

TN CNA MOCK SKILLS TESTING ~ NOVEMBER 2019

(UPDATES IN RED)

Skill 1—Handwashing

- 1. Knocks on door.
- 2. Introduces themselves to the resident.
- 3. Turns on water.
- 4. Wets hands.
- 5. Applies liquid soap to hands.
- 6. Rubs hands together using friction.
- 7. **Rubs hands together for at least 20 seconds.**
- 8. Interlaces fingers pointing downward.
- 9. Washes all surfaces of hands and wrists with liquid soap.
- 10. Rinses hands thoroughly under running water with fingers pointed downward.
- 11. Dries hands on clean paper towel(s).
- 12. Turns off faucet with a clean dry paper towel (Does not use a previously used paper towel to turn off the faucet.)
- 13. Discards paper towels to trash container as used.
- 14. **Does not re-contaminate hands at any point during the procedure.**

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Skill 2—Ambulation With Gait Belt

- 1. Knocks on door.
- 2. Identifies that hands should be washed.
- 3. Explains procedure to be performed to the resident.
- 4. Obtains gait belt.
- 5. Lowers bed until residents feet are flat on the floor.
- 6. **Locks bed brakes to ensure resident's safety.**
- 7. **Locks wheelchair brakes to ensure resident's safety.**
- 8. Brings resident to sitting position.
- 9. Places gait belt around waist to stabilize trunk.
- 10. Tightens gait belt.
- 11. Checks gait belt by slipping fingers between gait belt and resident.
- 12. Assists resident to put on non-skid slippers.
- 13. Brings resident to standing position, using proper body mechanics.
- 14. With one hand grasping gait belt and the other stabilizing resident by holding forearm, shoulder, or using other appropriate method to stabilize, ambulates resident.
- 15. Ambulates resident at least 10 steps to the wheelchair.
- 16. Assists resident to pivot and sit in a wheelchair in a controlled manner that ensures safety.
- 17. Uses correct body mechanics at all times.
- 18. Removes gait belt.
- 19. Maintains respectful, courteous interpersonal interactions at all times.
- 20. Leaves call light or signaling device within easy reach of the resident.
- 21. Identifies that hands should be washed.

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Skill 3—Ambulation with Walker

- 1. Knocks on door.
- 2. Identifies that hands should be washed.
- 3. Explains procedure to resident.
- 4. Lowers bed until resident's feet are flat on the floor.
- 5. Locks bed brakes to ensure resident's safety.**
- 6. Locks wheelchair brakes to ensure resident's safety.**
- 7. Brings resident to sitting position.
- 8. Assists resident in putting on non-skid slippers.
- 9. Positions walker correctly.
- 10. Assists resident to stand.
- 11. Ensures resident has stabilized walker.
- 12. Positions self behind and slightly to side of resident.
- 13. Safely ambulates resident.
- 14. Ambulates resident at least 10 steps to the wheelchair.
- 15. Assists resident to pivot and sit in a controlled manner.
- 16. Uses correct body mechanics at all times.
- 17. Maintains respectful, courteous interpersonal interactions at all times.
- 18. Leaves call light or signal calling device within easy reach of the resident.
- 19. Identifies that hands should be washed.

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Skill 4—Backrub

- 1. Knocks on door.
- 2. Identifies that hands should be washed.
- 3. Explains procedure to resident.
- 4. Provides privacy for resident - pulls curtain.
- 5. **Assists resident to turn onto side away from the candidate toward center of the bed.**
- 6. Exposes back. (verbalize)
- 7. Candidate pours a small amount of lotion onto their own hands (verbalize).
- 8. Rubs hands together to warm lotion.
- 9. Rubs entire back in upward, outward motion.
- 10. Returns resident to a position of comfort and safety.
- 11. Lowers bed to lowest position.
- 12. Maintains respectful, courteous interpersonal interactions at all times.
- 13. Leaves call light or signaling device within easy reach of the resident.
- 14. Identifies that hands should be washed.

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(UPDATES IN RED)

Skill 5—Bedpan and Output

- ___ 1. Knocks on door.
- ___ 2. Identifies that hands should be washed.
- ___ 3. Explains the procedure to resident.
- ___ 4. Provides privacy for resident pulls curtain.
- ___ 5. Candidate puts on gloves. ~~after gathering supplies and preparing the area.~~
- ___ 6. Positions resident on bedpan correctly.
- ___ 7. Positions resident on bedpan safely.
- ___ 8. Positions resident on bedpan using correct body mechanics.
- ___ 9. Raises head of bed to comfortable level.
- ___ 10. Leaves tissue within reach of resident.
- ___ 11. Leaves the call light within reach of the resident.
- ___ 12. Candidate indicates they are providing privacy by stepping behind the privacy curtain.
- ___ 13. When signaled by Test Observer, candidate returns.
- ___ 14. Candidate gently removes bedpan.
- ___ 15. Candidate holds while Observer adds a known quantity of fluid.
- ___ 16. **Empties urine from bedpan into graduate.**
- ___ 17. Candidate does not place the bedpan on the floor or on over bed table at any time.
- ___ 18. Candidate places graduate on previously designated flat surface.
- ___ 19. Candidate pours bedpan contents into graduate.
- ___ 20. With graduate at eye level, candidate measure fluid level in the graduate.
- ___ 21. Empties into toilet or designated location.
- ___ 22. Rinses equipment.
- ___ 23. Dries the equipment.
- ___ 24. Returns equipment to storage. (Flushes toilet if used)
- ___ 25. Removes gloves by turning inside out .
- ___ 26. Disposes of gloves.
- ___ 27. Identifies that hands should be washed.
- ___ 28. **Washes/assists resident to wash and dry hands after removing gloves.**
- ___ 29. **Uses soap & water when washing resident's hands.**
- ___ 30. Records output on **signed** recording form.
- ___ 31. **Candidate's measurement reading is within 30ccs of Test Observer's reading.**
- ___ 32. Maintains respectful, courteous interpersonal interactions at all times.
- ___ 33. Leaves call light or signaling device within easy reach of the resident.
- ___ 34. Identifies that hands should be washed.

