

Oregon Nursing Assistant Candidate Handbook

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Headmaster is approved by the Oregon State Board of Nursing to administer the Oregon Nursing Assistant Competency Examination

HEADMASTER
3310 McHugh Lane
Helena, MT 59602

8:00 am to 5:00 pm Pacific Time M-F
Phone: (800) 393-8664
Fax: (406) 442-3357

Online information and forms available at: www.hdmaster.com

- Candidate Handbook
- Regional Exam Site Schedules
- Verifying an Exam Date
- Rescheduling a Test Date
- Online Test Results
- Online Written NA Practice Tests

Call Headmaster at 800-393-8664 for questions about:

- Exam dates and locations
 - Test scheduling, rescheduling and cancellations
 - Accessing test results
-

Oregon State Board of Nursing (OSBN)
17938 SW Upper Boones Ferry Road
Portland, OR 97224-7012

8:00 am to 4:30 pm Pacific Time M-F
Phone: (971) 673-0685
Fax: (971) 673-0684

Online information and services available at www.oregon.gov/OSBN :

- Obtaining a Nursing Assistant Application Packet
- Obtaining an ADA Accommodation Form for Testing
- Online License and Certificate Verification System
- Online Renewals for Licenses and Certificates
- A List of Currently Approved Educational Programs for Nursing Assistants

Call OSBN at (971) 673-0685 for information on how to :

- Reactivate CNA1 Certification
 - Update or change your address of record
 - Update or change your legal name
-

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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 nursing assistants who work in such facilities. Each state is responsible for following the terms of this federal law. As defined in the OBRA regulations, a nursing assistant competency evaluation program provides specific standards for nursing assistant related knowledge and skills. The purpose of a nursing assistant competency evaluation program is to ensure that candidates who are seeking to be nursing assistants understand these standards and can competently and safely perform the job of an entry-level nursing assistant. This handbook describes the process of taking the nursing assistant competency exam in Oregon and is designed to help prepare candidates for testing. There are two parts to the nursing assistant competency exam—a multiple-choice knowledge test and a manual skill test. Candidates must pass both parts of the exam and meet all requirements of the OSBN for certification in Oregon and to have his/her name placed on the Oregon Nursing Assistant Registry.

Oregon has approved HEADMASTER, LLP to provide the certification examination and scoring services for nursing assistant examinations. For questions not answered in this handbook, please contact HEADMASTER toll free at 800-393-8664 or go to www.hdmaster.com. This handbook should be kept for future reference.

Certification Process for Oregon CNA1

Nursing Assistant Level 1 Training Program Students

Complete an Oregon State Board of Nursing (OSBN) approved nursing assistant level-1 training program and pass the competency examination within three attempts and within two years of completing the training. The required Oregon level-1 training program is a minimum of 75 hours of classroom and 75 hours of clinical training. The curriculum includes subjects mandated by the federal government and emphasizes care of the geriatric resident/patient. The OSBN also has specified additional content relative to other age groups and settings. Students who successfully finish the required classroom and clinical requirements and pass a training program final examination with a grade of at least 75 percent receive a nursing assistant training program certificate of completion.

Completion of a nursing assistant training program does not imply state certification.

Nursing Assistants Previously Certified in Oregon

If you have held an Oregon CNA certification in the past, please call the OSBN to confirm whether you are eligible to reactivate your Oregon CNA1 certification by taking the competency exam. Oregon provides several ways to reactivate CNA1 certification and you may be eligible to reactivate your certification by a different process. Please call the OSBN at (971) 673-0685 to clarify whether reactivation by exam is the appropriate process for you at this time.

Military Corpsman or Medic Training

Complete military corpsman or medic training with evidence of at least 400 hours of paid employment, in a nursing-related capacity in the two years immediately preceding application date, and pass the competency examination within three attempts and within two years of application to the OSBN.

Nursing Graduates from Outside the United States

Graduates from a nursing program outside the United States must submit a transcript or other documentation, in English, to the OSBN documenting nursing education with the knowledge and skills necessary to perform CNA1 authorized duties. The OSBN shall determine eligibility to test from the documents submitted.

