D&S Diversified Technologies LLP

Headmaster LLP

MISSISSIPPI NURSE AIDE CANDIDATE HANDBOOK

January 2026

VERSION 3.0

UPDATES EFFECTIVE JANUARY 2026:

Renewal, if on or returning from military duty, information has been provided.

Remotely Proctored Testing Attire has been added.

D&S Diversified Technologies (D&SDT) – Headmaster

Email: **mississippi@hdmaster.com**

Mississippi TMU©: **ms.tmutest.com**

Website: **www.hdmaster.com**

(888)401-0462 | (800) 393-8664 | (888) 401-0465

D&S DIVERSIFIED TECHNOLOGIES (D&SDT)

TMU©

Contact Information

Questions regarding:	Contact:	Hours and Phone #:
• testing process • test scheduling • eligibility to test • name and address changes	**D&S Diversified Technologies (D&SDT), LLP-Headmaster, LLP** 333 Oakland Avenue Findlay, OH 45840 Email: mississippi@hdmaster.com Website: hdmaster.com Mississippi TMU© Webpage: ms.tmutest.com	Monday through Friday 7:00AM – 6:00PM Central Time (CT) **Phone #: (888) 401-0462** **Phone #: (888) 401-0465** Fax #: (406) 442-3357
Questions regarding: • obtaining information on official regulations and guidelines for nurse aides • obtaining information regarding approved training programs • obtaining approval to test if you are an out-of-state or foreign RN or LPN	**Contact:** **Mississippi State Department of Health (MSDS)** Bureau of Health Facilities | Licensure and Certification P.O. Box 1700 Jackson, MS 39215 143B LeFleur's Square Jackson, MS 39211	**Hours and Phone #:** Monday through Friday 8:00AM – 5:00PM Central Time (CT) **Phone #: (601) 364-1100** Fax#: (601) 364-5052

TABLE OF CONTENTS

INTRODUCTION 1
MISSISSIPPI NURSE AIDE REGISTRY REQUIREMENTS 1
Registry Maintenance 1
Demographic Updates / Changes / Corrections 2
Registry Renewal 2
Renewal If On Or Returning From Military Duty 3
Renewal Instructions 2
Reactivation by Exam 3
Out of State Certification – Reactivation by Exam 4
Petition for Removal of Finding of Neglect from the Mississippi Nurse Aide Registry 4
Registry Reciprocity 7
Out-of-State Reciprocity Process 7
STUDENT NURSE / GRADUATE NURSE / OUT-OF-STATE OR FOREIGN NURSE TRAINING 7
Nursing Student 7
Graduate Nurse 7
Out-of-State or Foreign LPN or RN 8

AMERICANS WITH DISABILITIES ACT (ADA) 8
ADA Compliance 8
MISSISSIPPI TESTMASTER UNIVERSE© (TMU©) 8
Mississippi TMU© Home Page 8
Forgot your Password and Recover your Account 9
Complete your TMU© Account 12
THE MISSISSIPPI NURSE AIDE COMPETENCY EXAM 14
Payment Information 14
Schedule a Mississippi Nurse Aide Exam 14
LONG-TERM CARE FACILITY TRAINED CANDIDATES 14
SELF-PAY OF TESTING FEES IN TMU© 14
SCHEDULE / RESCHEDULE A TEST EVENT 16
Reschedule a Test Event Screenshots 17
TEST CONFIRMATION LETTER 18
View your Notifications in TMU© 19
Time Frame for Testing from Training Program Completion 20
LONG-TERM CARE FACILITY TRAINED CANDIDATES 20
Exam Check-In 21
Testing Attire 21
Identification 21
DEMOGRAPHIC UPDATES / CHANGES / CORRECTIONS 22
Instructions for the Knowledge, Remotely Proctored Knowledge, and Skill Exams 23
Testing Policies 23
ACCESS THE CANDIDATE HANDBOOK AND TESTING INSTRUCTIONS 25
Security 26
Rescheduling Policy 26
Refund of Testing Fees Paid 27
SCHEDULED IN A TEST EVENT 27
NOT SCHEDULED IN A TEST EVENT 28
Unforeseen Circumstances Policy 28
No-Show Status 28
NO-SHOW EXCEPTIONS 29
Candidate Feedback – Exit Survey 30
Test Results 30
Test Attempts 32
LONG-TERM CARE FACILITY TRAINED CANDIDATES 33
Retaking the Nurse Aide Exam 33
Test Review Requests 33
THE KNOWLEDGE/AUDIO EXAM 34

Knowledge Exam Content **34**
SUBJECT AREAS 34
Knowledge Exam Information **35**
KNOWLEDGE EXAM SUBJECT AREA DEFINITIONS 35
Knowledge Exam Audio Version **36**
SELECTING AN AUDIO VERSION OF THE KNOWLEDGE EXAM 36
Remotely Proctored Knowledge Exam Option **37**
REMOTELY PROCTORED KNOWLEDGE EXAM CANDIDATE REQUIREMENTS 38
SCHEDULE A REMOTELY PROCTORED KNOWLEDGE EXAM 38
REMOTELY PROCTORED KNOWLEDGE EXAM INSTRUCTIONS 39
REMOTELY PROCTORED KNOWLEDGE EXAM TESTING ATTIRE 39
REMOTELY PROCTORED KNOWLEDGE EXAM CHECK-IN 39
REMOTELY PROCTORED KNOWLEDGE EXAM POLICIES 40
Self-Assessment Reading Comprehension Exam **41**
Knowledge Practice Test **43**
THE MANUAL DEMONSTRATION SKILL TEST **44**
Skill Test Recording Form **45**
Skill Test Tasks **46**
Skill Tasks Listing **46**
Apply a Knee-high Anti-embolic (elastic) Stocking to a Resident's Leg 46
Assist a Resident to Ambulate using a Gait Belt 47
Assist a Resident with the use of a Bedpan, Measure and Record Urine Output, and Hand Washing 48
Catheter Care for a Female Resident and Hand Washing 49
Denture Care – Clean an Upper or Lower Denture 50
Don [Put On] PPE (a Gown and Gloves), Empty a Urinary Drainage Bag, Measure and Record Urine Output, Doff [Remove] PPE, and Hand Washing 51
Dress a Resident with an Affected (weak) Side in Bed 52
Feed a Dependent Resident in Bed 53
Foot Care for a Resident's Foot 53
Modified Bed Bath –Face and One Arm, Hand and Underarm 54
Mouth Care – Brush a Resident's Teeth 55
Passive Range of Motion for a Resident's Hip and Knee 56
Passive Range of Motion for a Resident's Shoulder 56
Perineal Care for a Female Resident and Hand Washing 57
Position a Resident in Bed on their Side 58
Transfer a Resident from their Bed to a Wheelchair using a Gait Belt 59
Vital Signs: Count and Record a Resident's Radial Pulse and Respiration 60
Vital Signs: Take and Record a Resident's Manual Blood Pressure 60
KNOWLEDGE EXAM VOCABULARY LIST **61**

INTRODUCTION

Congress adopted the Nursing Home Reform Act in 1987 as part of the Omnibus Budget Reconciliation Act (OBRA '87). This federal law was designed to improve the quality of care in long-term healthcare facilities and define training and evaluation standards for nursing aides who work in such facilities. Each state is responsible for following the terms of 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. This program aims to ensure that candidates 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 nurse aide competency examination process and is designed to help prepare candidates for testing. The examination has two parts: a multiple-choice knowledge test and a skill test. Candidates must pass both parts to be identified and listed on the Mississippi Nurse Aide Registry.

The Mississippi Department of Health (MSDH) has approved D&S Diversified Technologies, LLP (D&SDT)-HEADMASTER, LLP to provide tests and scoring services for nurse aide testing. For questions not answered in this handbook, please contact D&SDT-HEADMASTER at (888) 401-0462 or go to D&SDT-HEADMASTER's Mississippi Nurse Aide webpage or at www.hdmaster.com and click on 'Mississippi CNA'. The information in this handbook will help you prepare for your examination.

MISSISSIPPI NURSE AIDE REGISTRY REQUIREMENTS

The Mississippi Nurse Aide Registry (MSNAR) lists the names of nurse aides who, through training, testing, and experience, meet federal and/or state requirements to work as a nurse aide in Mississippi. The Registry includes substantiated findings of nurse aide abuse, neglect, misappropriation of resident property, or exploitation involving a nurse aide at a Mississippi State Board of Nursing (MSBN) regulated facility. Upon successfully completing training, passing both the knowledge and skills portions of the competency exam, and meeting federal and/or state requirements, a nurse aide candidate will be listed on the MSNAR. Review the **Nurse Aide Competency Exam** section to help prepare for the exam.

Registry Maintenance

Once placed on the Mississippi Registry, it is your responsibility to maintain your demographic information so that renewal notifications/alerts can be delivered to you in a timely manner. You must renew electronically by signing in to your TMU© account at ms.tmutest.com. Use your Email or Username and Password to sign in. If you are new to the system or have forgotten your password, refer to the 'Forget my Password?' section in this handbook to reset your password. If you need assistance signing in to your TMU© account, call D&SDT-HEADMASTER at (888) 401-0462. Renewal reminders are emailed to your TMU© account email address of record and/or texted to your SMS-capable phone, so it is important to keep your contact information up to date.

Note: Renewal notifications/alerts are sent via email and text message 60 days before your certification expiration date. No renewal certifications are sent via USPS mail. It is important to keep your TMU© demographic information up to date to receive your renewal notification.

You can check your registry status and eligibility expiration date at any time on any Internet-capable device at ms.tmutest.com.

DEMOGRAPHIC UPDATES / CHANGES / CORRECTIONS

Registry name changes (marriage/divorce, etc.), date of birth changes, social security number corrections, etc., must be verified with appropriate documentation. Please complete the **DEMOGRAPHIC CHANGE/CORRECTION REQUEST FORM** and upload your demographic change/correction documentation. The form is under 'Applications' on the Mississippi TMU© main web page (before you log in to your account), or click on this link: https://ms.tmutest.com/apply/8.

Registry Renewal

To maintain eligibility to work, you must renew your eligibility every twenty-four months. To be eligible to renew, you must work for pay as a nurse aide performing nursing or nursing-related services at least eight (8) consecutive hours during the previous twenty-four months. Nurse aides with misconduct restrictions on the Registry are not eligible for renewal. You are allowed 30 days after your certification expires to renew. If your license has been expired over 30 days, you will need to test to recertify.

To renew, sign in to your TMU© account at ms.tmutest.com and list your work hours and where you were employed (nursing home, hospital, hospice, home health agency, or ICF/MR facility). An email verification link will be sent to the employer contact you choose from the list of employers. When the employer verifies your work experience, your eligibility will be extended an additional twenty-four months.

If you are working for an employment agency, you must have the long-term care facility where you are placed listed as your employer when you choose from the list of employers.

Employment agencies are not listed in the list of employers and cannot verify your employment.

Employment as a private-duty aide, doctor's office aide, laboratory aide, personal care home assisted living aide, or personal care home residential living aide does not qualify for recertification.

If you are not employed as a nurse aide at the time of recertification, you will choose your last nurse aide employer from the list of employers.

RENEWAL INSTRUCTIONS

To renew your certification, sign in to your TMU© account at ms.tmutest.com.

If you do not know your Email or Username and Password, enter your email address and click on 'Forgot Your Password?' You will be asked to re-enter your email, and a 'reset password link' will be sent to your email (see the **Forgot Your Password and Recover Your Account** section). If you are unable to sign in for any reason, contact D&SDT-HEADMASTER at (888) 401-0462.

There are two options to pay the renewal fee:

- **Self-Pay:** pay the fee yourself with a credit card.
- **Sponsor Payment:** your employer pays the fee for you.

Please see detailed instructions on D&SDT-HEADMASTER's Mississippi website**.** Click **How to Renew your Certification in TMU©.**

TestMaster Universe (TMU©) How To Guides CANDIDATES *(please refer to the Candidate Handbook for more information)*
How to Sign In to Your Account and Forgot Your Password/Reset Your Account
How to Complete your Account
How to Schedule or Reschedule for a Test Event
How to Renew your Certification in TMU

Renewal If On Or Returning From Military Duty

Any person in the armed services of the United States holding a valid nurse aide certificate and who is out-of-state due to military service at the time their nurse aide certification expires may renew at any time within 120 days after being honorably discharged from such military service or upon returning to the State, without payment of any delinquent fees, retraining, and/or re-examination.

You will be required to submit a copy of your military ID (front and back) and a copy of your military orders.

However, this does not allow individuals with expired certification to work as certified nursing assistants in long-term care facilities that participate in Medicaid and Medicare.

Reactivation by Exam

Under federal regulations, a nurse aide becomes ineligible for employment if they do not perform at least 8 hours of nursing-related services for pay in a health care setting during a period of twenty-four consecutive months. To re-establish employment eligibility on the MSNAR, you must successfully pass both components of the approved Mississippi nurse aide competency examination.

LAPSED NURSE AIDE: You are only allowed **one attempt to pass** the Mississippi competency exam. If you fail either component (either the knowledge or the skills exam) on your first try, you will be required to complete a Mississippi Department of Health (MSDH)-approved nurse aide training program before being allowed to re-test as a new nurse aide.

For authorization to schedule the competency test to regain employment eligibility status, you must complete a Reactivation by Examination Application in the Mississippi TMU© **ms.tmutest.com** by clicking 'APPLICATIONS' or **ms.tmutest.com/apply** and choosing the **Reactivation by Examination Application**.

You must have a valid email address to receive your TMU© login username and temporary password. You may check your listing on the Mississippi Nurse Aide Registry at **ms.tmutest.com**. Any personal information entered into TMU© will only be used to determine whether you can work as a nurse aide in Mississippi. Failure to provide complete and accurate information during the reciprocity determination process may delay or even prevent you from being listed on the MSNAR.

Out of State Certification – Reactivation by Exam

You can transfer your lapsed certificate and test if you meet the following criteria:

- You have been certified **outside** the state of Mississippi, and that certification is lapsed.
- You are currently certified in another state but do not have the required work history to renew, and your license is expiring within the next 60 days.

NOTE: If your application is approved, you are only allowed **one attempt to pass** the Mississippi competency exam. If you fail either component (either the knowledge or the skills exam) on your first try, you will be required to complete a Mississippi Department of Health (MSDH)-approved nurse aide training program before being allowed to re-test as a new nurse aide.

For authorization to schedule the competency test to regain employment eligibility status, you must complete an OUT OF STATE CERTIFICATION - Reactivation by Examination Application in the Mississippi TMU© **ms.tmutest.com** by clicking 'APPLICATIONS' or **ms.tmutest.com/apply** and choosing the **Out of State Certification - Reactivation by Examination Application**.

You must have a valid email address to receive your TMU© login username and temporary password. You may check your listing on the Mississippi Nurse Aide Registry at **ms.tmutest.com**. Any personal information entered into TMU© will only be used to determine whether you can work as a nurse aide in Mississippi. Failure to provide complete and accurate information during the reciprocity determination process may delay or even prevent you from being listed on the MSNAR.

Petition for Removal of Finding of Neglect from the Mississippi Nurse Aide Registry

The purpose of the Petition for Removal of a Finding of Neglect from the Mississippi Nurse Aide Registry is to give the Nurse Aide an opportunity to request that a single entry of Neglect be removed from the MS Nurse Aide Registry. The request cannot be made until one year from the date the finding of neglect was added to the name of the nurse aide on the Nurse Aide Registry. This process, including face-to-face meetings, panel interviews, or other procedures, should in no way be construed as a formal evidentiary hearing process. This process is consistent with the mandated provisions in 42 USC §1395i 3 (g)(1) and (d)(i) and (ii) addressing the removal of a finding of Neglect from the MS Nurse Aide Registry in limited circumstances.

The Petition for Removal of a Finding of Neglect Application can be found in the Mississippi TMU© **ms.tmutest.com** by clicking 'APPLICATIONS' or **ms.tmutest.com/apply** and choosing the **Petition for Removal of a Finding of Neglect from the Mississippi Nurse Aide Registry Application**. Complete the application, including all required uploads, and submit it for review by MSDH/HFLC.

Policy:

An individual with a finding of neglect placed on the nurse aide registry listing after January 1, 1995, may petition the Mississippi State Department of Health (MSDH), Bureau of Health Facilities Licensure and Certification (HFLC), for removal of the finding of neglect from their name one (1) full year after the finding is placed on the MS Nurse Aide Registry.

- All petitions for removal of a finding of neglect must be submitted in the standard format provided by the MSDH/HFLC.
- All petitions must be complete in format before being considered for review.

- The petition will be reviewed, and the nurse aide will be notified in writing of a final decision within 45 days of completing the petition.
- The individual must authorize the MSDH/HFLC to release any information deemed appropriate in reviewing the petition.

The MSDH/HFLC will consider a petition from a nurse aide for the removal of one finding of neglect upon determination that:

a. The required time period has been met. A determination shall not be made prior to the expiration of the one (1) year period beginning on the date on which the finding of neglect was added to the name of the petitioner on the MS Nurse Aide Registry.
b. The nurse aide's employment and personal history do not reflect a pattern of abusive behavior or neglect. For the purposes of this section, a pattern is defined as two (2) or more occurrences of abusive or neglectful behavior toward another individual that resulted in the potential for a negative outcome or an actual negative outcome to a resident.
c. The neglect involved in the original finding was a singular occurrence that resulted in a potential or actual negative resident outcome.
d. A background check, including a criminal history record check or report, revealed no history of mistreatment, including but not limited to instances of domestic abuse, the granting of a restraining order that was overturned, an adverse finding entered on any child abuse information index, or conviction of any crime, including violence or the threat of violence.

- Following a denial of the initial petition to MSDH/HFLC for removal of a finding of neglect, the nurse aide may petition for a second consideration for removal twelve (12) months from the date of the Notice of Denial of the initial petition. The procedure outlined in this policy must be followed when filing a second petition. The panel's decision following the second petition is FINAL and cannot be appealed.

- If a new finding of neglect is placed on the nurse aide's registry listing after the original finding has been removed, the new finding will remain on the registry without an opportunity to petition for removal.

Procedure:

1. The Petition for Removal of a Finding of Neglect from the Mississippi Nurse Aide Registry Application can be found in the Mississippi TMU© **ms.tmutest.com** by clicking 'APPLICATIONS' or **ms.tmutest.com/apply** and choosing the **Petition for Removal of a Finding of Neglect from the Mississippi Nurse Aide Registry Application**. Complete the application, which is to include the following:
   a. The nurse aide requesting the review must submit a written statement to MSDH/Bureau of HFLC indicating the rationale for the removal of the finding.
   b. Using the Petition for Removal of a Finding of Neglect from the Mississippi Nurse Aide Registry Application (MSDH Form # 678E Petition for Removal Of A Finding of Neglect from the MS Nurse Aide Registry), the nurse aide must complete the form in its entirety, provide a list of any rehabilitation or education pertinent to the job duties of a nurse aide which have been completed since the finding of neglect, and provide work history for the past two (2) years or since the finding of neglect was placed on the MS Nurse Aide Registry, including the names of employers, addresses, employment job titles, and duties, and reason for leaving employment. Reference letters that speak to the individual's character will also be accepted. Only one letter from a family member will be considered; however, a minimum of three (3) reference letters must be submitted.

c. A summary from each employer, as listed in subsection 'b,' must be provided showing the nurse aide's job performance, including dates of employment, job title, job duties, the reason for leaving employment, behavioral conduct, and performance evaluations. The nurse aide must petition prior employers to provide the MSDH/HFLC with these summaries, on the employer's letterhead, and signed and dated by the supervisor or employer.
d. The petitioner shall apply to challenge the Nurse Aide Competency and Evaluation Examination (that will alert the necessary entities that the petitioner is registering to take the exam for Removal of a Finding of Neglect from the Registry – not expiration of certification) by filling out and submitting the Petition for Removal of a Finding of Neglect Application from the Mississippi Nurse Aide Registry Application in the Mississippi TMU© **ms.tmutest.com** by clicking 'APPLICATIONS' or **ms.tmutest.com/apply** and choosing the **Petition for Removal of a Finding of Neglect from the Mississippi Nurse Aide Registry Application**. The Examination will be at the petitioner's expense. Upon successful completion of the evaluation examination, the petitioner must provide a copy of the test results. If completion is unsuccessful, no review will be afforded to this petitioner, and the petition for consideration for removal of the neglect finding from the nurse aide registry will be denied.
e. Within two (2) weeks prior to the date of the petition, the nurse aide must submit to a criminal history background check conducted at the expense of the petitioner. If the background check was not completed within two (2) weeks prior to the date of the petition, the process must be repeated at the petitioner's expense. The petitioner must name the MSDH/HFLC as the recipient of the background report.
f. Within forty-five (45) days of the receipt of the completed application, a panel will convene. The panel will be composed of three (3) individuals: the HFLC Division Director, the MS Nurse Aide Training Coordinator, and the SQMT Certified Registered Nurse IV. A simple majority will be used for the final determination of whether or not to remove the neglect finding from the MS Nurse Aide Registry. The petitioner will be notified in writing by certified and regular mail of the panel's determination within thirty (30) days of the panel review.

2. The panel will review the petition and all information contained in the MSDH/HFLC file regarding the original incident, with consideration given to the following factors:
   a. The degree of negligence;
   b. The egregiousness of the actual negative resident outcome;
   c. The forthrightness and cooperation of the individual;
   d. Any rehabilitation or education completed by the nurse aide since the incident;
   e. The employer statements and work history of the nurse aide;
   f. Any other factors or considerations the panel determines to be pertinent to the final decision. The panel may request additional information from the nurse aide if more information is required to make a final determination.

3. Based on the review panel, with consideration given to the factors in Section 2, the Review Panel will issue a determination granting or denying the petition. This determination will be issued within thirty (30) days of the panel review. The MSDH/HFLC will remove the neglect finding from the MS Nurse Aide Registry following a favorable decision. The nurse aide will be notified in writing, by certified and regular mail, of the favorable determination and the removal of the neglect finding from the MS Nurse Aide Registry.

Registry Reciprocity

This information is for applicants seeking to be entered into the MSNAR through the Mississippi Reciprocity/Out-of-State registry placement process.

Out-of-State Reciprocity Process

There are multiple ways you may be eligible for placement on the MSNAR through the out-of-state registry process. In any case, you must be current and in good standing on a nurse aide registry in a state other than Mississippi to be considered. To apply for reciprocity placement on the MSNAR, you must complete a CNA Reciprocity Form Application in the Mississippi TMU© **ms.tmutest.com** by clicking 'APPLICATIONS' or **ms.tmutest.com/apply** and choosing the **CNA RECIPROCITY FORM**.

Once your completed application, reciprocity verification, processing administrative assessment fee of $25, and all required documentation have been received, D&SDT-HEADMASTER staff will determine if you are eligible to be added to the Mississippi Nurse Aide Registry. You must have a valid email address to receive your TMU© login username and temporary password. You may check your listing on the Mississippi Nurse Aide Registry at **ms.tmutest.com**. Any personal information entered into TMU© will only be used to determine whether you can work as a nurse aide in Mississippi. Failure to provide complete and accurate information during the reciprocity determination process may delay or even prevent you from being listed on the MSNAR.