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Skill 6 — Blood Pressure

- ___ 1. Knocks on door.
- ___ 2. Identifies that hands should be washed.
- ___ 3. Explains procedure to resident.
- ___ 4. Provides privacy for resident - pulls curtain.
- ___ 5. Assists resident into a comfortable sitting or recumbent position.
- ___ 6. Positions resident with forearm supported in a palm-up position.
- ___ 7. Positions resident with forearm approximately at the level of the heart.
- ___ 8. Rolls resident's sleeve up about five inches above the elbow.
- ___ 9. Applies the appropriate size cuff around the upper arm just above the elbow.
- ___ 10. Cleans earpieces of stethoscope appropriately and places in ears.
- ___ 11. Locates brachial artery.
- ___ 12. Places stethoscope over brachial artery.
- ___ 13. Holds stethoscope snugly in place.
- ___ 14. Inflates cuff until 30mm above the average systolic rate provided by RN test observer.
- ___ 15. Slowly releases air from cuff to disappearance of pulsations.
- ___ 16. Removes cuff.
- ___ 17. Records reading on **signed** recording form.
- ___ 18. **Candidate's recorded systolic blood pressure is within 4 mm of the Test Observer's.**
- ___ 19. **Candidate's recorded diastolic blood pressure is within 4 mm of the Test Observer's.**
- ___ 20. Maintains respectful, courteous interpersonal interactions at all times.
- ___ 21. Leaves call light or signal calling device within easy reach of the resident.
- ___ 22. Identifies that hands should be washed.

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Skill 7—Catheter Care

- ___ 1. Knocks on door.
- ___ 2. Identifies that hands should be washed.
- ___ 3. Explains procedure to resident.
- ___ 4. Fills basin with comfortably warm water.
- ___ 5. Places basin on over bed table or bedside table.
- ___ 6. Provides privacy for resident - pulls curtain.
- ___ 7. Covers resident with a bath blanket or clean sheet to maintain privacy before putting on gloves.
- ___ 8. Put gloves on **after gathering supplies and preparing the area.**
- ___ 9. Verbalizes and physically checks to see that urine can flow, unrestricted, into the drainage bag.
- ___ 10. Verbalizes and checks the area around the urethra for signs of leakage.
- ___ 11. Uses soap and water to carefully wash around the drainage tube where it exits the urethra.
- ___ 12. **Holds catheter near the urethra.**
- ___ 13. **Cleans 3-4 inches away from the urethra down the drainage tube.**
- ___ 14. **Cleans with strokes only away from the urethra.**
- ___ 15. **Uses a clean portion of the wash cloth with each stroke.**
- ___ 16. Rinses using a clean washcloth.
- ___ 17. Rinses using strokes away from urethra.
- ___ 18. Rinses using a clean portion of the washcloth with each stroke.
- ___ 19. Pats dry with a clean towel.
- ___ 20. **Does not allow the tube to be pulled at any time during the procedure.**
- ___ 21. Replaces top linen over resident.
- ___ 22. Removes the bath blanket/sheet.
- ___ 23. Discards bath blanket in the appropriate container.
- ___ 24. Leaves resident in a position of safety and comfort.
- ___ 25. Removes the gloves turning inside out.
- ___ 26. Disposes of gloves in the appropriate container.
- ___ 27. Empties equipment.
- ___ 28. Rinses equipment.
- ___ 29. Dries equipment.
- ___ 30. Returns equipment to storage.
- ___ 31. Leaves call light within reach of resident.
- ___ 32. Maintains respectful, courteous interpersonal interactions.
- ___ 33. Identifies hands should be washed.