Application to Obtain Oregon CNA1 Certification

Complete the Oregon State Board of Nursing (OSBN) Nursing Assistant application packet available online from the OSBN website, www.oregon.gov/OSBN, or use the one given to you by your nursing assistant training instructor. Send the completed application packet including your certificate of training completion along with the correct fees to the OSBN at the address shown at the top of the application. The name entered on your application must be your current legal name. The two forms of identification you will present at the exam site for admission must match the name entered on your

application. Remember to use the same name on the application and all forms, type or print the information clearly, answer all questions, provide written explanations of all YES responses to the background questions, and sign and date the application. Double-check your application for accurate and complete information before submission. If the application is not signed your application will be returned. Incomplete or illegible applications will delay processing.

Mail the following to the OSBN:

- Completed Fingerprinting Identity Verification Form
- Fingerprint card (Federal Form FD 258), if applicable
- Completed CNA1 Certification by Examination Application
- Training program certificate of completion
- Non-refundable fee for the CNA1 Certification by Examination application
- Non-refundable fee for the fingerprint-based criminal background check processing fee, if applicable

Exam Fees

Initial Examination (written and skill tests).....	\$106
Reactivation by Examination (written and skill test).....	\$106
If requesting an Oral written Exam (tape recording)..... Additional...	\$ 35
Retake or Reschedule of both written and skill test	\$ 70
Retake or Reschedule of written test only	\$ 25
Retake or Reschedule of skill test only	\$ 45

All fees paid to the Oregon State Board of Nursing are non-refundable.

Americans with Disabilities Act Compliance

If you have a qualified disability, you may request special arrangements for examination when you apply. Accommodations must be approved in advance of examination by OSBN. The request for ADA Accommodation Form is available on the OSBN website or by calling the OSBN. This form must be submitted with your application packet.

Scheduling an Exam Date

First time exam candidates will be scheduled to take the written test and skill test on the same day at either an approved Oregon State Board of Nursing (OSBN) regional exam site or at an approved OSBN in-facility exam site.

Upon successful completion of all CNA1 training requirements you must choose an exam date. Give your exam date preference to your instructor.

Your exam date preference must be at least 21 days from the date you will mail your examination application packet to the OSBN. Approved exam dates can be obtained:

- from your instructor
- by visiting www.hdmaster.com, to view the available examination dates in real time

- by calling Headmaster toll free at 800-393-8664 to have an exam schedule faxed, emailed, or mailed to you.

Choose your preferred exam date from the current online exam schedule. Please be sure your exam date preference is at least 21 days from the date you will mail your application packet to the OSBN.

In-facility exam dates are normally arranged by training program instructors. Check with your training program instructor to see if your training site has been approved for in-facility testing. If your training site is an approved in-facility examination site, your training program instructor will tell you the exam date that has been scheduled for you when you complete nursing assistant training.

PREFERRED EXAM DATE NOTIFICATION LETTER

Once you have completed all your training program requirements and have requested an exam date that is at least 21 days from the day your application packet will be mailed to the Oregon State Board of Nursing (OSBN), your training program instructor will give you a nursing assistant training program certificate of completion along with a Preferred Exam Date Notification Letter.

Your Preferred Exam Date Notification Letter will include:

- your preferred exam date
- the exam time
- exam check-in requirements
- a personal identification number (a PIN you need to keep secure)
- examination expectations and
- instructions how to confirm your exam date is at the site and on the date you requested

In addition, your Preferred Exam Date Notification Letter will have directions for rescheduling your exam date online at www.hdmaster.com or by calling Headmaster at 800-393-8664.

EXAMINATION DATE CONFIRMATION LETTER

You will receive an Examination Date Confirmation Letter from Headmaster by mail or email once you have been approved/released to test by the OSBN.

Your Examination Date Confirmation Letter will include:

- a map to your examination site (if it is a regional exam site)
- your confirmed exam date and time
- examination expectations and
- instructions for verifying your exam date online

If you misplace your Examination Date Confirmation Letter you may verify your exam date at www.hdmaster.com or if you need help with exam scheduling please call Headmaster at 800-393-8664. Your Examination Date Confirmation Letter is not required for exam admission, but it is recommended that you have it with you on your exam day.

A few days prior to the requested exam date, you are welcome to visit the Headmaster website at www.hdmaster.com and log on using the unique personal identification number (PIN) listed on your Preferred Exam Date Notification Letter. Keep your PIN secure and don't share it with anyone. Your PIN will also allow you to reschedule your exam date, online, if it becomes necessary.