STUDENT NURSE / GRADUATE NURSE / OUT-OF-STATE OR FOREIGN NURSE TRAINING

If approved, you must have a valid email address to receive your TMU© login username and temporary password to pay and schedule your test. Any personal information entered into TMU© will only be used to determine whether you can work as a nurse aide in Mississippi. Failure to provide complete and accurate information during the Student Nurse/Graduate Nurse/Out-of-State or Foreign Nurse Training determination process may delay your testing or even prevent you from being listed on the MSNAR.

Nursing Student

LPN or RN students who have completed the basic nursing course (Introduction to Nursing, Fundamentals of Nursing, etc.) must provide a copy of their school transcript/document showing successful completion of the basic nursing course *with a grade no lesser than a C* within the past twenty-four months to qualify to take the state competency test.

To apply for a Nursing Student Training Waiver, please go to the Mississippi TMU© **ms.tmutest.com**, click 'APPLICATIONS' or **ms.tmutest.com/apply**, and choose the **Nursing Student Training Waiver** application.

Graduate Nurse

LPN or RN program graduates who have completed a Mississippi-approved LPN or RN program within the past twenty-four months must provide a copy of their LPN or RN training completion certificate or diploma to qualify to take the state competency test.

To apply for a Graduate Nurse Training Waiver, please go to the Mississippi TMU© **ms.tmutest.com**, click 'APPLICATIONS' or **ms.tmutest.com/apply**, and choose the **Graduate Nurse Training Waiver** application.

Out-of-State or Foreign LPN or RN

LPN or RN program graduates who have completed an LPN or RN program outside the state of Mississippi must provide a copy of their approval-to-test letter from the Mississippi State Department of Health, Bureau of Health Facilities Licensure and Certification.

To obtain an Approval to Test letter, please contact the Mississippi State Department of Health (MSDH) at (601) 364-1100. Once you have received your MSDH Approval to Test letter, you may apply for an Out-of-State or Foreign LPN or RN Training Waiver. Please go to the Mississippi TMU© **ms.tmutest.com**, click 'APPLICATIONS' or **ms.tmutest.com/apply**, and choose the **Out-of-State or Foreign LPN or RN Training Waiver** application.

AMERICANS WITH DISABILITIES ACT (ADA)

ADA Compliance

The Mississippi State Department of Health (MSDH) and D&SDT-HEADMASTER provide reasonable accommodations for candidates with disabilities or limitations that may affect their ability to perform the nurse aide competency examination. Accommodations are granted in accordance with the Americans with Disabilities Act (ADA).

If you have a qualified disability or limitation, you may request special accommodations for the examination. D&SDT-HEADMASTER must approve accommodations in advance of the examination. Complete the **ADA Accommodation Request Application** found on the Mississippi Nurse Aide TMU© main page under 'APPLICATIONS' to be reviewed for accommodation.

ADA Accommodation Request Applications submitted without the required supporting documentation of a diagnosed disability will not be reviewed until the required documentation is provided. D&SDT-HEADMASTER will email you if further documentation or information is required using the email in your TMU© account.

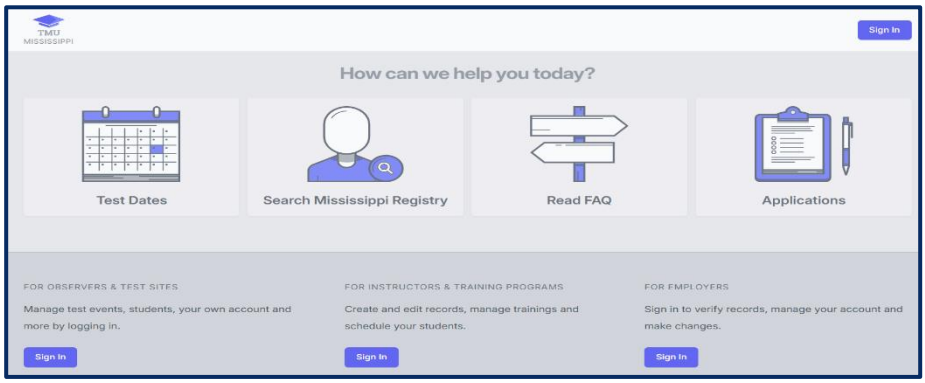
Please allow additional time for your request to be approved. If you have questions regarding the ADA review process or specific required documentation, please call D&SDT-HEADMASTER at (888) 401-0462.

MISSISSIPPI TESTMASTER UNIVERSE© (TMU©)

Mississippi TMU© Home Page

This is the Mississippi TMU© main page, **ms.tmutest.com**

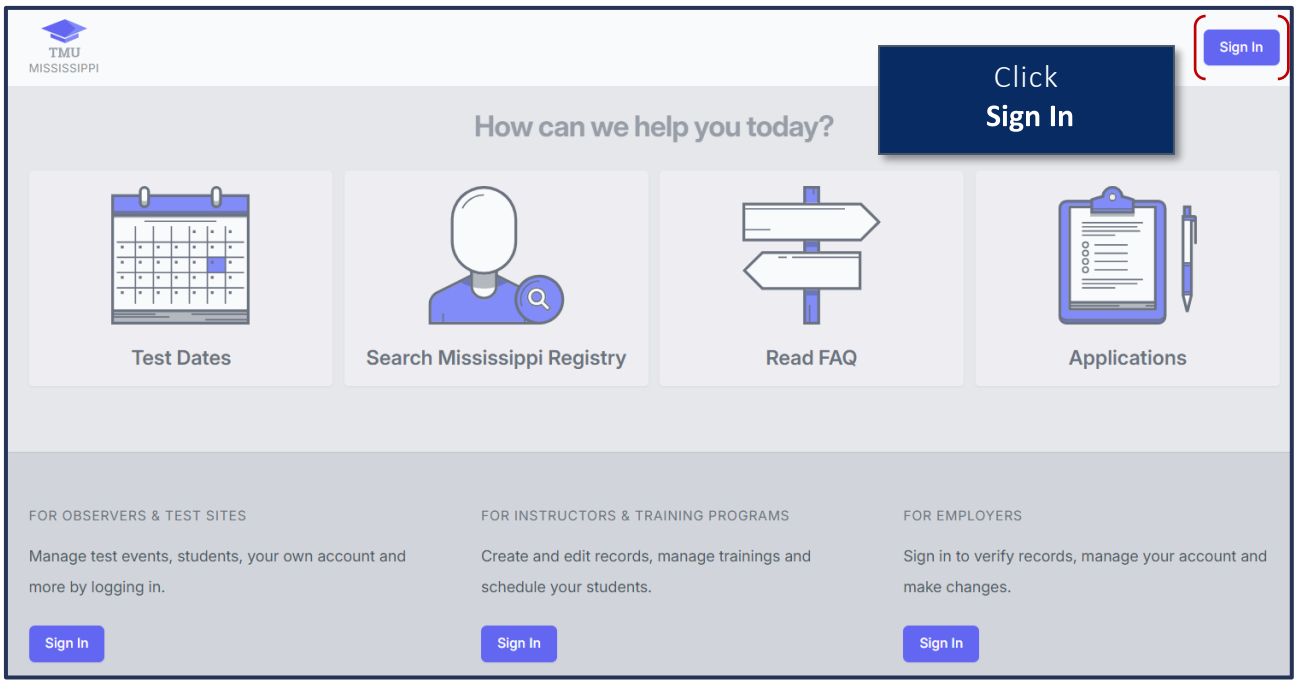
- *Click 'Test Dates' to see the calendar of available test events and their location.*
- *Click 'Search Mississippi Registry' to search the public Registry.*
- *Click 'Read FAQ' for frequently asked questions.*
- *Click 'Applications' for referenced applications.*

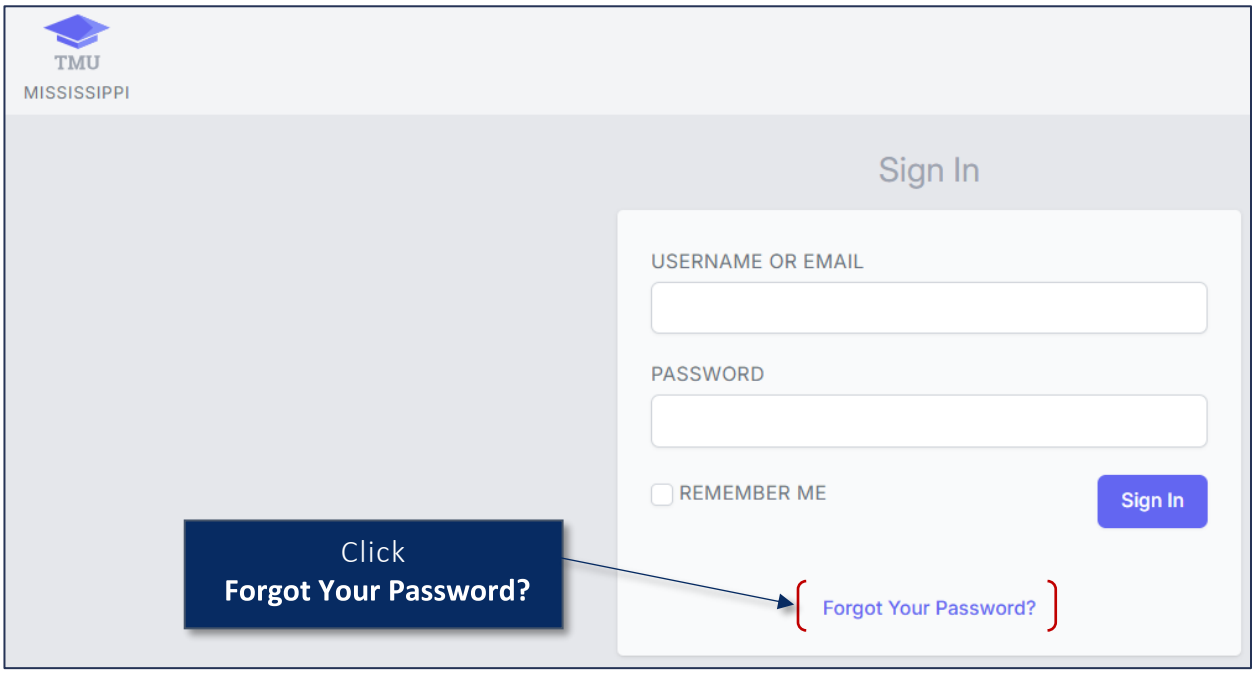


Forgot your Password and Recover your Account

If you do not remember your password, or if this is your first time logging in to TMU©, follow the instructions with screenshots in this section.

Go to **ms.tmutest.com**.

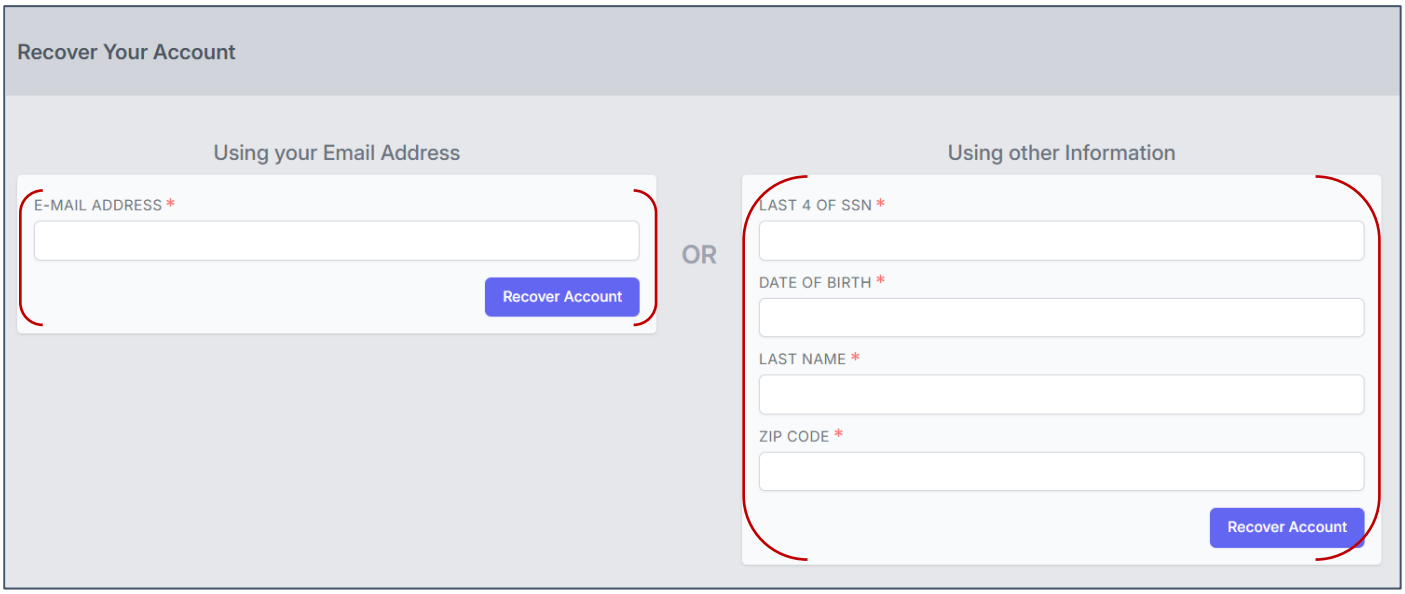




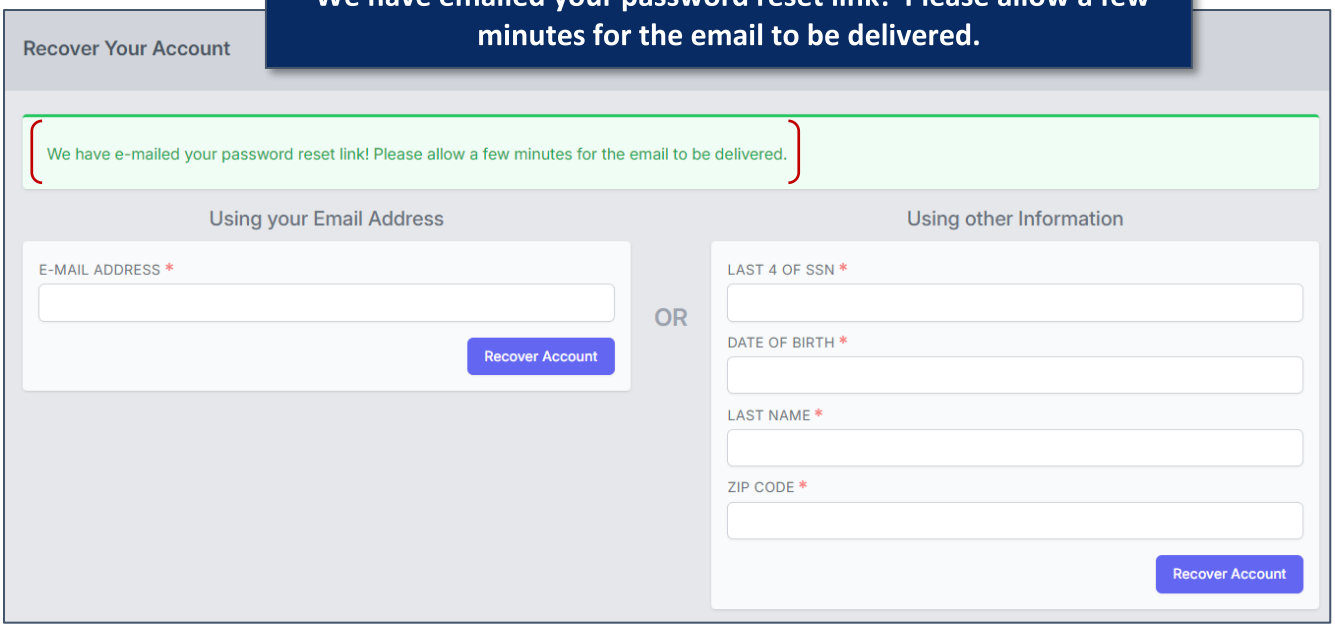
Type in your Email Address
Click **Recover Account**

- An email with the reset link will be sent to you.
- Click on the reset link in your email to reset your password.

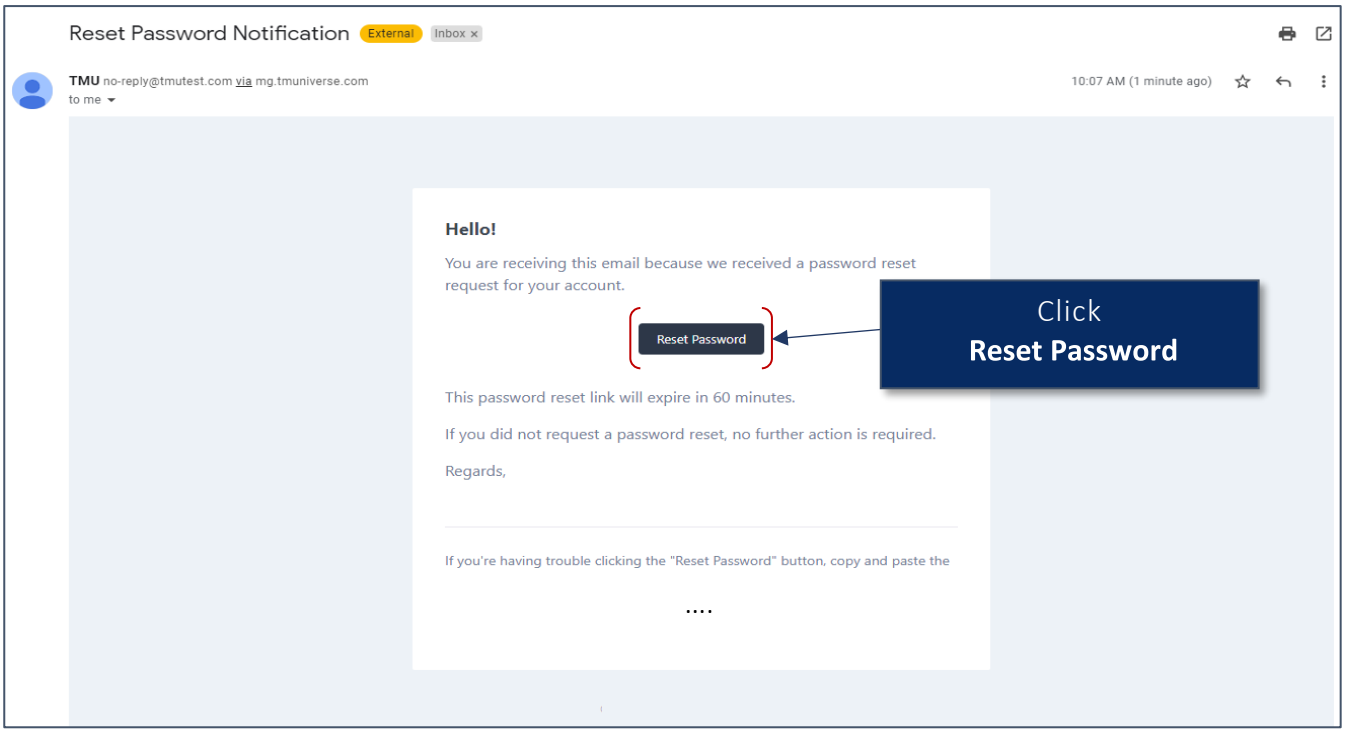
(-OR- You can type in the requested data under **Using other Information** if you have already updated your demographic information in your account)
Click **Recover Account**



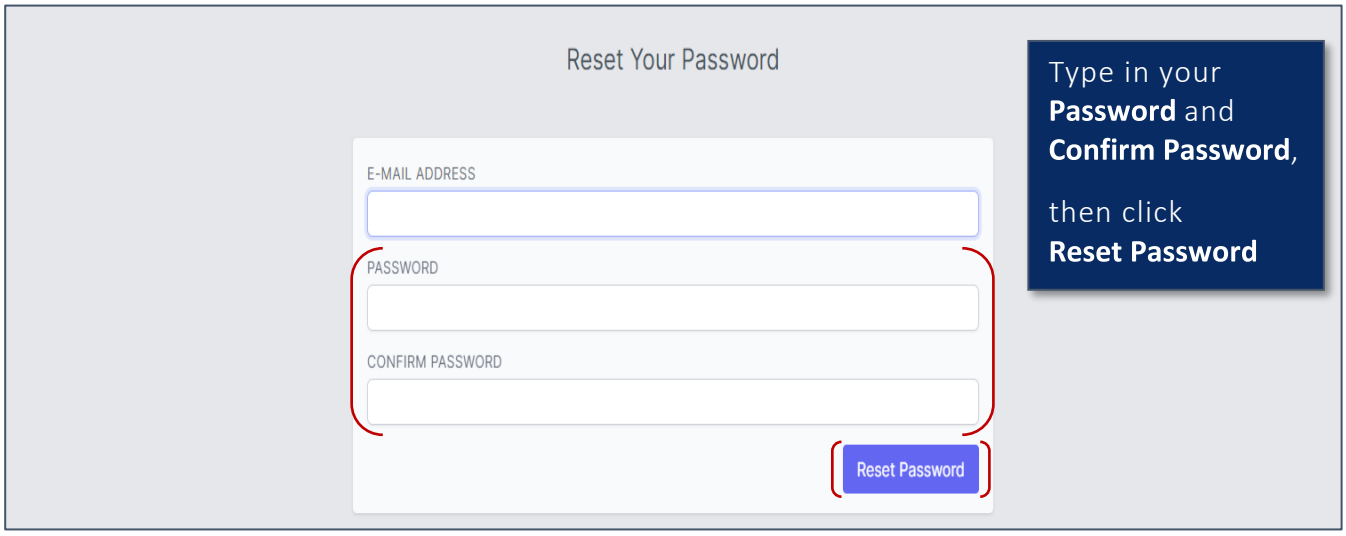
You will receive the message,
We have emailed your password reset link! Please allow a few minutes for the email to be delivered.