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Skill 8—Denture Care

- 1. Knocks on door.
- 2. Identifies that hands should be washed.
- 3. Explains procedure to resident.
- 4. Places protective lining in the sink basin (**wash cloth**) to help prevent damage to the dentures.
- 5. Puts on gloves **after gathering supplies and preparing area.**
- 6. Removes dentures from cup.
- 7. Rinses the denture cup.
- 8. Handles dentures carefully to avoid damage.
- 9. Applies cleaning solution.
- 10. Thoroughly brushes dentures inner surfaces.
- 11. Thoroughly brushes dentures outer surfaces.
- 12. Thoroughly brushes dentures chewing surfaces. (Toothettes may be utilized instead of a toothbrush as long as all of the surfaces listed above are cleaned.)
- 13. Rinses dentures using clean cool water.
- 14. Places dentures in rinsed cup.
- 15. Adds cool clean water to denture cup.
- 16. Cleans equipment.
- 17. Returns equipment to storage.
- 18. Discards protective lining in an appropriate container.
- 19. Removes gloves by turning inside out.
- 20. Disposes of gloves in an appropriate container.
- 21. Maintains respectful, courteous interpersonal interactions at all times.
- 22. Leaves call light or signaling device within easy reach of the resident.
- 23. Identifies that hands should be washed.

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Skill 9—Dressing Resident

- 1. Knocks on door.
- 2. Identifies that hands should be washed.
- 3. Explains the procedure to the resident.
- 4. Provides privacy for resident - pulls curtain.
- 5. Raises bed to between mid-thigh and waist level.
- 6. Keeps resident covered while removing gown.
- 7. Removes gown from unaffected side first.
- 8. Places used gown in laundry hamper.
- 9. **When dressing the resident in a shirt or blouse, the Candidate inserts their hand through the sleeve of the shirt or blouse and grasps the hand of the resident, dressing from the affected side first.**
- 10. **When dressing the resident in pants, the Candidate assists the resident to raise their buttocks or turns resident from side to side and draws the pants over the buttocks and up to the resident's waist, always dressing from the affected side first.**
- 11. When putting on the resident's socks, the Candidate draws the socks up the resident's foot until they are smooth.
- 12. Leaves the resident comfortably and properly dressed (pants pulled up to waist front and back and shirt completely buttoned).
- 13. Lowers bed.
- 14. Maintains respectful, courteous interpersonal interactions at all times.
- 15. Leaves call light or signaling device within easy reach of the resident.
- 16. Identifies that hands should be washed.

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Skill 10—Emptying a Urinary Drainage Bag

- ___ 1. Knocks on door.
- ___ 2. Identifies that hands should be washed.
- ___ 3. Explains procedure to resident.
- ___ 4. Provides privacy for resident - pulls curtain.
- ___ 5. Puts on gloves after gathering supplies and preparing area.
- ___ 6. **Places a clean barrier on the floor under the drainage bag (paper towel or linen).**
- ___ 7. Places the graduate on the previously placed barrier.
- ___ 8. Opens the drain to allow the urine to flow into the graduate until the bag is empty.
- ___ 9. Avoids touching the graduate or urine in the graduate with the tip of the tubing.
- ___ 10. Closes the drain.
- ___ 11. **Wipes the drain with uncontaminated antiseptic wipe.**
- ___ 12. Places graduate at eye level on a flat surface and measures output.
- ___ 13. Records the output in cc/ml on **signed** recording form.
- ___ 14. **Candidate's measurement is within 25cc of Observer's measurement.**
- ___ 15. Empties graduate into toilet.
- ___ 16. Rinses equipment.
- ___ 17. Dries equipment.
- ___ 18. Returns equipment to storage.
- ___ 19. Discards barrier into appropriate container.
- ___ 20. Turns gloves inside out as they are removed.
- ___ 21. Disposes of gloves in the appropriate container.
- ___ 22. Leaves resident in a position of safety and comfort.
- ___ 23. Places call light within reach of resident.
- ___ 24. Maintains respectful, courteous interpersonal interactions.
- ___ 25. Identifies that hands should be washed.

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Skill 11—Feeding the Dependent Resident

- ___ 1. Knocks on door.
- ___ 2. Identifies that hands should be washed.
- ___ 3. Explains procedure to the resident.
- ___ 4. Candidate looks at diet card.
- ___ 5. Verbally indicates that resident has received the correct tray.
- ___ 6. Positions the resident in an upright position, at least 45 degrees.
- ___ 7. Protects clothing from soiling by using napkin, clothing protector or towel.
- ___ 8. **Washes the resident's hands with soap & water before feeding.**
- ___ 9. Rinses the resident's hands before feeding.
- ___ 10. Dries resident's hands before feeding.
- ___ 11. Discards soiled linen appropriately.
- ___ 12. **Sits down in a chair facing the resident while feeding resident.**
- ___ 13. Describes the foods being offered to the resident.
- ___ 14. Offers water or other fluids frequently.
- ___ 15. Offers food in small amounts at a reasonable rate.
- ___ 16. Allows resident to chew and swallow.
- ___ 17. Wipes resident's hands during meal at least once.
- ___ 18. Wipes resident's face during meal at least once.
- ___ 19. Leaves resident clean.
- ___ 20. Leaves resident in a position of comfort.
- ___ 21. Records intake in percentage of total solid food eaten on **signed** recording sheet.
- ___ 22. Observer records his/her own estimation first without looking at the candidate's reading.
 - a. Observer's _____
 - b. Candidate's _____
- ___ 23. **Candidate's calculation must be within 25% of the solids consumed.**
- ___ 24. Candidate records total (sum) of fluid intakes from two glasses in cc/ml on recording pad provided.
- ___ 25. Observer records his/her own estimation first without looking at the candidate's reading.
 - a. Observer's _____
 - b. Candidate's _____
- ___ 26. **Candidates calculation is within 30cc/ml of the fluids consumed.**
- ___ 27. Maintains respectful, courteous interpersonal interactions at all times.
- ___ 28. Leaves call light or signaling device within easy reach of the resident.
- ___ 29. Identifies that hands should be washed.