Rescheduling an Exam Date

If you must reschedule your exam date, please do so as soon as possible. You may reschedule an exam date up until one business day before your scheduled exam date. Business days are Monday through Friday excluding official holidays that fall on weekdays. For example, if you want to reschedule an 8:00 am exam on Monday (and Friday isn't a holiday) you must have an official reschedule confirmation before 8:00 am Pacific time on Friday. To reschedule a 1:00 pm Thursday exam you would need an official reschedule confirmation before 1:00 pm on Wednesday.

If you attempt to reschedule less than one business day before your requested exam date and time and/or don't show up to take your exam you will be considered a "No Show". You will receive a NO SHOW letter in the mail to complete and mail with correct payment to OSBN. You may reschedule a new exam date and receive official reschedule confirmation by using any Internet connected computer, browsing to www.hdmaster.com, and using your secure PIN or by calling Headmaster at 800-393-8664 during business hours.

To reschedule online go to www.hdmaster.com and click on the "Oregon" button under the Nurse Aide header below the map of the USA then click on the "Reschedule" button under Candidate Forms in the far left-hand column. Complete the requested login information and click the "Submit" button. A current regional exam site schedule will appear. Click on the exam site location and date from the exam schedule drop down window then click the "Submit" button. A printable Preferred Exam Date Notification or Exam Date Confirmation Letter with your rescheduled exam location and date will display along with a new map if you are testing at a regional exam site.

Verifying an Exam Date

You may view your scheduled exam date online at www.hdmaster.com by clicking on the link below the red "View your scheduled exam" bar at the top of the Headmaster home page. Complete the requested login information and click the "Submit" button. A printable copy of your examination date information will display with your scheduled exam site location, date, time and exam day information. You may also verify your exam date by calling Headmaster at 800-393-8664.

Late Arrivals or Unable to Attend a Scheduled Exam

You should arrive at the exam site at least 20 minutes before your scheduled exam start time as indicated on your Examination Date Confirmation Letter. If you are not ready to test (checked-in) by your scheduled exam start time, you will not be allowed to test and will forfeit all exam fees and will have to submit new exam fees and secure another exam date.

If circumstances beyond your control cause you to be late or prevent you from attending your scheduled exam, you may be allowed to schedule another exam date without having to repay exam fees. You must notify Headmaster no later than the next business day after the missed exam date by calling 800-393-8664 with the reason for your absence. Headmaster will consider rescheduling your exam based on when Headmaster received initial notice (phone call within one business day) and a signed and dated, documented and verified written explanation of why the exam was missed. Copies of supporting documentation, such as doctor's notes, accident reports, funeral notices, military or court orders along with your explanation letter must be received within ten days of the missed exam date. If you do not provide sufficient notice (phone call within one business day from the missed exam date) and the requested written documentation (within ten days of your missed exam date), you will be considered a "No Show" and you will have to apply to OSBN for another exam date. To apply for new exam date, mail the top portion of your exam results letter, Headmaster Form 1301, along with the correct fees to OSBN. Then select an exam date online from the current regional exam schedule or call Headmaster at 800-393-8664 for assistance. You will receive an Examination Date Confirmation Letter by mail or email once you have been approved (released) to test by OSBN staff.

Cancelled Exam Dates

If an exam date is cancelled due to weather or other unforeseen circumstances Headmaster staff will make every effort to contact you using the contact information we have on file to reschedule you, for no charge, to a mutually agreed upon new test date. You must, therefore, keep your contact information up to date in case we need to contact you. Call 800-393-8664 during regular business hours any time your contact information changes.

Exam Check-In (Identification) and Allowed Items

Proper identification is required to test. If you do not bring the required identification with you on the day of your examination, you will not be allowed to test and your examination fees will not be refunded. **Two** forms of original (no photo copies), signature-bearing, current (not expired) proper identification are required to test. At least one of the signature IDs **must** contain your photograph.

The name on your two forms of identification must match the name on your nursing assistant application packet submitted to the OSBN. If you have had a legal name change since submitting your application packet, you must bring an official document proving your legal name has changed such as a marriage certificate or divorce decree.

Examples of accepted identification include a **current (not expired), signature and date bearing**

- Driver's license
- State issued identification card
- Passport
- Alien registration card
- Tribal identification card

- Social Security card
- Credit card or debit card
- 1st Aid or CPR card
- Hunting or fishing license
- High School ID for current year with a signature

Note: You must notify the OSBN whenever you have a name or address change.