This is what the email will look like (check your junk/spam folder for the email):

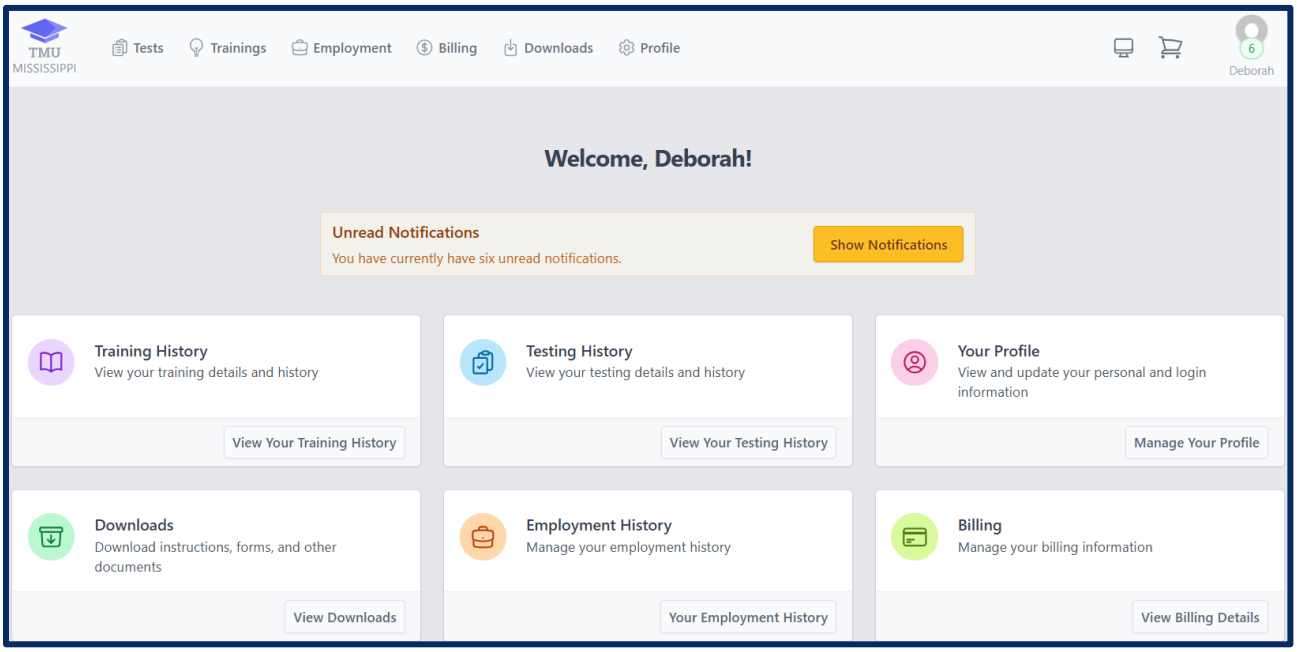


Note: If you do not reset your password right away, the link will expire in 60 minutes, and you will need to request a new link after that time.



This is the home screen you will see once you have reset your password.

If your account is incomplete, you will see a different screen. Please see the instructions under **Complete your TMU© Account**.



Complete your TMU© Account

Your training program will enter your initial registration information in D&SDT-HEADMASTER's Mississippi TestMaster Universe (TMU©) software.

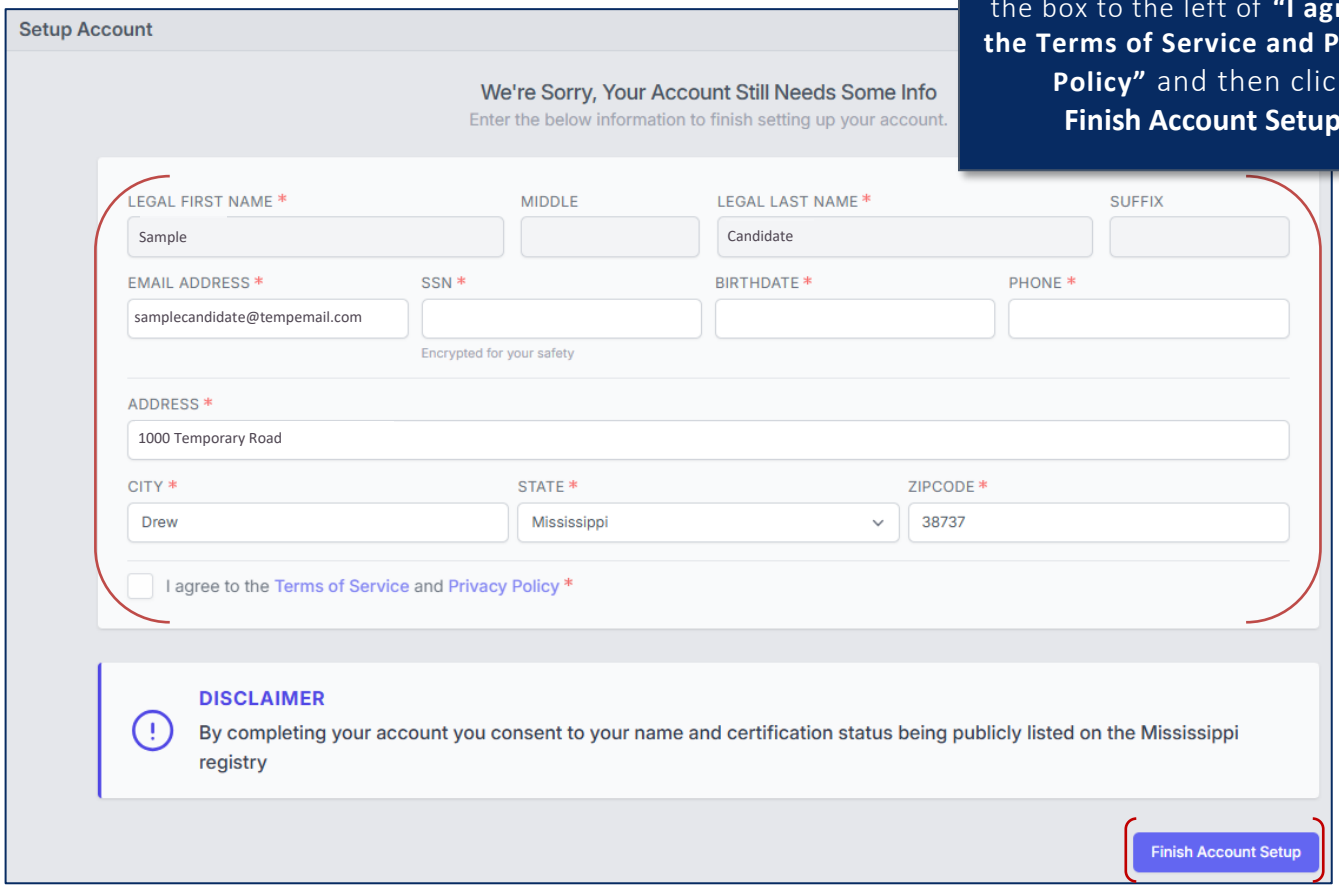
IMPORTANT: Before you can test, you must sign in to your TMU© account using your secure Email or Username and Password and complete the missing demographic information *prior to testing*. Failure to do so may result in you being turned away from testing. You will be a no-show status for your event and forfeit your testing fees.

- Upon receiving your confirmation email from TMU© (check your junk/spam mail) that your account has been created, you need to sign in to your account, update your password, and complete your demographic information. **This must be done before scheduling a test event**

If you do not know your Password, enter your email address and click "Forgot Your Password?" You will be asked to re-enter your email, and a 'reset password link' will be sent to your email (see instructions under **Forgot Your Password and Recover Your Account**). If you cannot sign in, contact D&SDT-HEADMASTER at (888) 401-0462.

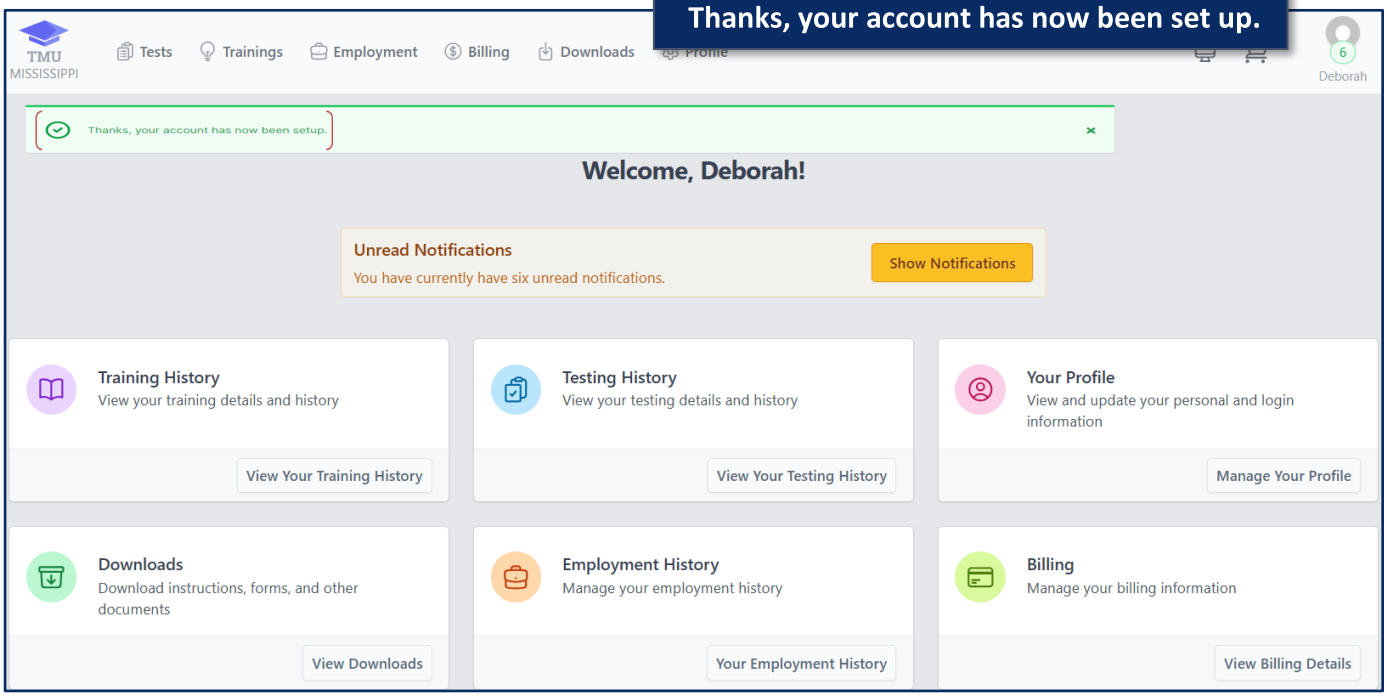
This is the screen you will see the first time you sign in to your TMU© account with the ***demographic information you need to enter to complete your account****:*

Enter the **blank * fields**, check the box to the left of **"I agree to the Terms of Service and Privacy Policy"** and then click **Finish Account Setup**



This is the candidate's home page:

You will receive the message, **Thanks, your account has now been set up.**



THE MISSISSIPPI NURSE AIDE COMPETENCY EXAM

Payment Information

Exam Description	Price
Knowledge Exam *-or- Knowledge Retake*	**$35.00**
Audio Version of the Knowledge Exam *-or- Audio Knowledge Retake* [$35 + $10 = $45] (The knowledge test questions and answers are read through the computer and listened to through headphones/earbuds while you read along.)	**+10.00** (Total $45.00)
Skills Test *-or- Skills Retake*	**$100.00**

Schedule a Mississippi Nurse Aide Exam

Once you have completed your program, your instructor has entered your training record in the D&SDT-HEADMASTER TestMaster Universe© (TMU©) database, and your testing fee has been paid (see instructions under **Self-Pay of Testing Fees**), you may schedule your exam date online at the Mississippi TMU© webpage at **ms.tmutest.com** using your email and password (see instructions under **Schedule / Reschedule a Test Event**). If you cannot sign in or schedule/reschedule online with your email, please call D&SDT-HEADMASTER for assistance at (888) 401-0462 during regular business hours, 7:00AM to 6:00PM CT, Monday through Friday, excluding holidays.

NOTE: You have **three (3) attempts within twenty-four months from your training completion date** to take and pass both components of the competency exam (knowledge and skills).

Long-Term Care Facility Trained Candidates

You have **three (3) attempts within 120 days** from your date of hire with a Long-Term Care Facility to take and pass both components of the competency exam (knowledge and skills).

Self-Pay of Testing Fees in TMU©

Testing fees must be paid *before* you can schedule a test date. Once your training program has completed your training record with completion hours and date, you will receive an email and text message that you are eligible to schedule a test date. Some training programs pre-pay testing fees for their graduating students. Your program/instructor will inform you if this is the case. Before scheduling a test, verify with your instructor if the training program has already prepaid for your test.

Securely processed Visa or MasterCard credit/debit card information is required when paying testing fees online.

Home > Tests

Your Tests

Scheduling

	EXAM	REASON
☑	Certified Nurse Aide Knowledge Not Eligible	Payment Required
☑	Certified Nurse Aide Skill Not Eligible	Payment Required

Add Selected Items to Cart

Under Scheduling, **click on the box to the left of Exam** to select the test component – a checkmark will appear in the box.

Then click **Add Selected Items to Cart**

Home > Cart

Cart

Added Certified Nurse Aide Skill to your cart.
Added Certified Nurse Aide Knowledge to your cart.

DESCRIPTION	ITEM TYPE	AMOUNT	
Certified Nurse Aide for Sample Student	Knowledge	$35.00	Remove
Certified Nurse Aide for Sample Student	Skill	$100.00	Remove
	Total:	**$135.00**	

Pay with Credit Card

You will get a message that the Knowledge and Skill tests have been added to your cart and the **Knowledge and Skill Amounts**

click **Pay with Credit Card**

Home > Prepay

Prepay to Schedule

What You're Paying For

DESCRIPTION	COST
Certified Nurse Aide for Sample Student	$35.00
Certified Nurse Aide for Sample Student	$100.00
Total:	**$135.00**

Pay with a Card

CARDHOLDER NAME

CARD NUMBER

EXP MONTH: Select Month

EXP YEAR: Select a year

SECURITY CODE

CARDHOLDER ADDRESS

CITY

STATE: Select State

ZIP CODE

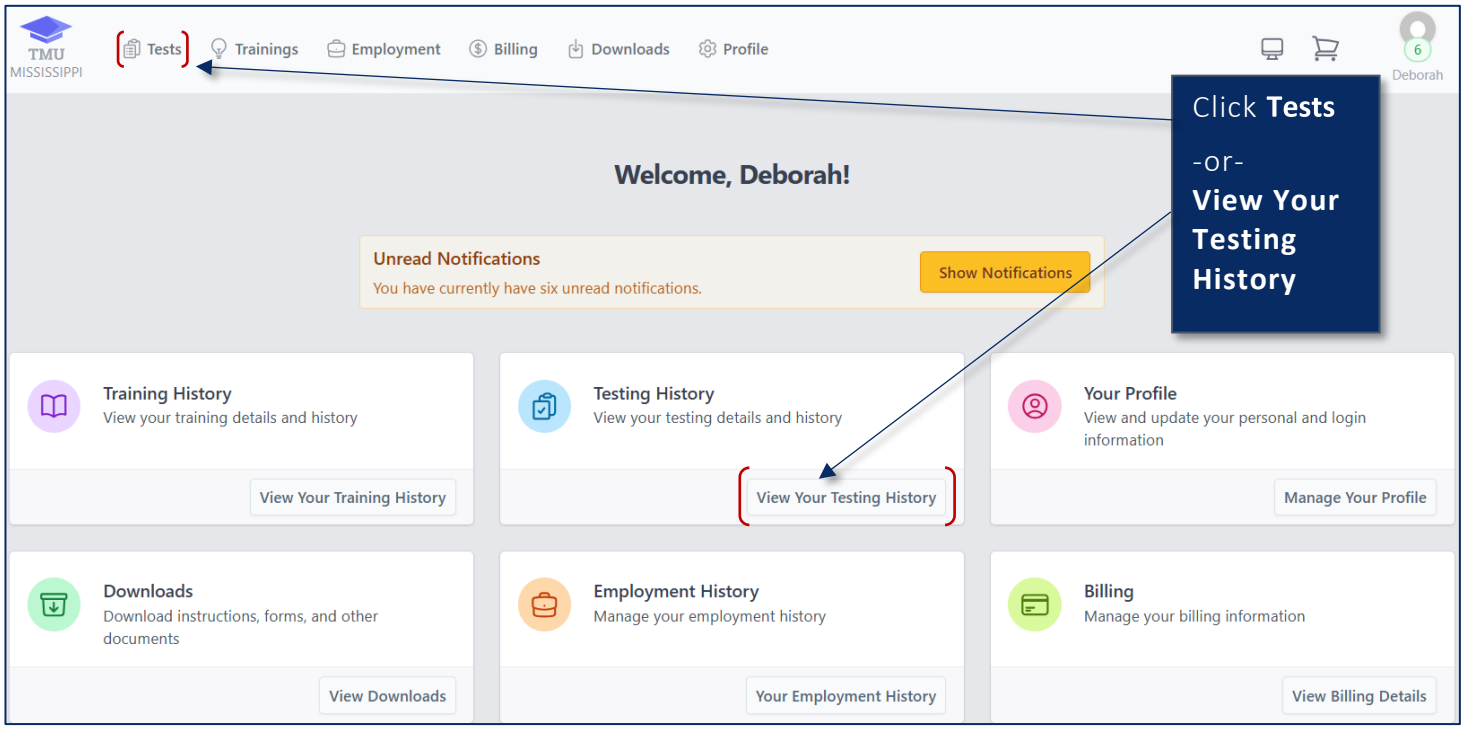
Submit Payment

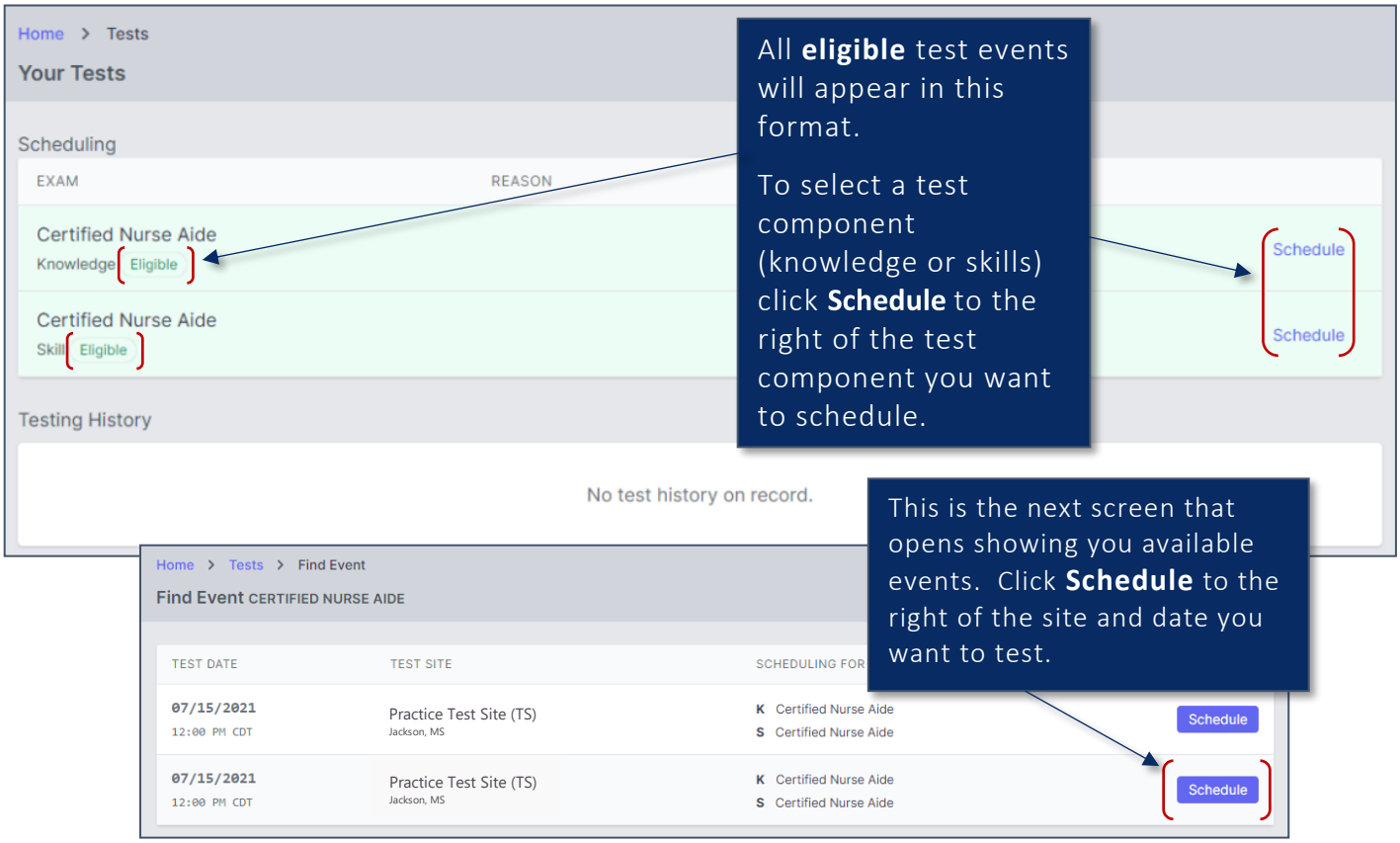
Enter the Credit Card information and then click **Submit Payment.**

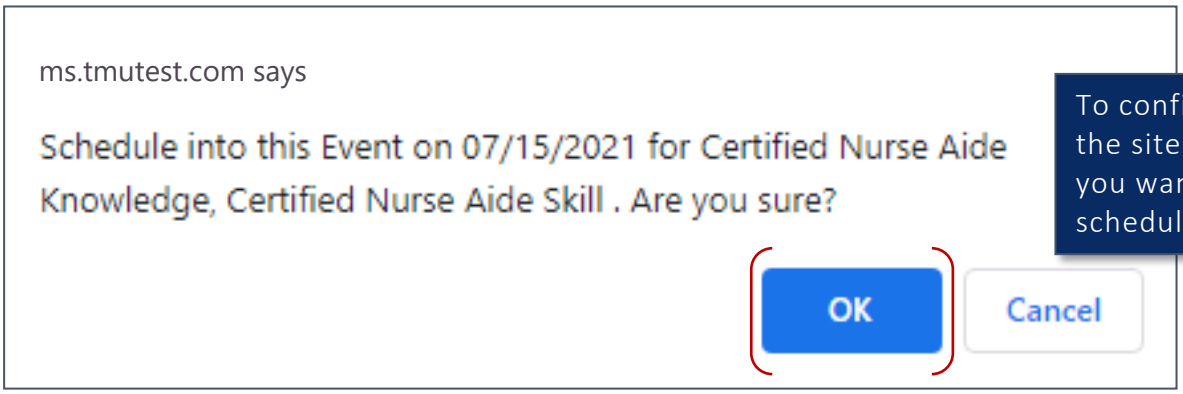
You will receive a receipt of the transaction.

Once your testing fees are paid, you will be eligible to choose a test site and date. Follow the instructions in the next section to schedule or reschedule a test event.