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Skill 12—Hair Care

- 1. Knocks on door.
- 2. Identifies that hands should be washed.
- 3. Explains procedure to the resident.
- 4. Places towel on shoulders.
- 5. Asks resident how they would like their hair combed.
- 6. Combs/brushes hair gently.
- 7. Combs/brushes completely.
- 8. Discards linen in appropriate container.
- 9. Leaves hair neatly brushed, combed or styled.
- 10. Maintains respectful, courteous interpersonal interactions at all times.
- 11. Leaves call light or signaling device within easy reach of the resident.
- 12. Identifies that hands should be washed.

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Skill 13—Isolation Gown and Gloves

- ___ 1. Identifies that hands should be washed.
- ___ 2. Unfolds the gown.
- ___ 3. Faces the back opening of the gown correctly with seams and tags on the inside.
- ___ 4. Places arms through each sleeve.
- ___ 5. Secures the neck opening by fastening behind the neck.
- ___ 6. Secures the waist, making sure that the back flaps completely cover clothing.
- ___ 7. Puts on gloves.
- ___ 8. Gloves overlap gown sleeves at the wrist.
- ___ 9. **Removes the gloves, turning inside out before removing gown.**
- ___ 10. **Disposes of gloves in biohazard container before removing gown.**
- ___ 11. Unfastens gown at the neck after gloves have been removed.
- ___ 12. Unfastens gown at the waist after gloves have been removed.
- ___ 13. Removes the gown by folding soiled area to soiled area.
- ___ 14. Disposes of gown in a biohazard container.
- ___ 15. Identifies that hands should be washed.

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Skill 14—Making an Occupied Bed

- 1. Knocks on door.
- 2. Identifies that hands should be washed.
- 3. Gathers linen.
- 4. Transports correctly without touching uniform.
- 5. Places clean linen over back of chair, drapes over foot of bed or on over-bed table.
- 6. Explains procedure to resident.
- 7. Provides privacy for resident - pulls curtain.
- 8. Raises the bed between mid-thigh and waist level.
- 9. Resident is to remain covered at all times.**
- 10. Assists resident to roll onto side away from the candidate toward center of the bed.**
- 11. Rolls or fan folds soiled linen, soiled side inside, to the center of the bed.
- 12. Places clean bottom sheet along the center of the bed and rolls or fan folds linen against resident's back.
- 13. Unfolds remaining half of clean bottom linen.
- 14. Secures two fitted corners.
- 15. Assists resident to roll onto his/her other side over the clean bottom linen.
- 16. Removes soiled linen without shaking.
- 17. Avoids placing dirty linen on the over-bed table, chair or floor.
- 18. Avoids touching linen to uniform.
- 19. Disposes of soiled linen in hamper.
- 20. Pulls through and smooths out the clean bottom linen leaving tight and free of wrinkles.
- 21. Secures other two fitted corners.
- 22. Resident never touches bare mattress at any time during this procedure.
- 23. Places resident on his/her back maintaining correct body alignment. (must verbalize)**
- 24. Places clean top linen over covered resident.
- 25. Removes used linen making sure the resident is unexposed at all times.
- 26. Place clean blanket or bed spread over covered resident.
- 27. Tucks in top linen at foot of the bed only. (Except for the mitered corners, does not tuck in linens on the sides).
- 28. Makes mitered corners at the foot of the bed.
- 29. Inserts pillow into a clean pillow case
- 30. Pillow case zippers and/or tags are placed to the inside.
- 31. Gently lifts resident's head when replacing the pillow.
- 32. Leaves bed neat and completely made.
- 33. Lowers bed.
- 34. Maintains respectful, courteous interpersonal interactions at all times.
- 35. Leaves call light or signaling device within easy reach of the resident.
- 36. Identifies that hands should be washed.

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(UPDATES IN RED)

Skill 15—Making an Unoccupied Bed

- 1. Knocks on door.
- 2. Identifies that hands should be washed.
- 3. Gathers linen.
- 4. Transports linen without touching uniform.
- 5. Places clean linen over back of chair, drapes over foot of bed or on over-bed table.
- 6. Raises the bed between mid-thigh and waist level.
- 7. Removes soiled linen from bed without touching uniform.
- 8. **Places removed linen in appropriate place.**
- 9. **Does not put dirty linen on the over bed table.**
- 10. **Does not put clean or dirty linen on the floor.**
- 11. Applies bottom fitted sheet, keeping it straight and centered.
- 12. Makes bottom linen smooth and/or tight, free of wrinkles.
- 13. Places clean top linen and blanket or bed spread on the bed.
- 14. Tucks in top linen at foot of the bed only. (Except for the mitered corners, does not tuck in linens on the sides).
- 15. Makes mitered corners at the foot of the bed.
- 16. Applies clean pillowcase with zippers and/or tags to inside of pillowcase.
- 17. Leaves bed completely and neatly made.
- 18. Returns bed to lowest position.
- 19. Identifies that hands should be washed.

