomfort or pain and do not force any joint beyond the point of free movement. (Candidate must ask if they are causing any pain or discomfort).**
8. Correctly support joints at all times by placing one hand under the knee and the other hand under the ankle.
9. Move the entire leg away from the body (abduction).
10. Move the entire leg back toward the body (adduction).
11. Complete abduction and adduction of the hip three times.
12. Straighten the knee and hip. (extension of knee and hip at the same time).
13. Complete flexion and extension of knee and hip three times.
14. Lower bed and leave resident in comfortable position.
15. Maintain respectful, courteous interpersonal interactions at all times.
16. Open privacy curtain.
17. Leave call light or signaling device within easy reach of the resident.
18. Identify that hands should be washed.

Skill 21- Range of Motion One Shoulder

1. Introduce self to the resident.
2. Identify that hands should be washed.
3. Explain procedure to the resident.
4. Provide for resident's privacy by pulling privacy curtain.
5. Raise bed between mid thigh and waist level.
6. Position resident supine (bed flat).
7. Verbalize that the resident is in good body alignment.
8. Correctly support the resident's joint by placing one hand under elbow and the other hand under the resident's wrist.
9. Raise resident's arm up and over the resident's head (flexion).
10. Bring the resident's arm back down to the resident's side (extension).
11. Complete full range of motion for shoulder through flexion and extension three times.
12. Continue supporting joints correctly and move the resident's entire arm out away from the body (abduction).
13. Return the resident's arm to the side of the resident's body (adduction).
14. Complete full range of motion for shoulder through abduction and adduction three times.
15. **Do not cause discomfort or pain and do not force any joint beyond the point of free movement. (Candidate must ask if they are causing any pain or discomfort).**
16. Maintain respectful, courteous interpersonal interactions at all times.
17. Lower bed.
18. Open privacy curtain.
19. Leave call light or signaling device within reach of the resident.

20. Identify that hands should be washed.

Skill 22- Stand Pivot Transfer from Bed to Wheelchair using a Gait Belt

1. Introduce self to the resident.
2. Identify that hands should be washed.
3. Explain the procedure to be performed to the resident and obtain a gait belt.
4. Provide for resident's privacy by pulling privacy curtain.
5. Position wheelchair at the foot or head of bed with the wheelchair touching side of the bed.
6. **Lock wheelchair brakes to ensure resident's safety.**
7. **Lock bed brakes to ensure resident's safety.**
8. Assist resident to put on non-skid slippers while in bed.
9. Lower bed to lowest position so resident's feet will be flat on floor and assist resident to a sitting position.
10. Place gait belt around waist to stabilize trunk.
11. Tighten gait belt. Check gait belt for tightness by slipping fingers between gait belt and resident.
12. While facing resident grasp gait belt with both hands and bring resident to standing position, using proper body mechanics.
13. With both hands grasping gait belt, transfer resident from bed to wheelchair.
14. Assist resident to pivot and assist them to sit in the wheelchair, in a controlled manner that ensures resident's safety.
15. Remove gait belt.
16. Maintain respectful, courteous interpersonal interactions at all times.
17. Open privacy curtain.
18. Leave call light or signaling device within reach of the resident.

19. Identify that hands should be washed.

Skill 23- Stand Pivot Transfer from Wheelchair to Bed using a Gait Belt

1. Introduce self to the resident.
2. Identify that hands should be washed.
3. Explain the procedure to be performed to the resident and obtain a gait belt.
4. Provide for resident's privacy by pulling privacy curtain.
5. Position wheelchair at the foot or head of bed with the wheelchair touching side of the bed.
6. **Lock wheelchair brakes to ensure resident's safety.**
7. **Lock bed brakes to ensure resident's safety.**
8. Lower bed to a position so the resident's feet will be flat on the floor when the resident is transferred to the bed.
9. Place gait belt around waist to stabilize trunk. Tighten gait belt. Check gait belt for tightness by slipping fingers between gait belt and resident.
10. While facing resident grasp gait belt with both hands and bring resident to standing position, using proper body mechanics.
11. Assist resident to pivot in a controlled manner that ensures safety and sit the resident on the bed.
12. Assist resident in removing outer footwear and gait belt.
13. Assist resident to move to center of bed and lie down, supporting extremities as necessary.
14. Make sure resident is comfortable (offer blanket etc) and verbally identify while physically checking that resident is in good body alignment.
15. Open privacy curtain.
16. Maintain respectful, courteous interpersonal interaction at all times.

17. Leave call light or signaling device within easy reach of the resident.

18. Identify hands should be washed.

Skill 24- Vital Signs-Temperature, Pulse and Respiration for 60 seconds

1. Introduce self to the resident
2. Identify that hands should be washed.
3. Explain procedure to resident.
4. Provide for resident's privacy by pulling privacy curtain.
5. Correctly turn on digital oral thermometer.
6. Gently insert bulb end of thermometer in mouth under tongue.
7. Hold thermometer in place for appropriate length of time.
8. Remove thermometer. Read and record the temperature on signed recording sheet. (Complete one task at a time and record in-between temperature, pulse and respirations)
9. **Candidate's recorded temperature varies no more than .1 degree from RN Test Observer's.**
10. Wipe thermometer clean with alcohol pad or discard sheath.
11. Locate the radial pulse by placing tips of fingers on thumb side of the resident's wrist.
12. Count pulse for 60 seconds and record on signed recording sheet.
13. **Candidate's recorded pulse rate is within 4 beats of RN Test Observer's recorded rate.**
14. Count respiration for 60 seconds and record results on signed recording sheet.
15. **Candidate's recorded respiratory rate is within 2 breaths of the RN Test Observer's recorded rate.**

16. Maintain respectful, courteous interpersonal interactions at all times.
17. Open privacy curtain.
18. Leave call light within easy reach of the resident.
19. Identify that hands should be washed.

Skill 25- Weighing an Ambulatory Resident

1. Introduce self to the resident.
2. Identify that hands should be washed.
3. Explain procedure to resident.
4. Check balance of scale and balance or zero scale before resident steps on scale.
(A digital scale is not allowed.)
5. **Insure resident's safety. Lock wheelchair brakes.**
6. Assist resident to stand and walk them to the scale.
7. Assist resident to step on scale.
8. Check that resident is balanced and centered on scale with arms at side and verbalize that the resident is not holding on to anything that would alter reading of the weight.
9. Appropriately adjust weights until scale is in balance or observe analog scale.
10. Read weight.
11. Return resident to wheelchair and assist to sitting position.
12. Record weight on signed recording sheet provided.
13. **Candidate's recorded weight varies no more than 2 lb. from RN Test Observer's reading.**
14. Maintain respectful, courteous interpersonal interactions at all times.
15. Leave call light or signaling device within easy reach of the resident.
16. Identify that hands should be washed.

OHIO KNOWLEDGE TEST VOCABULARY LISTING AND RELATED TERMINOLOGY 2017

abdominal thrust	aspiration	cancer
abuse	assault	cardiac arrest
accidents	assistive device	cardiovascular system
activities	bacteria	care impaired
adaptive device	bargaining	care plan
adaptive equipment	basic needs	care planning
adduction	bathing	cares
ADL	battery	cataract
admission	bed cradle	catheter
admitting resident	bed measurement	catheter care
advance directives	bedpan	cc's in an ounce
affected side	behavior	cell phones
aggressive resident	behavioral care plan	central nervous system
aging process	bladder training	cerebral vascular accident
agitation	blindness	chain of command
alarm	blood pressure	chain of infection
Alzheimer's	body fluid	charge nurse
ambulation	body mechanics	chemical restraint
anatomy	body temperature	chemical safety
anger	bowel program	CHF
angina	BP	choking
anti-embolitic stocking	BPH	circulation
aphasia	breathing	clarification
apnea	breathing rates	cleaning spills
appropriate response	burns	clear liquid diet
arthritis	call light	cognitively impaired
aseptic	call signal	cold application

cold compress	diabetes	emotional needs
colostomy care	diabetic	emotional support
comfort care	dialysis	empathy
communicable	diastolic	emphysema
communication	diet	ethics
competency evaluation program	dietitian	evacuation
conduct	diets	extremity
confidentiality	digestion	eye glasses
confused resident	dilate	falls
congestive heart failure	discharging resident	fecal impaction
constipation	disease	feeding
constrict	disinfection	feeding tubes
contamination	disoriented	financial abuse
continuity	disrespect	fire
contracture	dizziness	fire safety
converting measures	DNR	flatus
COPD	documentation	fluid
cueing	dorsiflexion	fluid intake
cultural	dressng	fluid restriction
CVA	drowsy	Foley catheter
death	dry skin	foot care
death & dying	dying	foot drop
dehydration	dysphagia	force fluid
delegation	dyspnea	Fowler's
dementia	dysuria	fraud
denture care	edema	frayed cord
dentures	elastic stockings	free from disease
dependability	elevate head	frequent urination
depression	elimination	gait belt
developmental process	emesis	gastric feedings
	emesis basin	gastrostomy tube

geriatric chair	impairment	medical record
geriatrics	incontinence	medications
germ transmission	indwelling catheter	memory
gerontology	infection	memory loss
gestures	infection control	mental health
gifts	initial observations	microorganism
gloves	in-service programs	military time
grieving process	insulin	minerals
HAI	intake	misappropriation
hair care	intake and output	mistreatment
hallucination	integumentary system	morning care
hand tremors	interpersonal skills	mouth care
hand washing	isolation	moving
harm	lateral position	multiple sclerosis
health-care team	legal ethics	musculoskeletal
hearing	legal responsibilities	musculoskeletal system
hearing aid	lift/draw sheet	nail care
hearing impaired	lifting	neglect
heart rates	linen	negligence
heat application	liquid diet	non-contagious disease
hemiplegia	listening	non-verbal communication
hepatitis B	loose teeth	NPO
HIPAA	low sodium diet	nursing assistant's role
HIV	Maslow	nurtients
hoarding	masturbation	nutrition
hormones	MDS	objective
hospice	measuring	observation
hydration	measuring height	ombudsman
hypertension	measuring temperature	open-ended questions
I&O	mechanical lift	oral care
immune	medical asepsis	oral hygiene

oral temperature	prosthetic device	responding to resident behavior
orientation	psychological needs	response
osteoporosis	pulse	responsibility
output	quality of life	restorative care
overbed table	radial	restraint
oxygen	ramps	restraint alternative
oxygen concentrator	range of motion	rights
pain	reality orientation	risk factor
palliative care	rectal	role
paralysis	regulation	safety
Parkinson's	religious service	safety precautions
PASS	reminiscence therapy	safety techniques
passive	reminiscing	scale
pathogen	reporting	scope of practice
patience	reposition	seclusion
perineal care	resident abuse	seizure
personal items	resident belongings	self-esteem
phone etiquette	resident harm	semi fowlers
physical needs	resident identification	sensory system
physician's authority	resident independence	sexual harassment
policy book	resident right	sexual needs
positioning	resident rights	sharps container
PPE	residents	shaving
pressure ulcer	resident's chart	shearing
preventing injury	resident's environment	side rails
privacy	respectful treatment	simple fracture
progressive	respiration	skin integrity
promoting independence	respiratory	slander
pronation	respiratory symptoms	smoking
prostate gland	respiratory system	social needs
prosthesis		

specimen	tube feeding
spills	tubing
spiritual needs	tympanic
sputum	types of isolation
standard precautions	unaffected
sterilization	unconscious
stethoscope	urethral
stress	urinary catheter bag
stroke	urinary elimination
subjective	urinary problems
subjective data	urinary system
substance abuse	urinary tract
suicide	urine
sundowning	validation
supine	vision change
survey	visual impairment
swelling	vital signs
systolic	vitamins
tachycardia	vomitus
TED hose	walker
telephone etiquette	wandering resident
temperature	warm and cold applications
terminal illness	weighing
threatening resident	weight
tips	wheelchair safety
toenails	white blood cells
toileting schedule	withdrawn resident
transfers	workplace violence
treating residents with respect	
tub bath	