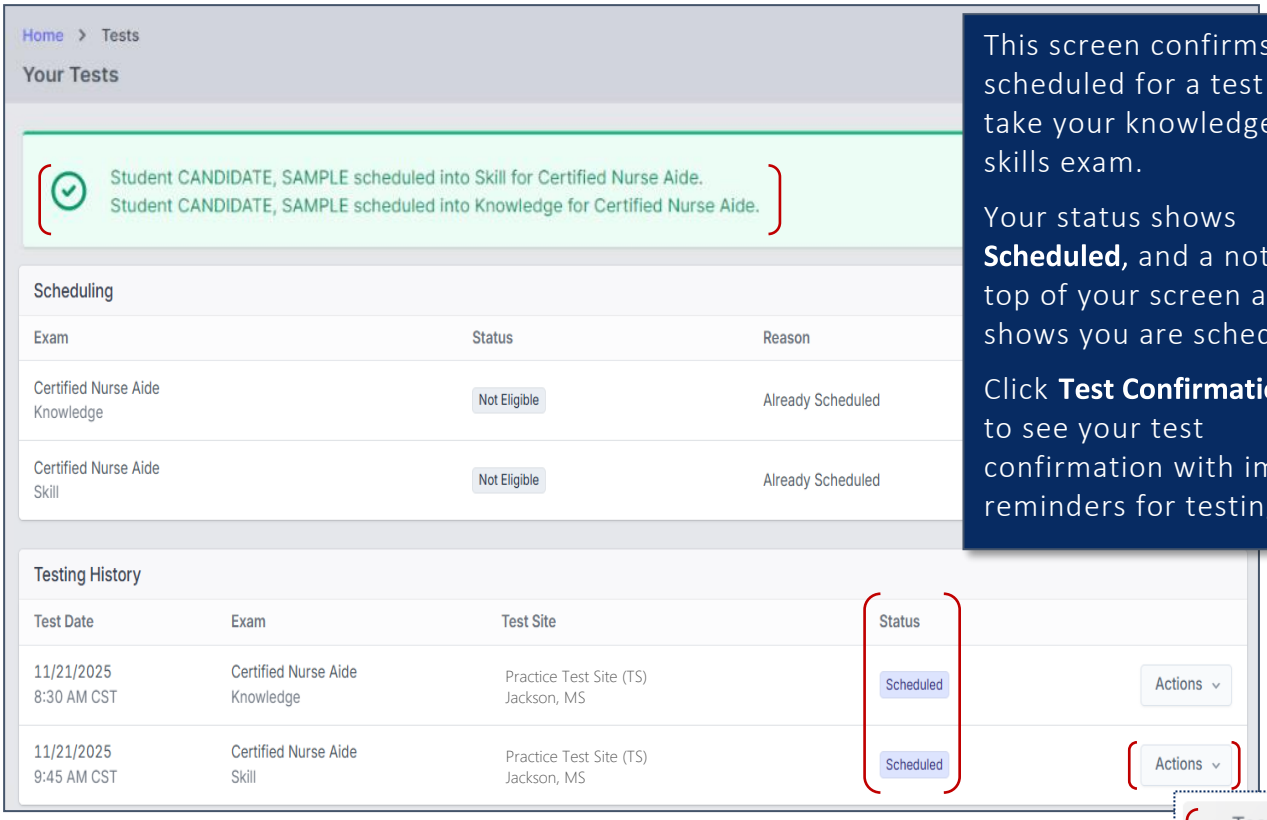
Schedule / Reschedule a Test Event







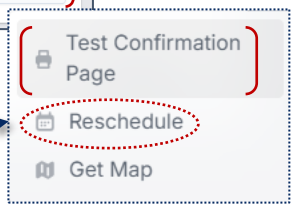
To confirm this is the site and date you want to schedule, click **OK**



This screen confirms you are scheduled for a test date to take your knowledge and/or skills exam.

Your status shows **Scheduled**, and a note at the top of your screen also shows you are scheduled.

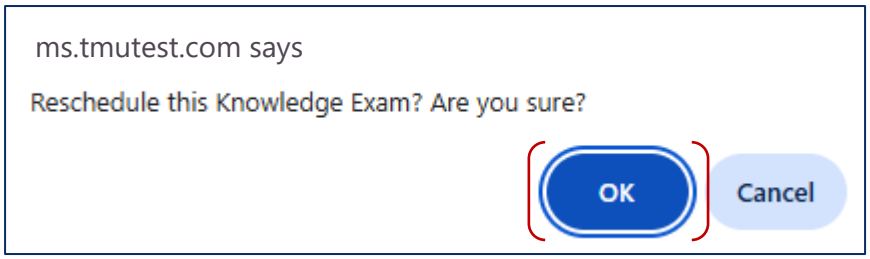
Click **Test Confirmation Page** to see your test confirmation with important reminders for testing.



RESCHEDULE A TEST EVENT SCREENSHOTS

You may reschedule an exam date online in your TMU© account at **ms.tmutest.com** up until one (1) business day, excluding Saturdays, Sundays, and Holidays, before your scheduled exam date.

If you need to reschedule your test date, click **Reschedule** under **Actions** to select a new date.



Test Confirmation Letter

Your test confirmation letter will provide you with important information regarding where you are scheduled to test (date, time, and address). It can be accessed at any time.

The body of the test confirmation letter will refer you to read the Mississippi candidate handbook, as it will give you specific instructions on what time to arrive, ID requirements, dress code, etc.

Note: Failure to read the candidate handbook could result in a no-show status for your test event if you do not adhere to the testing policies, etc.

It is important you read this letter!

Scheduled Test Confirmation - Mississippi Certified Nurse Aide

Get Map | Print Page

Click **Print Page** to print your confirmation letter.

Click **Get Map** to get Google Maps directions to the test site.

Click **Test Confirmation Page** to see your test confirmation with important reminders for testing.

Test Date:	11/19/2025
Test Time:	8:00 PM CST
Test Exam:	Knowledge - Certified Nurse Aide
Test Site:	Remotely Proctored Knowledge Test (TS) NO PHYSICAL ADDRESS - All TESTING WILL BE CONDUCTED AND CELL PHONE REMOTE PROCTOR, MS 00000

Best Student
Best Student Address
Jackson, MS 39211

TESTING BEGINS AT **8:00 PM CST** ON **11/19/2025**:

- ***FOR SKILLS TESTING AND/OR ON-SITE KNOWLEDGE EXAM CANDIDATES:*** You **MUST** be at your confirmed test site location waiting area/room **20 minutes in advance** of your scheduled exam start time, **8:00 PM CST**, to check in.
  - *Testing **begins** promptly at the start time noted on this test confirmation.*
- ***FOR REMOTELY PROCTORED KNOWLEDGE EXAM CANDIDATES:*** You **MUST** be signed in to the remotely proctored exam link (for example, Zoom, etc., waiting room) **20 minutes in advance** of **8:00 PM CST** for the check-in process with the remote test proctor. Please see the **Remotely Proctored Knowledge Exam section** of the **Candidate Handbook** for detailed information.

If you cannot access your account, go to https://ms.tmutest.com, click on Forgot Password, enter your email, click 'Send Reset Password Link', and follow the instructions. If you need further assistance, please call D&SDT-Headmaster at 1.800.393.8664.

Refer to the **Nurse Aide Competency Exam** section of the **Mississippi Candidate Handbook** regarding requirements for testing and what to expect on your test day. Failure to do so may result in you being turned away from testing and forfeiting your testing fees. Review this specific information before your testing date.

Click to open the Candidate Handbook

Driving Directions

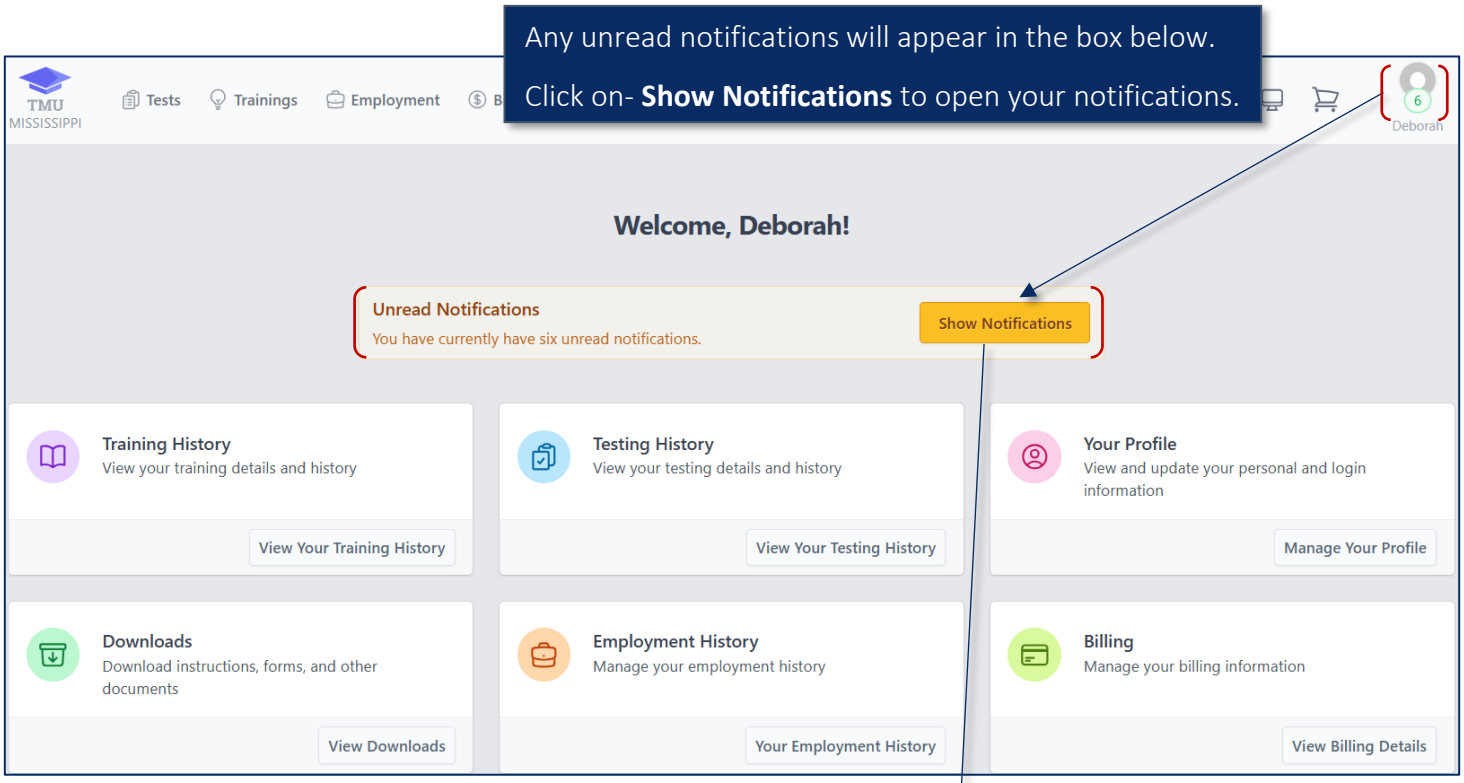
Please see the **Remotely Proctored Knowledge Exam Option** section if you are interested in taking your knowledge exam with a remote proctor from your home or elsewhere. If you have any questions regarding your test scheduling, call D&SDT-HEADMASTER at (888) 401-0462, Monday through Friday, excluding holidays, 7:00AM to 6:00PM CT.

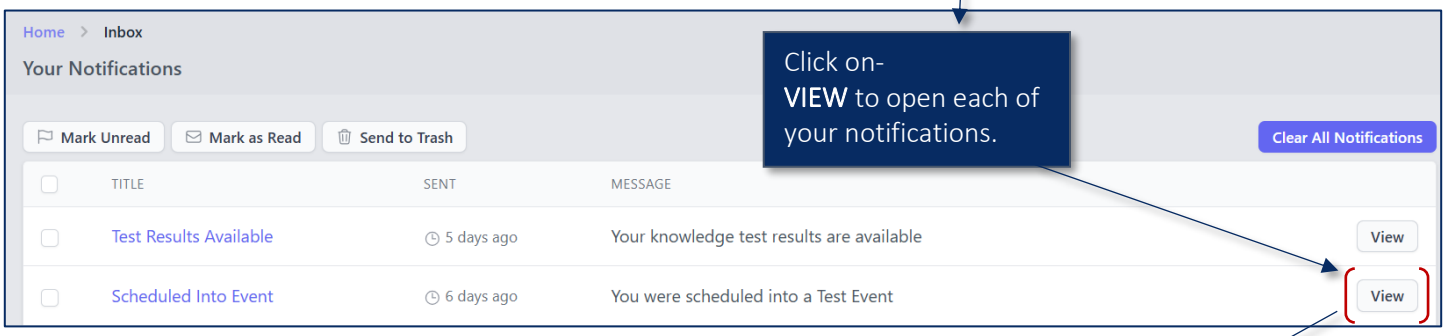
Note: Candidates who self-schedule online or are scheduled by their training programs will receive their test confirmation at the time they are scheduled.

View your Notifications in TMU©

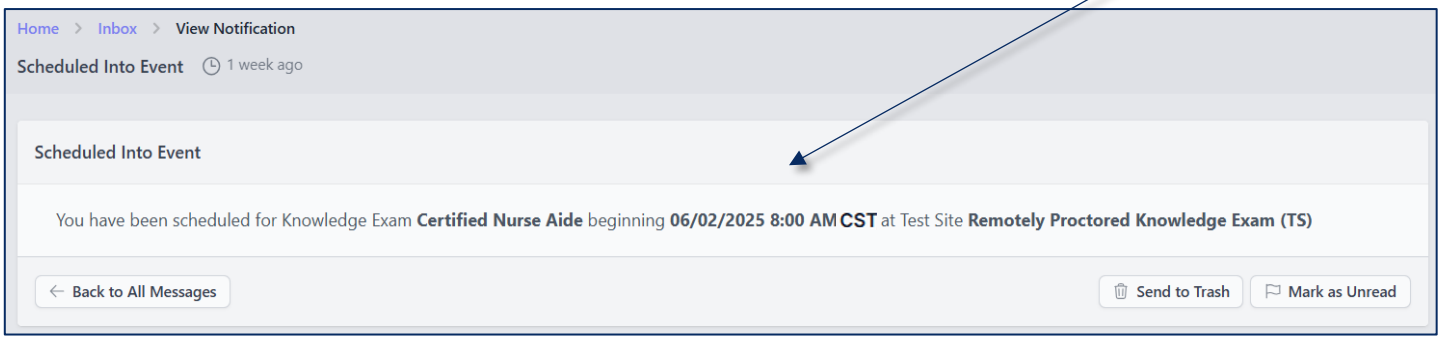
Remember to check your 'notifications' in your TMU© account for important notices regarding your selected test events and other information.

See the screenshots that follow on the next page.

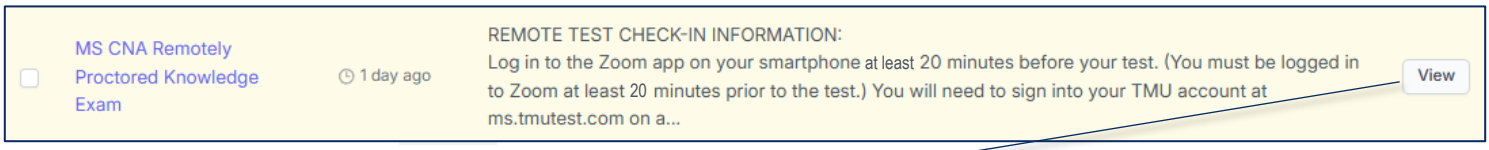




Notification example when scheduled into a test event:



Notification example if scheduled for a Remotely Proctored Knowledge Exam, showing the type of information received when the Zoom invite is sent:



MS CNA Remotely Proctored Knowledge Exam

REMOTE TEST CHECK-IN INFORMATION:
Log in to the Zoom app on your smartphone at least 20 minutes before your test. (You must be logged in to Zoom at least 20 minutes prior to the test.) You will need to sign into your TMU account at ms.tmutest.com on another device for your test. You may have one piece of blank paper, a pen or pencil, and a basic calculator.

Have your government-issued ID and Social Security card ready to show the test proctor.

You will be asked to show your environment to the test proctor. You must be in a quiet, disruption-free area. You must be alone throughout the check-in process and test.

After the proctor has checked your environment, you will need to position your phone camera so the proctor is able to see your face, your entire test screen, your keyboard, and your hands.

Please review all knowledge test instructions at:
https://www.hdmaster.com/testing/cnatesting/Mississippi/forms/MS%20NA%20Remotely%20Proctored%20Knowledge%20Exam%20Instructions.pdf

ZOOM INFORMATION:
Time: Nov 19, 2025 08:00 PM Central Time (US and Canada)
Join Zoom Meeting
https://[redacted]

Meeting ID: [redacted]
Passcode: [redacted]

Time Frame for Testing from Training Program Completion

You have **three (3) attempts** to pass the exam's knowledge and skill test portions **within 24 months** of completing the nurse aide training program. If you do not complete testing within 24 months from completion of training, you must retrain to become eligible to further attempt the Mississippi nurse aide examinations.

Long-Term Care Facility Trained Candidates

You have **three (3) attempts** to pass the exam's knowledge and skill test portions **within 120 days of your date of hire with a Long-Term Care Facility**. If you do not complete testing within 120 days from the date of hire with a Long-Term Care Facility, you must retrain to become eligible to further attempt the Mississippi nurse aide examinations.

Exam Check-In

You must arrive at your confirmed test site waiting area/room 20 minutes in advance of your scheduled exam start time.

- Testing **begins** promptly at the start time noted on your test confirmation.
- You need to ensure you are at the event in the waiting area/room ***20 minutes before the start time*** to allow time to get checked in with the RN Test Observer.
  - *For example*, if your test starts at 8:00AM, you **must be at the test site waiting area/room for check-in by 7:40AM**.

Note: If you arrive late, you will not be permitted to take the test.

If you are scheduled for a remotely proctored knowledge exam, please see the check-in procedures/policies in the **Remotely Proctored Knowledge Exam Check-In** section.

Testing Attire

The following testing attire requirements will be followed at testing sites:

- You must be in full clinical attire (scrubs).
  - *Scrubs and shoes can be any color/design.*
- No open-toed shoes are allowed.

Other testing attire information:

- You may bring a standard watch with a second hand.
- No smart watches or fitness monitors are allowed.

Note: You will not be admitted for testing if you are not wearing scrubs and the appropriate shoes. You will be considered a NO-SHOW status. You will forfeit your testing fees and will have to pay for another exam date.

If you are scheduled for a remotely proctored knowledge exam, please see the testing attire procedures/policies in the **Remotely Proctored Knowledge Exam Testing Attire** section.

Identification

You must bring a **US government-issued, non-expired, *signature-bearing photo identification**.

Mississippi participates in the **Mississippi Mobile ID/DPS Mobile ID**. If your ID is securely saved with the Mississippi Mobile ID/DPS Mobile ID app, it **will be allowed** for identification purposes. This is the link to the Mississippi Mobile ID/DPS Mobile ID information: **https://www.driverservicebureau.dps.ms.gov/mobile-id/**.

For other state IDs, secure digital IDs or digital identities are virtual systems (such as Apple Wallet or Google Wallet) that enable identity verification and secure authentication. They can replace physical IDs and **will be allowed** to do so for identification purposes.

NOTE: An image of an acceptable form of identification, such as an image stored on a cell phone in photos or galleries, ***is not considered a secure digital ID and is not allowed for identification purposes***. It is recommended that you carry your physical ID.

Examples of the forms of non-expired, US government-issued, *signed, acceptable photo IDs are:

- **State-issued Driver's License**
  - *You may use the letter issued by the Department of Motor Vehicles (DMV) that you receive when you apply for or renew your driver's license while waiting to receive your new license.*
- **State-issued Identification Card**
- **Signed U.S. Passport** (Foreign Passports and Passport Cards *are not* acceptable)
  - *Exception: A signed foreign passport with a US VISA within the passport is acceptable (the VISA does not have a signature)*
- **Permanent Resident Card** (Green Card or Alien Registration Card) / Employment-Work Authorization Card issued by the U.S. Citizenship and Immigration Services (USCIS)
  - *Accepted without a signature or fingerprint IF ISSUED from January 30, 2023, to the present day. If issued before January 1, 2023, it may contain a fingerprint instead of a signature.*
- **U.S. Military Identification Card**
  - *Accepted without a signature or fingerprint, but will have a barcode or may contain a fingerprint in place of a signature*
- Tribal Identification Card
  - *A signed photo ID with an expiration date (not expired) issued by a federally recognized Tribal Nation/Indian Tribe.*

The **FIRST** and **LAST** names **listed on your identification presented** to the RN Test Observer during check-in at your test event ***MUST EXACTLY MATCH*** the FIRST and LAST names entered in your TMU© account. You may call D&SDT-HEADMASTER at (888) 401-0462 during regular business hours, 7:00AM to 6:00PM CT, Monday through Friday, excluding holidays, to confirm that your name of record matches your *signed, non-expired, photo-bearing form of identification, or sign in to your TMU© account to check or change your demographic information. See more information under **Demographic Updates / Changes / Corrections**.

Note:

- **You will not be admitted for testing if you do not bring proper/valid identification**.
  - Be sure your identification is not expired.
  - Check to ensure that the FIRST and LAST printed names on your identification card match the current name on record in your TMU© account.
- A driver's license or state-issued ID card with a hole punched in it is NOT VALID and will not be accepted as an acceptable form of ID.
- A school ID ***is not*** an acceptable form of ID.
- In cases where names do not match, your ID is not proper/valid, or it has a hole punched in it, this is considered a NO-SHOW status, and you will have to reschedule and pay for another test and date.

If you are taking the knowledge and skills exams together, you will be required to show your ID again when you enter the knowledge test room and the skills lab. Please keep your ID with you throughout the entire exam.

Demographic Updates / Changes / Corrections

Name changes (marriage/divorce, etc.), date-of-birth changes, and Social Security number corrections must be verified with appropriate documentation. Please complete the **DEMOGRAPHIC CHANGE/CORRECTION REQUEST FORM** and upload your demographic change/correction documentation. The form is under 'APPLICATIONS' on the Mississippi TMU© main web page (before you log in to your account), or click on this link: **https://ms.tmutest.com/apply/8**.

Instructions for the Knowledge, Remotely Proctored Knowledge, and Skill Exams

Test instructions for the knowledge and skills exams will be provided in written format in the waiting area when you check in for your test. If you are taking a remotely proctored knowledge exam, the Remotely Proctored Knowledge Exam Instructions can be found in your TMU© account under the Downloads tab *(*see paragraph below)*.

These instructions detail the process and what you can expect during your exam. Please read the instructions ***before*** entering the knowledge exam room or skills lab. The instructions will be left in the waiting area during testing for you to refer to throughout your time at the test site. The RN Test Observer and Knowledge Test Proctor will ask questions about the instructions you read when entering the testing rooms.

*The **Knowledge, Remotely Proctored Knowledge, and Skill Exam Instructions** are available under the **'DOWNLOADS'** tab in your TMU© account. Refer to the **Access the Candidate Handbook and Testing Instructions** section of this handbook.