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(UPDATES IN RED)

Skill 16—Mouth Care

- ___ 1. Knocks on door.
- ___ 2. Identifies that hands should be washed.
- ___ 3. Explains procedure to the resident.
- ___ 4. Provides privacy for resident - pulls curtain.
- ___ 5. Drapes the chest with towel to prevent soiling.
- ___ 6. Candidate prepares area – gathers supplies.
- ___ 7. Candidate puts on gloves after gathering supplies and preparing the area.
- ___ 8. Applies a small amount of cleaning solution.
- ___ 9. **Cleans inner surface of resident's teeth upper teeth.**
- ___ 10. **Cleans outer surface of resident's teeth upper teeth.**
- ___ 11. **Cleans chewing surface of resident's teeth upper teeth.**
- ___ 12. **Cleans inner surface of resident's teeth lower teeth.**
- ___ 13. **Cleans outer surface of resident's teeth lower teeth.**
- ___ 14. **Cleans chewing surface of resident's teeth lower teeth.**
- ___ 15. Cleans tongue.
- ___ 16. Assists resident in rinsing mouth.
- ___ 17. Wipes resident's mouth.
- ___ 18. Removes soiled linen.
- ___ 19. Places soiled linen in appropriate container.
- ___ 20. Empties emesis basin.
- ___ 21. Rinses emesis basin.
- ___ 22. Dries emesis basin.
- ___ 23. Rinses toothbrush or disposes of toothette in the appropriate container.
- ___ 24. Returns emesis equipment to storage.
- ___ 25. Removes gloves by turning inside out.
- ___ 26. Disposes of gloves in the appropriate container.
- ___ 27. Leaves resident in position of comfort.
- ___ 28. Maintains respectful, courteous interpersonal interactions at all times.
- ___ 29. Leaves call light or signaling device within easy reach of the resident.
- ___ 30. Identifies that hands should be washed.

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(UPDATES IN RED)

Skill 17—Mouth Care Comatose Resident

- ___ 1. Knocks on door.
- ___ 2. Identifies that hands should be washed.
- ___ 3. Provides privacy for resident - pulls curtain.
- ___ 4. Explains procedure to the resident.
- ___ 5. **Positions resident in semi-Fowler's position with head turned well to one side or positions resident on side as appropriate to avoid choking or aspiration.**
- ___ 6. Drapes chest/bed as needed to protect from soiling.
- ___ 7. Candidate prepares area – gathers supplies.
- ___ 8. Candidate puts on gloves after gathering supplies and preparing area.
- ___ 9. Applies a small amount of pre-mixed cleaning solution to swab/toothbrush (NO TOOTHPASTE).
- ___ 10. Gently and thoroughly cleans the inner surface of all upper teeth.
- ___ 11. Gently and thoroughly cleans the outer surface of all upper teeth.
- ___ 12. Gently and thoroughly cleans the chewing surface of all upper teeth.
- ___ 13. Gently and thoroughly cleans the inner surface of all lower teeth.
- ___ 14. Gently and thoroughly cleans the outer surface of all lower teeth.
- ___ 15. Gently and thoroughly cleans the chewing surface of all lower teeth.
- ___ 16. Gently and thoroughly cleans the gums.
- ___ 17. Gently and thoroughly cleans the tongue.
- ___ 18. Cleans/wipes mouth area.
- ___ 19. Dries mouth area.
- ___ 20. Returns resident to a position of comfort and safety.
- ___ 21. Rinses equipment.
- ___ 22. Dries equipment.
- ___ 23. Returns equipment to storage.
- ___ 24. Discards disposable items in appropriate container.
- ___ 25. Discards towel and washcloth in linen hamper.
- ___ 26. Candidate removes gloves by turning inside out.
- ___ 27. Disposes in the appropriate container.
- ___ 28. Maintains respectful, courteous interpersonal interactions at all times.
- ___ 29. Leaves call light or signaling device within easy reach of the resident.
- ___ 30. Identifies that hands should be washed.

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(UPDATES IN RED)

Skill 18—Nail Care One Hand

- 1. Knocks on door.
- 2. Identifies that hands should be washed.
- 3. Explains procedure to the resident.
- 4. Immerses nails in comfortably warm water.
- 5. Soaks for at least five (5) minutes. (The five minutes may be verbalized.)
- 6. Dries hand thoroughly, being careful to dry between fingers.
- 7. Gently cleans under nails with orange stick.
- 8. Gently pushes cuticle back with orange stick.
- 9. Files each fingernail.
- 10. Rinses equipment.
- 11. Dries equipment.
- 12. Returns equipment to storage.
- 13. Discards towel in linen hamper.
- 14. Maintains respectful, courteous interpersonal interactions at all times.
- 15. Leaves call light or signaling device within easy reach of the resident.
- 16. Identifies that hands should be washed.