You may **not test** if you have any type of temporary physical limitation that would prevent you from performing duties as a NA or hinder your test. (Examples: Cast, Brace, Crutches, sickness, etc.). Contact HEADMASTER at least one (1) business day prior to your scheduled test to reschedule a new test date.

It is strongly recommended that you have your Examination Date Confirmation Letter with you; however, it is **not** required for admission to test. Your Examination Date Confirmation Letter includes the exam site location, exam date and time and other important information regarding the examination process.

Bring at least two sharpened No. 2 pencils with good erasers if you are taking a written test at a paper exam site. Bring a watch with a second hand. Wear comfortable, appropriate, clothing and non-skid shoes to your examination. You may wear nursing assistant attire such as scrubs if you wish. You will not be allowed to test if you wear inappropriate or revealing clothing.

No other items may be in your possession during your written or skill test. This restriction includes but is not limited to electronic equipment, cell phones, backpacks, purses, notepaper, books, food or drink. Headmaster and examination sites are not responsible for your personal belongings.

Children, family members, friends and pets are not permitted in examination areas.

Exam Security

If you refuse to follow directions, use abusive language or disrupt the examination environment, you will be dismissed from the exam site, your examination will not be scored, your fees will not be refunded and a report of your behavior will be given to the OSBN. You will not be allowed to retest without OSBN approval.

Anyone who records or tries to remove examination information or material from the exam site will be prosecuted to the full extent of the law. In addition, your exam will be documented as a failure. You will not be allowed to retest without written approval to test from the OSBN. If you give or receive help from anyone during the examination, the exam will be stopped, your exam will not be scored, you will be dismissed from the exam site, and you will forfeit any examination fees paid. You will have a failure status documented as the outcome of your test attempt and your actions will be reported to the OSBN.

Two-Flight Examination Method

Headmaster uses a two-flight examination method. Candidates are scheduled to begin testing either in a morning or an afternoon examination group. The time you are to report to the test site will be noted on your test confirmation letter. (On occasion there may be an evening examination group or a modified test event.) During a standard two-flight test

event you can expect to be at the exam site for no more than four hours. For example, a morning examination group candidate taking both the written and skill test would normally be finished with both examinations before noon. For modified test events, you may be at the test site for up to eight hours. Please look on your test confirmation letter for the words "modified test event", or call Headmaster at 800-393-8664, if you have questions.

After check-in and ID verification the RN test observer will tell you where you will begin the test rotation process. You will receive a test rotation card showing the order in which you will take the written and/or skill portion of the examination. Modified test events will not use a rotation schedule and the written test will be administered to all candidates at the same time. At modified test events, after candidates finish the written test they will be assigned a time to take their skill test by the RN test observer.

Paper or Online Written Tests

Headmaster and OSBN approve exam sites for traditional written paper and pencil testing and/or for electronic testing called WebEtest© using Internet connected computers.

Testing online with WebEtest© allows real time scheduling into examination events and same day transmission of tests for official scoring, eliminating examination material shipping time so test results are available days sooner than with traditional paper and pencil testing.

The Knowledge (Written/Oral) Test

The written/oral knowledge test is in English. No other language is approved by OSBN for examination. No translation dictionaries or devices are allowed during examination.

Each written/oral test is different. No candidates at a test event will have the same written/oral test.

The Written Test Proctor will hand out exam materials and will read the instructions for taking the written test. You will have a maximum of ninety (90) minutes to complete the 77 question written test. You will be told when fifteen (15) minutes are left. You may not ask questions about the content of the written test (such as "What does this question mean?") For traditional paper and pencil tests fill in only one (1) oval on the answer sheet for each question on a paper written test. **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. You must have a score of 65% or better to pass the written portion of the test.

If you want to take the oral version of the written test, you must request it when you submit your application and pay the additional fee. An oral test allows you to listen to a recording of the test questions through earphones connected to a cassette tape player or computer work station. In addition, you will have a printed copy of the test questions to read while listening to the recording or for WebEtest© exam sites you will see each question displayed on a computer screen while listening to the recording. You mark your answers using a pencil and paper onto a scanform or use a computer keyboard/mouse

at WebETest© exam sites. All paper test materials must be left in the examination room. Anyone who takes or tries to take materials or information from the examination room is subject to prosecution and will be reported to the OSBN.