Testing Policies

The following policies are observed at each test site:

- Make sure you have signed in to your TMU© account at **ms.tmutest.com** well before your test date to update your password and complete your demographic information. Refer to this handbook's **Complete Your TMU© Account** section for instructions and information.
  - **If you have not signed in and completed/updated your TMU© account when you arrive for your test, you may not be admitted to the exam, and any exam fees paid *will NOT be refunded*.**
- Plan to be at the test site for up to five (5) hours if the knowledge and skills are taken together in the worst-case scenario.
- Testing begins promptly at the start time noted on your confirmation. You **must** be at the test site waiting area/room to **check in 20 minutes before your scheduled start time** – if your test start time is 8:00AM, you must be at the test site **by 7:40AM**. If you arrive late for your confirmed exam, you will not be admitted. Any exam fees paid *will NOT be refunded*.
  - If you are scheduled for a remotely proctored knowledge exam, please see the check-in procedures/policies in the **Remotely Proctored Knowledge Exam Check-In** section.
- If you do not bring a valid and appropriate *signed, non-expired photo-bearing form of identification, you will not be admitted to the exam, and any exam fees paid *will NOT be refunded*.
  - If the **FIRST** and **LAST** names listed on your ID presented to the RN Test Observer during check-in at your test event **DO NOT MATCH** the FIRST and LAST names that were entered in the Mississippi nurse aide TMU© database, you will not be admitted to the exam, and any exam fees paid *will NOT be refunded*.
- If you do not wear scrubs with appropriate shoes and conform to all testing policies, you will not be admitted to the exam, and any exam fees paid *will NOT be refunded*.
  - If you are scheduled for a remotely proctored knowledge exam, please see the testing attire procedures/policies in the **Remotely Proctored Knowledge Exam Testing Attire** section.

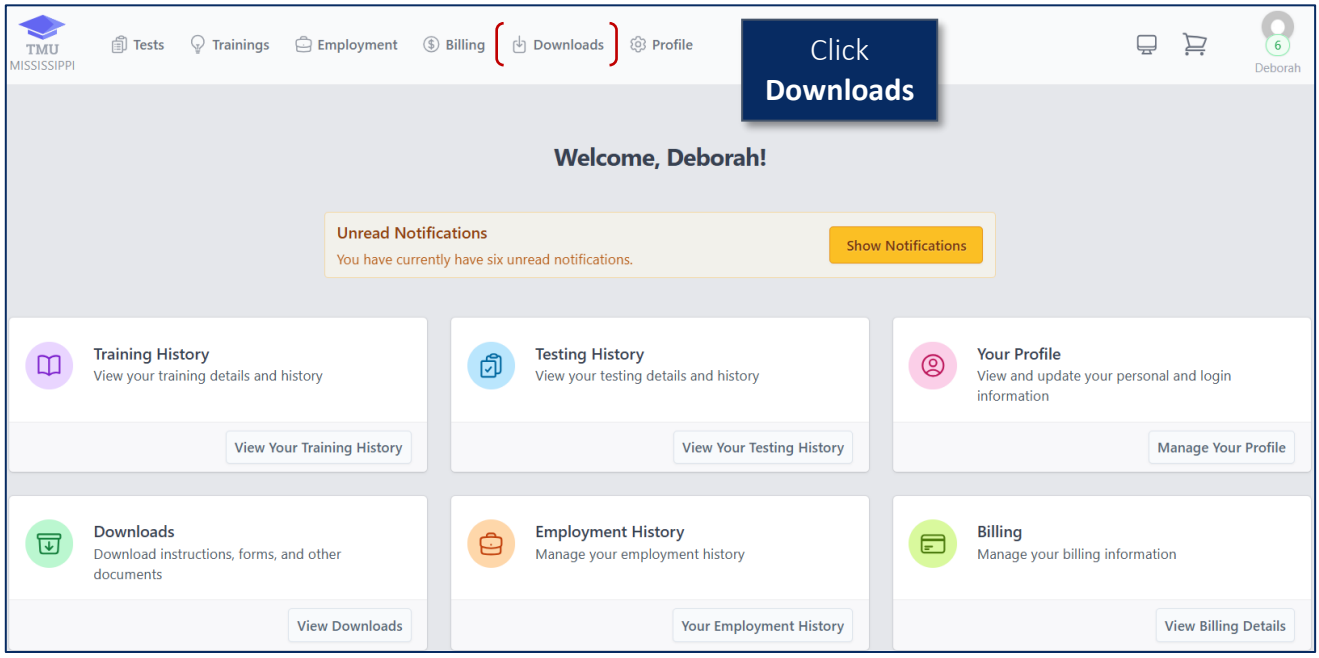
- If you do not show up for your exam day, or are considered a NO-SHOW STATUS *(see details in this handbook's* **No-Show Status** *section)* for any reason, any test fees paid will NOT be refunded. You must repay your testing fees online in your TMU© account using your Email or Username and Password to schedule another exam date.
- **ELECTRONIC DEVICES AND PERSONAL ITEMS:** Cell phones, smartwatches, smart glasses, fitness monitors, electronic recording devices, Bluetooth-connected devices, and personal items (such as water bottles, purses, briefcases, large bags, study materials, extra books, or papers) are not permitted to be on or near you in either testing room. The testing team will inform you of the designated area for placing your personal items and electronic devices, and you will collect them when you complete your test(s).
    - All electronic devices must be **turned off**, including smartwatches, smart glasses, fitness monitors, and Bluetooth-connected devices, which must be removed from your wrist or body.
    - If you are scheduled for a remotely proctored knowledge exam, please see the procedures/policies in the **Remotely Proctored Knowledge Exam Option** section.
- Anyone caught using any electronic recording device during either component (knowledge or skills) of the exam will be dismissed from the exam and testing room(s), your test will be scored as a failed attempt, you will forfeit all testing fees, and you will be reported to the Mississippi State Department of Health (MSDH). You may, however, use personal devices during your free time in the waiting area.
- You are encouraged to bring a jacket, snack, drink, or study material while waiting to test.
- **LANGUAGE TRANSLATION DICTIONARIES:** You may use a foreign word-for-word translation dictionary during your test (on-site and remotely proctored exams), provided it contains no definitions or handwritten notes. You must present the dictionary to the RN Test Observer/Knowledge Test Proctor/Remote Test Proctor for inspection during check-in. Please note that electronic dictionaries and unapproved language translators *are strictly prohibited*.
- **SCRATCH PAPER AND CALCULATORS:** For the Knowledge Exam only, if needed, you may do math calculations on scratch paper or with the basic calculator provided by the KTP.
    - ***Calculators are not allowed during skills testing.***
- You may not remove any notes or other materials from the testing room.
- You are not permitted to eat, drink, or smoke (e-cigarettes or vape) during the exam.
- You are not allowed to leave the testing room (knowledge test room or skills lab) once the exam has begun ***for any reason***. If you do leave during your test event, you will not be allowed back into the testing room to finish your exam.
- Behavioral misconduct or unlawful acts by test candidates are strictly prohibited at any stage of the competency evaluation. Such actions may result in dismissal from the test site, denial of testing privileges, and reporting to your training program and the Mississippi State Department of Health (MSDH).
- Test sites, RN Test Observers, Knowledge Test Proctors, and Actors are not responsible for the candidate's personal belongings at the test site.
- No visitors, guests, pets (including companion and emotional support animals), or children are allowed.
    - Service animals (a dog that has been individually trained to perform specific tasks for people with disabilities) are allowed. We encourage you to contact D&SDT-HEADMASTER at (888) 401-0462 or via email at **mississippi@hdmaster.com** once you have scheduled a test date, so that we can notify the testing team.
    - If you attend your event with guests, pets (including companion or emotional support animals), or children of any age, you will not be permitted to test and will forfeit all testing fees paid.

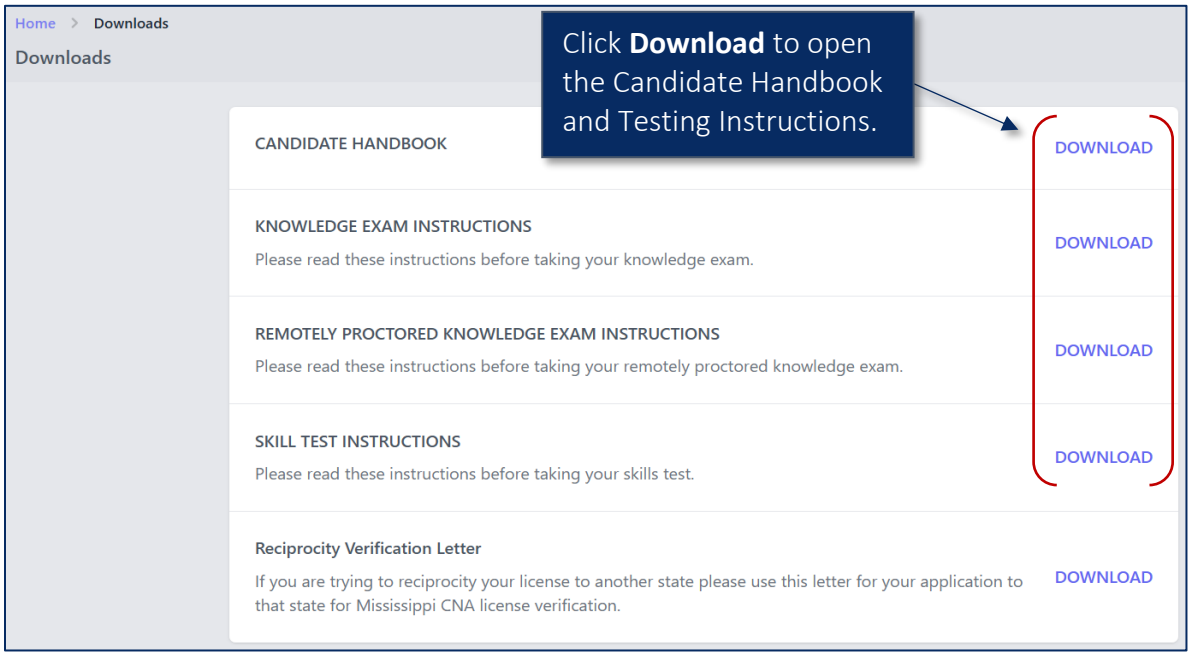
- **You may not test if you are ill (sick).** Call D&SDT-Headmaster at (888) 401-0462 immediately to reschedule *(see the **note** below)*.
  - **You may not test** if you have any physical limitation (excluding pre-arranged ADAs) that would prevent you from performing your duties as a nurse aide. (Examples: cast, arm/leg braces, crutches, etc.) Call D&SDT-Headmaster at (888)401-0462 immediately to reschedule if you are on doctor's orders *(see the **note** below)*.

    NOTE: Please see this handbook's **Rescheduling Policy** and **No-Show Exceptions** sections.

    → *Reschedules will not be granted less than one (1) full business day before a scheduled test date.*
- **Please review this Mississippi NA Candidate Handbook before your test day for any testing and/or policy updates.**
- The Candidate Handbook and testing instructions can also be accessed within your TMU© account under your 'Downloads' tab.

Access the Candidate Handbook and Testing Instructions





Security

Behavioral misconduct or unlawful acts by test candidates are strictly prohibited at any stage of the competency evaluation. Such actions may result in dismissal from the test site, denial of testing privileges, and reporting to your training program and the Mississippi State Department of Health (MSDH).

You will be asked to leave the test site, your test will be stopped and scored as a failed attempt, and you will forfeit any testing fees if you, which may include, but are not limited to, the following circumstances:

- Are caught cheating
- Refuse to follow directions
- Use abusive language or threaten others
- Disrupt the examination environment
- Are visibly impaired
- Engage in unprofessional or aggressive behavior
- Attempt to remove test material, take notes, or copy information
- Give or receive unauthorized help during testing, including using electronic devices (e.g., cell phones, smartwatches, smart glasses, etc.) or navigating to other browsers during your exam

A report of your behavior will be sent to your training program and MSDH, and you are subject to legal prosecution to the fullest extent of the law. You may not be allowed to retest for at least 6 months and may need permission from MSDH to retake the test.

Rescheduling Policy

All candidates may reschedule for free online at **ms.tmutest.com** up to one (1) business day before a scheduled test day, excluding Saturdays, Sundays, and holidays.

If you must reschedule your exam date, please do so as soon as possible. You may reschedule an exam date online by signing in to your TMU© account at **ms.tmutest.com**. (See instructions under **Schedule / Reschedule a Test Event**).

- **Example:** If you are scheduled to take your exam on a Saturday, Sunday, or Monday, you would need to reschedule by the close of business on the Thursday before your scheduled exam. D&SDT-HEADMASTER is open 7:00AM to 6:00PM CT, Monday through Friday, excluding holidays.

- Please see the **Reschedule a Test Event Screenshots** for a visual of rescheduling an exam date.

The scheduled test date is on a:	Reschedule before 6:00PM CT the previous:
Monday	The previous Thursday
Tuesday	The previous Friday
Wednesday	The previous Monday
Thursday	The previous Tuesday
Friday	The previous Wednesday
Saturday	The previous Thursday
Sunday	The previous Thursday

Note: Reschedules will not be granted less than one full business day before a scheduled test date.

Refund of Testing Fees Paid

Requesting a refund of testing fees paid is different than rescheduling a test date. Requesting a refund means you are not interested in taking the Mississippi nurse aide certification exam.

Scheduled in a Test Event

1) If you are scheduled for a test event, you can request a refund of the testing fees paid by filling out and submitting the **CANDIDATE-Refund Request Form** on D&SDT-HEADMASTER's **Mississippi webpage** at least one (1) full business day before your scheduled test event (excluding Saturdays, Sundays, and holidays). No phone calls will be accepted.
    - *Example:* If you are scheduled to take your exam on a Saturday, Sunday, or Monday, you would need to request a refund by the close of business on the Thursday before your scheduled exam. D&SDT-HEADMASTER is open until 6:00PM CT, Monday through Friday, excluding holidays.
2) Refund requests made in the required time frame qualify for a full refund of any testing fees paid minus a $35 refund processing fee.
3) Refund requests must be made within thirty (30) days of payment of the original testing fees with D&SDT. Any refund requests made more than 30 days after the original payment of testing fees with D&SDT *will not be issued*.

Not Scheduled in a Test Event

1) Refund requests must be made within thirty (30) days of the original payment of testing fees with D&SDT. Any refund requests made more than 30 days after the original payment of testing fees with D&SDT *will not be issued*.
2) To request a refund for testing fees paid, you must fill out and submit the **CANDIDATE-Refund Request Form** on D&SDT-HEADMASTER's **Mississippi webpage**. No phone calls will be accepted.
3) Refund requests made in the required time frame qualify for a full refund of any testing fees paid minus a $35 refund processing fee.

Unforeseen Circumstances Policy

If an exam date is canceled due to weather or other unforeseen circumstances, D&SDT-HEADMASTER staff will make every effort to contact you using the contact information (phone number/email) we have on file in your TMU© account to reschedule you for no charge to a mutually agreed-upon new test date.

Therefore, you must keep your contact information up to date in case we need to contact you *(*see examples below for reasons we may not be able to contact you that you are responsible for).*

If D&SDT-HEADMASTER is unable to reach you via phone call or email with the information in your TMU© account (*see examples below) due to an unforeseen circumstance for a test event you are scheduled for, you will be removed from the test event, and D&SDT-HEADMASTER will not reschedule you until we hear back from you.
NOTE: The *examples listed below are your responsibility to check and/or keep updated.

- If D&SDT-HEADMASTER leaves you a message or emails you at the phone number or email in your TMU© account and:
  - you do not call us back in a timely manner
  - your phone number is disconnected/your voice mailbox is full
  - you do not check your messages in a timely manner
  - you do not check your email or reply to our email in a timely manner
  - your email is invalid, or you are unable to access your email for any reason

See more information under **No-Show Exceptions**.

No-Show Status

If you are scheduled for your exam and do not show up without notifying D&SDT-HEADMASTER at least one (1) full business day before your scheduled testing event, ***excluding*** Saturdays, Sundays, and holidays, OR if you are turned away for lack of proper identification, not arriving on time to the test site or any other reason to deem you ineligible to test, you will be considered a **NO-SHOW status.** You will forfeit all fees paid and must sign in to your TMU© account to repay or submit a new testing fee to schedule yourself into a new test event.

These fees partially offset D&SDT-HEADMASTER's costs for requested services and the resulting work performed. If a reschedule or refund request is not made or received before the one (1) full business day preceding a scheduled test event, excluding Saturdays, Sundays, and holidays (see examples under the **Rescheduling Policy** and **Refund of**

Testing Fees Paid sections), a NO-SHOW status will exist. You will forfeit your testing fees and must repay the full testing fee to secure a new test event.

No-Show Exceptions

Exceptions to the no-show status exist; if you are a no-show for any test component for any of the following reasons, a free reschedule will be authorized to the remitter of record, provided **the required documentation is received within the appropriate time frames outlined below:**

⇒ Complete, upload the required documentation, and submit (within the required time frames outlined below) the **No Show Exception Form** available on the Mississippi TMU© main page under 'APPLICATIONS', or click this link:

https://ms.tmutest.com/apply/20

- **Car breakdown or accident**: D&SDT-HEADMASTER must be contacted via phone call, fax, or email within one business day. A tow bill, police report, or other appropriate documentation showing your name and the provider of the service name must be submitted within **three (3) business days** of the exam date. If we do not receive proof within 3 business days, your no-show status will stand, and you will be required to repay your testing fee.

- **Weather or road condition-related issue**: D&SDT-HEADMASTER must be contacted via phone call, fax, or email within one business day. A road report, weather report, or other appropriate documentation must be submitted within **three (3) business days** of the exam date. If we do not receive proof within 3 business days, your no-show status will stand, and you will be required to repay your testing fee.

- **Medical emergency or illness**: D&SDT-HEADMASTER must be contacted via phone, fax, or email within one business day. A doctor's note showing your name and the provider of the service name, or on the provider's letterhead, must be submitted within **three (3) business days** of the missed exam date. If we do not receive proof within 3 business days, your no-show status will stand, and you will be required to repay your testing fee.

- **Death in the family**: D&SDT-HEADMASTER must be contacted via phone call, fax, or email within one business day. An immediate family obituary or letter on your behalf from the funeral home showing your name must only be submitted within **seven (7) business days** from a missed exam date. If we do not receive proof within 7 business days, your no-show status will stand, and you will be required to repay your testing fee. (The immediate family includes the parent, grandparent, great-grandparent, sibling, children, spouse, or significant other.)

- **Remotely proctored testing issues:** D&SDT-HEADMASTER must be contacted via phone, fax, or email within one business day. Appropriate documentation showing your name and the provider of the service name must be submitted within **three (3) business days** of the exam date. If we do not receive proof within 3 business days, your no-show status will stand, and you will be required to repay your testing fee.
    - **Internet outage or issue:** Documentation showing your name and the provider of the service, including the name of the Internet provider, showing the outage date and times.
    - **Computer or cell phone issue:** If the computer or cell phone fails to work, documentation from a computer repair technician/shop or other appropriate documentation showing your name and the provider of the service is required.

Candidate Feedback – Exit Survey

Candidates can complete an exit survey via a link when checking their test results in their TMU© account. The survey is confidential and will not affect the outcome of any test. You are encouraged to complete the survey with honest feedback on the examination process to help improve testing.

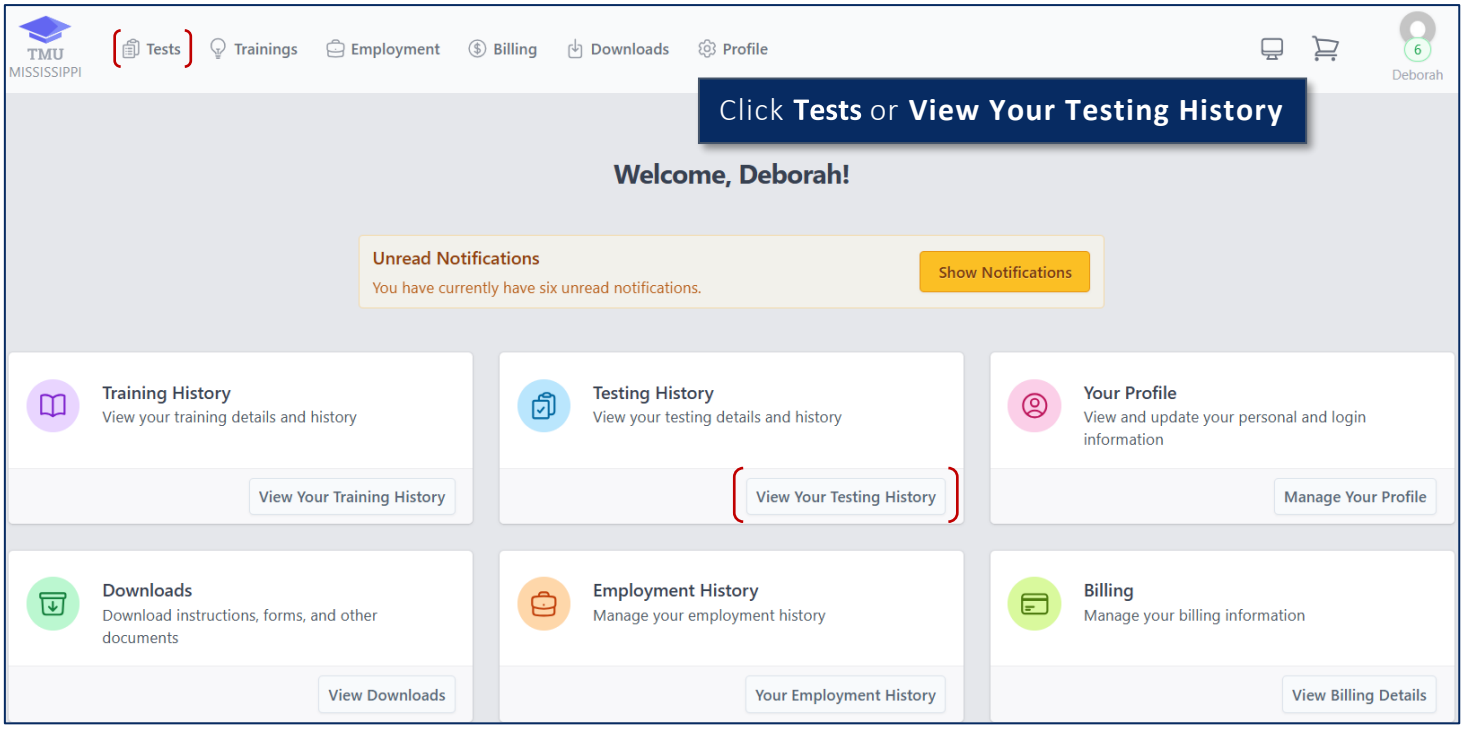
Test Results

After you have completed both the Knowledge Exam and Skill Test components of the competency exam, your test results will be officially scored and double-checked by D&SDT-HEADMASTER scoring teams. Official test results will be available after 6:00PM (CT) on the business day after your test event by signing in to your TMU© account. D&SDT-HEADMASTER cannot release test results over the phone.

When you pass both the knowledge and skill test components of the Mississippi nurse aide examination, you may be certified and listed on the Mississippi Nurse Aide Registry.

Note: *D&SDT-HEADMASTER does not send postal mail test results letters.*

Sign in to your TMU© account at **ms.tmutest.com** to view your test results. The screenshots on the next pages show examples of test results.