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(UPDATES IN RED)

Skill 19—Partial Bed Bath-Face, Arm, Hand and Underarm

1. Knocks on door.
2. Identifies that hands should be washed.
3. Explains procedure to the resident.
4. Provides privacy for resident - pulls curtain.
5. Raises the bed between mid-thigh and waist level.
6. Covers resident with a bath blanket or clean sheet.
7. Removes remaining top bed covers.
8. Fanfolds to bottom of bed or places aside.
9. Removes resident's gown without exposing resident.
10. Places in linen hamper after removal.
11. Fills basin with comfortably warm water.
12. Places on over-bed table or bedside stand.
13. Washes face WITHOUT SOAP.
14. Dries face.
15. Places towel under arm, exposing one arm.
16. Washes arm.
17. Washes hand.
18. Washes underarm.
19. Used soap and water for the previous three steps.
20. Rinses arm.
21. Rinses hand.
22. Rinses underarm.
23. Dries arm.
24. Dries hand.
25. Dries underarm.
26. Assists resident to put on a clean gown.
27. Properly rinses equipment.
28. Dries equipment.
29. Returns equipment to storage.
30. Disposes of soiled linen in appropriate container.
31. Lowers bed.
32. Maintains respectful, courteous interpersonal interactions at all times.
33. Leaves call light or signaling device within easy reach of the resident.
34. Identifies that hands should be washed.

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(UPDATES IN RED)

Skill 20—Perineal Care for a Female

- ___ 1. Knocks on door.
- ___ 2. Identifies that hands should be washed.
- ___ 3. Explains procedure to the resident. (mannequin)
- ___ 4. Provides privacy for resident - pulls curtain.
- ___ 5. Raises the bed between mid-thigh and waist level.
- ___ 6. Fills basin with comfortably warm water.
- ___ 7. Places basin on over-bed table or bedside stand.
- ___ 8. Candidate prepares area – supplies gathered.
- ___ 9. Places bath blanket or clean sheet over resident. (must be done before putting on gloves.)
- ___ 10. Puts on gloves after gathering supplies and preparing area.
- ___ 11. Exposes perineum only.
- ___ 12. Verbalizes separating labia, while physically separating the labia.
- ___ 13. Using water and soapy washcloth (no peri-wash).
- ___ **14. Cleans both sides of the labia from front to back.**
- ___ **15. Using a clean portion of a washcloth with each stroke.**
- ___ 16. Cleans middle of labia from front to back.
- ___ 17. Uses clean portion of washcloth with each stroke.
- ___ 18. Rinses both sides of the labia from front to back.
- ___ 19. Rinses middle of labia from front to back.
- ___ 20. Rinses are with a clean portion of the wash cloth with each stroke.
- ___ 21. Dries area.
- ___ 22. Assists resident (mannequin) to turn onto side away from the candidate toward center of the bed.
- ___ **23. Cleans the rectal area from front to back.**
- ___ 24. Uses a new, clean soapy washcloth (no peri-wash).
- ___ **25. Cleans with single strokes. (front to back)**
- ___ **26. Uses a clean portion of the wash cloth with each stroke.**
- ___ 27. Rinses area front to back.
- ___ 28. Rinses area using single strokes.
- ___ 29. Rinses area using a clean potion of the wash cloth with each stroke.
- ___ 30. Dries area.
- ___ 31. Positions resident (mannequin) on back.
- ___ 32. Disposes of soiled linen in an appropriate container.
- ___ 33. Empties equipment.
- ___ 34. Rinses equipment.
- ___ 35. Dries equipment.
- ___ 36. Replaces equipment.
- ___ 37. Removes gloves by turning inside out.
- ___ 38. Disposes of gloves in an appropriate container.

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(UPDATES IN RED)

- 39. Lowers bed.
- 40. Maintains respectful, courteous interpersonal interactions at all times
- 41. Places call light or signaling device within reach of resident.
- 42. Identifies that hands should be washed.

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(UPDATES IN RED)

Skill 21—Position Resident on Side

- ___ 1. Knocks on door.
- ___ 2. Identifies that hands should be washed.
- ___ 3. Explains procedure to the resident.
- ___ 4. Explains how the resident may help.
- ___ 5. Provides privacy for resident - pulls curtain.
- ___ 6. Positions bed flat.
- ___ 7. Raises the bed between mid-thigh and waist level.
- ___ 8. From the working side—moves upper body toward self.
- ___ 9. From the working side - moves hips toward self.
- ___ 10. From the working side - moves legs toward self.
- ___ 11. **Assists/turns resident on his or her _____ side.**
- ___ 12. **Ensures that the resident's face never becomes obstructed by the pillow. (Candidate physically checks and verbalizes checking).**
- ___ 13. Checks to be sure resident is not laying on his/her arm.
- ___ 14. Places support devices under the residents head.
- ___ 15. Places support devices under the resident's top arm.
- ___ 16. Places support devices behind back.
- ___ 17. Places support devices between knees.
- ___ 18. **Maintains correct body alignment (must verbalize checking).**
- ___ 19. Lowers bed.
- ___ 20. Maintains respectful, courteous interpersonal interactions at all times.
- ___ 21. Leaves call light or signaling device within easy reach of the resident.
- ___ 22. Identifies that hands should be washed.