The written test consists of 77 multiple-choice questions. Questions are selected from subject areas based on the approved Oregon Test Plan and include questions from all the required categories as defined in OBRA regulations. The subject areas and the number of questions from each subject area are as follows:

Safety (11)	Communication (4)
Infection Control (11)	Data Collection (4)
Personal Care (11)	Basic Nursing skills (11)
Mental Health (2)	Role and Responsibility (8)
Care Impaired (2)	Disease Process (3)
Client Rights (8)	Growth & Development across the Ages (2)

The Skill Test

The purpose of the skill test is to evaluate your nursing assistant skills. Your training program has prepared you for all the skill tasks that you may be asked to demonstrate. Hand washing will always be the first task you will perform. Four (4) additional tasks will be randomly selected from the tasks your training program has prepared you to demonstrate. You must attain a score of 80% on each task without missing any key steps. Key steps have been determined by the OSBN Test Advisory Panel. If you fail a single task you will have to take a new skill test with a total of five tasks. At least one of the five tasks on a new skill test will be one that you previously failed.

What To Expect During the Skill Test

- Each of your five assigned tasks will begin with the reading of a scenario. This scenario for each task will be read to you immediately before you demonstrate each task.
- When you finish each task, tell the RN test observer you are finished and move to the designated “relaxation area.” When the test observer and actor are set up and ready for your next skill task demonstration the test observer will read you the scenario for the next task. This allows you to have a few seconds between each task to relax and take a deep breath before the test observer reads the next scenario to you.
- Listen carefully to all instructions given by the RN test observer. You may request to have any of the five scenarios repeated anytime during your skill test.
- Be sure you understand all instructions before you begin your skill test because you may not ask questions once the skill test begins.

- The RN test observer will show you where equipment is located and demonstrate the use of all the equipment you will need for your five skill tasks before starting your skill test.
- You will be allowed a maximum of forty-five (45) minutes to complete the five (5) skill tasks. You must correctly perform all five (5) skill tasks in order to pass the skill test. You will be alerted when fifteen (15) minutes remain for the completion time of your skill test.
- If you believe you made a mistake while performing any task, tell the RN test observer and then repeat the step(s) on the skill task you believe you performed incorrectly. You may repeat any skill step or steps you believe you have performed incorrectly at any time during your allotted 45 minutes or until you tell the RN test observer you are finished with the skill test (all five skill tasks.) Once the skill test begins, the RN test observer may not answer questions, but may re-read the scenario for you anytime, upon your request.

Skill Task List

Ambulation of a Client using a Gait Belt
 Ambulation of a Client with a Walker using a Gait Belt
 Anti-Embolism Elastic Stockings (One Leg)
 Assisting a Client to Use a Bedpan
 Assisting a Dependent Client with a Meal
 Bed Bath (Partial - Face, Arm, Hand and Underarm)
 Catheter Care
 Denture Care of a Dependent Client
 Dressing a Client
 Fingernail Care (One Hand)
 Foot Care (One Foot)
 Hand Washing
 Making an Occupied Bed
 Making an Unoccupied Bed
 Measure and Record Oral Fluid Intake at Mealtime
 Measure and Record Output from a Urinary Drainage Bag
 Measure and Record Weight on an Ambulatory Client
 Mouth Care
 Mouth Care for a Comatose Client
 Perineal Care
 Position Client on Side in Bed
 Putting on and Removing Personal Protective Equipment: Gown and Gloves
 Range of Motion (ROM) Lower Extremities (Hip and Knee)
 Range of Motion (ROM) Upper Extremities (One Shoulder)
 Taking & Recording Oral Temperature with Digital Thermometer, Radial Pulse, and Respirations
 Taking & Recording a Radial Pulse & Respirations
 Taking & Recording Blood Pressure (One-Step Procedure)
 Transfer from Bed to Wheelchair
 Transfer from Wheelchair to Bed

Skill Tasks with Recording

The RN test observer will provide a recording sheet similar to the one displayed below if a candidate's skill test includes a skill task which requires recording a count or measurement.

CANDIDATE PRINTED NAME	
TEMPERATURE _____	
PULSE _____	RESP _____
WEIGHT _____	
INTAKE _____ % and _____ cc/ml	
OUTPUT _____ cc/ml	BP _____ / _____
CONTAINER #1 _____	
CONTAINER #2 _____	
CONTAINER #3 _____	
TOTAL CONSUMED _____	

CANDIDATE SIGNATURE	
ONLY ONE SHEET PER STUDENT	

Candidate Feedback – Exit Survey

Candidates are provided an exit survey after they finish testing. The survey is confidential and will not have any bearing on the outcome of any test. You are encouraged to complete the survey questions regarding the examination process to help improve the process.