Home > Tests

Your Tests

Scheduling

Exam	Status	Reason
Certified Nurse Aide Knowledge	Not Eligible	Already Scheduled
Certified Nurse Aide Skill	Not Eligible	Previously Passed

Under Actions, click on **Details** to view your results.

Click on **Print Test Results** to print your results.

Click on **Please take our satisfaction survey** to complete the Exit Survey

Testing History

Please take our satisfaction survey

TEST DATE	EXAM		STATUS	
06/12/2025 11:00 AM CDT	Certified Nurse Aide Knowledge		Scheduled	Actions
06/09/2025 5:30 PM CDT	Certified Nurse Aide Knowledge	Remotely Proctored Knowledge Test (TS) REMOTE PROCTOR, MS	Failed	Actions
06/01/2025 7:00 AM CDT	Certified Nurse Aide Knowledge	Practice Test Site (TS) Jackson, MS	Failed	
06/01/2025 2:00 PM CDT	Certified Nurse Aide Skill	Practice Test Site (TS) Jackson, MS	Passed	Actions

Details
Print Test Results

Knowledge Exam Test Results Example:

Home > Tests > Knowledge Test Detail

Knowledge Test Detail

You have **failed** the knowledge portion of the Certified Nurse Aide exam.
Your overall knowledge test score is 72.86%.
You must have an overall score of **73%** or better to pass.

Best Student
Certified Nurse Aide Test

Test Actions

TEST EVENT	06/09/2025 5:30 PM CDT
TEST SITE	Remotely Proctored Knowledge Test (TS) NO PHYSICAL ADDRESS - All TESTING WILL BE CONDUCTED FROM THE CANDIDATE'S LOCATION USING THEIR PERSONAL COMPUTER AND CELL PHONE REMOTE PROCTOR, MS 00000

Scoring & Performance

Test Status	Score	Total correct	Total Answered
Failed	72.86%	51 / 70	70

Performance by Subject

Safety	67%
Communication	83%
Infection Control	70%
Client Rights	80%
Data Collection	75%
Basic Nursing Skills	73%
Role / Responsibility	100%
Disease Process	60%
Mental Health	75%
Personal Care	60%
Care Impaired	100%
Aging Process and Restorative Care	33%

Example

23 Missed Vocabulary Words

gerontology, cancer, chemotherapy, restraint, mobility, catheter care, digestion, absorption, anxiety, hyperventilation, vision change, resident unit, admitting resident, resident rights, MSDS, anatomy, infection control, validation, infection control, basic skin care, mouth care, blood pressure, body mechanics

Skill Exam Test Results Example:

You have **failed** the skill portion of the Certified Nurse Aide exam.
You needed **80%** or better on each skill task without missing any **Key Steps** to pass the skills test.

Best Student
Certified Nurse Aide Skill Test

Test Actions

TEST EVENT	05/31/2025 4:05 PM CDT
TEST SITE	Practice Test Site (TS) Jackson, MS

Example

Scoring & Performance

Test Status	Tasks Completed
Failed	3 / 4

Task #1: PERINEAL CARE FOR A FEMALE AND HAND WASHING

Score	Steps Correct	
94.83% Failed	55 / 58	View Failed Steps

- Cleans one side of the labia from front to back.
- Using a clean portion of the washcloth, cleans the other side of labia from front to back.
- Using a clean portion of the washcloth cleans the vaginal area from front to back.

Task #2: DENTURE CARE – CLEAN UPPER OR LOWER DENTURE

Score	Steps Correct
100.00% Passed	24 / 24

Click **View Failed Steps** to see the steps missed.

Task #3: APPLY A KNEE-HIGH ANTI-EMBOLIC (ELASTIC) STOCKING TO ONE LEG

Score	Steps Correct
100.00% Passed	15 / 15

Task #4: ASSIST RESIDENT TO AMBULATE USING A GAIT BELT

Score	Steps Correct	
88.00% Passed	22 / 25	View Failed Steps

Test Attempts

You have **three (3) attempts within 24 months of completion of training** to pass the knowledge and skill test portions of the exam. If you fail three attempts on either the knowledge or skills test component, you must complete a new Mississippi State Department of Health (MSDH) approved training program to become eligible to attempt the Mississippi NA examinations further.

NOTE: Federal and State regulations allow healthcare facilities to employ students for up to 120 days from the day employment and training are offered in an approved facility-based nurse aide training and competency evaluation program. However, if you do not pass the knowledge and skills portions of the state competency exam within 120 days, the facility may no longer employ you to perform nurse aide duties.

Long-Term Care Facility Trained Candidates

You have **three (3) attempts** to pass the exam's knowledge and skill test portions **within 120 days of your date of hire with a Long-Term Care Facility**. If you do not complete testing within 120 days from the date of hire with a Long-Term Care Facility, you must retrain to become eligible to attempt the Mississippi nurse aide examinations further.

Retaking the Nurse Aide Exam

In the event that you fail the knowledge and/or skill portion of the examination, when you want to apply for a retest, you will need to pay for the portion that you failed before you can schedule a new exam date.

You can schedule a test or re-test online by signing in to your TMU© account with your Email or Username and Password at **ms.tmutest.com**. (See instructions with screenshots under **Schedule / Reschedule a Test Event**.)

You will need to pay with a Visa or Master Card credit/debit card before you can schedule.

If you need assistance scheduling your re-test, please call D&SDT-HEADMASTER at (888) 401-0462 during regular business hours, 7:00AM to 6:00PM CT, Monday through Friday, excluding holidays. We can assist you in scheduling a test or retest date, provided your fees have been paid.

Test Review Requests

You may request a review of your test results or dispute any other testing condition. The purpose of this review process is to ensure fairness and accuracy in the evaluation of your test.

***PLEASE READ BEFORE FILLING OUT THE TEST REVIEW REQUEST:** Please call D&SDT-HEADMASTER at (888) 401-0462 during regular business hours, Monday through Friday, 7:00AM to 6:00PM CT, excluding holidays, and discuss the test outcome you are questioning before committing to sending the $25 test review request deposit fee. Once you have further details about the scoring of your test, you will often understand the scoring process and learn how to better prepare yourself for subsequent exam attempts. If, after discussion with D&SDT-HEADMASTER staff, you still have a concern with your testing process that affected the outcome of your exam, you may submit a Test Review Request.

There is a $25 non-refundable test review deposit fee. To request a review, complete the **Test Review Request and Payment Application**, available on the Mississippi TMU© main page (before you log in to your account) at **ms.tmutest.com**. Test Review Requests must be received **within three (3) business days from the official scoring of your test** (excluding Saturdays, Sundays, and holidays). Late requests will be denied and will not be considered.

Since one qualification for certification as a nurse aide in Mississippi is demonstrated by examination of minimum nurse aide knowledge and skills, the likely outcome of your review will determine who pays for any re-tests that may

be granted. If, after investigation, the review finding is in your favor, you will be refunded the $25 test review deposit. If the findings of the review are *not in your favor*, the $25 test review deposit will stand, and the fee is non-refundable.

D&SDT-HEADMASTER will review your detailed recollection, your knowledge test markings, and any skill task measurements you recorded at the time of your test, in addition to reviewing markings, notations, and measurements recorded by the RN Test Observer at the time of your test. We will interview the RN Test Observer, Actor, or Knowledge Test Proctor about the facts detailed in your dispute documentation. D&SDT-HEADMASTER will re-check the scoring of your test and may contact you and/or the RN Test Observer, Actor and/or Knowledge Test Proctor, and other candidates who were on-site at your test event for any additional information about the test event.

D&SDT-HEADMASTER cannot review test results or reviews with the candidate's instructor/training program. After a candidate reaches the age of 18, D&SDT-HEADMASTER will only discuss test results or test reviews with the candidate. D&SDT-HEADMASTER will not review test results or reviews with family members or anyone else on the candidate's behalf once the candidate is 18.

D&SDT-HEADMASTER will complete your review request within ten (10) business days of receiving it in a timely manner. D&SDT-HEADMASTER will email the review results to your email address and the Mississippi State Department of Health (MSDH).

THE KNOWLEDGE/AUDIO EXAM

Knowledge Exam Content

The Knowledge Test consists of **70 multiple-choice questions**. Questions are selected from subject areas in accordance with the Mississippi State Department of Health-approved Mississippi test plan and include all required categories defined by federal regulations.

The subject areas are as follows.

SUBJECT AREAS

Subject Area	Number of Questions	Subject Area	Number of Questions
Aging Process and Restorative Care	3	Infection Control	10
Basic Nursing Skills	11	Mental Health	4
Care Impaired	3	Personal Care	5
Communication	6	Resident Rights	5
Data Collection	4	Role and Responsibility	5
Disease Process	5	Safety	9

Knowledge Exam Information

If taking both the knowledge and skill tests on the same day, you will be required to re-present your ID when entering the knowledge test room and the skills lab. Please keep your ID with you during the entire exam day.

The Knowledge Test Proctor will hand out materials, if needed, and provide instructions for taking the Knowledge Exam. You will have **60 minutes** to complete the exam. The **70 multiple-choice questions** will be presented to you, one at a time, on the computer screen, with answers A, B, C, or D to select. You can navigate through the exam questions using the previous and next buttons. You will be told when fifteen (15) minutes remain. You may not ask questions about the content of the Knowledge Exam, such as "What does this question mean?"

You must have a score of 73% or better to pass the knowledge portion of the exam.

All test sites in Mississippi utilize electronic TMU© testing using Internet-connected computers. The knowledge exam portion of your exam will be displayed on a computer screen for you to read and key/tap or click on your answers.

NOTE: You will need your TMU© Username or Email and Password to sign in to your knowledge exam. Please see the information under **Complete your TMU© Account** to sign in to your TMU© account.

- The Knowledge Test Proctor will provide you with a code at the test event to start your exam.

LANGUAGE TRANSLATION DICTIONARIES

You may use a foreign word-for-word translation dictionary during your test, provided it contains no definitions or handwritten notes. You must present the dictionary to the RN Test Observer/KTP/Remote Proctor for inspection during check-in. Please note that electronic dictionaries and unapproved language translators *are strictly prohibited*.

SCRATCH PAPER AND CALCULATOR

If needed, you may do math calculations on the scratch paper provided by the KTP. If you need a calculator, please quietly alert the Knowledge Test Proctor; one will be provided.

- *Any scratch paper and/or provided calculator must be left with the KTP when testing is done.*
- ***Calculators are not allowed for the skills test.***

When you leave the testing room, you must leave all test materials in it. Anyone who takes or tries to take materials, notes, or information from the room is subject to prosecution and will be reported to the Mississippi State Department of Health (MSDH).

Knowledge Exam Subject Area Definitions

Aging Process and Restorative Care: Questions concerning the process and progression of humans becoming what they will be as they move along the timeline of their lives, and the maintenance of physical, mental, and psychosocial function.

Basic Nursing Skills: Questions concerning any act or activity that would be considered a basic skill necessary to perform the job of a CNA.

Care Impaired: Questions concerning dealing with residents who are physically or mentally limited from receiving "standard" care. CNAs must perform more extensively or differently to accommodate these residents.

Communication: Questions concerning any type of communication, verbal and nonverbal, written, spoken, or any communication related to hearing, seeing, feeling, tasting, or smelling.

Data Collection: Questions concerning data acquisition, handling, and routing.

Disease Process: Questions concerning the stages of diseases and/or the theory of diseases, and the detection, prevention, or treatment of diseases.

Infection Control: Questions concerning the nature of infections, infection causes and prevention, and correct methods and procedures for dealing with infections.

Mental Health: Questions concerning the mental processes of residents, the signs and stages of mental states of residents, both normal and care impaired, or the mental well-being and interaction of the CNA and their co-workers.

Personal Care: Questions concerning activities or acts performed by the CNA for or to residents that are personal in nature.

Resident Rights: Questions concerning the rights to which the residents are legally entitled and the facility and CNA's role in ensuring those rights.

Role and Responsibility: Questions concerning any act or activity that would be considered part of the basic role of the CNA in the workplace or a basic responsibility of a CNA in the workplace.

Safety: Questions concerning the safety of residents, CNAs, facility safety issues, and the safety of facility personnel in general.

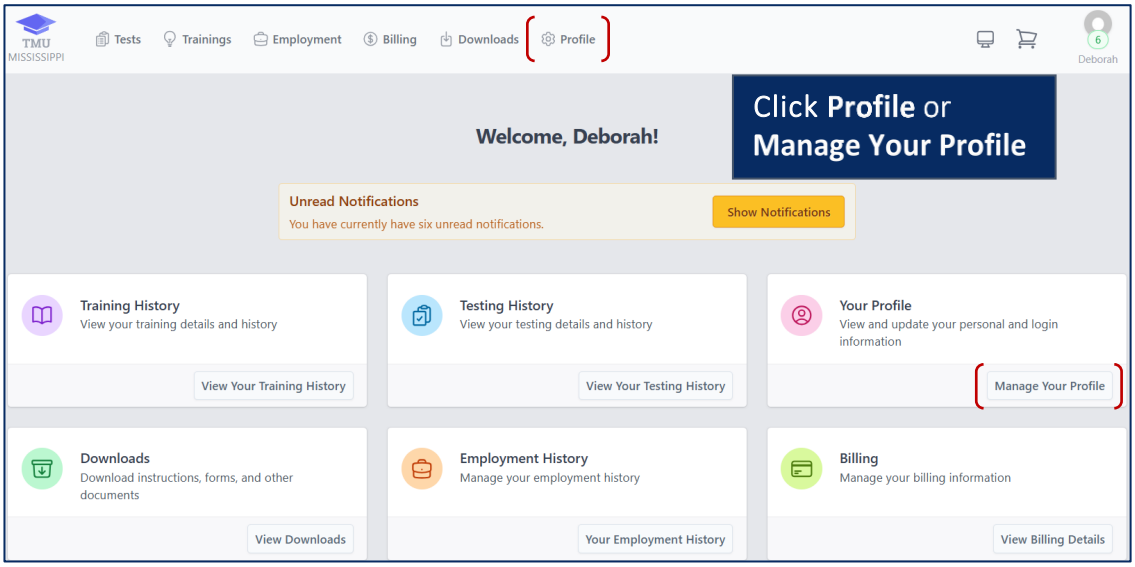
Knowledge Exam Audio Version

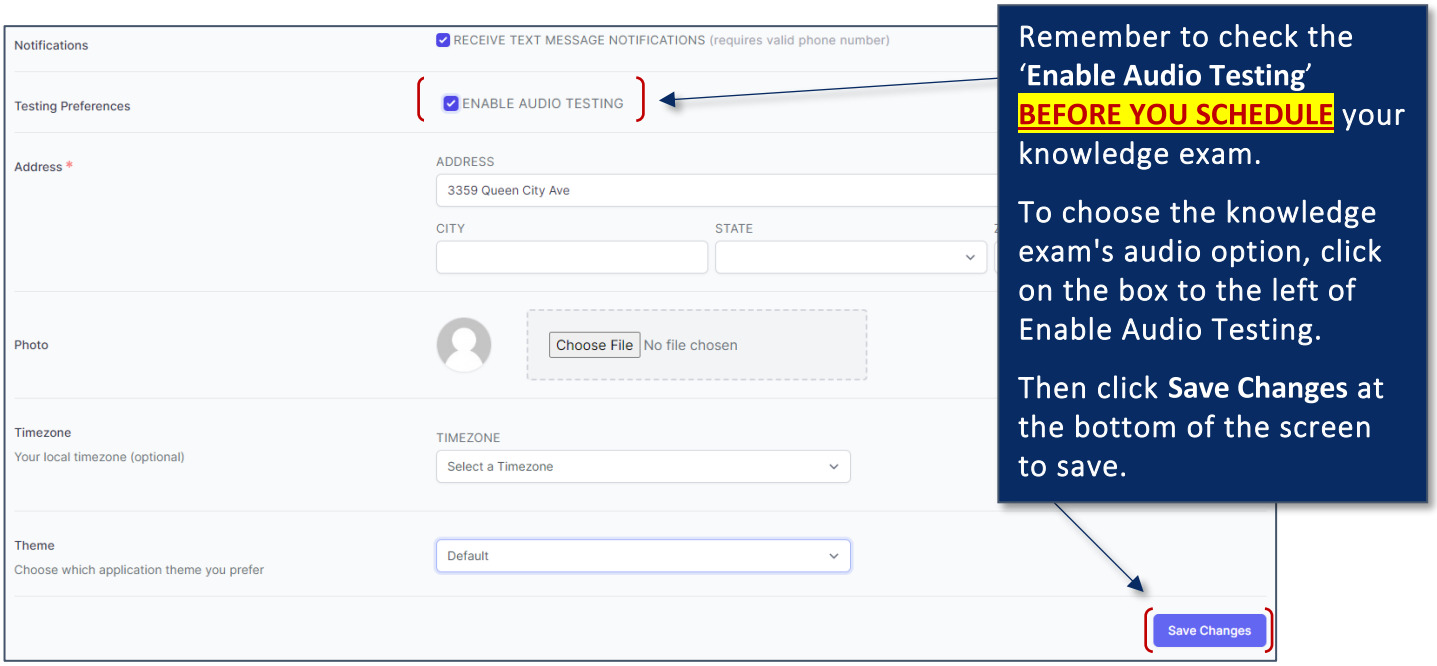
An audio (oral) version of the knowledge exam is available. However, there is an extra $10 charge for the audio version ($45 total), and you must request an Audio version ***before you submit your testing fee payment***.

Selecting an Audio Version of the Knowledge Exam

To select the Audio version of the knowledge exam, follow the instructions with the screenshots on the next page.

*Under your PROFILE, check the **'Enable Audio Testing'** to receive an Audio version of the Knowledge Exam:*





The questions are read to you neutrally and can be heard through wired headphones or earbuds plugged into the computer. ***Bluetooth-connected devices are not allowed.*** When taking an electronic Audio exam, the audio control buttons will appear on the computer screen, allowing you to play, rewind, or pause the audio as needed.

Remotely Proctored Knowledge Exam Option

You can take the knowledge exam with a remote proctor from your home or elsewhere.

Remotely Proctored Knowledge Exam Candidate Requirements

Candidates must have:

- An updated version of Google Chrome as your Internet browser.
  - ***TMU© does not support Internet Explorer.***
- A reliable Internet (Wi-Fi) connection.
- A personal computer/tablet/laptop to log into TMU© to access the knowledge exam.
- **Your Email or Username and Password to take the remotely proctored TMU© Knowledge exam. The remote Proctor will provide you with a 'code' to start your test.**
- A smartphone/tablet to access the 'video conferencing app' (for example, Zoom, etc.) that you **must download**.
  - An email will be sent to you and in your notifications (in your TMU© account) with information about the 'video conferencing app' (for example, Zoom, etc.) you will need to download before test day.
  - The night before your scheduled remotely proctored knowledge exam, you will be emailed, along with a notification (in your TMU© account), a reminder with the password-protected link to join the test event.
- During your test, your smartphone/tablet must be positioned so that the remote Proctor can clearly see you, your keyboard, mouse (if used), and the entire screen of your computer/tablet/laptop.
- You may not use a video filter, such as a background or blurring your screen.
- **IMPORTANT NOTE:** On testing day, you *will not be allowed to receive any assistance with your setup* from anyone in your environment (room/area).
- You must be **alone (by yourself during the entire time while testing)** in a quiet, isolated, secured room/area free of distractions, interruptions, and any other people, children, or pets.
- Along with showing the remote Proctor your surroundings/entire room during check-in, the remote Proctor may also ask you to show your room/entire surroundings at any time during your test.
- If you have selected the Audio version of the knowledge exam, you will provide your own wired earbuds or headphones ***(Bluetooth-connected devices are not allowed)*** to plug into the computer.
  - The questions are read neutrally to you and will be heard through wired headphones or earbuds plugged into the computer.
  - When taking an Audio exam, the audio control buttons will be displayed on the computer screen, enabling you to play, rewind, or pause questions as needed.
- Failure to adhere to any of these remote testing conditions will require the remote Proctor to stop your test, which will be scored as a failed attempt.

Schedule a Remotely Proctored Knowledge Exam

You will need to sign in to your TMU© account using your Username or Email and Password and follow the instructions to **Schedule / Reschedule a Test Event**. Please ensure you have met the **Remotely Proctored Knowledge Exam Candidate Requirements** listed above before scheduling a remotely proctored knowledge exam.

- The test site location for a remotely proctored knowledge exam will be '**Remotely Proctored Test**'.
- Once scheduled, a test confirmation will be sent via email and/or text. A notification will be generated in your TMU© account for you to view (see the **Schedule / Reschedule a Test Event**, **Test Confirmation Letter**, and the **View your TMU© Notifications** section for information to access your test confirmation.)

- Instructions and the link to download the 'video conferencing app' (for example, Zoom, etc.), including the meeting ID and Password for the remotely proctored knowledge event you are scheduled for, will be emailed to you and in your notifications.
    - Remember to also check your **'NOTIFICATIONS'** under your profile pic in your TMU© account for this information. Please refer to the **View your TMU© Notifications** section.

Please call D&SDT-HEADMASTER at (888) 401-0462 if you have any questions or concerns, or need assistance scheduling a remotely proctored knowledge exam.

Remotely Proctored Knowledge Exam Instructions

It is important that you read the Remotely Proctored Knowledge Exam Instructions before signing in to your remotely proctored knowledge exam. Please see the instructions for the Remotely Proctored Knowledge Exam under **Access the Candidate Handbook and Testing Instructions**.

Remotely Proctored Knowledge Exam Testing Attire

For remotely proctored knowledge testing, **you must be wearing:**

- **Appropriate clothing** such as a non-revealing shirt/sweater and pants, sweatpants, shorts, or leggings.
    - *Smart watches and smart glasses, activity trackers, or Bluetooth-connected devices* ***are not allowed***.

You will not be allowed to test if you are not wearing appropriate clothing as shown above. You will be considered a NO SHOW status and will forfeit any fees paid.

Remotely Proctored Knowledge Exam Check-In

You must be signed in to the remotely proctored exam link (for example, Zoom, etc., waiting room) **20 minutes in advance** of the start time listed on your test confirmation for the check-in process with the remote test proctor. The remote test proctor will allow you access to the test event. If you are not signed into the remotely proctored exam waiting room 20 minutes in advance of the start time listed on your test confirmation, you will not be allowed to test, considered a No Show, forfeit your testing fees paid, and have to pay for another test date.

- You must show your mandatory form of identification to the remote Proctor at check-in before starting your remotely proctored knowledge exam. Please see the **'Identification'** section for specifics.
- You must be **alone (by yourself during the entire time while testing)** in a quiet, isolated, secured room/area free of distractions, interruptions, and any other people, children, or pets.
- You must show your surroundings/entire room to the remote Proctor during check-in before starting your remotely proctored knowledge exam.
    - Along with showing the remote Proctor your surroundings/entire room during check-in, the remote Proctor may also ask you to show your room/entire surroundings at any time during your test.
- Then, you must position your smartphone/tablet so the remote Proctor can clearly see you, your keyboard, mouse (if used), and the entire screen of your computer/tablet/laptop.
    - *You may not use a video filter, such as a background or blurring your screen.*
- **NOTE:** On testing day, you *will not be allowed to receive any assistance with your setup* from anyone in your environment (room/area).