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(UPDATES IN RED)

Skill 22—Range of Motion Hip & Knee

- 1. Knocks on door.
- 2. Identifies that hands should be washed.
- 3. Explains procedure to the resident.
- 4. Provides privacy for resident - pulls curtain.
- 5. Positions resident supine (bed flat).
- 6. Raises bed to between mid-thigh and waist level.
- 7. Correctly supports joints at all times by placing one hand under the knee.
- 8. Correctly supports joints at all times by placing on hand under the ankle.
- 9. Moves the entire leg away from the body and verbalizes abduction. (MUST VERBALIZE NAME OF MOTION)
- 10. Completes abduction of the hip at least three times.
- 11. Moves the entire leg back toward the body and verbalizes adduction. (MUST VERBALIZE NAME OF MOTION)
- 12. Completes adduction of the hip three times.
- 13. Continues to correctly support joints.
- 14. Bends the resident's knee and hip toward the resident's trunk and verbalizes flexion. (MUST VERBALIZE NAME OF MOTION)
- 15. Completes flexion of the knee at least three times.
- 16. Straighten the knee and hip and verbalizes extension. (MUST VERBALIZE NAME OF MOTION)
- 17. Complete extension of knee and hip three times.
- 18. **Does not cause discomfort or pain anytime during ROM (Candidate must ask if they are causing any pain or discomfort).**
- 19. **Does not force any joint beyond the point of free movement.**
- 20. Leaves resident in a comfortable position.
- 21. Checks and verbalizes good body alignment (MUST VERBALIZE CHECKING GOOD BODY ALIGNMENT).
- 22. Lowers bed.
- 23. Maintains respectful, courteous interpersonal interactions at all times.
- 24. Leaves call light or signaling device within easy reach of the resident.
- 25. Identifies that hands should be washed.

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(UPDATES IN RED)

Skill 23—Range of Motion One Shoulder

- ___ 1. Knocks on door.
- ___ 2. Identifies that hands should be washed.
- ___ 3. Explains procedure to the resident.
- ___ 4. Provides privacy for resident - pulls curtain.
- ___ 5. Positions resident supine (bed flat) on back.
- ___ 6. Raises bed to between mid-thigh and waist level.
- ___ 7. Correctly supports the resident's joint by placing one hand under their elbow.
- ___ 8. Correctly supports the resident's joint by placing one hand under the resident's wrist.
- ___ 9. Raises resident's arm up and over the resident's head and verbalizes flexion. (MUST VERBALIZE NAME OF MOTION)
- ___ 10. Brings the resident's arm back down to the resident's side and verbalizes extension. (MUST VERBALIZE NAME OF MOTION)
- ___ 11. Completes flexion of the shoulder at least three times.
- ___ 12. Completes extension of the shoulder at least three times.
- ___ 13. Continues correct support for shoulder joint.
- ___ 14. Move's the resident's entire arm out away from the body and verbalizes abduction. (MUST VERBALIZE NAME OF MOTION)
- ___ 15. Return the resident's arm to the middle of the resident's body and verbalizes adduction. (MUST VERBALIZE NAME OF MOTION)
- ___ 16. Completes abduction of the shoulder at least three times.
- ___ 17. Completes adduction of the shoulder at least three times.
- ___ 18. **Does not cause discomfort or pain at anytime during ROM (Candidate must ask if the resident feels any pain or discomfort).**
- ___ 19. **Does not force any joint beyond the point of free movement**
- ___ 20. Leaves resident in a comfortable position.
- ___ 21. The candidate insures resident has good body alignment. (MUST VERBALIZE CHECKING GOOD BODY ALIGNMENT).
- ___ 22. Lowers bed.
- ___ 23. Maintains respectful, courteous interpersonal interactions at all times.
- ___ 24. Leaves call light or signaling device within easy reach of the resident.
- ___ 25. Identifies that hands should be washed.

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(UPDATES IN RED)

Skill 24—Stand, Pivot and Transfer – With a Gait Belt

- ___ 1. Knocks on door.
- ___ 2. Identifies that hands should be washed.
- ___ 3. Explains the procedure to be performed to the resident.
- ___ 4. Positions wheelchair at the foot or head of the bed.
- ___ **5. Locks wheelchair brakes to ensure resident's safety.**
- ___ **6. Locks bed brakes to ensure resident's safety.**
- ___ 7. Lowers bed until resident's feet are flat on the floor.
- ___ 8. Assists resident to sitting position.
- ___ 9. Places gait belt around waist to stabilize trunk.
- ___ 10. Tightens gait belt.
- ___ 11. Checks gait belt by slipping fingers between gait belt and resident.
- ___ 12. Assists resident to put on non-skid slippers.
- ___ 13. Brings resident to a standing position using proper body mechanics.
- ___ 14. With one hand grasping the gait belt and the other stabilizing resident by holding forearm, shoulder, or using other appropriate method to stabilize, transfers resident from bed to wheelchair.
- ___ 15. Assists resident to pivot and sit in a controlled manner that ensures safety.
- ___ 16. When instructed by the observer, candidate brings resident to standing position, using proper body mechanics.
- ___ 17. With one hand grasping the gait belt and the other stabilizing resident by holding forearm, shoulder, or using other appropriate method to stabilize, transfers resident from wheelchair back to bed.
- ___ 18. Assists resident to pivot and sit on the bed in a controlled manner that ensures safety.
- ___ 19. Assists resident in removing non-skid slippers.
- ___ 20. Removes gait belt.
- ___ 21. Assists resident to move to center of bed.
- ___ 22. Assists resident to lie down.
- ___ 23. Makes sure resident is comfortable.
- ___ 24. Checks and verbalizes that resident is in good body alignment.
- ___ 25. Maintains respectful, courteous interpersonal interactions at all times.
- ___ 26. Leaves call light or signaling device within easy reach of the resident.
- ___ 27. Identifies that hands should be washed.

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(UPDATES IN RED)

Skill 25—Vital Signs - Oral Temperature, Pulse and Respiration

- ___ 1. Knocks on door.
- ___ 2. Identifies that hands should be washed.
- ___ 3. Explains procedure to resident.
- ___ 4. Provides privacy for resident - pulls curtain.
- ___ 5. Applies sheath or clean with alcohol pad.
- ___ 6. Turns on digital oral thermometer.
- ___ 7. Gently inserts bulb end of thermometer in mouth under tongue.
- ___ 8. Holds thermometer in place for appropriate length of time.
- ___ 9. Removes thermometer.
- ___ 10. Candidate reads and records the temperature reading on a pad of **signed** recording form.
- ___ **11. Candidate's recorded temperature varies no more than .1 degree from Test Observer's.**
- ___ 12. Candidate wipes thermometer clean with alcohol pad or discards sheath.
- ___ 13. Locates the radial pulse by placing tips of fingers on thumb side of the resident's wrist.
- ___ 14. Counts pulse for 60 seconds or 30 seconds times 2.
- ___ 15. Candidate records on the **signed** recording form.
- ___ **16. Candidate's recorded pulse rate is within 4 beats of Test Observer's recorded rate.**
- ___ 17. Candidate counts respirations for 60 seconds or 30 seconds times 2.
- ___ 18. Candidate records results on the **signed** recording form.
- ___ **19. The Candidate's recorded respiratory rate is within 2 breaths of the Test Observer's recorded rate.**
- ___ 20. Maintains respectful, courteous interpersonal interactions at all times.
- ___ 21. Leaves call light or signaling device within easy reach of the resident.
- ___ 22. Identifies that hands should be washed.

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(UPDATES IN RED)

Skill 26-Vital Signs-Axillary Temperature, Pulse and Respiration

- ___ 1. Knocks on door.
- ___ 2. Identifies that hands should be washed.
- ___ 3. Explains procedure to resident.
- ___ 4. Provides privacy for resident - pulls curtain.
- ___ 5. Candidate dries inner armpit.
- ___ 6. Applies sheath or clean with alcohol pad.
- ___ 7. Correctly turns on digital thermometer.
- ___ 8. Places thermometer in the center of the axilla.
- ___ 9. Holds thermometer in place for appropriate length of time.
- ___ 10. Removes thermometer.
- ___ 11. Candidate reads the temperature.
- ___ 12. Candidate records the temperature reading on the **signed** recording form.
- ___ **13. Candidate's recorded temperature varies no more than .1 degree from Test Observer's.**
- ___ 14. Candidate wipes thermometer clean with alcohol pad or discards sheath.
- ___ 15. Locates the radial pulse by placing tips of fingers on thumb side of the resident's wrist.
- ___ 16. Counts pulse for 60 seconds or 30 seconds times 2.
- ___ 17. Candidate records on the **signed** recording form.
- ___ **18. Candidate's recorded pulse rate is within 4 beats of Test Observer's recorded rate.**
- ___ 19. Candidate counts respirations for 60 seconds or 30 seconds times 2.
- ___ 20. Candidate records results on the **signed** recording form.
- ___ **21. The Candidate's recorded respiratory rate is within 2 breaths of the Test Observer's recorded rate.**
- ___ 22. Maintains respectful, courteous interpersonal interactions at all times.
- ___ 23. Leaves call light or signaling device within easy reach of the resident.
- ___ 24. Identifies that hands should be washed.

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(UPDATES IN RED)

Skill 27—Weighing an Ambulatory Resident

- 1. Knocks on door.
- 2. Identifies that hands should be washed.
- 3. Explains procedure to resident.
- 4. **Balances scale before weighing resident or zeros if the scale is analog.**
- 5. **Ensures resident's safety. Locks wheelchair brakes.**
- 6. Assists resident to stand.
- 7. Walks resident to the scale.
- 8. Assists resident to step on scale.
- 9. Checks that resident is balanced and centered on scale with arms at side and not holding on to anything that could alter the reading of the weight.
- 10. **Appropriately adjusts weights until scale is in balance or observes analog scale.**
- 11. Returns resident to wheelchair.
- 12. Assists resident to sit in wheelchair.
- 13. Records weight on the **signed** recording form.
- 14. **Candidate's recorded weight varies no more than 2 pounds from Test Observer's reading.**
- 15. Maintains respectful, courteous interpersonal interactions at all times.
- 16. Leaves call light or signaling device within easy reach of the resident.
- 17. Identifies that hands should be washed.

CANDIDATE NAME: _____ DATE: _____ PASS: _____ FAIL: _____