Exam Results

After you have completed both the written test and skill test components and your exam has been officially scored and double-checked in Headmaster's Helena, Montana, office by an official scoring team, Headmaster will send your notification of test results to you by mail or you may securely access your results at www.hdmaster.com. The OSBN will also receive the results for state record, however, Headmaster and the OSBN cannot release results over the phone. Traditional paper and pencil exam results are normally available online at www.hdmaster.com three business days after your exam date has passed. WebETest® exam results are normally available online one business day after your exam date. If you are placed on a "test and hold results" status, your results will not be accessible until your payment clears through the OSBN office.

Due to security and confidentiality requirements, test results can not be given out over the telephone. You must wait to receive them in the mail or access them on-line with information known only to you.

When you pass your exam, you may be certified and listed on the Oregon Nursing Assistant Registry **ONLY AFTER** you meet all Board requirements as noted in the CNA1 Certification by Examination Information publication available from the OSBN website. Notice **one** of those requirements includes passing **both** the written and skill test components of the Oregon nursing assistant examination.

If you fail a test component and wish to retake the test(s) that you failed, you must send the top portion of your test results letter marked with the appropriate failed test(s) requested and appropriate retake fee(s) to OSBN. Procedures for retaking the test and detailed test diagnostics are included in any “failed” result letter (Headmaster Form 1301) mailed to your address of record or securely accessed and printed from the web. Passed and failed result letters are posted online the day tests are scored by Headmaster. To check for your test results, visit www.hdmaster.com, click the “Oregon” button and then click the “On-line Test Results” button under the Candidate Forms column.

You have three attempts to pass the written and skill test portions of the exam within two years from your date of nursing assistant training program completion. If you fail three times, or do not complete testing within two years from completion of training, you must complete a new OSBN approved training program in order to become eligible to further attempt Oregon CNA1 examinations.

Retaking the Oregon Nursing Assistant Exam

- You will receive a test results letter after your test is officially scored and double-checked by Headmaster. Headmaster sends your notification of test results by mail or you may securely access your results at www.hdmaster.com.
- A copy of your test results letter can be securely accessed and printed from www.hdmaster.com any time after you have received a letter or email message informing you that your test has been officially scored.
- When your test results letter informs you that you failed the written and/or skill portion of the examination then when you want to apply for a retest:
 1. Check the box for written or skill or both. Check the oral written test, if desired
 2. Select and include the correct non-refundable fee payment
 3. Mail a copy of your test results letter (Headmaster Form 1301) with the correct non-refundable fee to the OSBN. This will be your application to retest.
 4. Request/choose a re-test date that is at least 14 days from the day you mail a copy of your retest application to the OSBN, go to www.hdmaster.com or call 800-393-8664 during business hours and ask HEADMASTER to schedule you into a new exam date and site of your choice. Your instructor may also want to schedule you into an exam slot at the next in-facility exam date associated with the facility where you trained.
- If you lose your failure letter (Headmaster Form 1301), you can go online and print another copy.
- Headmaster will be happy to schedule you over the telephone for your retest, or you may schedule online. You must have mailed the top portion of your test results letter (Headmaster Form 1301) to the OSBN prior to calling Headmaster or going online to schedule a new exam date. The exam date you scheduled must be at least 14 days after you will mail your test results letter to the OSBN.

- OSBN staff must receive your retest application and non-refundable retake fee in order to make you eligible to test again. Be sure to visit the Headmaster website at www.hdmaster.com and log on with your PIN a few days before your new exam date arrives to verify that the OSBN has authorized (released) you to retest.

Sample Questions

The following questions are samples of the kinds of questions that you will find on the written/oral test. Check your answers to these questions using the answer box below.

1. Clean linens that touch the floor should be:

- (A) Picked up quickly and placed back on the clean linen cart
- (B) Used immediately on the next resident bed
- (C) Considered dirty and placed in the soiled linen hamper
- (D) Used only in the room with the floor the linen fell on

2. A soft, synthetic fleece pad placed beneath the resident:

- (A) Takes pressure off the back
- (B) Provides warmth for the resident
- (C) Gives the resident a sense of security
- (D) Should only be used with bedridden residents

3. A resident's psychological needs:

- (A) Should be given minor consideration
- (B) Make the resident withdrawn and secretive
- (C) Are nurtured by doing everything for the resident
- (D) Are nurtured when residents are treated like individuals

Answers: 1C – 2A – 3D

Written Practice Test

Headmaster offers a free, ten question written practice test at www.hdmaster.com. In addition, a free written test question of the day, which changes every day, is available on the website. Candidates and training programs may also purchase complete practice tests online that are randomly generated, based on the Oregon state test plan. Each practice test taken will be unique. A mastery learning testing method is used. This means candidates must get the question they are attempting correct before they may move on to the next question. A first attempt percentage score and vocabulary feedback are supplied upon completion of each practice test. A printable list of vocabulary words to study, based on the questions missed, is provided at the end of each test. Single or group purchase plans are available. Practice test questions may or may not be current to the curriculum in your state. Visit www.hdmaster.com for more details.

Vocabulary List:

abandonment
abdominal thrusts
abduction
abduction pillow
abnormal vital signs
absorption
abuse
acceptance

accidents
activities
activity
acute
adaptive devices
adduction
ADL's
admission
admitting client
affected side

aging process
agitation
alternating pressure mattress
alternative therapy
Alzheimer's disease
Alzheimer's
environment
ambulate with assistance
ambulation
ambulatory client

amputees
anemia
anger
angina pectoris
anorexia
anterior
antibacterial
antibiotics
antiembolus stockings
anxiety
aphasia
apical
appropriate response
arteries
arthritis
artificial eye
aseptic
aspiration
assistive device
atherosclerosis
atrophy
attitudes
autism
axillary temperature
back strain
bacteria
bargaining
basic human needs
basic needs
basic skin care
bath water temperature
bathing
bed bath
bed cradle
bed height
bed making
bed position
bedfast
bedpan
bedrest
behavior modification
behavioral care plan
BID
biohazard bag
biohazards
bladder training
bleeding
blindness
blood pressure
body alignment
body fluids

body language
body mechanics
bone loss
bowel and bladder programs
bowel movements
bowel program
breathing
brittle bones
broken equipment
burnout
call bell
call light
cancer
cane
cardiac arrest
cardiopulmonary resuscitation
cardiovascular system
care impaired
care plan
caring for blind clients
cast
cataracts
catheter care
cc in an ounce
central nervous system
cerebral vascular accident
charge nurse
chemical disinfectants
chemotherapy
chest pain
choking
chronic
circulation
circulatory system
clarification
cleaning equipment
cleaning spills
cleaning stoma
clear liquid diet
cold compress
colostomy
combative client
comfort care
communicable
communication
communication with
depressed client
compensation
competency evaluation
program
compressions

confidential information
confidentiality
confused client
congestive heart failure
constipation
constrict
contact isolation
contamination
contracture
converting measures
COPD
coughing excessively
CPR
cross contamination
cueing
CVA
cyanosis
cyanotic
death and dying
decubitus ulcer
deeper tissue
dehydration
delusions
demanding client
dementia communication
denial
denture care
dentures
depression
developmental disability
diabetes
diabetic
dialysis
diarrhea
diastolic
diet
dietitian
difficulty talking
digestion
digestive system
discharging client
disease
disinfectants
disinfection
disoriented client
disposing of
contaminated materials
disrespectful treatment
dizziness
DNR
documentation

dressing
droplet precautions
drowsy
dry skin
dying
dysphagia
dyspnea
dysuria
edema
ego-integrity
elastic stockings
electrical equipment
elevate head
elevating bed
elimination of wastes
emesis basin
emotional lability
emotional needs
emotional stress
emotional support
empathetic
emphysema
endocrine system
enema
enteral nutrition
epithelial tissue
ethical code
exercise
extension
extremity
eye glasses
falls
fecal impaction
feeding
feeding tube
financial abuse
fire safety
flatus
flexed
flexion
fluid intake
Foley catheter
foot board
foot care
foot drop
Fowler's position
fracture pan
fractures
fraud
free from disease
frequent urination

gait belt
gastric feedings
gastrostomy tube
genetic disease
geriatrics
gerontology
gestures
glass thermometer
gloves
grand mal seizure
grieving process
guardian
hair care
hallucination
hand care
hand tremors
hand washing
hazardous substances
health-care team
hearing aid
hearing impaired
hearing loss
heart attack
heart muscle
height
helping clients
hemiplegia
hepatitis A
hepatitis B
hereditary
hip prosthesis
HIPAA
HIV
hospice care
hydration
hyperglycemia
hypertension
hyperventilation
hypoglycemia
ice bag
identifying clients
ileostomy
immobility
immune system
impairment
incident report
incontinence
indwelling catheter
infection
infection control
in-house transfer

initial observations
input and output
in-service programs
insulin
intake and output
integumentary system
interpersonal skills
intravenous therapy
isolation
IV care
jaundice
job application
job description
kidney failure
laxatives
libel
life support
lift/draw sheet
linen
liquid diet
listening
living will
log rolling
low sodium diet
macular degeneration
making occupied bed
manipulative behavior
mask
Maslow
material safety data sheet
measuring height
measuring temperature
mechanical soft diet
medical record
medications
memory loss
menopause
mentally impaired
microorganisms
military time
minerals
mistreatment
money
morning care
mouth care
moving a client
mucous membrane
multiple sclerosis
muscle spasms
musculoskeletal system
myocardial infarction

nail care
nasal cannula
nausea
needles
neglect
new client
non-contagious disease
nonverbal
communication
nosocomial infection
NPO
nursing assistant's role
nutrition
objective
OBRA
observation
occupied bed
ombudsman
open bed
oral care
oral hygiene
oral temperature
orientation
oriented
orthotic device
osteoarthritis
osteoporosis
ostomy bag
overbed table
oxygen administration
pain
paralysis
paranoia
paraphrasing
parenteral nutrition
Parkinson's disease
partial assistance
partial bath
passive
pathogens
pathologic process
patience
perineal care
peripheral vascular disease
peristalsis
personal belongings
personal care
personal choice
personal protective
equipment
personal stress

pet therapy
petit mal seizure
phantom pain
phone etiquette
physical change
physical needs
physician's authority
pill-rolling
plaque
plate rim
pleura
podiatrist
positioning client
post mortem care
post-operative
pneumonia
post-surgical care
postural hypotension
pressure sore
pressure ulcer
preventing falls
preventing injury
prioritizing
privacy
PRN
progressive illness
projection
prone
prosthesis
protective equipment
providing privacy
psychological needs
psychosis
pulmonary disease
pulse
quadriplegia
RACE (acronym)
radial
ramps
range of motion
rationalization
reality orientation
rectal
reddened/discolored area
rehabilitation
religious service
reminiscing
reporting observations
reposition client
client abuse
client belongings

client centered care
client identification
client independence
client information
client pain
client rights
client treatment
client trust
client unit
Client's Bill of Rights
client's chart
client's environment
client's families
respectful treatment
respirations
respiratory condition
respiratory symptoms
respiratory system
responding to client behavior
responsibilities
restorative care
restorative dressing
restorative program
restraints
resuscitation
right to refuse care
rigidity
safety and security need
safety procedures
scabies
scale
secretions
security
seizure
self-actualization
self-esteem
semi-prone position
sensory system
sexual advances
sexual harassment
sexual inappropriateness
sexual needs
shampoo tray
sharing information
sharps container
shaving client
shearing of skin
shock
side rails
simple fracture
Sims position

skin integrity
slander
sleep
smoking
social needs
social well being
social worker
soiled linen
specimen
spiritual needs
sputum test
stages of grief
stages of pressure ulcers
standard precautions
stealing
sterilization
stool specimen
stress
stroke
strong side
subjective
suicide
sundowning
supine
supplemental feedings
swelling
systolic
tachycardia
TED hose
telephone etiquette
temperature
tendons
terminal illness
thickened liquids
TIA
tips
toileting schedule
trachea
tracheostomy
transfers
transport bag
transporting food
treating clients with respect
tub bath
tube feeding
tuberculosis
twice daily
tympanic temperatures
unaffected side
unconscious client
unethical behavior

uniform
unsteady
urethral
urinary catheter bag
urinary problems
urinary system
urination
urine
urine filter
urine specimen
validation therapy
varicose veins
vision changes
visual changes
visually impaired
vital signs
vitamins
vomit
walker
wandering client
warm and cold applications
warm application
water faucets
water intake
water temperature
waterless hand soap
weak side
weighing client
weight
well balanced meal
well-being
wheelchair safety
white blood cells
withdrawn client