- Failure to adhere to any of these remote testing conditions will require the remote Proctor to stop your test, which will be scored as a failed attempt.

Remotely Proctored Knowledge Exam Policies

During the remotely proctored knowledge exam, all 'Testing Policies', 'Testing Attire', and 'Security' policies are followed. Please refer to those sections for information.

- On testing day, you **will not be allowed to receive any assistance with your setup** from anyone in your environment (room/area). **If someone else is in the room with you, the remote Proctor will remove you from the meeting, and you will be marked as a no-show status.** You will forfeit any testing fees paid and must repay to reschedule a new test.
- You must be **alone (by yourself during the entire time while testing)** in a quiet, isolated, secured room/area free of distractions, interruptions, and any other people, children, or pets.
- Along with showing the remote Proctor your surroundings/entire room during check-in, the remote Proctor may also ask you to show your room/entire surroundings at any time during your test.
- During your test, your smartphone/tablet must be positioned so that the remote Proctor can clearly see you, your keyboard, mouse (if used), and the entire screen of your computer/tablet/laptop.
  - *You may not use a video filter, such as a background or blurring your screen.*
- The 'video conferencing app' (for example, Zoom, etc.) link must be maintained during the entire knowledge exam.
  - If the 'video conferencing app' (for example, Zoom, etc.) connection is lost, you must immediately reconnect, or you will be disconnected from the test event by the remote Proctor, and your test will be scored as a failed attempt.
- Your device must **not be muted** during testing so that the remote Proctor can hear if there are any distractions or other interruptions during your test. **REMEMBER:** *You need to test in an isolated, secure room/area that is free of distractions and interruptions, just as you would if you were sitting in the knowledge test room at a test site.*
- If the remote Proctor has any inclination that you are cheating or not following instructions, your test will be ended and scored as a failed attempt.
- Please see the information on remotely proctored testing issues under the 'No-Show Exceptions' section.
- **SCRATCH PAPER AND BASIC CALCULATOR:** If needed, you may do math calculations on a piece of scratch paper.
  - ***Calculators are not allowed for the skills test.***
  - Before starting your exam, you will be asked to show both sides of the scratch paper to the remote Proctor.
  - At the end of your exam, you will be asked to show both sides of the scratch paper to the remote Proctor ***again***. You will then be told to tear up the scratch paper in view of the remote Proctor and to mute your phone before doing so.
- **LANGUAGE TRANSLATION DICTIONARIES:** You may use a foreign word-for-word translation dictionary during your test, provided it contains no definitions or handwritten notes. You must show the dictionary to the remote Proctor for inspection during check-in. Please note that electronic dictionaries and unapproved language translators *are strictly prohibited*.

- **AUDIO VERSION OF THE KNOWLEDGE EXAM:** If you have requested an AUDIO version of the Knowledge Exam, you will need to have wired earbuds or headphones ***(Bluetooth-connected devices are not allowed)*** that plug into the computer.

Failure to adhere to any of these remote testing conditions/policies will require the remote Proctor to stop your test, which will be scored as a failed attempt.

Self-Assessment Reading Comprehension Exam

The following passages and corresponding questions will assess your reading comprehension required for the knowledge portion of the state competency evaluation. If you miss more than three (3) questions, you should consider utilizing the audio option for the knowledge exam.

PASSAGE 1

Paul and Ben are twins. They are identical in features but opposite in personality. Paul likes to wear dark colors. Ben likes to wear bright colors. Paul likes to read quietly. Ben likes to attend football games with friends.

1. Paul can be classified as an
    a. omnivert
    b. extrovert
    c. introvert
    d. ambivert

2. Ben can be classified as an
    a. omnivert
    b. extrovert
    c. introvert
    d. ambivert

3. Paul and Ben have identical
    a. noses
    b. shoes
    c. earrings
    d. tattoos

PASSAGE 2

Amy is from the state of Montana. Amy lives in an apartment with her parents and her brother, Nick. Tomorrow, Amy is flying to the state of Oregon. Amy is bringing three books of 3 different colors with her. Nick doesn't understand why she needs three books. The yellow one is a Spanish-English dictionary. The red one is a tourist guide to Oregon. The blue one is about horses, which Amy feels is the most important.

Amy will not need her United States of America passport because she won't be leaving the country.

4. Amy is from
    a. Wisconsin
    b. Montana
    c. Oregon
    d. Wyoming

5. Amy resides in a(n)
    a. house
    b. farm
    c. condo
    d. apartment

6. Amy lives in
    a. Canada
    b. America
    c. Mexico
    d. Peru

7. Amy lives with her
    a. aunt
    b. grandmother
    c. father
    d. sister

8. Amy's brother's name is
    a. Nick
    b. Loren
    c. Chad
    d. Jared

9. Tomorrow, she is going to
    a. Montana
    b. Canada
    c. Wisconsin
    d. Oregon

10. The type of book that is yellow is a(n)
    a. dictionary
    b. animal interest
    c. tourist
    d. guidebook

11. Amy believes the most important book is the color
    a. red
    b. black
    c. yellow
    d. blue

PASSAGE 3

Katherine did not like being called by her full name. She preferred to be called Katie. Katherine's mother wanted her to understand why she was given that legal name. Her mother shared a story about a strong-willed woman who overcame adversities, and her name was Katherine. Katherine then embraced her given name.

12. Katherine is a
    a. last name
    b. middle name
    c. legal name
    d. nickname

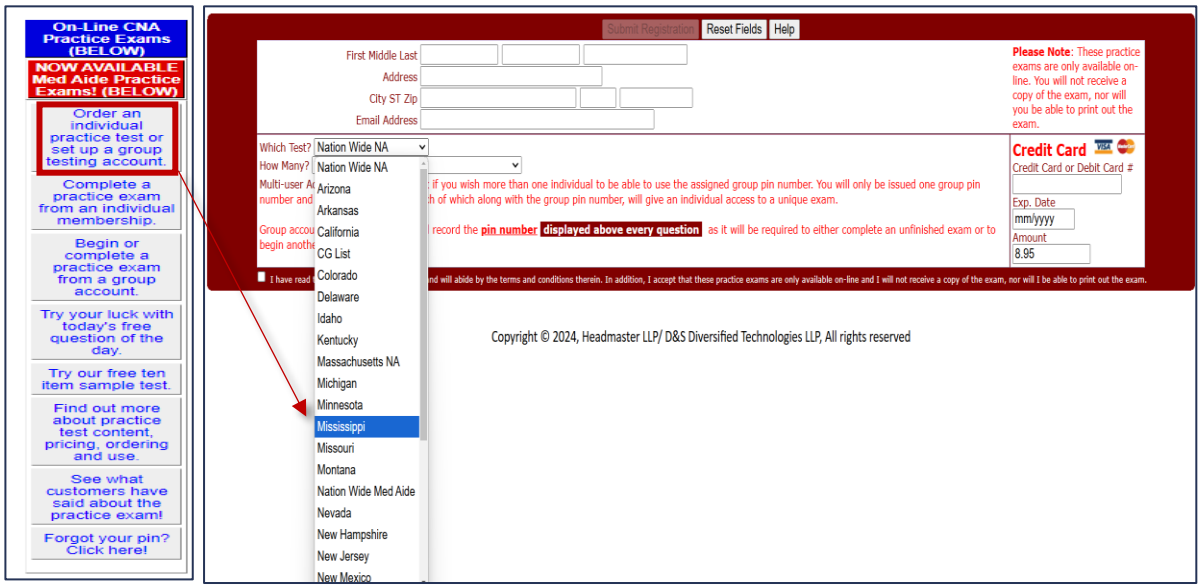
13. The purpose of Katherine's mother sharing the story with Katherine is to
    a. entertain
    b. persuade
    c. inform
    d. describe

Answers: 1. C | 2. B | 3. A | 4. B | 5. D | 6. B | 7. C | 8. A | 9. D | 10. A | 11. D | 12. C | 13. C

Knowledge Practice Test

D&SDT-HEADMASTER offers a free knowledge test question of the day and a ten-question online static practice test available on our website at **www.hdmaster.com**. Candidates may purchase complete practice tests randomly generated based on the state test plan. A mastery learning method is used, and each practice test will be unique. This means candidates must get the question they are attempting correct before they move on to the next question. A first-attempt percentage score and vocabulary feedback are supplied upon completion of the practice test. A list of vocabulary words to study is provided at the end of each test. Single- or group-purchase plans are available.

NOTE: Make sure you select **MISSISSIPPI** from the drop-down list.



The following is a sample of the kinds of questions that you will find on the Knowledge/Audio exam:

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's 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. When you are communicating with residents, you need to remember to:
   - (A) Face the resident and make eye contact
   - (B) Speak rapidly and loudly
   - (C) Look away when they make direct eye contact
   - (D) Finish all their sentences for them

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: 1-C | 2-A |3-D

THE MANUAL DEMONSTRATION SKILL TEST

- The purpose of the Skill Test is to evaluate your performance when demonstrating MSDH-approved nurse aide skill tasks. You will find a complete list of skill tasks in this handbook.
- You will be asked to present your ID, which you showed the RN Test Observer at check-in.
- Be sure you understand all instructions you read while in the waiting area before you begin your skill task demonstrations. You may not ask questions once the Skill Test begins and the timer starts. Once the Skill Test begins, the RN Test Observer may not answer questions.

- Each of your randomly selected three (3) or four (4) tasks will have scenarios associated with them. The scenarios will be read to you by the RN Test Observer immediately before you are asked to do each task.
- You will be allowed **thirty (30) minutes** to complete your three or four tasks. After fifteen (15) minutes have elapsed, you will be alerted when 15 minutes remain.
- Listen carefully to all instructions given by the RN Test Observer. You may request to have any of the scenarios repeated **at any time** during your Skill Test up until you run out of time or tell the RN Test Observer that you are finished with your skill task demonstrations.
- You must correctly perform all of the **key** steps (in **bold** font) and 80% of all non-key steps on each task assigned to pass the Skill Test.
- If you believe you made a mistake while performing a task, tell the RN Test Observer you would like to make a correction. You will need to correctly demonstrate the step or steps on the task you believe you performed incorrectly to receive credit for the correction.
- You may repeat or correct **any step** or **steps** on any task you believe you have performed incorrectly at **any time** during your allotted 30 minutes or until you tell the RN Test Observer you are finished with the Skill Test.
- The skill task steps are not order dependent unless the words *BEFORE* or *AFTER* are used in a step.
- When you finish each task, verbally tell the RN Test Observer you are finished and move to the designated "relaxation area." When the RN Test Observer and actor have set up and are ready for your next skill task demonstration, the RN Test Observer will read the scenario for your next task.
- **All steps must actually be demonstrated. Steps that are only verbalized or simulated WILL NOT COUNT.**

Skill Test Recording Form

If your skill test includes a skill task that requires recording a count or measurement, the RN test observer will provide a recording form similar to the one displayed. You are required to sign the recording form during the demonstration of the equipment/supplies.

Recording Form:

Candidate's Name: _____
PLEASE PRINT

PULSE: _____ *beats* **RESPIRATIONS:** _____ *breaths*

BLOOD PRESSURE: _____ *mmHG* / _____ *mmHG*

URINARY OUTPUT: _____ *ml*

GLASS 1: _____ GLASS 2: _____ **TOTAL FLUID INTAKE:** _____ ml	**FOOD INTAKE:** _____%

Candidate's Signature: _____

Skill Test Tasks

You will be assigned one of the following mandatory tasks with embedded hand washing using soap and water as your first task:

- Assist a Resident with the use of a Bedpan, Measure and Record Urine Output with Hand Washing
- Catheter Care for a Female Resident with Hand Washing [DEMONSTRATED ON A MANIKIN]
- Don [PUT ON] PPE (Gown and Gloves), Empty a Urinary Drainage Bag, Measure and Record Urine Output, and Doff [REMOVE] PPE with Hand Washing
- Perineal Care for a Female Resident with Hand Washing [DEMONSTRATED ON A MANIKIN]

Note: Handwashing with soap and water is embedded in each mandatory task and must be demonstrated at the end of each task.

You will also receive an additional two (2) or three (3) randomly selected tasks from the Skill Task listing below. These selected tasks will make up your personalized and unique skill test. Each skill test randomly assigned by the TMU© skill test assignment algorithm will be comparable in overall difficulty.

Skill Tasks Listing

To receive credit, you must actually perform and demonstrate every step during your skill test demonstration.

The steps listed for each task are required for a nurse aide candidate to successfully demonstrate minimum proficiency in the skill task for the RN Test Observer. **The steps will be performed on a live resident actor for all but two tasks: catheter care and perineal care for a female resident will be performed on a manikin.** You will be scored only on the steps listed.

You must score **80%** on each task **without missing key steps (bolded)** to pass the skill component of your competency evaluation.

If you fail the Skill Test, there will always be one of the first mandatory tasks to start each Skill Test. The other tasks included in your Skill Test are randomly chosen so that every Skill Test is comparable in difficulty and has an average length of time to complete. The RN Test Observer will observe your demonstrations of your skill tasks and record what they see you do. D&SDT-HEADMASTER scoring teams will officially score and double-check your test.

Note: The skill task steps included in this handbook are offered as guidelines to help prepare candidates for the Mississippi nurse aide skill test, and the steps included herein are not intended to be used to provide complete care that would be all-inclusive of best care practiced in an actual work setting.

APPLY A KNEE-HIGH ANTI-EMBOLIC (ELASTIC) STOCKING TO A RESIDENT'S LEG

1. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Raise bed height.
4. Provide for the resident's privacy.
5. Expose one leg.

6. Roll, gather, or turn the stocking down inside out to at least the heel.
7. Place the foot of the stocking over the resident's toes, foot, and heel.
8. Roll or pull the top of the stocking over the resident's foot, heel, and up the resident's leg.
9. Check toes for possible pressure from the stocking.
10. Adjust the stocking as needed.
11. **Leave the resident with a stocking that is smooth/wrinkle-free.**
12. Lower bed.
13. Place the call light or signal calling device within easy reach of the resident.
14. Maintain respectful, courteous interpersonal interactions at all times.
15. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.

ASSIST A RESIDENT TO AMBULATE USING A GAIT BELT

1. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Obtain a gait belt for the resident.
4. Assist the resident in putting on non-skid shoes/footwear.
5. Adjust the bed height to ensure that the resident's feet are flat on the floor when the resident is sitting on the edge of the bed.
6. **Lock the bed brakes to ensure the resident's safety.**
7. **Lock wheelchair brakes to ensure the resident's safety.**
8. Bring the resident to a sitting position.
9. Place a gait belt around the resident's waist to stabilize the trunk.
10. Tighten the gait belt.
11. Check the gait belt for tightness by slipping fingers between the gait belt and the resident.
12. Face the resident.
13. Grasp the gait belt on both sides with an upward grasp.
14. Bring the resident to a standing position.
15. Stabilize the resident.
16. Ambulate the resident at least 10 steps to the wheelchair.
17. Assist the resident in pivoting/turning and sitting the resident in the wheelchair in a controlled manner that ensures safety.
18. Use proper body mechanics at all times.
19. Remove the gait belt.
20. Place the call light or signaling device within easy reach of the resident.
21. Maintain respectful, courteous interpersonal interactions at all times.
22. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.

ASSIST A RESIDENT WITH THE USE OF A BEDPAN, MEASURE AND RECORD URINE OUTPUT, AND HAND WASHING

(One of the possible first mandatory tasks.)

-EMBEDDED HAND WASHING ADDED-

1. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Provide for the resident's privacy.
4. Put on gloves.
5. Position the resident on the bedpan safely and correctly. *(The pan is not upside down, is centered, etc.)*
6. Raise the head of the bed to a comfortable level.
7. Leave tissue within reach of the resident.
8. Remove gloves, turn them inside out as they are removed, and dispose of them in a trash container.
9. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
10. Leave the call light or signaling device within reach of the resident.
11. Step behind the privacy curtain to provide privacy for the resident.
12. When the RN Test Observer indicates, the candidate returns.
13. Lower the head of the bed.
14. Put on gloves.
15. Gently remove the bedpan.
16. Hold the bedpan for the RN Test Observer while an unknown quantity of liquid is poured into the bedpan.
17. Place the graduate on a level, flat surface.
18. Pour bedpan contents into the graduate.
19. With the graduate at eye level, measure output.
20. Empty equipment used into the designated toilet/commode.
21. Rinse equipment used and empty rinse water into the designated toilet/commode.
22. Return equipment to storage.
23. Wash/assist the resident in washing and drying their hands with soap and water.
24. Place soiled linen in a designated laundry hamper.
25. Remove gloves, turn them inside out as they are removed, and dispose in a trash container.
26. Place the call light or signaling device within easy reach of the resident.
27. Maintain respectful, courteous interpersonal interactions at all times.
28. Turn on the water.
29. Wet hands and wrists thoroughly.
30. Apply soap to hands.
31. Rub hands together using friction with soap.
32. **Scrub/wash hands together with soap for at least twenty (20) seconds.**
33. Scrub/wash with interlaced fingers pointing downward with soap.
34. Wash all surfaces of your hands with soap.
35. Wash wrists with soap.
36. Clean fingernails by rubbing fingertips against the palm of the opposite hand.
37. Rinse fingers, hands, and wrists thoroughly under running water with fingers pointed downward.
38. Starting at the fingertips, dry fingers, hands, and wrists with a clean paper towel(s).

39. Discard paper towel(s) in a trash container as used.
40. Turn off the faucet with a clean, dry paper towel, and discard the paper towel in a trash container as used.
41. **Do not re-contaminate hands at any time during the hand-washing procedure.** *(For example, do not touch the sides of the sink during the procedure or crumple up the paper towel used to turn off the faucet with both hands before discarding it.)*
42. Record output in mL on the previously signed recording form.
43. **The candidate's recorded measurement is within 25mLs of the RN Test Observer's reading.**

CATHETER CARE FOR A FEMALE RESIDENT AND HAND WASHING

(One of the possible first mandatory tasks.)

-EMBEDDED HAND WASHING ADDED- [DEMONSTRATED ON A MANIKIN]

1. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Provide for the resident's privacy.
4. Fill a basin with comfortably warm water.
5. Put on gloves.
6. Expose the area surrounding the catheter, only exposing the resident between the hip and knee.
7. **Hold the catheter where it exits the urethra with one hand.**
8. While holding the catheter, clean at least 3-4 inches down the catheter tube.
9. **Clean with strokes only away from the urethra. (At least two strokes.)**
10. Use a clean portion of the washcloth for each stroke.
11. While holding the catheter, rinse at least 3-4 inches down the catheter tube.
12. Rinse using strokes only away from the urethra.
13. Rinse using a clean portion of the washcloth for each stroke.
14. Pat dry.
15. **Do not allow the tube to be tugged/pulled at any time during the procedure.**
16. Replace the top cover over the resident.
17. Place soiled linen in a designated laundry hamper.
18. Empty equipment.
19. Rinse equipment.
20. Dry equipment.
21. Return equipment to storage.
22. Remove gloves, turn them inside out as they are removed, and dispose in a trash container.
23. Turn on the water.
24. Wet hands and wrists thoroughly.
25. Apply soap to hands.
26. Rub hands together using friction with soap.
27. **Scrub/wash hands together with soap for at least twenty (20) seconds.**
28. Scrub/wash with interlaced fingers pointing downward with soap.
29. Wash all surfaces of your hands with soap.
30. Wash wrists with soap.
31. Clean fingernails by rubbing fingertips against the palm of the opposite hand.
32. Rinse fingers, hands, and wrists thoroughly under running water with fingers pointed downward.

33. Starting at the fingertips, dry fingers, hands, and wrists with a clean paper towel(s).
34. Discard paper towel(s) in a trash container as used.
35. Turn off the faucet with a clean, dry paper towel, and discard the paper towel in a trash container as used.
36. **Do not re-contaminate hands at any time during the hand-washing procedure.** *(For example, do not touch the sides of the sink during the procedure or crumple up the paper towel used to turn off the faucet with both hands before discarding it.)*
37. Place the call light or signaling device within easy reach of the resident.
38. Maintain respectful, courteous interpersonal interactions at all times.

DENTURE CARE – CLEAN AN UPPER OR LOWER DENTURE

(Only one plate is used for testing.)

1. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. **Line the bottom of the sink with a protective lining that will help prevent damage to the dentures. (Use a towel, washcloth, or paper towels.)**
4. Put on gloves.
5. Apply denture cleanser (paste) to denture brush (or toothbrush).
6. Remove the denture from the cup.
7. Handle the denture carefully to avoid damage.
8. **Rinse the denture under cool running water.**
9. Thoroughly brush the denture's inner surfaces.
10. Thoroughly brush the denture’s outer surfaces.
11. Thoroughly brush the denture's chewing surfaces.
12. Rinse all surfaces of the denture under cool running water.
13. Rinse the denture cup and lid.
14. Place the denture in the rinsed cup.
15. Add cool, clean water to the denture cup and replace the lid on the denture cup.
16. Rinse equipment.
17. Return equipment to storage.
18. Discard the sink protective lining in an appropriate container.
19. Remove gloves, turn them inside out as they are removed, and dispose of them in a trash container.
20. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
21. Place the call light or signaling device within easy reach of the resident.
22. Maintain respectful, courteous interpersonal interactions at all times.

DON [PUT ON] PPE (A GOWN AND GLOVES), EMPTY A URINARY DRAINAGE BAG, MEASURE AND RECORD URINE OUTPUT, DOFF [REMOVE] PPE, AND HAND WASHING

(One of the possible first mandatory tasks.)

-EMBEDDED HAND WASHING ADDED-

1. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2. Unfold the gown.
3. Face the back opening of the gown.
4. Place arms through each sleeve.
5. Secure the neck opening.
6. Secure the gown at the waist, making sure that the back flaps cover the clothing as completely as possible.
7. Put on gloves.
8. The cuffs of the gloves overlap the cuffs of the gown.
9. Explain the procedure to the resident.
10. Provide for the resident's privacy.
11. Place a barrier on the floor under the drainage bag.
12. Place the graduate on the previously placed barrier.
13. Open the drain to allow the urine to flow into the graduate until the bag is completely empty.
14. Avoid touching the graduate with the tip of the tubing.
15. Close the drain.
16. Wipe the drain with an alcohol wipe AFTER emptying the drainage bag.
17. Place the graduate on a level, flat surface.
18. With the graduate at eye level, measure output.
19. Empty the graduate into the designated toilet/commode.
20. Rinse equipment, emptying rinse water into the designated toilet/commode.
21. Return equipment to storage.
22. Record the output in mL on the previously signed recording form.
23. **The candidate's recorded measurement is within 25mLs of the RN Test Observer's measurement.**
24. Place the call light or signaling device within easy reach of the resident.
25. Maintain respectful, courteous interpersonal interactions at all times.
26. **Remove gloves BEFORE removing the gown.**
27. **With one gloved hand, grasp the other glove at the palm to remove.**
28. **Slip fingers from the ungloved hand underneath the cuff of the remaining glove at the wrist and remove the glove, turning it inside out as it is removed.**
29. Dispose of gloves in a trash container without contaminating yourself.
30. Unfasten the gown at the waist.
31. Unfasten the gown at the neck.
32. Remove the gown without touching the outside of the gown.
33. While removing the gown, hold the gown away from the body without touching the floor.
34. Turn the gown inward and keep it inside out while removing it.
35. Dispose of the gown in a designated container without contaminating yourself.
36. Turn on the water.
37. Wet hands and wrists thoroughly.
38. Apply soap to hands.
39. Rub hands together using friction with soap.

40. **Scrub/wash hands together with soap for at least twenty (20) seconds.**
41. Scrub/wash with interlaced fingers pointing downward with soap.
42. Wash all surfaces of your hands with soap.
43. Wash wrists with soap.
44. Clean fingernails by rubbing fingertips against the palm of the opposite hand.
45. Rinse fingers, hands, and wrists thoroughly under running water with fingers pointed downward.
46. Starting at the fingertips, dry fingers, hands, and wrists with a clean paper towel(s).
47. Discard paper towel(s) in a trash container as used.
48. Turn off the faucet with a clean, dry paper towel, and discard the paper towel in a trash container as used.
49. **Do not re-contaminate hands at any time during the hand-washing procedure.** *(For example, do not touch the sides of the sink during the procedure or crumple up the paper towel used to turn off the faucet with both hands before discarding it.)*

DRESS A RESIDENT WITH AN AFFECTED (WEAK) SIDE IN BED

1. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Provide for the resident's privacy.
4. Raise bed height.
5. Keep the resident covered while removing the gown.
6. Remove the gown from the unaffected side first.
7. Place the soiled gown in a designated laundry hamper.
8. Dress the resident in a button-up shirt. Insert your hand through the shirt sleeve and grasp the resident's hand.
9. **When dressing the resident in a button-up shirt, always dress from the affected (weak) side first.**
10. Assist the resident to raise their buttocks or turn the resident from side to side and draw the pants over the buttocks and up to the resident's waist.
11. **When dressing the resident in pants, always dress the affected (weak) side leg first.**
12. Put on the resident's socks. Draw the socks up the resident's foot until they are smooth.
13. Leave the resident comfortably and properly dressed *(pants pulled up to the waist, front and back, with shirt not bunched up and completely buttoned)*.
14. Lower bed.
15. Place the call light or signaling device within easy reach of the resident.
16. Maintain respectful, courteous interpersonal interactions at all times.
17. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.

FEED A DEPENDENT RESIDENT IN BED

1. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Ask the resident to state their name and verify that it matches the name on the diet card.
4. **Position the resident in an upright, sitting position at least 75-90 degrees BEFORE feeding.**
5. Protect the resident's clothing from soiling using a napkin, clothing protector, or towel.
6. Provide hand hygiene for the resident BEFORE feeding. *(Candidate may use a disposable wipe and dispose of it in a trash can, or wash the resident's hands with soap and a wet washcloth, or they may rub hand sanitizer over all surfaces of the resident's hands until dry.)*
7. Ensure the resident's hands are dry BEFORE feeding. *(If a wet washcloth with soap was used, the candidate must dry the resident's hands. If a disposable wipe or hand sanitizer was used, you must make sure the resident's hands are dry.)*
8. Place soiled linen in the designated laundry hamper or dispose of it in an appropriate container.
9. Sit in a chair, facing the resident, while feeding the resident.
10. Describe the food and fluid being offered to the resident.
11. Offer each fluid frequently.
12. Offer small amounts of food at a reasonable rate.
13. Allow resident time to chew and swallow.
14. Wipe the resident's hands and mouth AFTER feeding the resident.
15. Remove the clothing protector and place it in a designated laundry hamper. If a napkin is used, dispose of it in a trash container.
16. Leave the resident sitting upright in bed with the head of the bed set up to at least 75-90 degrees.
17. Record intake as a percentage of total solid food eaten on the previously signed recording form.
18. **The candidate's calculation must be within 25 percentage points of the RN Test Observer's calculation.**
19. Record estimated intake as the sum of total fluid consumed from both glasses in mL on the previously signed recording form.
20. **The candidate's sum total calculation must be within 30mLs of the RN Test Observer's sum total calculation.**
21. Place the call light or signaling device within easy reach of the resident.
22. Maintain respectful, courteous interpersonal interactions at all times.
23. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.

FOOT CARE FOR A RESIDENT'S FOOT

1. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Fill a basin with comfortably warm water.
4. Put on gloves.
5. Remove the sock from the resident's (left/right) foot. *(The scenario read to you will specify left or right.)*

6. Immerse the resident's foot in warm water.
    a. *You must verbalize the 5 to 20 minutes of soaking time after you begin soaking the foot.*
7. Use water and a soapy washcloth.
8. Wash the entire foot.
9. Wash between the toes.
10. Rinse the entire foot.
11. Rinse between the toes.
12. Dry the foot thoroughly.
13. **Dry thoroughly between the toes.**
14. Apply lotion to the top and bottom of the foot.
15. Avoid getting lotion between the resident's toes.
16. If any excess lotion is on the resident's foot, wipe it with a towel/washcloth.
17. Replace the sock on the resident's foot.
18. Empty equipment.
19. Rinse equipment.
20. Dry equipment.
21. Return equipment to storage.
22. Placed soiled linens in a designated laundry hamper.
23. Remove gloves, turn them inside out as they are removed, and dispose of them in a trash container.
24. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
25. Place the call light or signaling device within easy reach of the resident.
26. Maintain respectful, courteous interpersonal interactions at all times.

MODIFIED BED BATH –FACE AND ONE ARM, HAND AND UNDERARM

1. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Provide for the resident's privacy.
4. Raise bed height.
5. Cover the resident with a bath blanket.
6. Remove the remaining top covers. Fold to the bottom of the bed or place aside.
7. Fill a basin with comfortably warm water.
8. Put on gloves.
9. Remove the resident's gown without exposing the resident and place the soiled gown in a designated laundry hamper.
10. Beginning with the eyes, wash the eyes WITHOUT SOAP.
11. **Wash the eyes from the inner aspect to the outer aspect. Use a clean portion of the washcloth for each stroke.**
12. Wash face WITHOUT SOAP.
13. Pat dry face.
14. Place a towel under the resident's arm, exposing one arm.
15. Wash the resident's arm with soap.

16. Wash the resident's hand with soap.
17. Wash the resident's underarm with soap.
18. Rinse the resident's arm.
19. Rinse the resident's hand.
20. Rinse the resident's underarm.
21. Pat the resident's arm dry.
22. Pat the resident's hand dry.
23. Pat the resident's underarm dry.
24. Assist the resident in putting on a clean gown.
25. Empty equipment.
26. Rinse equipment.
27. Dry equipment.
28. Return equipment to storage.
29. Place soiled linen in a designated laundry hamper.
30. Remove gloves, turn them inside out as they are removed, and dispose of them in a trash container.
31. Lower bed.
32. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
33. Place the call light or signaling device within easy reach of the resident.
34. Maintain respectful, courteous interpersonal interactions at all times.

MOUTH CARE – BRUSH A RESIDENT'S TEETH

1. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Provide for the resident's privacy.
4. Drape the resident's chest with a towel to prevent soiling.
5. Put on gloves BEFORE cleaning the resident's mouth.
6. Wet the toothbrush and apply a small amount of toothpaste.
7. Gently brush the inner surfaces of the resident's upper and lower teeth.
8. Gently brush the outer surfaces of the resident's upper and lower teeth.
9. Gently brush the chewing surfaces of the resident's upper and lower teeth.
10. Gently brush the resident's tongue.
11. Assist the resident in rinsing their mouth.
12. Wipe the resident's mouth.
13. Remove soiled linen.
14. Place soiled linen in a designated laundry hamper.
15. Empty container. *(The container may be an emesis basin or a disposable cup.)*
16. Rinse the emesis basin, if used, or discard disposable items in the trash can.
17. Dry emesis basin, if used.
18. Rinse the toothbrush.
19. Return equipment to storage.
20. Remove gloves, turn them inside out as they are removed, and dispose of them in a trash container.

21. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
22. Place the call light or signaling device within easy reach of the resident.
23. Maintain respectful, courteous interpersonal interactions at all times.

PASSIVE RANGE OF MOTION FOR A RESIDENT'S HIP AND KNEE

1. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Provide for the resident's privacy.
4. Raise bed height.
5. Position the resident supine (bed flat).
6. Correctly support joints at all times by placing one hand under the resident's knee and the other hand under the resident's ankle.
7. Gently move the resident's entire leg away from the body.
    a. Abduction
8. Gently return the resident's leg toward the body.
    a. Adduction
9. Gently complete abduction and adduction of the hip at least three times.
10. Continue correctly supporting joints at all times by placing one hand under the resident's knee and the other under the resident's ankle.
11. Gently bend the resident's knee and hip toward the resident's trunk
    a. Flexion of the hip and knee at the same time
12. Gently straighten the resident's knee and hip.
    a. Extension of the hip and knee at the same time
13. Gently complete flexion and extension of the knee and hip at least three times.
14. Do not force any joint beyond the point of free movement.
15. **The candidate *must ask* at least once during the PROM exercise if there is/was any discomfort/pain.**
16. Lower bed.
17. Place the call light or signaling device within easy reach of the resident.
18. Maintain respectful, courteous interpersonal interactions at all times.
19. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.

PASSIVE RANGE OF MOTION FOR A RESIDENT'S SHOULDER

1. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Provide for the resident's privacy.
4. Raise bed height.

5. Correctly support joints at all times by placing one hand under the resident's elbow and the other hand under the resident's wrist.
6. Gently raise the resident's straightened arm up and over the resident's head to ear level.
    a. *Flexion*
7. Gently bring the resident's arm back down to the side of the resident's body.
    a. *Extension*
8. Gently complete shoulder flexion and extension at least three times.
9. Continue the same support for the shoulder joints by placing one hand under the resident's elbow and the other hand under the resident's wrist.
10. Gently move the resident's entire arm away from the side of the resident's body to shoulder level.
    a. *Abduction*
11. Gently return the resident's arm to the side of the resident's body.
    a. *Adduction*
12. Gently complete abduction and adduction of the shoulder at least three times.
13. Do not force any joint beyond the point of free movement.
14. **The candidate *must ask* at least once during the ROM exercise if there is/was any discomfort/pain.**
15. Lower bed.
16. Place the call light or signaling device within easy reach of the resident.
17. Maintain respectful, courteous interpersonal interactions at all times.
18. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.

PERINEAL CARE FOR A FEMALE RESIDENT AND HAND WASHING

(One of the possible first mandatory tasks.)

-EMBEDDED HAND WASHING ADDED- [DEMONSTRATED ON A MANIKIN]

1. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Provide for the resident's privacy.
4. Fill a basin with comfortably warm water.
5. Raise bed height.
6. Put on gloves.
7. Turn the resident or raise the hips and place a waterproof pad under the resident's buttocks.
8. Expose the perineal area only.
9. Separate labia. *(It is helpful if you verbalize separating the labia as you demonstrate separating the labia.)*
10. Use water and a soapy washcloth *(peri-wash and no-rinse soap are not allowed)*.
11. Clean one side of the labia from front to back.
12. Use a clean portion of the washcloth to clean the other side of the labia from front to back.
13. **Use a clean portion of the washcloth, and clean the vaginal area from front to back.**
14. Use water and a clean washcloth and rinse from one side of the labia from front to back.
15. Use a clean portion of the washcloth and rinse the other side of the labia from front to back.
16. Use a clean portion of the washcloth and rinse the vaginal area from front to back.
17. Pat dry.

18. Assist the resident (manikin) in turning to the side, away from the candidate, toward the center of the bed.
19. Use water and a clean, soapy washcloth *(peri-wash and no-rinse soap are not allowed)*.
20. **Wash from vagina to rectal area.**
21. Use a clean portion of the washcloth with any stroke.
22. Use water and a clean washcloth and rinse the rectal area from front to back.
23. Use a clean portion of the washcloth with any stroke.
24. Pat dry.
25. Safely remove the waterproof pad from under the resident's buttocks.
26. Position resident (manikin) on their back.
27. Place soiled linen in a designated laundry hamper.
28. Empty equipment.
29. Rinse equipment.
30. Dry equipment.
31. Return equipment to storage.
32. Remove gloves, turn them inside out as they are removed, and dispose in a trash container.
33. Turn on the water.
34. Wet hands and wrists thoroughly.
35. Apply soap to hands.
36. Rub hands together using friction with soap.
37. **Scrub/wash hands together with soap for at least twenty (20) seconds.**
38. Scrub/wash with interlaced fingers pointing downward with soap.
39. Wash all surfaces of your hands with soap.
40. Wash wrists with soap.
41. Clean fingernails by rubbing fingertips against the palm of the opposite hand.
42. Rinse fingers, hands, and wrists thoroughly under running water with fingers pointed downward.
43. Starting at the fingertips, dry fingers, hands, and wrists on a clean paper towel(s).
44. Discard paper towels in the trash container as used.
45. Turn off the faucet with a clean, dry paper towel, and discard the paper towel in the trash container as used.
46. **Do not re-contaminate hands at any time during the hand-washing procedure.** *(For example, do not touch the sides of the sink during the procedure or crumple up the paper towel used to turn off the faucet with both hands before discarding it.)*
47. Lower bed.
48. Place the call light or signaling device within easy reach of the resident.
49. Maintain respectful, courteous interpersonal interactions at all times.

POSITION A RESIDENT IN BED ON THEIR SIDE

1. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Provide for the resident's privacy.
4. Position the bed flat.
5. Raise bed height.

6. **Raise the side rail or direct the RN Test Observer to stand on the side to which the resident's body will be turned.**
7. To center the resident in the bed before turning, from the working side of the bed – gently move the resident's upper body toward yourself.
8. To center the resident in the bed before turning, from the working side of the bed – gently move the resident's hips toward yourself.
9. To center the resident in the bed before turning, from the working side of the bed – gently move the resident's legs toward yourself.
10. Gently assist/turn the resident to slowly roll onto the side toward the raised side rail or toward the RN Test Observer standing at the side of the bed.
11. Place or adjust the pillow under the resident's head for support.
12. Reposition the resident's arm and shoulder so that the resident is not lying on their arm.
13. Place a support device under the resident's upside arm.
14. Place a support device behind the resident's back.
15. Place a support device between the resident's knees.
16. Lower bed.
17. Place the call light or signaling device within easy reach of the resident.
18. Maintain respectful, courteous interpersonal interactions at all times.
19. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.

TRANSFER A RESIDENT FROM THEIR BED TO A WHEELCHAIR USING A GAIT BELT

1. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Provide for the resident's privacy.
4. Obtain a gait belt for the resident.
5. Assist the resident in putting on non-skid shoes/footwear.
6. Adjust the bed height to ensure that the resident's feet are flat on the floor when the resident is sitting on the edge of the bed.
7. **Lock bed brakes to ensure the resident's safety.**
8. **Lock wheelchair brakes to ensure the resident's safety.**
9. Bring the resident to a sitting position.
10. Properly secure a gait belt around the resident's waist to stabilize the trunk.
11. Tighten the gait belt.
12. Check the gait belt for tightness by slipping fingers between the gait belt and the resident.
13. Face the resident.
14. Grasp the gait belt on both sides with an upward grasp.
15. Bring the resident to a standing position.
16. Assist the resident in pivoting in a controlled manner.
17. Lower the resident into the wheelchair in a controlled manner.
18. Remove the gait belt.
19. Ensures safety at all times.

20. Place the call light or signaling device within easy reach of the resident.
21. Maintain respectful, courteous interpersonal interactions at all times.
22. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.

VITAL SIGNS: COUNT AND RECORD A RESIDENT'S RADIAL PULSE AND RESPIRATION

1. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Locate the resident's radial pulse by placing fingertips on the thumb side of the resident's wrist.
4. Count the resident's radial pulse for one full minute.
    a. *Tell the RN Test Observer when you start counting and tell them when you stop counting.*
5. Record your radial pulse rate reading on the previously signed recording form.
6. **The candidate's recorded radial pulse rate is within four (4) beats of the RN Test Observer's recorded rate.**
7. Count the resident's respirations for one full minute.
    a. *Tell the RN Test Observer when you start counting and tell them when you stop counting.*
8. Record your respiration reading on the previously signed recording form.
9. **The candidate's recorded respiratory rate is within two (2) breaths of the RN Test Observer's recorded rate.**
10. Place the call light or signaling device within easy reach of the resident.
11. Maintain respectful, courteous interpersonal interactions at all times.
12. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.

VITAL SIGNS: TAKE AND RECORD A RESIDENT'S MANUAL BLOOD PRESSURE

1. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Provide for the resident's privacy.
4. Position the resident with their forearm supported in a palm-up position.
5. Position the resident with their forearm approximately at the level of the heart.
6. If the resident is wearing a sleeveless top, roll the resident's sleeve up to expose the upper arm.
7. Apply the appropriately sized cuff around the resident's upper arm just above the elbow.
8. Line cuff arrows up with the resident's brachial artery.
9. Clean the earpieces of the stethoscope.
10. Place the stethoscope earpieces in your ears.
11. Clean the diaphragm of the stethoscope.
12. Locate the resident's brachial artery with fingertips.
13. Place the stethoscope diaphragm over the brachial artery.

14. Hold the stethoscope diaphragm snugly in place.
15. Inflate the cuff to 160-180 mmHg.
16. Slowly release air from the cuff until the disappearance of pulsations.
17. Remove cuff.
18. Record blood pressure reading on the previously signed recording form.
19. **The candidate's recorded diastolic blood pressure is within 8mmHg of the RN Test Observer's recorded diastolic blood pressure.**
20. **The candidate's recorded systolic blood pressure is within 8mmHg of the RN Test Observer's recorded systolic blood pressure.**
21. Place the call light or signaling device within easy reach of the resident.
22. Maintain respectful, courteous interpersonal interactions at all times.
23. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.

KNOWLEDGE EXAM VOCABULARY LIST

abdominal thrust	arthritis	cardiovascular system
absorption	aspiration	care plan
accidents	attitudes	care team
accountable	axillary temperature	cast
activities	back strain	cataract
acute	bacteria	catastrophic reactions
adduction	basic needs	catheter care
ADL	bathing	central nervous system
admitting resident	bed position	chain of command
affected side	bedpan	charge nurse
aging process	behavior	chemical safety
AIDS	bladder training	chemotherapy
Alzheimer's	blindness	chest pain
ambulation	blood pressure	choking
anatomy	blood pressure reading	chronic
anterior	body alignment	cleaning
anti-embolic/elastic stocking/ TED hose	body language	clear liquid diet
	body mechanics	clergy
antibacterial	body temperature	cold compress
antibiotics	bowel program	colostomy
antisepsis	break time	communicable
anxiety	breathing	communication
aphasia	burnout	conduct
apical	burns	confidentiality
arteries	call light	conflict resolution
arteriosclerosis	cardiopulmonary resuscitation	confused resident

congestive heart failure	dying	hearing
constipation	dysphagia	hearing aid
constrict	dyspnea	heart
contaminated equipment	dysuria	heart muscle
contracture	edema	heat application
converting measures	electrical equipment	hepatitis A
coping mechanisms	elevate head	HIPAA
cross contamination	elimination	hospice
culture	emesis basin	human needs
de-escalation	emotional abuse	hypertension
decubitus ulcer	emotional needs	hypoglycemia
dehydration	emotional support	immobility
delegation	empathy	impaction
delusions	ethics	impairment
demanding resident	etiquette	in-house transfer
dementia	evacuation	in-service programs
dentures	eyeglasses	incident report
dependability	falls	incontinence
depression	faulty equipment	indwelling catheter
dermatitis	fecal impaction	infection control
development	feeding	infectious disease
developmental disability	fingernail care	initial observations
diabetes	fire safety	intake
dialysis	fluid intake	integumentary system
diastolic	Foley catheter	interpersonal skills
diet	foot drop	intoxicated resident
dietitian	Fowler's	isolation
difficulty talking	fractures	jaundice
digestion	free from disease	job application
dirty linen	gait belt	job description
disability	gastrostomy tube	job interview
discharging resident	geriatrics	job responsibility
disease process	germ transmission	life support
disinfection	gerontology	linen
disoriented	gestures	making an occupied bed
disrespectful treatment	glass thermometer	Material Safety Data Sheets (MSDS)
dizziness	gloves	mealtime
DNR	grand mal seizure	measuring height
documentation	grieving process	medical asepsis
domestic abuse	group settings	medical record
draw/lift sheet	hair care	memory loss
dressing	hand tremors	metastasis
droplets	hand washing	microorganism
dry skin	health-care team	

military time	physical needs	resume
mobility	physical therapist	right to equal care
mouth care	physician's authority	safety
moving	policy book	safety data sheets
mucous membrane	positioning	scabies
Multiple Sclerosis	positioning devices	scale
nail care	positive attitude	scope of practice
nasal cannula	postural supports	seizure
needles	precautions	self-esteem
neglect	prefix	sensory system
nervous system	pressure ulcer	sexual expression
non-verbal communication	privacy	sexual harassment
nosocomial	prostate gland	sexual needs
NPO	prosthesis	Sharps container
nursing assistants (NA) role	providing privacy	shaving
nutrition	psychological needs	Sitz bath
objective data	psychosocial	skilled care facility
official records	pulse	skin
ombudsman	quadriplegia	skin integrity
open-ended questions	radial	smoking
oral hygiene	range of motion	social needs
oral temperature	reality orientation	social worker
orientation	rectal	soiled linen
orthosis	rehabilitation	specimen
osteoporosis	reminiscence therapy	spilled food
overbed table	reminiscing	spiritual needs
oxygen	renewal	sputum
pain	reporting	standard precautions
paralysis	reposition	STAT
Parkinson's	resident abuse	state survey
partial assistance	resident independence	stealing
passive range of motion	resident pictures	stereotypes
pathogen	resident rights	sterile field
patience	resident unit	sterilization
perineal care	Resident's Bill of Rights	stethoscope
peristalsis	resident's chart	stomach
personal care	resident's environment	stool specimen
personal hygiene	residents	stress
personal items	respectful treatment	stroke
personal protective equipment (PPE)	respiration	subjective data
pet therapy	responding to resident's behavior	substance abuse
phantom pain	restorative care	sundowning
physical change	restraint	supine
		supplemental nutrition

survey	transporting linens	vision change
suspected abuse	treating residents with respect	visiting policies
swelling	tub bath	visual impairment
systolic	tubing	vital signs
tachycardia	twice daily	walker
telephone etiquette	tympanic temperature	warm application
temperature	unaffected	waste products
terminal illness	unconscious	water faucets
terminology	uniform	water intake
thickened liquids	unsteady	waterless hand soap
threatening resident	urinary catheter bag	weakness
thrombus	urinary tract	weighing
tips	validation	wheelchair safety
transfers	validation therapy	white blood cells
transporting food		workplace violence

Notes: