D&S Diversified Technologies LLP

Headmaster LLP

OREGON NURSE AIDE CANDIDATE HANDBOOK

February 2026

VERSION 20.0

UPDATES EFFECTIVE APRIL 13, 2026:

The **KEY** steps are now **bolded** in the skill tasks.

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

Email: **oregon@hdmaster.com**

Oregon TMU©: **or.tmutest.com**

Website: **www.hdmaster.com**

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

HEADMASTER

TMU©

Contact Information

Questions regarding: testing process • test scheduling • eligibility to test ..... **(800) 393-8664**

Questions regarding: obtaining information on official regulations and guidelines for nurse aides • nurse aide certification • renewals • registry .....

NOTE: *All correspondence with OSBN needs to be done in your account through the Oregon Nurse Portal at:*

OSBN Nurse Portal (boards of nursing.org)

D&S Diversified Technologies (D&SDT), LLP-Headmaster, LLP PO Box 6609 Helena, MT 59604 Email: oregon@hdmaster.com Website: www.hdmaster.com	*Monday through Friday* *6:00AM – 5:00PM* *Mountain Time (MT)* *5:00AM – 4:00pm* *Pacific Time (PT)* Oregon TMU© Webpage: or.tmutest.com	Phone #: (800) 393-8664 Fax #: (406) 442-3357
Oregon State Board of Nursing (OSBN) 17938 SW Upper Boones Ferry Road Portland, OR 97224-7012 Email: osbn.cnacertificates@state.or.us Oregon Nurse Aide Website: www.oregon.gov/OSBN	*Monday through Friday* *8:00AM –4:00PM* *Pacific Time (PT)*	*All correspondence with OSBN needs to be done in your account through the Oregon Nurse Portal at:* **OSBN Nurse Portal (boardsofnursing.org)**

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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 be registered, complete approved nurse aide education, pass both parts of the exam, meet all other Oregon State Board of Nursing (OSBN) requirements for certification in Oregon, and have their name placed on the Oregon Nurse Aide Registry.

The Oregon State Board of Nursing (OSBN) 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 (800)393-8664 or go to D&SDT-HEADMASTER's Oregon Nurse Aide webpage or at www.hdmaster.com and click on 'Oregon CNA'. The information in this handbook will help you prepare for your examination.

APPLICATION TO OBTAIN OREGON CNA1 CERTIFICATION

Complete the OSBN Nurse Aide application, which is available at the OSBN Nurse Portal. The link is here: OSBN Nurse Portal (boardsofnursing.org). **The name entered on your application must be your current legal name. The two forms of identification you will present at the exam site for admission must match the name entered on your application.** Remember to use the same name on the application and all forms, enter your information, answer all questions, provide written explanations of all YES responses to the background questions, and electronically sign and date the application. Double-check your application for accurate and complete information before submission.

Exam Fees

Information regarding exam fees can be found on the Oregon Nurse Portal at:

OSBN Nurse Portal (boardsofnursing.org)

AMERICANS WITH DISABILITIES ACT (ADA)

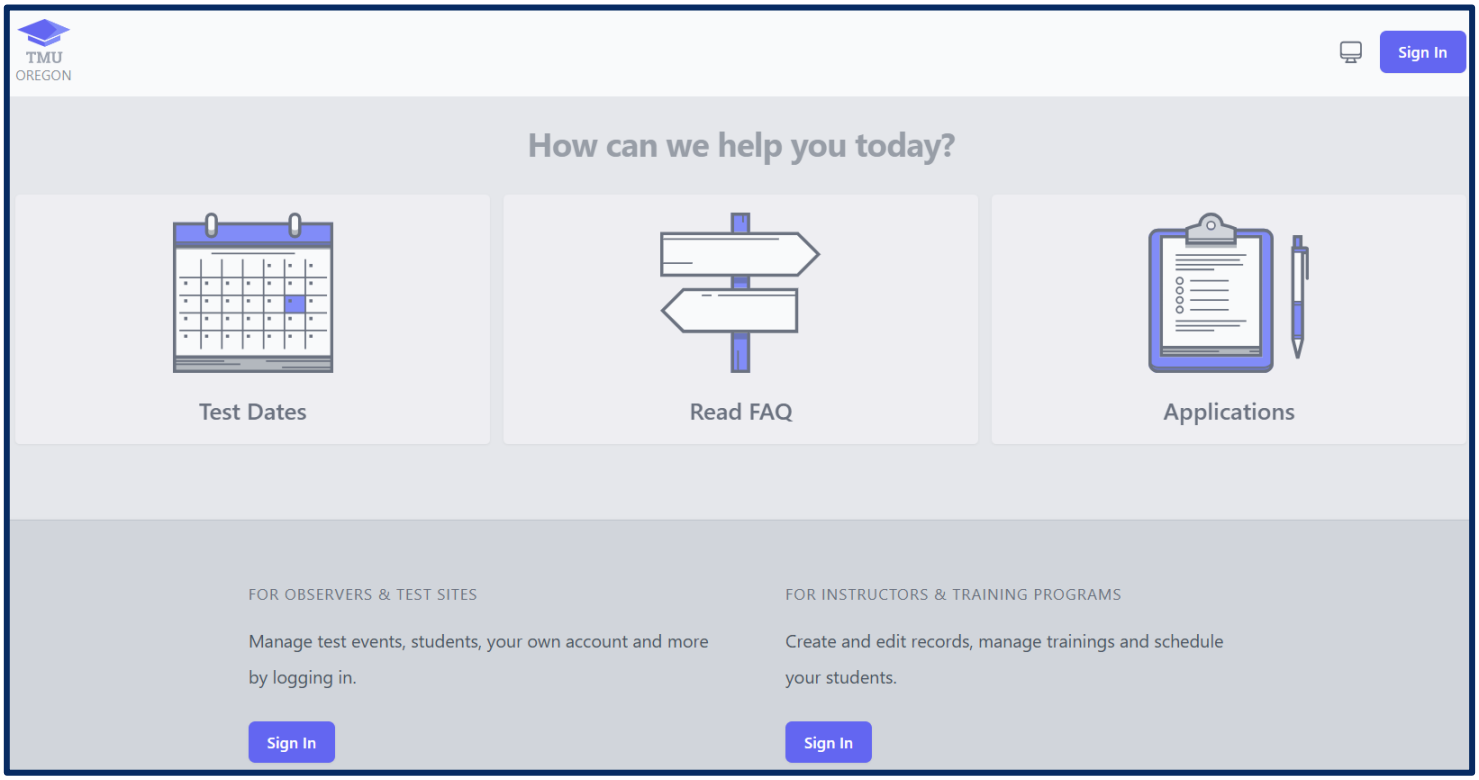
ADA Compliance

If you have a qualified disability, you may request special accommodations when you apply for the certification examination. The Oregon State Board of Nursing must approve accommodations before your examination. The **ADA Accommodation Request Application** is available on the Oregon TMU© website under 'APPLICATIONS'. Please complete and submit your ADA Accommodation Request Application with the required documentation. It will be reviewed by the Oregon State Board of Nursing.

OREGON TESTMASTER UNIVERSE© (TMU©)

Oregon TMU© Home Page

This is the Oregon TMU© main page, **or.tmutest.com**



→ *Click on 'Test Dates' to see the calendar of available test events and their location*

→ *Click on 'Read FAQ' for frequently asked questions*

→ *Click on 'Applications' for frequently used applications*

Complete your TMU© Account

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

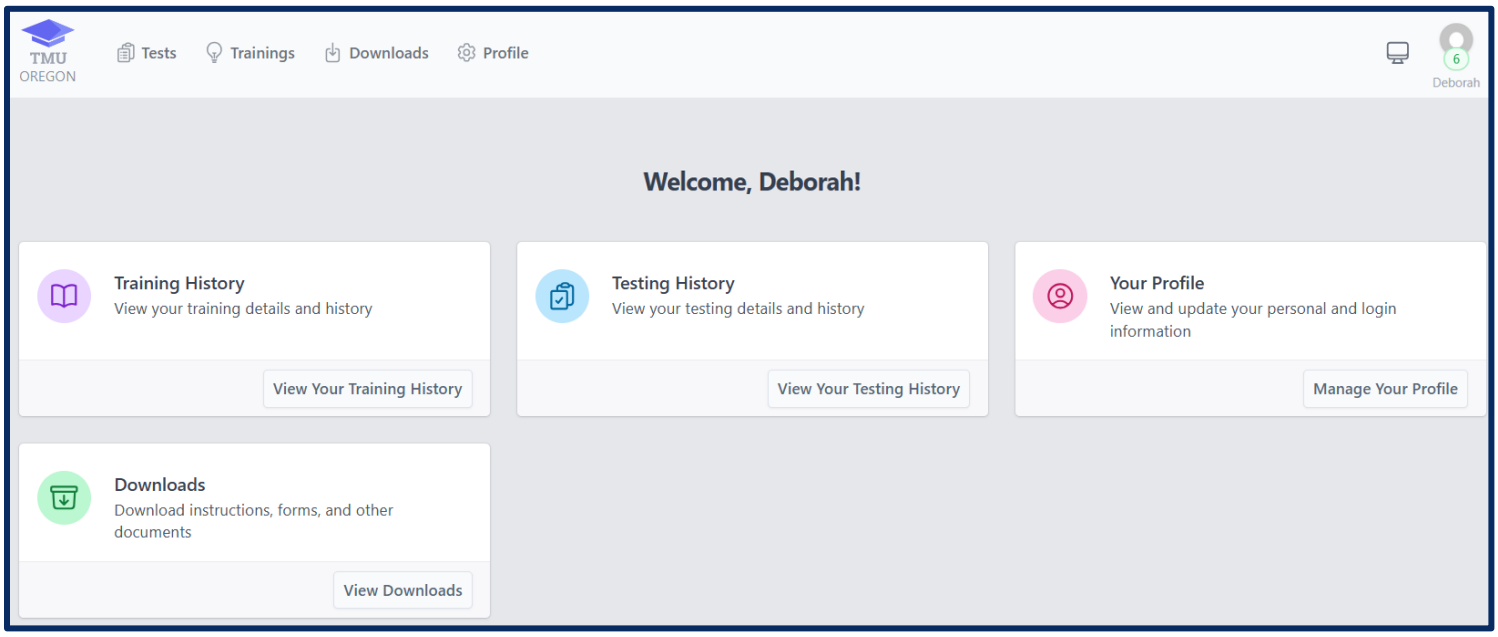
IMPORTANT: Before you can test, you must sign in to your TMU© account using your secure Email or Username and Password and update your password and verify your demographic information *prior to testing*. Failure to do so may result in you being turned away from testing. You will be a no-show status for your event and forfeit your testing fees. You must notify your nurse aide education program if your demographic information is incorrect.

- 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 verify your demographic information. Please notify your nurse aide education program if your demographic information is incorrect. **This must be done before scheduling a test event.**

- **You must notify OSBN whenever you have a name or address change.**

Candidate Home Page

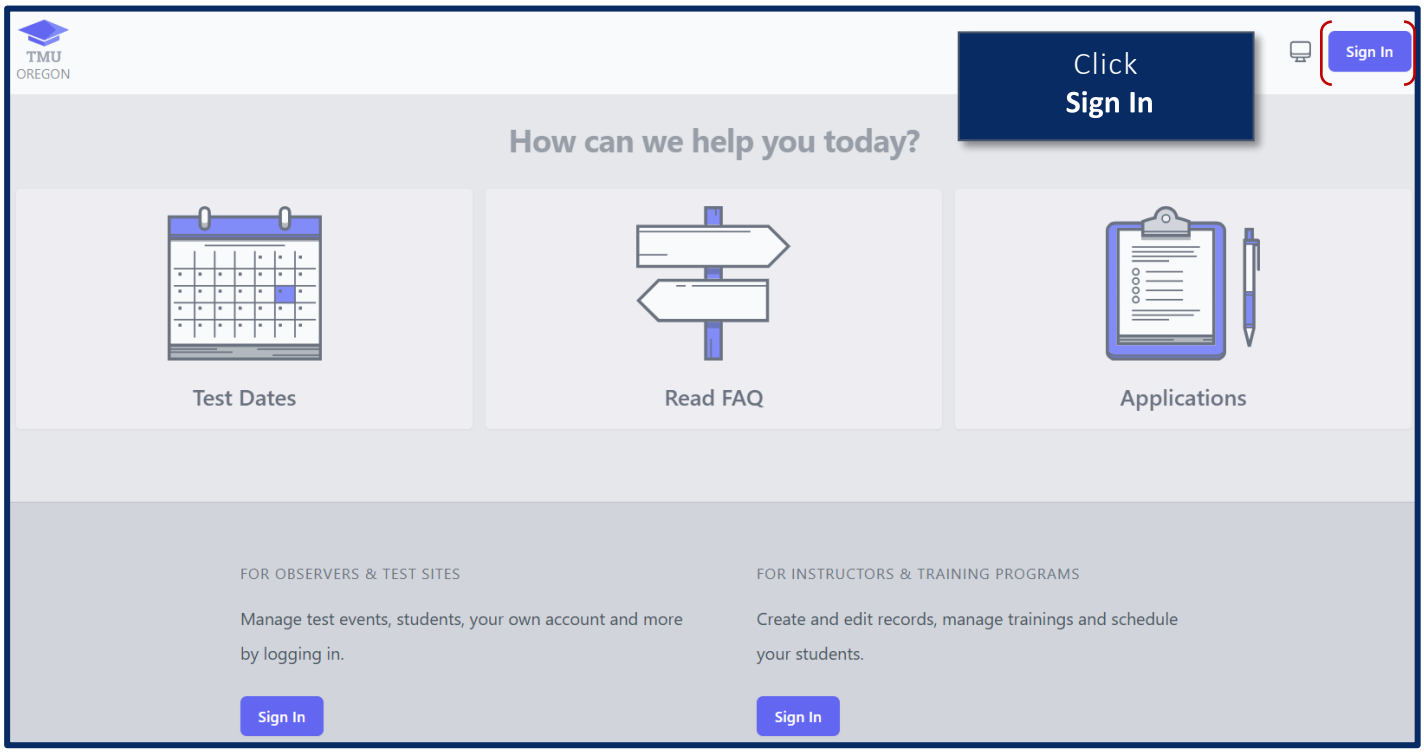
This is the candidate's home page:

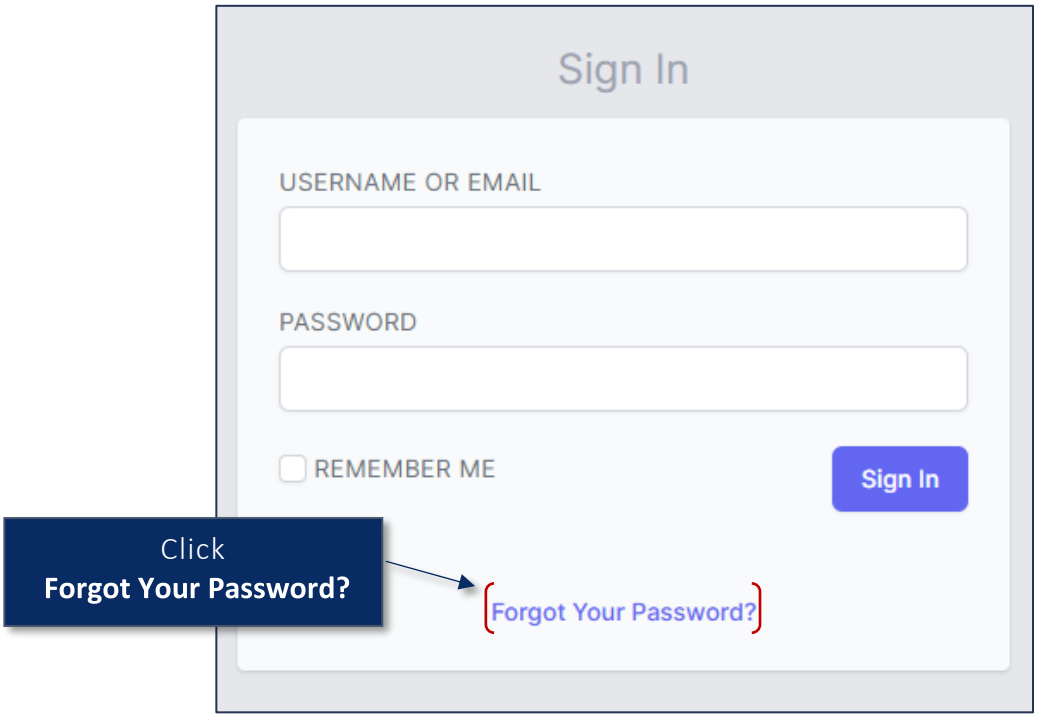


Forgot your Password and Recover your Account

If you do not remember your password, follow the instructions with screenshots in this section.

Go to **or.tmutest.com**.

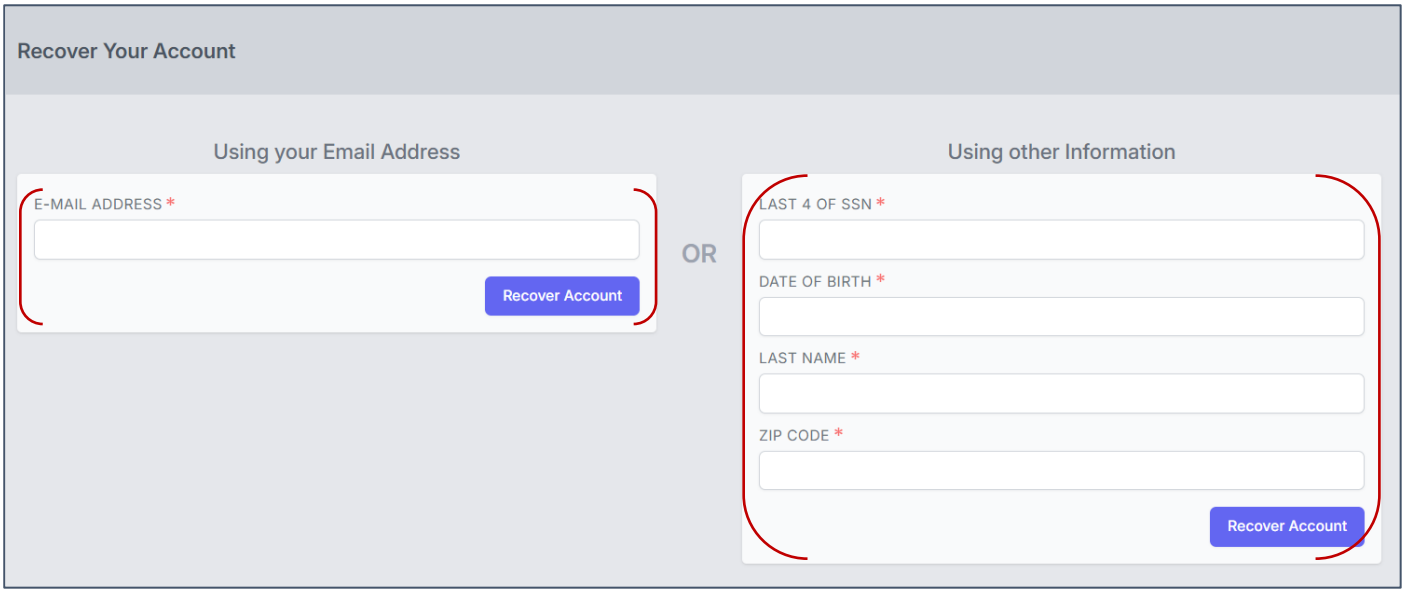


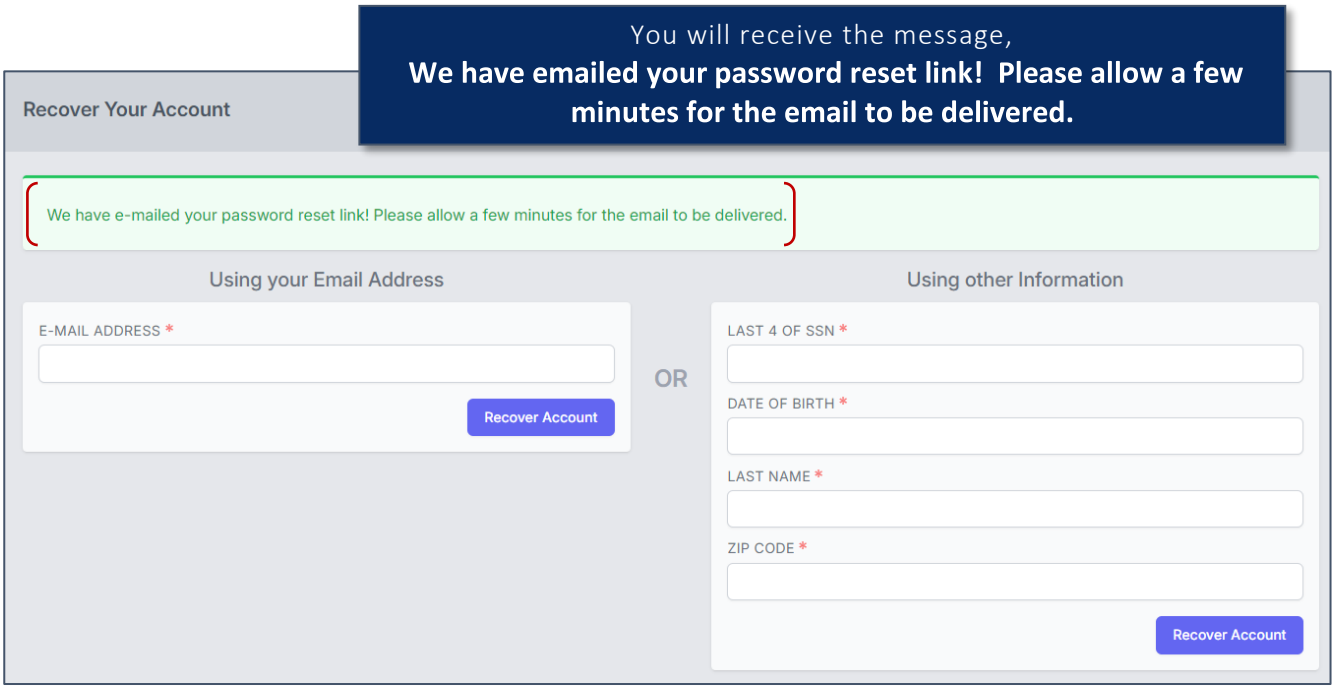


Type in your Email Address
Click **Recover Account**

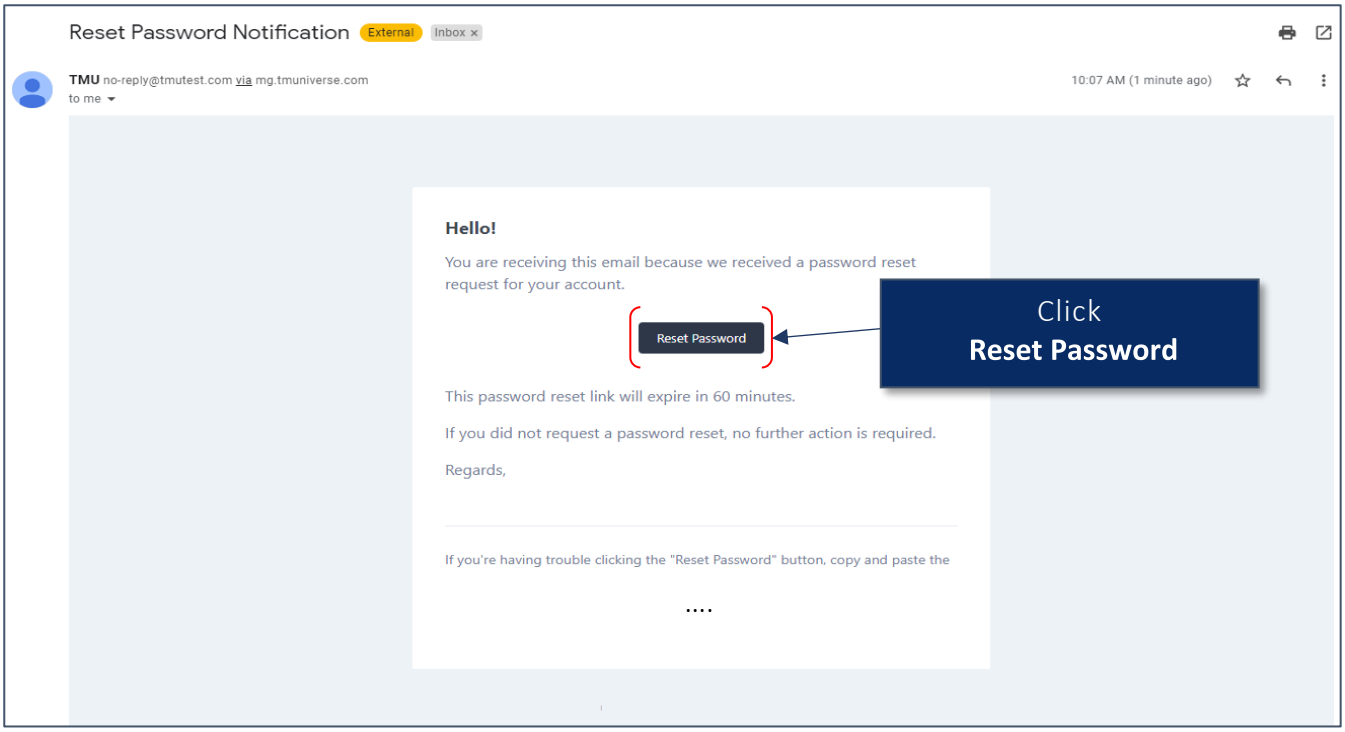
- An email with the reset link will be sent to you.
- Click on the reset link in your email to reset your password.

(-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**

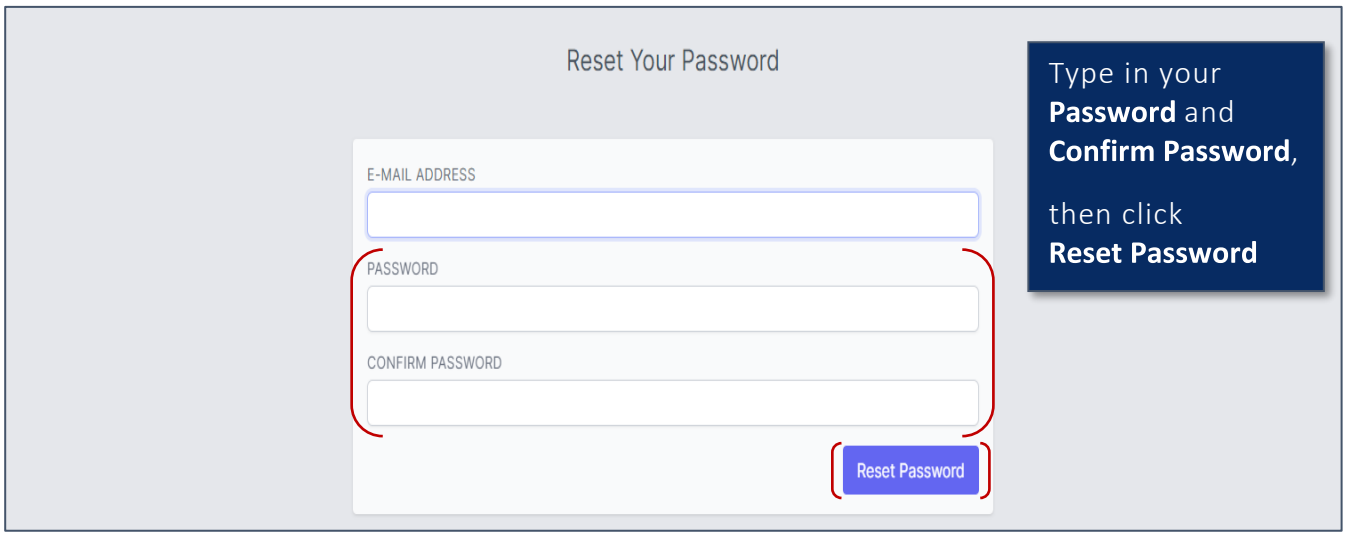




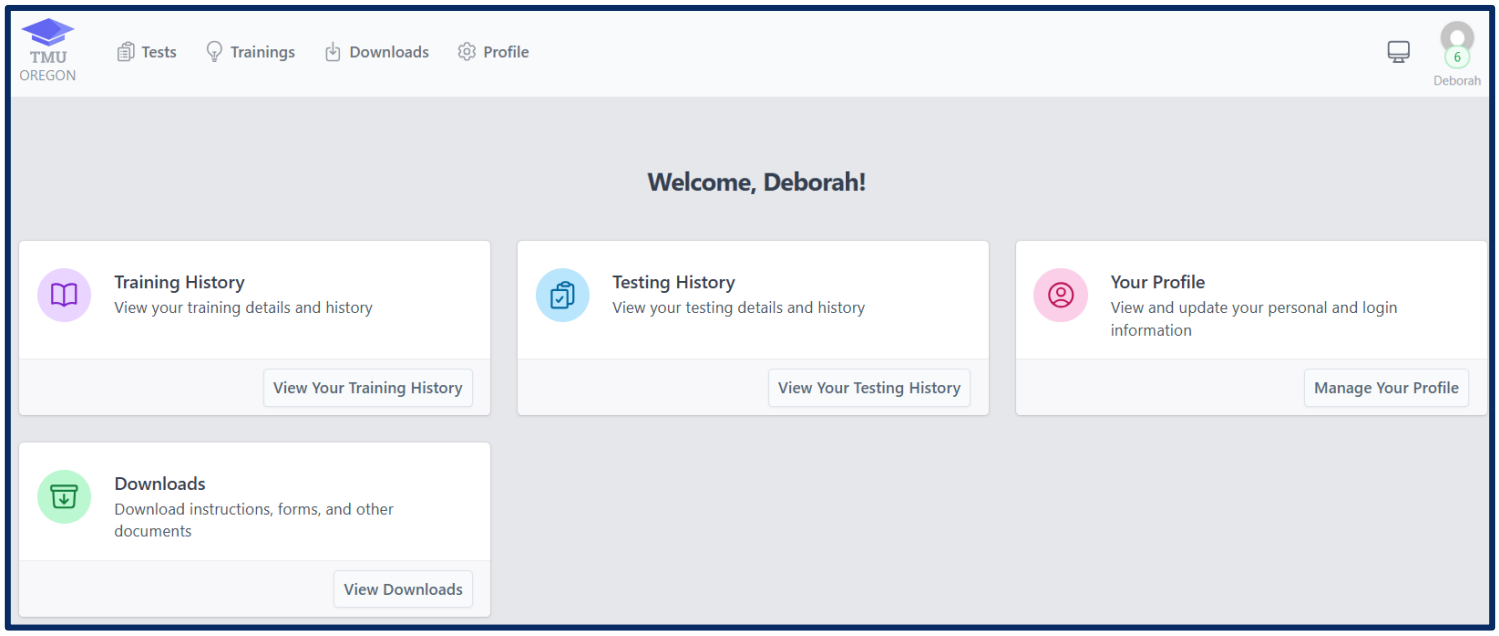
This is what the email will look like (check your junk/spam folder for the email):



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:



THE OREGON NURSE AIDE COMPETENCY EXAM

Released to Test by OSBN

You will receive an email once you are released to test by OSBN. Candidates will be able to schedule to take the knowledge test and skill test on the same day at either an approved Oregon State Board of Nursing regional exam site or at an approved OSBN in-facility exam site. The knowledge test can also be taken with a remote proctor from your home, etc. Please see the **Remotely Proctored Knowledge Exam Option** in the Knowledge/Audio Exam section for information on the remotely proctored knowledge exam.

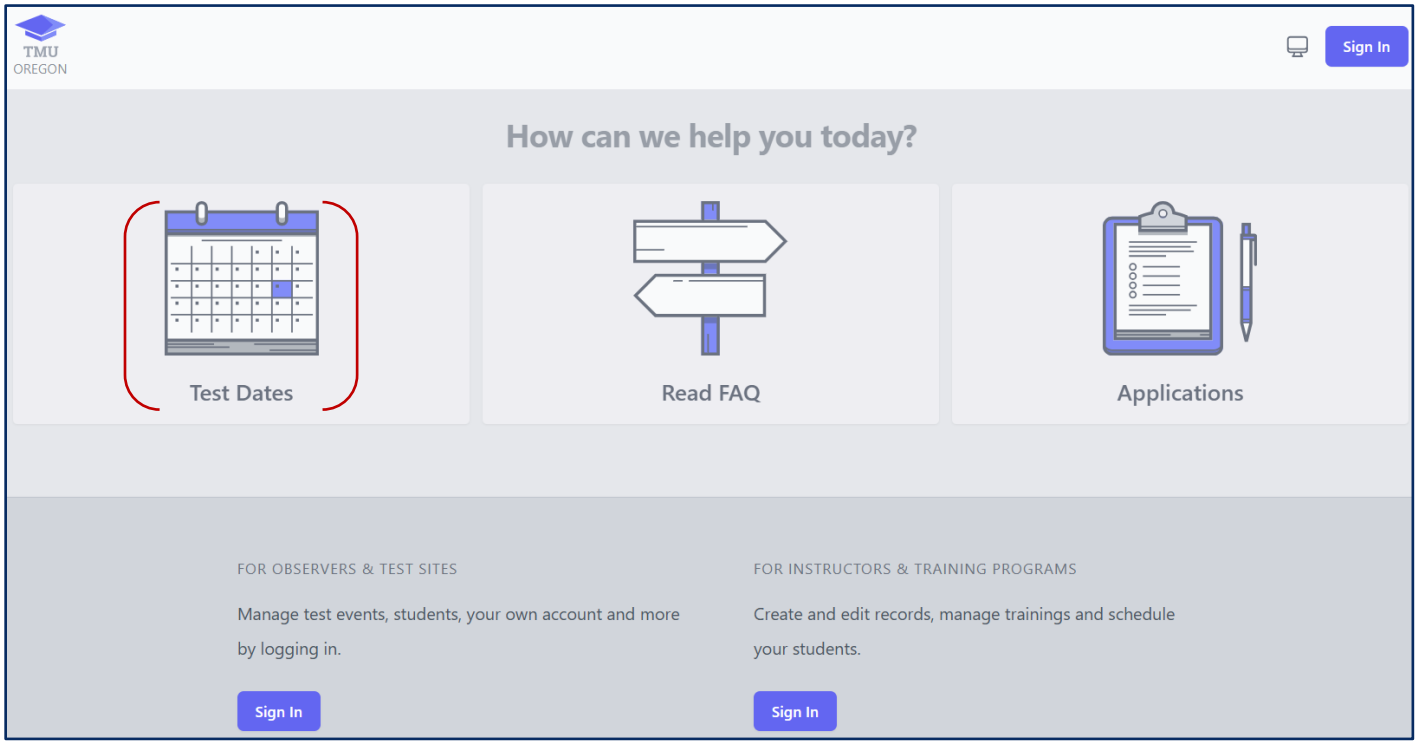
Your exam date can be scheduled online at or.tmutest.com. (See instructions under **Schedule / Reschedule a Test Event** or the **Remotely Proctored Knowledge Exam Option** in the Knowledge/Audio Exam section.) If you need help scheduling an exam, please call D&SDT-HEADMASTER at (800) 393-8664 during regular business hours, 6:00AM to 5:00PM (MT)/5:00AM to 4:00PM (PT), Monday through Friday, excluding Holidays.

Note: In-facility exam dates are usually arranged by nurse aide education program instructors. Check with your education program instructor to see if your nurse aide education site has been approved for in-facility testing. If your nurse aide education site is an approved in-facility examination site, your nurse aide education program instructor will inform you of the exam date that is scheduled for when you complete nurse aide education.

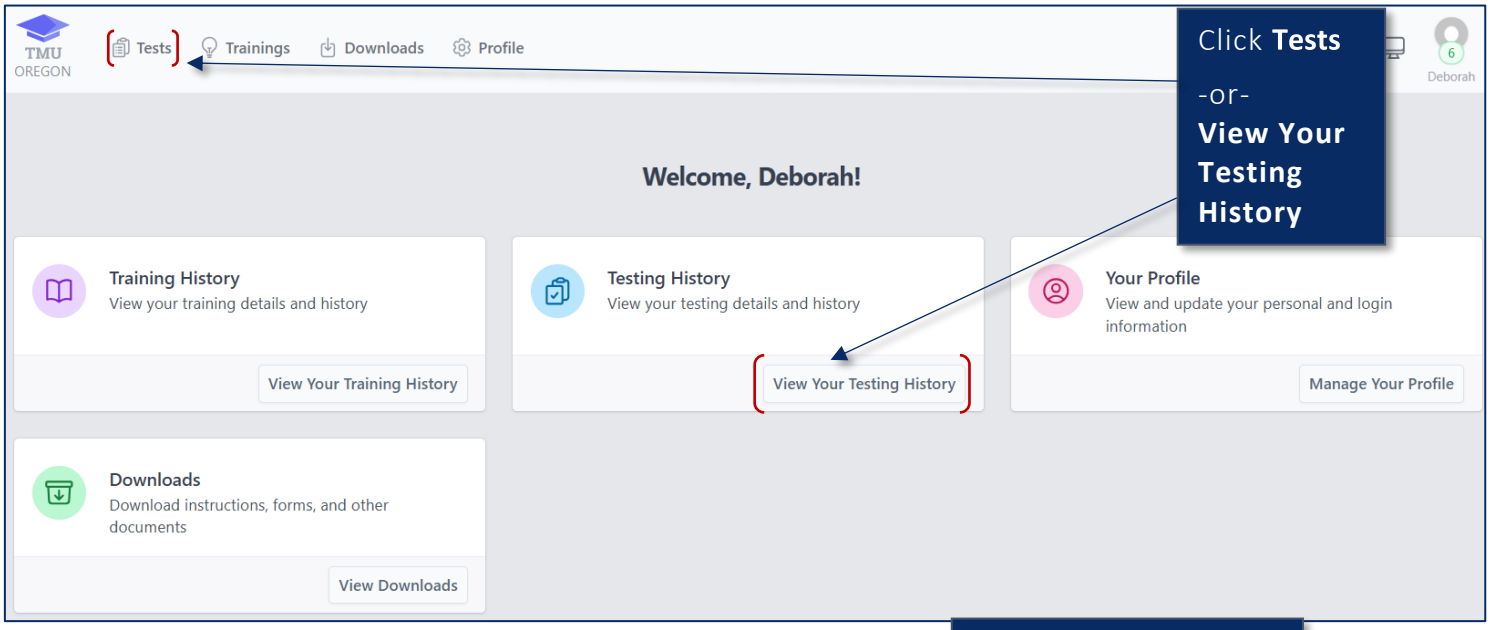
View Available Exam Dates

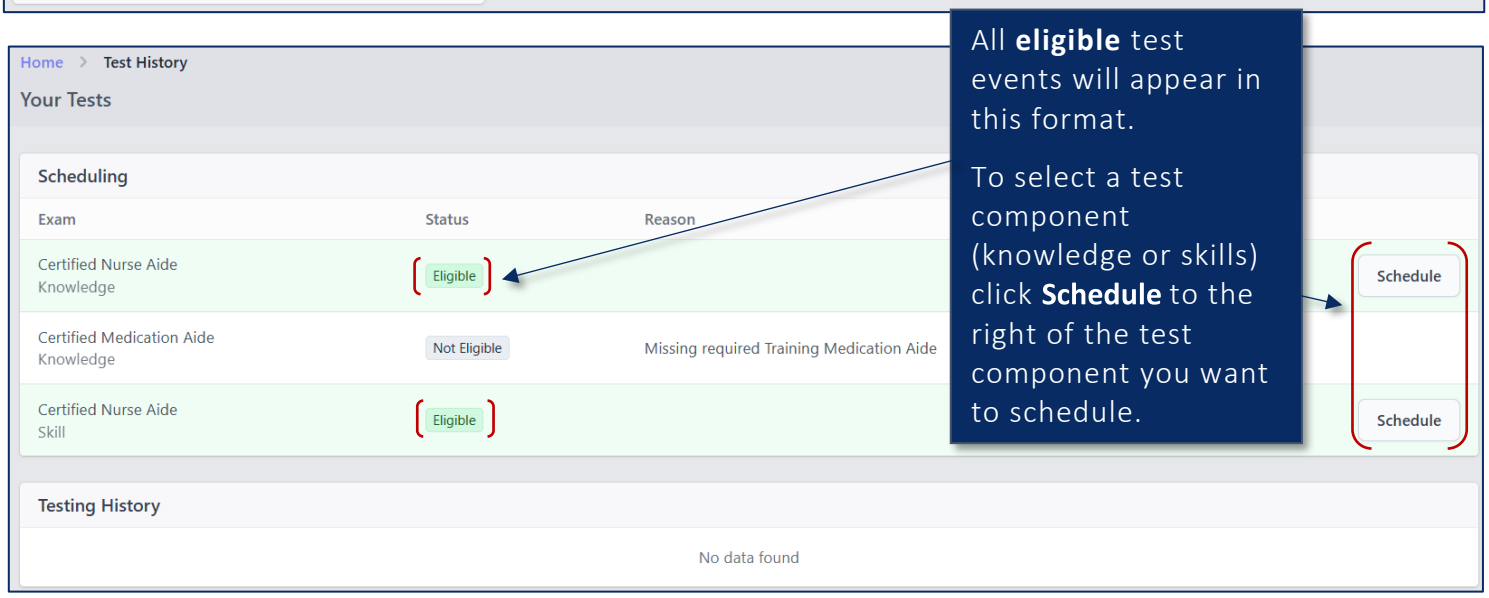
Approved exam dates can be obtained:

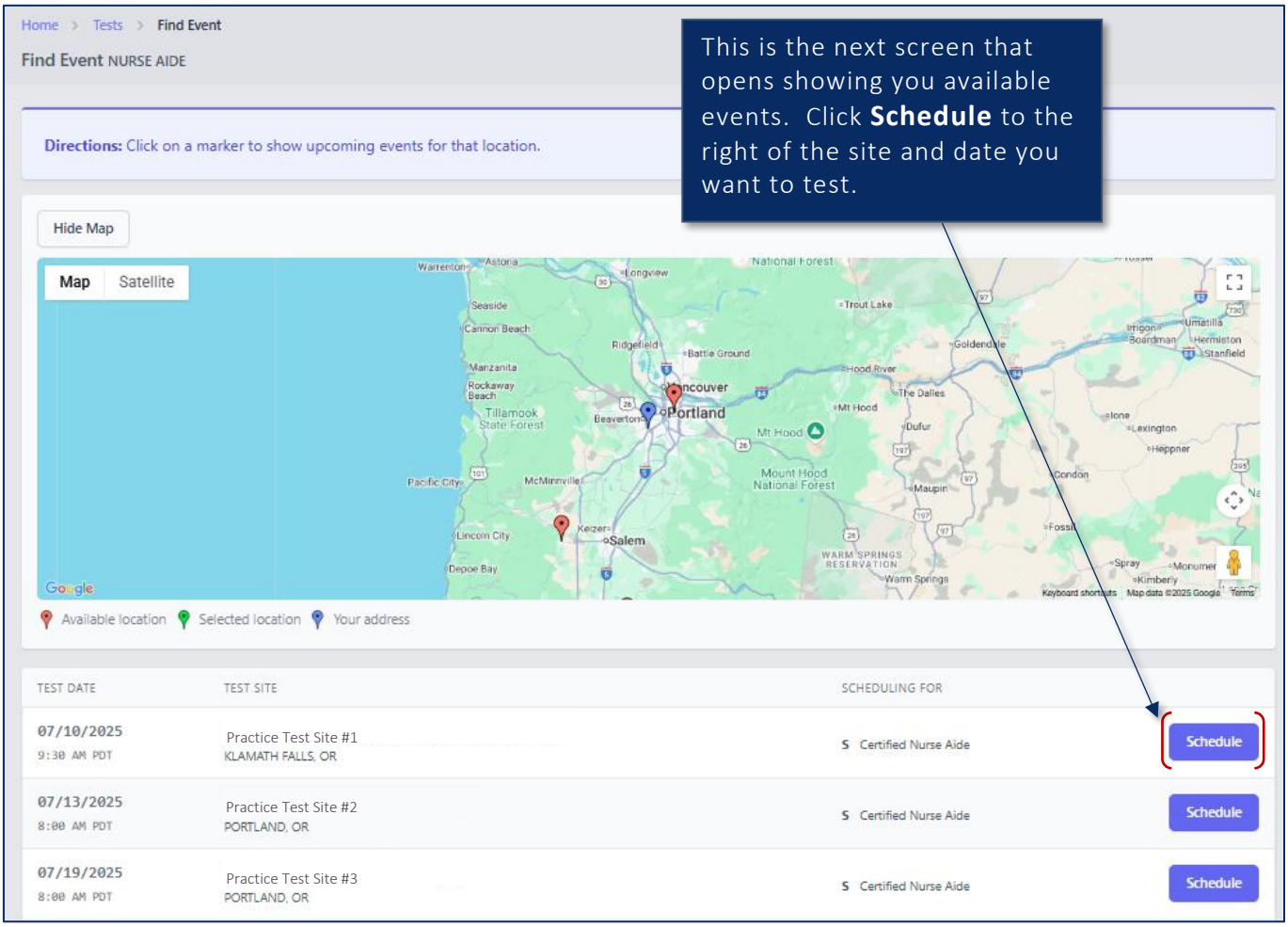
- from your instructor
- or by visiting the Oregon TMU© page at or.tmutest.com to view the available examination dates in real time



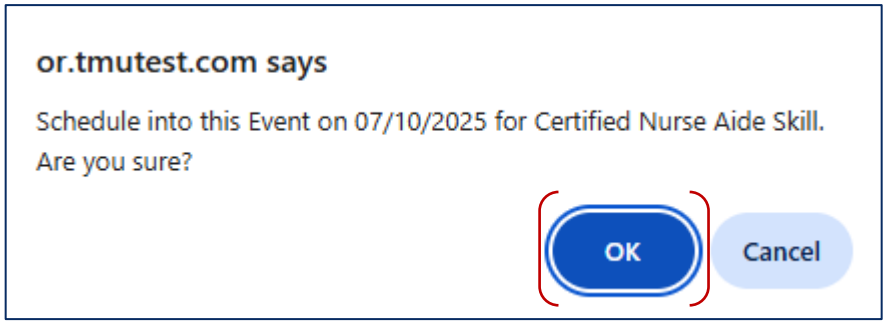
Schedule / Reschedule a Test Event





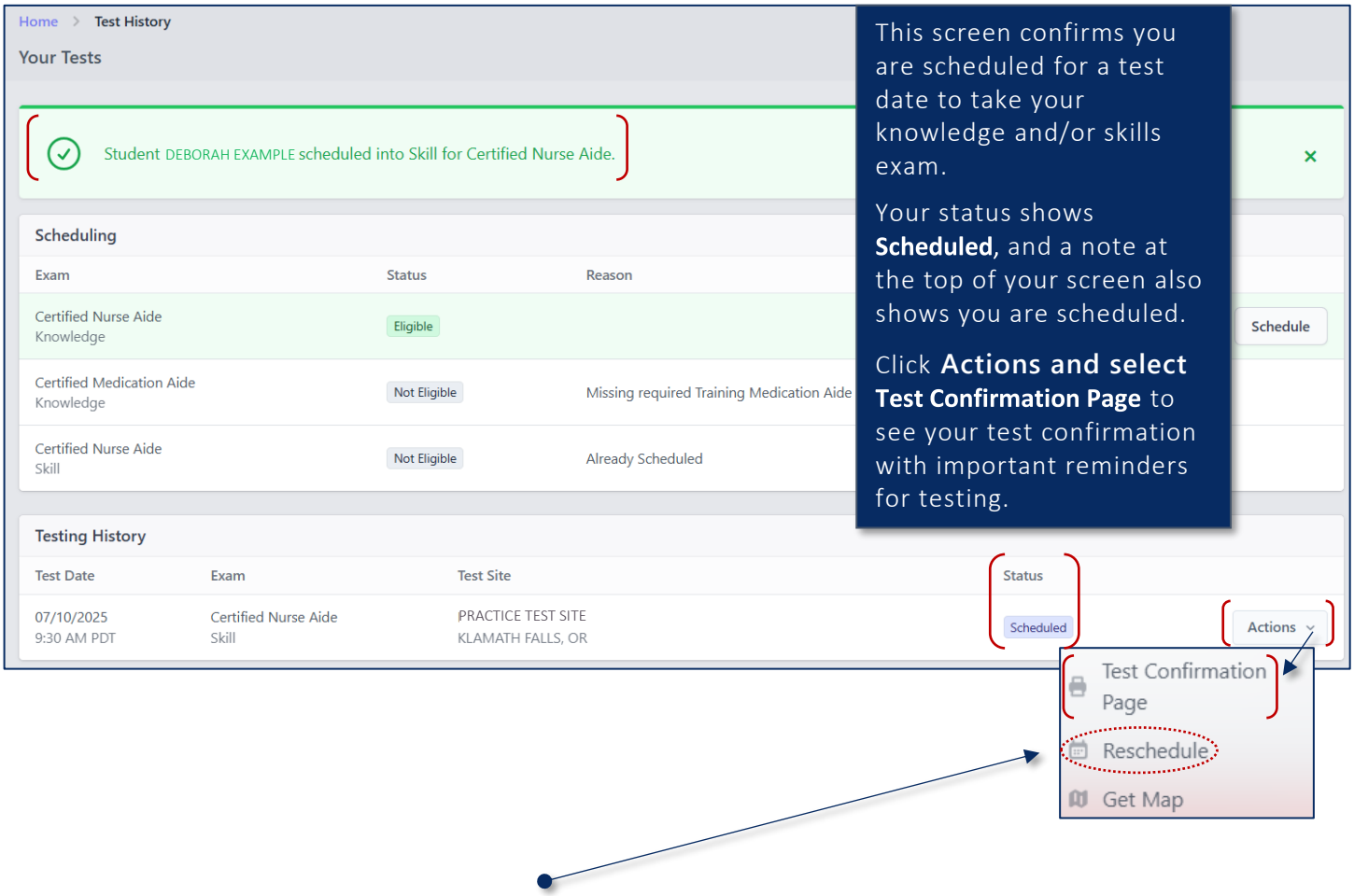


This is the next screen that opens showing you available events. Click **Schedule** to the right of the site and date you want to test.



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

-continued on the next page-



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.

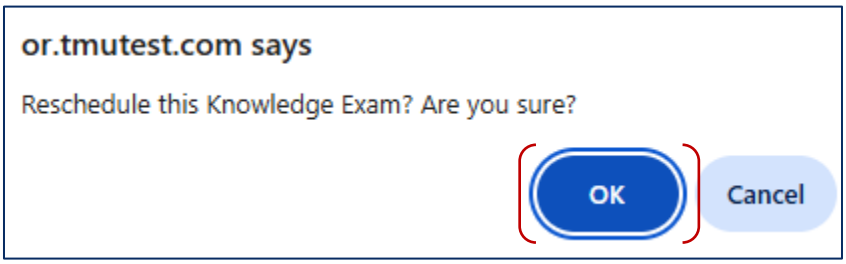
Click **Actions and select Test Confirmation Page** to see your test confirmation with important reminders for testing.

Reschedule a Test Event Screenshots

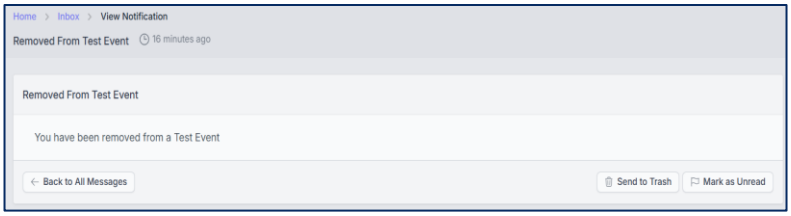
You may reschedule an exam date online in your TMU© account at or.tmutest.com up until one (1) business day, **excluding** Saturdays, Sundays, and Holidays, before your scheduled exam date.

- If you need to reschedule your test date, under **Actions**, click on **Reschedule** to select another test date.

Click **OK** to confirm you wish to 'RESCHEDULE' from the event. You will then be able to select another available test date.



The following message will be in your notifications.



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 Oregon 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!

Test Confirmation Letter

Scheduled Test Confirmation - Oregon Certified Nurse Aide

Get Map | Print Page

Test Date:	01/21/2026
Test Time:	8:00 AM PST
Test Exam:	Skill - Certified Nurse Aide
Test Site:	Practice Test Site Test Site Address City, State, ZIP

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

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

Best Student
Best Student Address
Portland, OR

TESTING BEGINS AT **8:00 AM PST** ON **01/21/2026**:

- ***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 AM PST**, 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 AM PST** 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://or.tmutest.com, click 'Forgot Password', enter your Email, click 'Send Reset Password Link' and follow the directions. 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 **Oregon Candidate Handbook** (for MA: **Medication Aide Competency Exam** section of the **Oregon Medication Aide Candidate Handbook**) regarding testing requirements 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 Nurse Aide Candidate Handbook
Click to open the Medication Aide Candidate Handbook

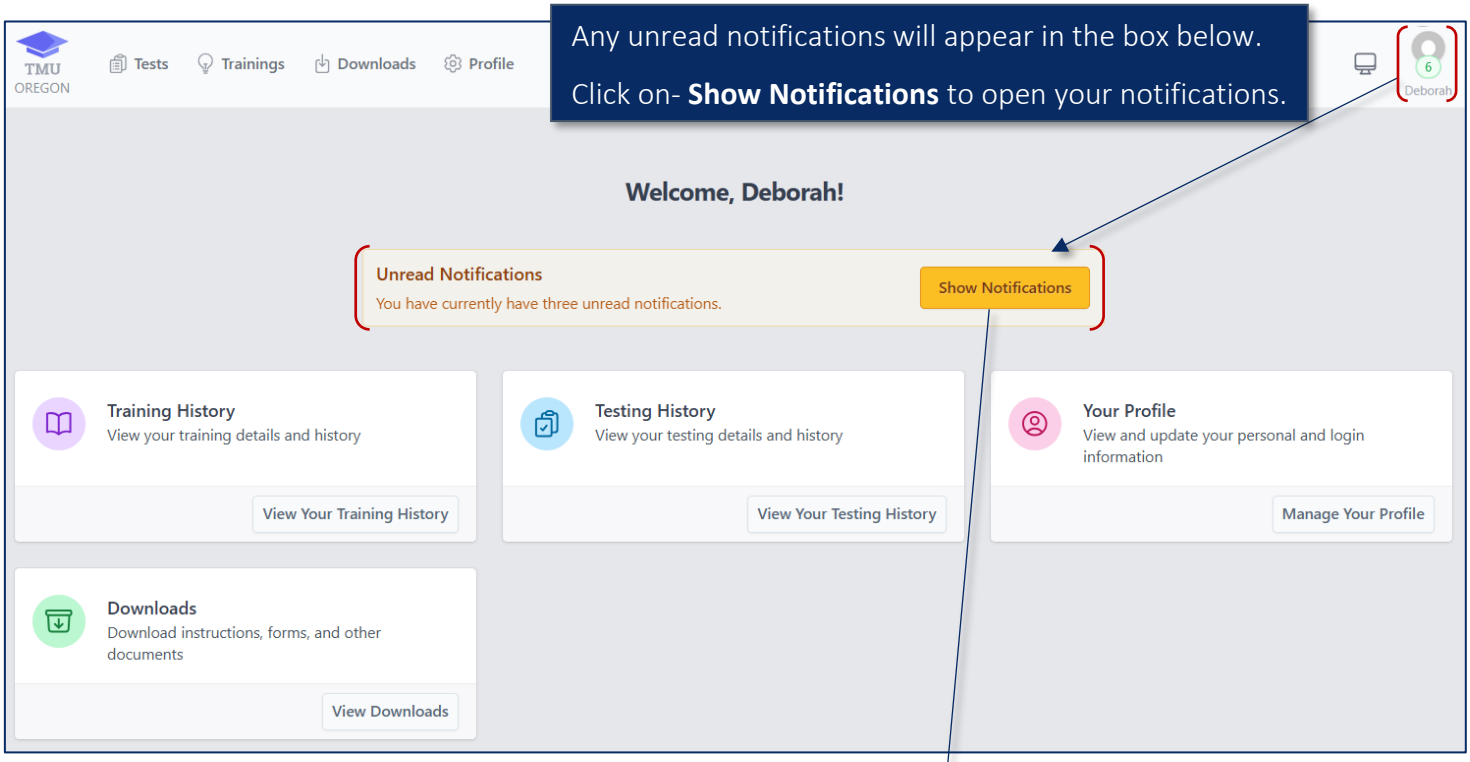
Driving Directions

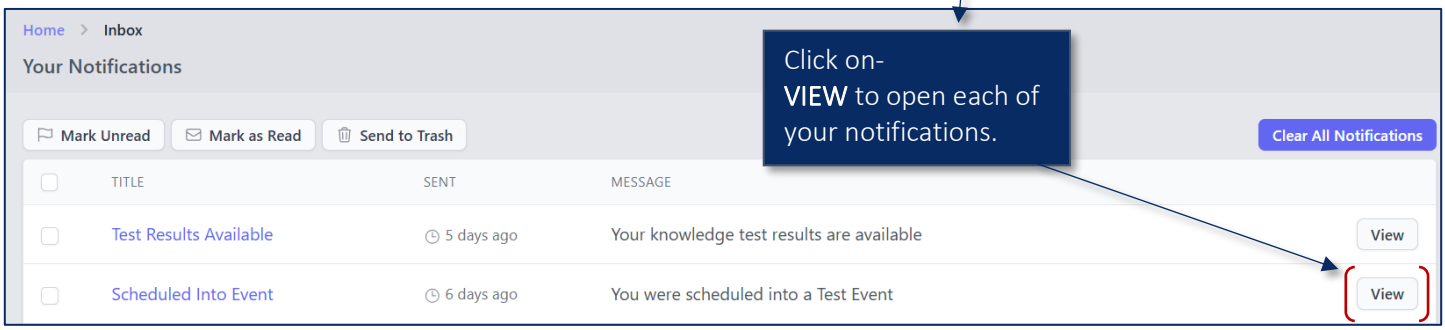
Please see the **Remotely Proctored Knowledge Exam Option** under the Knowledge/Audio Exam section if you are interested in taking your knowledge exam with a remote proctor from your home, etc. If you have any questions regarding your test scheduling, call D&SDT-HEADMASTER at (800) 393-8664, Monday through Friday, excluding holidays, 6:00AM to 5:00PM MT/5:00AM to 4:00PM PT.

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

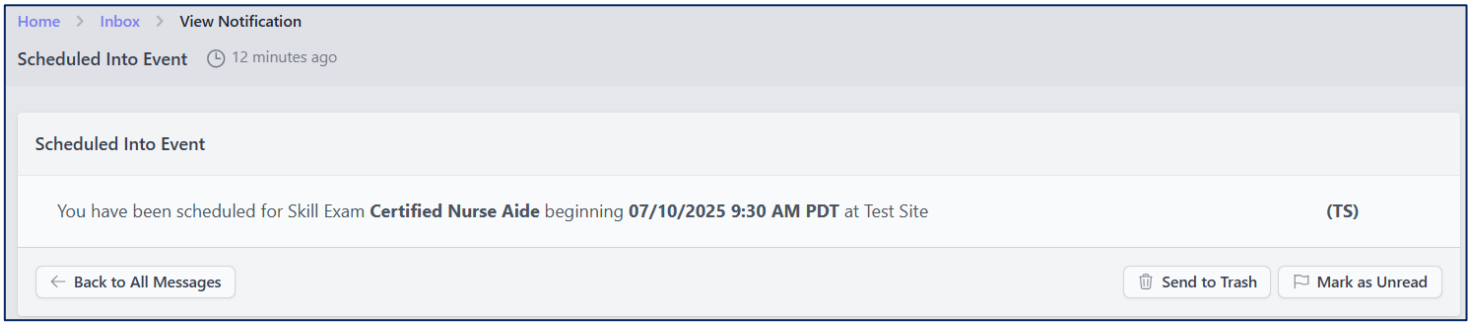
View your Notifications in TMU©

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.

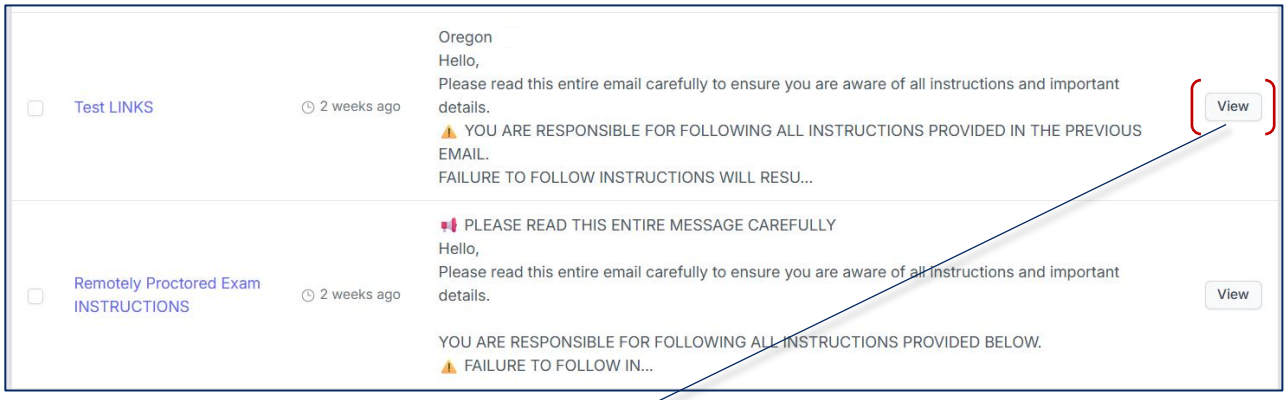




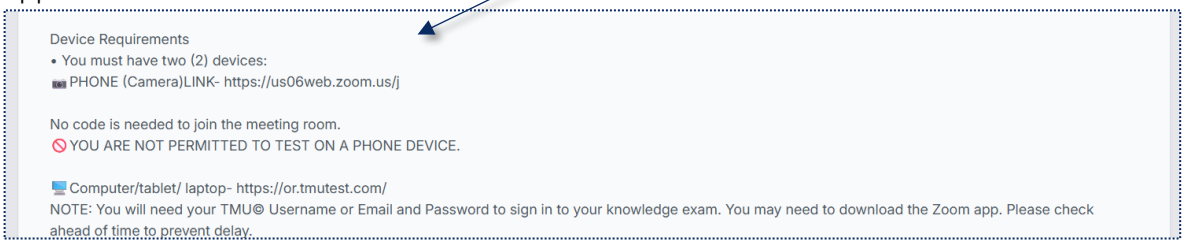
Notification example when scheduled into a test event:



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



A short snippet from the **Test Links** notification:



Test Day

Exam Check In

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

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

Testing Attire

The following testing attire requirements will be followed at **skill exam 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, smart glasses, fitness monitors or other Bluetooth-connected devices are allowed.
- You will not be admitted for your skills test 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.

For the knowledge exam, either on-site or remotely proctored, ***there is no required dress code***. Wear comfortable, appropriate clothing. You may wear nurse aide attire, such as scrubs, if you wish. You will not be allowed to test if you wear inappropriate or revealing clothing.

Identification

To test, you **must bring two forms of original, signature-bearing, current (not expired), and proper identification. At least one of the signature IDs must contain your photograph.**

Secure digital IDs, or digital identities, are virtual systems (e.g., Apple or Google Wallet) that enable identity verification and secure authentication. They can replace physical IDs and will be allowed 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 IDs.

Examples of the forms of accepted identification that are current (not expired) and include a signature are:

- **State-issued Driver's License** *(non-expired from any state is acceptable)*
  - *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** *(non-expired from any state is acceptable)*
- **Signed Passport**
- **Permanent Resident Card (Green Card or Alien Registration Card)/Employment Authorization Card issued by the U.S. Citizenship and Immigration Services (USCIS)** *(now accepted without a signature or fingerprint IF ISSUED from January 30, 2023, to present day. If issued before January 1, 2023, 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)*
- **Military Identification Card** *(accepted without a signature or fingerprint, but will have a bar code or may contain a fingerprint in place of a signature*
- **Social Security Card** (there is no expiration date, but it must be signed to be acceptable)
- **Credit or Debit Card** *(that meets all identification requirements)*
- **1st Aid or CPR Card** (*that meets all identification requirements)*
- **School or high school ID for the current year with a signature**

DEMOGRAPHIC UPDATES / CHANGES / CORRECTIONS

The name on your two forms of identification must match the name on your nurse aide application packet submitted to OSBN. If your legal name has changed since you submitted your application packet, please complete the **DEMOGRAPHIC CHANGE/CORRECTION REQUEST FORM** and upload your name change documentation (official name change documentation, such as a marriage certification, divorce decree, or other legal State document that shows the name change, ***along with*** your ID or driver's license with your updated name on it). The form is under 'APPLICATIONS' on the Oregon TMU© main web page (before you log in to your account), or click on this link: https://or.tmutest.com/apply/4.

You *must also notify OSBN* whenever you have a name or address change.

Note:

- **You will not be admitted for testing if you do not bring two forms of 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.
- 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, and you will have to reschedule and pay for another test and date.

You will be required to present your photo-bearing ID when you enter the skills lab for your skills exam. Please keep your photo-bearing ID with you during the entire exam day.

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 or.tmutest.com before your test date to update your password and verify your demographic information. Refer to this handbook's **Complete Your TMU© Account** section for instructions and information.
  - **If you have not signed in, updated your password, and verified your demographics in 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 eight (8) hours if the knowledge and skills are taken. Please plan your day accordingly.
- 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 waiting area/room **by 7:40AM**. If you arrive late for your confirmed exam, you will not be admitted to the exam. Any exam fees paid *will NOT be refunded*.
  - If you are scheduled for a remotely proctored knowledge exam, please see procedures/policies under **Remotely Proctored Knowledge Exam Option** in the Knowledge/Audio Exam section.
- If you do not bring two valid and appropriate current, signature-bearing ID documents, with at least one containing a photo, you will not be admitted to the exam, and any exam fees paid *will NOT be refunded*.
  - If the **FIRST** and **LAST** printed names on both forms of your IDs ***do not match*** your current name of record in your TMU© account, you will not be admitted to the exam, you will be considered a No-Show, and any exam fees paid *will NOT be refunded*.
- **For the skills test only-** 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*.
- For on-site test events where the knowledge and skills exam is taken together, after check-in and ID verification, the knowledge exam will be administered to candidates. After candidates complete the knowledge exam, the RN Test Observer will assign a time for their skill test. For skill retakes only, the RN Test Observer will inform you of your skill test time at check-in before starting the knowledge exam. You will be notified of your skill test time when you check in for your test event.

- 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 to the Oregon State Board of Nursing and be released to test 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 to place your personal items and electronic devices, and you will collect these items 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 procedures/policies under **Remotely Proctored Knowledge Exam Option** in the Knowledge/Audio Exam section.
- Test sites, RN Test Observers, Knowledge Test Proctors, and Actors are not responsible for the candidate's personal belongings at the test site.
- 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 your nurse aide education program and the Oregon State Board of Nursing (OSBN). You will not be permitted to test for six (6) months. You may, however, use personal devices during your free time in the waiting area. Please refer to the **Security** section of this handbook for detailed information.
- You are encouraged to bring a jacket, snack, drink, or study material while waiting to test.
- 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 (800) 393-8664 or via email at oregon@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 are not permitted to eat, drink, or smoke (e-cigarettes or vape) during the exam.
- Once the exam has begun, you cannot leave the testing room (knowledge test room, remotely proctored knowledge exam, or skills lab) ***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.
- **LANGUAGE TRANSLATION DICTIONARIES:** Language translation dictionaries, devices, or non-approved language translators in any format **are not allowed** (both remotely proctored and on-site knowledge test events).
- **SCRATCH PAPER:** For the Knowledge Exam only, if needed, you may do math calculations on scratch paper provided by the KTP.
- You may not remove any notes or other materials from the testing room.
- 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 OSBN. Please refer to the **Security** section of this handbook for detailed information.
- **You may not test if you are ill (sick).** Call D&SDT-HEADMASTER at (800) 393-8664 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 (800) 393-8664 immediately to reschedule if you are on doctor's orders *(see the **note** below)*.

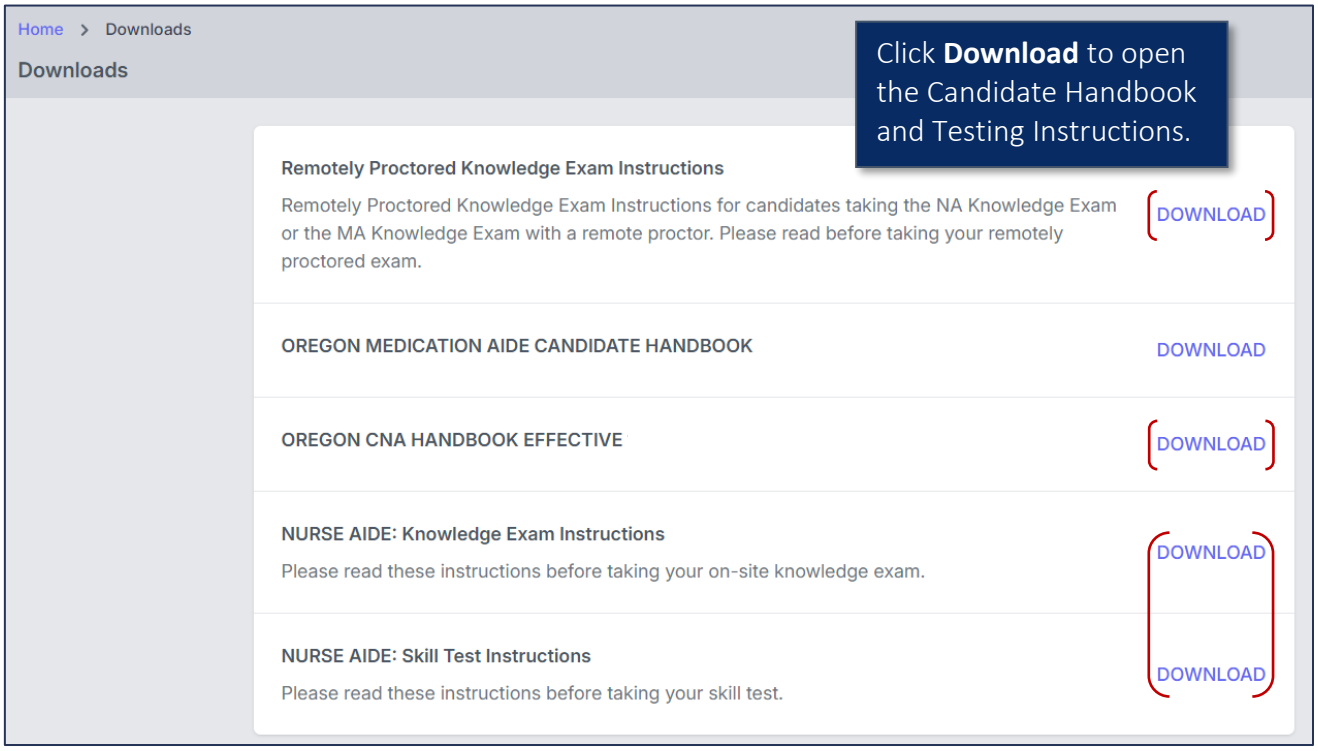
  NOTE: Please see this handbook's **Schedule / Reschedule a Test Event** and **No-Show Exceptions** sections.

  → *Reschedules will not be granted less than one (1) full business day before a scheduled test date.*

- **Please review this Oregon 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

The Candidate Handbook and Testing Instructions can also be accessed within your TMU© account under your 'Downloads' tab.



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 Oregon State Board of Nursing (OSBN).

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) or navigating to other browsers during your exam

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

Rescheduling Policy

All candidates may reschedule for free online at **or.tmutest.com** any time up until 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 **or.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 6:00AM to 5:00PM MT/5:00AM to 4:00PM PT, Monday through Friday, excluding holidays.
- Please see the **Reschedule a Test Event Screenshots** for a visual of how to reschedule a test event.

The scheduled test date is on a:	Reschedule before 5:00PM MT/4:00PM PT the previous:
Monday	Thursday
Tuesday	Friday
Wednesday	Monday
Thursday	Tuesday
Friday	Wednesday
Saturday	Thursday
Sunday	Thursday

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

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 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 submit a new testing fee to OSBN and be released to test to schedule yourself into a new test event.

A NO-SHOW status will exist if a reschedule is not done or received before the one (1) full business day preceding a scheduled test event, excluding Saturdays, Sundays, and holidays (see examples under **Rescheduling Policy**).

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 Oregon TMU© main page under 'APPLICATIONS', or click this link:

https://or.tmutest.com/apply/8

- **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 name from the Internet provider, showing 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.

Exam Results

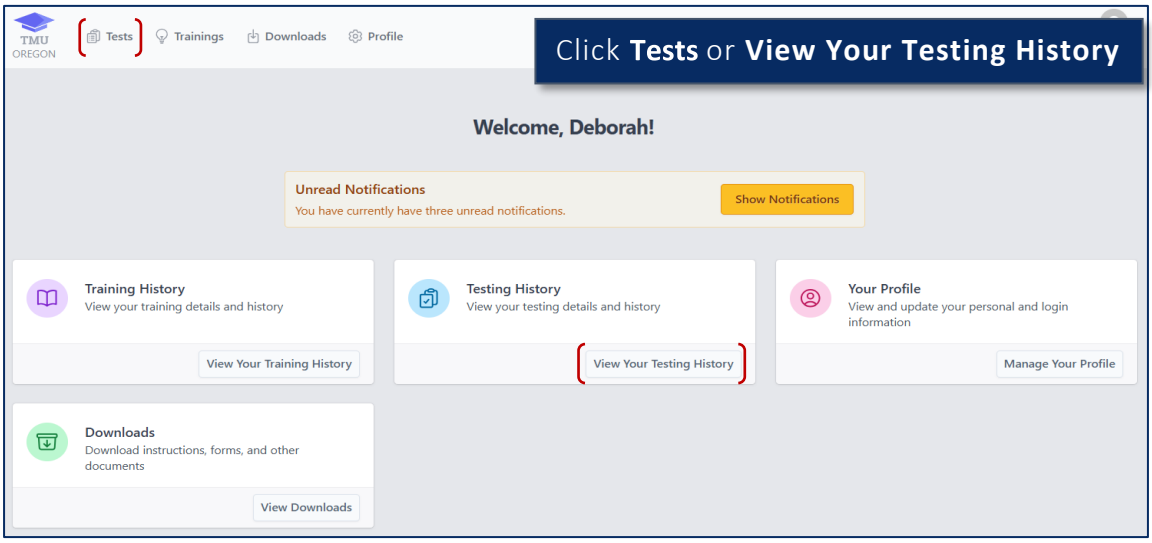
After you have completed both the Knowledge Exam and Skill Test components of the competency exam, your test results will be officially scored and double-checked by D&SDT-HEADMASTER scoring teams. Official test results will be available after 5:00PM (MT) on the business day after your test event by signing in to your TMU© account.

OSBN will receive your results for the state record on the day your test is scored. ***D&SDT-HEADMASTER and OSBN cannot release results over the phone.***

When you pass both components of your competency exam, you may be certified and listed on the Oregon Nurse Aide Registry **ONLY AFTER** you have met all OSBN requirements. **One** of those requirements includes passing **the Oregon nurse aide examination's knowledge and skill test components**.

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

Sign in to your TMU© account at **or.tmutest.com** to view your test results. The screenshots below show the results.



Under **Actions**, click the drop-down and click **Details** to view your results.

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

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

Home > Test History

Your Tests

Scheduling

Exam	Status	Reason	
Certified Nurse Aide Knowledge	Not Eligible	Previously Passed	
Certified Medication Aide Knowledge	Not Eligible	Missing required Training Medication Aide	
Certified Nurse Aide Skill	Eligible		Schedule

Testing History

Please take our satisfaction survey

Test Date	Exam	Test Site	Status	
06/25/2025 8:00 AM PDT	Certified Nurse Aide Knowledge	Practice Test Site (TS) Portland, OR	Passed	Actions
06/25/2025 12:30 PM PDT	Certified Nurse Aide Skill	Practice Test Site (TS) Portland, OR	Failed	

Actions: Details, Print Test Results

Knowledge Exam Test Results Example:

Under **Test Actions**, click the drop-down menu and click **Print Results** to get a hard copy of your results. Or, click the **printer icon** next to **Test Actions.**

Home > Tests > Knowledge Test Detail

Knowledge Test Detail

You have passed the knowledge portion of the Certified Nurse Aide exam.
Your overall knowledge test score is 75.00%.

Best Student
Certified Nurse Aide Test

Test Actions: Print Results, Get Directions

TEST EVENT	06/25/2025 8:00 AM PDT
TEST SITE	Practice Test Site (TS) Portland, OR

Scoring & Performance

Test Status	Score	Total correct	Total Answered
Passed	75.00%	60 / 80	80

Performance by Subject

Safety	75%
Communication	58%
Infection Control	68%
Client Rights	88%
Data Collection	80%
Basic Nursing Skills	98%
Role / Responsibility	83%
Disease Process	68%
Mental Health	67%
Personal Care	78%
Care Impaired	100%

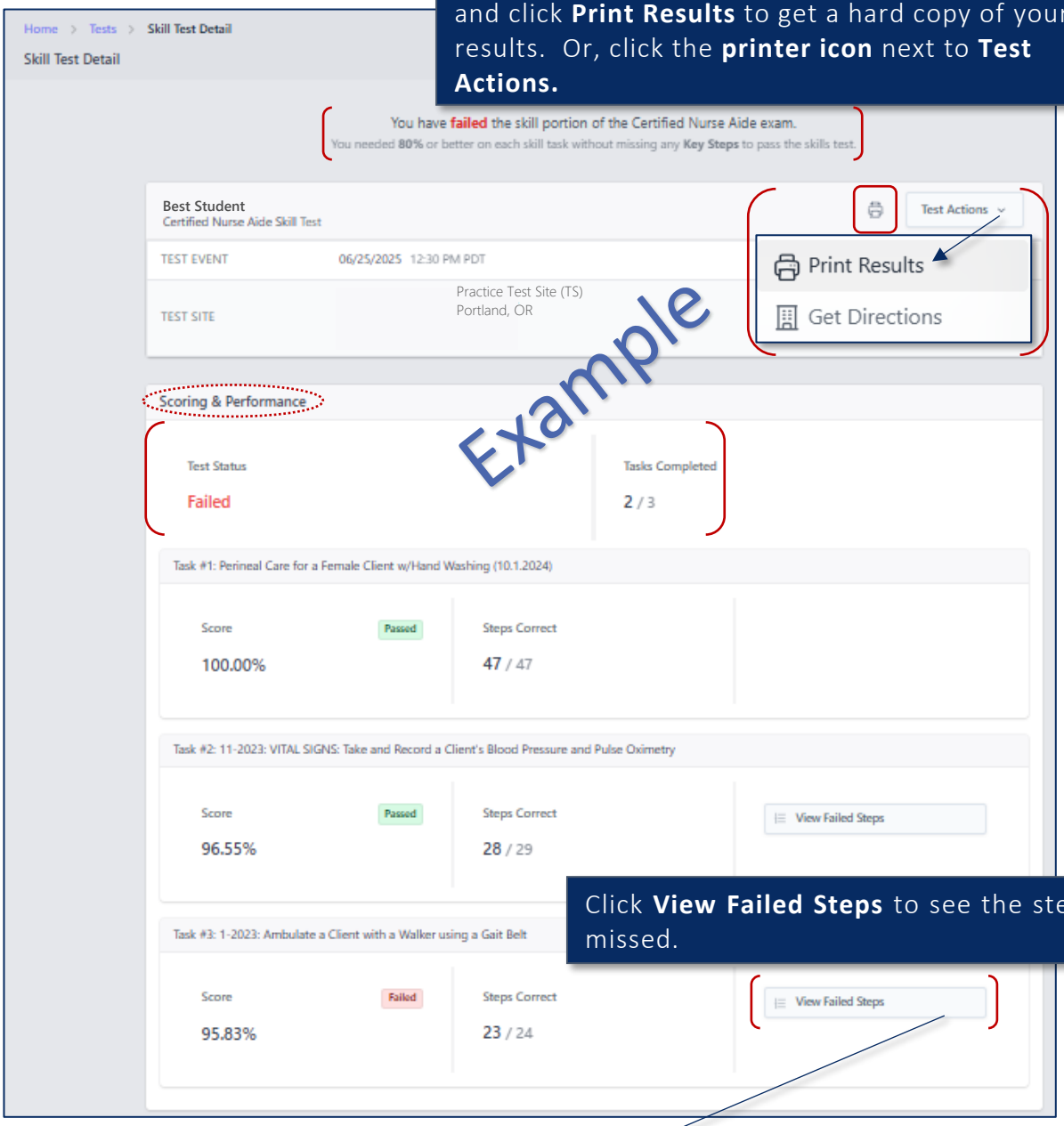
Example

19 Missed Vocabulary Words

infection control, catheter care, admitting resident, pathogens, shaving, elimination, disease process, personal items, HIV, perineal care, hearing, end of life, role and responsibility, diabetes, communication, dementia, dementia, dementia, shaving

Skill Exam Test Results Example:

Under **Test Actions**, click the drop-down menu and click **Print Results** to get a hard copy of your results. Or, click the **printer icon** next to **Test Actions.**



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

Test Attempts

Training Timeframe:

- For initial applicants– there is not a specified timeframe to pass both components (knowledge and skills exam) of the competency exam.

Test Attempts:

- Once a candidate completes a training program, there is not a limit on the number of attempts allowed to take the tests - attempts are unlimited.

Applications with OSBN expire after 1 year but candidates can re-apply and continue to test if needed.

The following limitations are set for candidate's who have a certification that expired more than 2 years ago and they are applying for reinstatement:

- For CNA reinstatement applicants that are expired more than 2 years – they have one attempt to pass both tests (knowledge and skills exam) to reinstate their certification, if they fail, they will need to retrain.
- Once they retrain, they can test as many times as necessary.

Retaking the Nurse Aide Exam

If your test results inform you that you failed the knowledge and/or skill portion of the examination, and you want to apply for a retest, you will need to pay the appropriate non-refundable fees to OSBN through the OSBN nurse portal at OSBN Nurse Portal (boardsofnursing.org). Once OSBN processes your payment and authorizes (releases) you to test, you will receive an email, and then you can schedule a new exam date. Follow the instructions for **Schedule / Reschedule a Test Event**.

If you need assistance scheduling your re-test, please call D&SDT-HEADMASTER at (800) 393-8664 during regular business hours, 6:00AM to 5:00PM MT/5:00AM to 4:00PM PT, Monday through Friday, excluding holidays. We can assist you in scheduling a test or retest date as long as you have been released to test by OSBN.

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 (800) 393-8664 during regular business hours, Monday through Friday, 6:00AM to 5:00PM MT/5:00AM to 4:00PM PT, excluding Saturdays, Sundays and 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 Oregon TMU© main page, under 'APPLICATIONS' (before you log in to your account) at or.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 Oregon is demonstrated by examination of minimum nurse aide knowledge and skills, the likely outcome of your review will determine who pays for any retests 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/education program. After a candidate reaches age 18, D&SDT-HEADMASTER will discuss test results or test reviews only with the candidate. D&SDT-HEADMASTER will not review test results or reviews with family members or anyone else on behalf of the candidate 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 send the review results to your email address and the Oregon State Board of Nursing (OSBN).

THE KNOWLEDGE/AUDIO EXAM

Knowledge Exam Content

The knowledge exam consists of **80 multiple-choice questions**. Questions are selected from subject areas based on the Oregon State Board of Nursing (OSBN) approved Oregon test plan and include questions from all the required categories as defined in OBRA regulations. The federal subject areas, corresponding OSBN domains, and the number of questions for each subject/domain are shown on the next page.

-continued on the next page-

Subject Areas

Federal Subject Area	OSBN Domain	Number of Questions
Basic Nursing Skills	ADL / End of Life Care	10
Care Impaired	Person-Centered Care	4
Client Rights	Collaboration with HC Team	8
Communication	Communication and Interpersonal Skills	8
Data Collection	Technical Skills / Documentation	9
Disease Process	Observation and Reporting	5
Infection Control	IP	10
Mental Health	MH	6
Personal Care	ADL / Technical Skills	10
Role and Responsibility	Collaboration with HD Team	6
Safety	Safety	4

Knowledge Exam Information

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

The Knowledge Test Proctor will hand out materials and give instructions for taking the Knowledge Exam. You will have **90 minutes** to complete the **80-question** Knowledge Exam. The multiple-choice questions will be presented to you, one at a time, on the computer screen to select answers A, B, C, or D. You can navigate through the exam questions with 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 Oregon test sites 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.

TRANSLATION DICTIONARIES
The knowledge test is in English. OSBN has not approved any other language for examination.

Language translation dictionaries, devices, or non-approved language translators in any format ***are not allowed***.

SCRATCH PAPER
If needed, you may do math calculations on the scratch paper provided by the KTP.

- *Any scratch paper must be left with the KTP when testing is done.*

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 Oregon State Board of Nursing (OSBN).

Knowledge Exam Audio Version

An audio (oral) version of the knowledge exam is available. However, you must request an Audio version of the knowledge exam ***when you submit your application to OSBN and pay the audio knowledge exam fee***. There is an additional charge for 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 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 OSBN has approved you for the Audio version of the knowledge exam (see information under the **Knowledge Exam Audio Version** section), 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 Knowledge Testing Site**'.
- 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 (800) 393-8664 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 forms 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 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

All **Testing Policies, Test Attire** and **Security** measures are followed during the remotely proctored knowledge exam. 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 considered 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 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.
- **TRANSLATION DICTIONARIES:** The knowledge test is in English. OSBN has not approved any other language for examination. Language translation dictionaries, devices, or non-approved language translators in any format ***are not allowed***.
- **SCRATCH PAPER:** You may do math calculations on scratch paper if needed. Before starting your exam, you will be asked to show the remote Proctor both sides of the scratch paper.
  - 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.
- If OSBN has approved you for the Audio version of the knowledge exam (see information under the **Knowledge Exam Audio Version** section), you will provide your own wired earbuds or headphones ***(Bluetooth-connected devices are not allowed)*** to 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.

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.

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 Skill Test aims to evaluate your performance when demonstrating OSBN-approved nurse aide skill tasks. You will find a complete list of skill tasks in this handbook.
- You will be asked to present your photo-bearing 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.
- The RN Test Observer will show you where supplies are located and demonstrate the use of the equipment you will need for your three (3) or four (4) assigned skill tasks before starting your skill test.
- 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-five (35) minutes** to complete your three or four tasks. After 20 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 and 80% of all non-key steps on each task assigned to pass the Skill Test. Key steps have been recommended by OSBN's Test Advisory Panel and approved by the Oregon State Board of Nursing.
- 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 35 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 and corrections to steps that are only verbalized 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

TEMPERATURE: _____ PULSE: _____ RESPIRATIONS: _____

PULSE OX %: _____ BLOOD PRESSURE: _____ / _____

URINARY OUTPUT: _____ ml

FLUID AND FOOD INTAKE:

Glass 1: _____ Glass 2: _____ TOTAL FLUID INTAKE: _____ml	FOOD INTAKE: _____%

Candidate's Signature: _____

Skill Test Tasks

Your nurse aide education program has prepared you for all the skill tasks you may be asked to perform. You will be assigned one of the following mandatory tasks with embedded handwashing using soap and water as your first task:

- Assist a Client with a Bedpan, Measure and Record Output with Hand Washing
- Catheter Care for a Male Client with Hand Washing (DEMONSTRATED ON MANIKIN)
- Put on an Isolation Gown and Gloves, then Empty a Urinary Drainage Bag, Measure and Record the Output, Remove the Gown and Gloves with Hand Washing
- Perineal Care for a Female Client with Hand Washing (DEMONSTRATED ON MANIKIN)
- Perineal Care for a Male Client and Change Their Soiled Brief with Hand Washing (DEMONSTRATED ON MANIKIN)

Note: Hand washing with soap and water is embedded in each of the mandatory tasks and must be demonstrated at the end of each mandatory 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 three tasks: catheter care, perineal care for a female client, perineal care for a male client, and changing the client's soiled brief will be performed on a manikin.** You will be scored only on the steps listed.

You must correctly perform all of the key steps and 80% of all non-key steps on each task assigned to pass the Skill Test.

If you fail the Skill Test, you will always start with one of the first mandatory tasks. The other tasks in your Skill Test are randomly selected so that each Skill Test is comparable in difficulty and takes about the same amount 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 Oregon nurse aide skill test, and the steps included are not intended to be used to provide complete care that would be all-inclusive of best care practiced in an actual work setting.

1) AMBULATE A CLIENT WITH A WALKER USING A GAIT BELT

- Knock on the door.
- Perform hand hygiene:
  - Cover all surfaces of hands with hand sanitizer.
  - Rub hands together until they are completely dry.
- Explain the procedure to the client.
- **Lock bed brakes to ensure the client's safety.**
- Lower the bed so the client's feet will be flat on the floor when sitting on the edge of the bed.
- Bring the client to a sitting position.
- Place a gait belt around the client's waist to stabilize the trunk. Tighten the gait belt.
- Check the gait belt by slipping fingers between the gait belt and the client.
- Assist the client in putting on shoes.
- Assist the client to stand.
- Position the walker in front of the client.
- Ensure the client has stabilized the walker.
- Position yourself behind and slightly to the side of the client.
- Walk to the side a little behind the client.

- Safely ambulate the client at least ten (10) steps to the wheelchair.
- **Lock wheelchair brakes to ensure the client's safety.**
- Assist the client to sit in the wheelchair in a controlled manner that ensures safety.
- Use correct body mechanics at all times.
- Remove the gait belt.
- Leave the client in a position of comfort and safety.
- Maintain respectful, courteous interpersonal interactions at all times.
- Place the client within easy reach of the call light or signaling device.
- Perform hand hygiene:
    - Cover all surfaces of hands with hand sanitizer.
    - Rub hands together until they are completely dry.

2) ASSIST A CLIENT TO USE A BEDPAN, MEASURE AND RECORD OUTPUT WITH HAND WASHING

(One of the possible mandatory first tasks)

- Knock on the door.
- Perform hand hygiene:
    - Cover all surfaces of hands with hand sanitizer.
    - Rub hands together until they are completely dry.
- Explain the procedure to the client.
- Provide privacy - pull the curtain.
- Raise the bed to a comfortable working height.
- **Position the client on the bedpan correctly.**
- After placing the bedpan, raise the head of the bed to a comfortable level.
- Leave the call light within reach of the client.
- Move to the relaxation area away from the Actor. When the RN Test Observer indicates, the candidate returns.
- Put on gloves.
- Gently remove the bedpan.
- Measure output using a graduate.
- Empty the graduate into the toilet, rinse the equipment, and empty the rinse water into the toilet.
- Lower bed.
- Record output on the recording form.
- **The candidate's recorded output must be within 25mL of the RN Test Observer's recorded output.**
- Maintain respectful, courteous interpersonal interactions at all times.
- Leave the call light or signaling device within easy reach of the client.
- Wash hands - turn on water.
- Begin by thoroughly wetting your hands.
- Apply soap to hands.
- Rub hands together for 20 seconds using friction *with soap*.
- Wash all surfaces of hands and wrists with soap.
- Clean under fingernails *with soap*.
- Using friction, rub interlaced fingers together while pointing downward *with soap*.
- Rinse hands thoroughly under running water with fingers pointed downward.
- Dry hands *and wrists* with a clean paper towel(s).

- Turn off the faucet with a paper towel.
- Discard paper towels in a trash container after use.
- **Do not re-contaminate hands at any time during the hand-washing procedure.** *(NOTE: These include touching the sides of the sink or faucet during the procedure, crumpling up the paper towel used to turn off the faucet with both hands before discarding, etc.)*

3) ASSIST A DEPENDENT CLIENT WITH A MEAL IN BED

- Knock on the door.
- Perform hand hygiene:
  - Cover all surfaces of hands with hand sanitizer.
  - Rub hands together until they are completely dry.
- Explain the procedure to the client.
- Read the diet card out loud to ensure the client receives the correct tray.
- Position the client in an upright position, *at least* 45 degrees.
- Sit next to the client while assisting with the meal.
- Describe the foods being offered to the client.
- Offer fluids frequently. *(There are two glasses.)*
- Offer small amounts of food at a reasonable rate.
- Allow the client time to chew and swallow.
- Wipe the client's hands and face during the meal as needed.
- Leave the client clean and in a position of comfort.
- Record intake of total solid food eaten as a percentage on the recording form.
- **The candidate's recorded intake percentage must be within 25 percentage points of the RN Test Observer's recorded intake percentage.**
- Record the sum total fluid intake in mL on the recording form.
- **The candidate's recorded sum total of fluid intake must be within 40mL of the RN Test Observer's recorded sum total of fluid intake.**
- Maintain respectful, courteous interpersonal interactions at all times.
- Leave the call light or signaling device within easy reach of the client.
- Perform hand hygiene:
  - Cover all surfaces of hands with hand sanitizer.
  - Rub hands together until they are completely dry.

4) BED BATH [PARTIAL] FOR A CLIENT (WHOLE FACE, ARM, HAND, AND ARMPIT)

- Knock on the door.
- Perform hand hygiene:
  - Cover all surfaces of hands with hand sanitizer.
  - Rub hands together until they are completely dry.
- Explain the procedure to the client.
- **Provide privacy - pull the curtain.**
- Fill a basin with comfortably warm water.
- Raise the bed to a comfortable working height.
- Keep the client covered (towel, bath blanket, gown, or sheet).
- Remove the client's gown.

- Wash the client's face **without** soap.
- Dry the client's face.
- Place a towel under the client's arm, exposing one arm.
- Using soap: wash the client's arm, hand, and armpit.
- Rinse the client's arm, hand, and armpit.
- Dry the client's arm, hand, and armpit.
- Assist the client in putting on a clean gown.
- Rinse basin.
- Return basin to storage.
- Place soiled linen in an appropriate container.
- Lower bed.
- Maintain respectful, courteous interpersonal interactions at all times.
- Leave the call light or signaling device within easy reach of the client.
- Perform hand hygiene:
    - Cover all surfaces of hands with hand sanitizer.
    - Rub hands together until they are completely dry.

5) CATHETER CARE FOR A MALE CLIENT WITH HAND WASHING

(One of the possible mandatory first tasks) (DEMONSTRATED ON A MANIKIN)

- Knock on the door.
- Perform hand hygiene:
    - Cover all surfaces of hands with hand sanitizer.
    - Rub hands together until they are completely dry.
- Explain the procedure to the client.
- **Provide privacy - pull the curtain.**
- Fill a basin with comfortably warm water.
- Put on gloves.
- Lift the client's gown to expose the catheter area.
- **Physically checks that urine can flow unrestricted into the drainage bag.**
- Use soap and water to carefully wash around the penis where the catheter exits the body.
- Hold the catheter where it exits the urethra with one hand.
- While holding the catheter, clean at least 3-4 inches down the catheter tube.
- **Clean with stroke(s) only away from the urethra.**
- Use a clean portion of cloth for stroke(s).
- Rinse using stroke(s) only away from the urethra.
- Rinse using a clean portion of cloth for stroke(s).
- Pat dry.
- **Do not allow the tube to be pulled at any time during the procedure.**
- Replace the top cover over the client.
- Rinse basin.
- Return basin to storage.
- Leave the client in a position of safety and comfort.
- Leave the call light or signaling device within easy reach of the client.
- Maintain respectful, courteous interpersonal interactions at all times.
- Wash hands - turn on water.

- Begin by thoroughly wetting your hands.
- Apply soap to hands.
- Rub hands together for 20 seconds using friction *with soap*.
- Wash all surfaces of hands and wrists with soap.
- Clean under fingernails *with soap*.
- Using friction, rub interlaced fingers together while pointing downward *with soap*.
- Rinse hands thoroughly under running water with fingers pointed downward.
- Dry hands *and wrists* with a clean paper towel(s).
- Turn off the faucet with a paper towel.
- Discard paper towels in a trash container after use.
- **Do not re-contaminate hands at any time during the hand-washing procedure.** *(NOTE: These include touching the sides of the sink or faucet during the procedure, crumpling up the paper towel used to turn off the faucet with both hands before discarding, etc.)*

6) DRESS A BEDRIDDEN CLIENT

- Knock on the door.
- Perform hand hygiene:
    - Cover all surfaces of hands with hand sanitizer.
    - Rub hands together until they are completely dry.
- Explain the procedure to the client.
- **Provide privacy - pull the curtain.**
- Keep the client covered while removing the gown.
- Remove the client's gown.
- Place soiled gown in a designated laundry hamper.
- When dressing the client in a shirt or blouse, begin with the weak side first, insert your hand through the sleeve of the shirt or blouse, and grasp the client's hand.
- When dressing the client in sweatpants, assist the client in raising their buttocks or rock the client side to side and draw the pants over the buttocks and up to the client's waist.
- When putting on the client's socks, draw them up the client's foot until they are smooth.
- Leave the client comfortably and properly dressed.
- Maintain respectful, courteous interpersonal interactions at all times.
- Leave the call light or signaling device within easy reach of the client.
- Perform hand hygiene:
    - Cover all surfaces of hands with hand sanitizer.
    - Rub hands together until they are completely dry.

7) MOUTH CARE (BRUSH A CLIENT'S TEETH)

- Knock on the door.
- Perform hand hygiene:
    - Cover all surfaces of hands with hand sanitizer.
    - Rub hands together until they are completely dry.
- Explain the procedure to the client.
- Provide privacy - pull the curtain.
- Drape the chest with a towel to prevent soiling.

- Put on gloves.
- Apply toothpaste to the toothbrush/toothette.
- **Brush all upper and lower teeth inner, outer, and chewing surfaces.**
- Clean tongue.
- Clean gums.
- Assist the client in rinsing their mouth.
- Wipe the client's mouth.
- Remove soiled linen.
- Place soiled linen in a designated laundry hamper.
- Empty emesis basin.
- Rinse the emesis basin.
- Rinse the toothbrush or dispose of the toothette.
- Return the emesis basin and toothbrush to storage.
- Leave the client in a position of comfort and safety.
- Maintain respectful, courteous interpersonal interactions at all times.
- Leave the call light or signaling device within easy reach of the client.
- Perform hand hygiene:
    - Cover all surfaces of hands with hand sanitizer.
    - Rub hands together until they are completely dry.

8) PERINEAL CARE FOR A FEMALE CLIENT WITH HAND WASHING

(One of the possible mandatory first tasks) (DEMONSTRATED ON A MANIKIN)

- Knock on the door.
- Perform hand hygiene:
    - Cover all surfaces of hands with hand sanitizer.
    - Rub hands together until they are completely dry.
- Explain the procedure to the client/manikin.
- **Provide privacy - pull the curtain.**
- Fill a basin with comfortably warm water.
- Raise the bed to a comfortable working height.
- Put on gloves.
- Remove covers from the client.
- Make sure the client is comfortably positioned on their back.
- Lift the client's gown to expose the perineum only.
- Separate labia.
- Use water and a clean, soapy washcloth.
- Clean one side of the labia from top to bottom.
- Use a clean portion of a washcloth with each stroke for each step.
- Clean the other side of the labia from top to bottom.
- Clean the vaginal area from top to bottom.
- Use a clean washcloth to rinse the vaginal area.
- Rinse the vaginal area from top to bottom.
- Pat dry the vaginal area.
- Assist the client to turn onto their side.
- Use water and a clean, soapy washcloth.

- **Clean from the vagina to the rectal area.**
- **Use a clean portion of a washcloth for any cleaning stroke(s).**
- Rinse the area from the vagina to the rectal area.
- Pat dry the vagina to the rectal area.
- Position the client (manikin) on their back.
- Place the soiled linen in a designated laundry hamper.
- Lower bed.
- Rinse basin and return basin to storage.
- Maintain respectful, courteous interpersonal interactions at all times.
- Leave the call light or signaling device within easy reach of the client.
- Wash hands - turn on water.
- Begin by thoroughly wetting your hands.
- Apply soap to hands.
- Rub hands together for 20 seconds using friction *with soap*.
- Wash all surfaces of hands and wrists with soap.
- Clean under fingernails *with soap*.
- Using friction, rub interlaced fingers together while pointing downward *with soap*.
- Rinse hands thoroughly under running water with fingers pointed downward.
- Dry hands *and wrists* with a clean paper towel(s).
- Turn off the faucet with a paper towel.
- Discard paper towels in the trash container after use.
- **Do not re-contaminate hands at any time during the hand-washing procedure.** *(NOTE: These include touching the sides of the sink or faucet during the procedure, crumpling up the paper towel used to turn off the faucet with both hands before discarding, etc.)*

9) PERINEAL CARE FOR A MALE CLIENT AND CHANGE THEIR SOILED BRIEF WITH HAND WASHING

(One of the possible mandatory first tasks) (DEMONSTRATED ON A MANIKIN)

- Knock on the door.
- Perform hand hygiene:
  - Cover all surfaces of hands with hand sanitizer.
  - Rub hands together until they are completely dry.
- Explain the procedure to the client/manikin.
- **Provide privacy – pull the curtain.**
- Obtain a new brief.
- Fill a basin with comfortably warm water.
- Raise the bed to a comfortable working height.
- Put on gloves.
- Remove covers from the client.
- Make sure the client is comfortably positioned on their back.
- Lift the client's gown to expose the perineum only.
- Gently grasp the penis.
- Use water and a clean, soapy washcloth.
- **Use a clean portion of a washcloth and clean the tip of the penis, starting at the urethral opening, working away with a circular motion towards the body.**

- Use a clean portion of a washcloth for each stroke, and clean the shaft of the penis with a firm motion towards the body.
- Use a clean portion of a washcloth and clean the scrotum.
- Use a clean washcloth to rinse.
- Use a clean portion of a washcloth for each stroke, and rinse the penis.
- Use a clean portion of the washcloth with each stroke, and rinse the scrotum.
- Pat dry.
- Roll the front of the soiled brief, tucking it under the scrotum.
- Dispose of the soiled brief by placing it in the trash can.
- Assist the client to turn onto their side.
- Use water and a clean, soapy washcloth.
- Clean from the scrotum to the rectal area.
- **Use a clean portion of the washcloth for any cleaning stroke(s).**
- Use a clean portion of the washcloth for each stroke and rinse from the scrotum to the rectal area.
- Pat dry.
- Apply brief.
- Position the client (manikin) on their back.
- Place soiled linen in a designated laundry hamper.
- Lower bed.
- Rinse basin.
- Return basin to storage.
- Maintain respectful, courteous interpersonal interactions at all times.
- Leave the call light or signaling device within easy reach of the client.
- Wash hands - turn on water.
- Begin by thoroughly wetting your hands.
- Apply soap to hands.
- Rub hands together for 20 seconds using friction *with soap*.
- Wash all surfaces of hands and wrists with soap.
- Clean under fingernails *with soap*.
- Using friction, rub interlaced fingers together while pointing downward *with soap*.
- Rinse hands thoroughly under running water with fingers pointed downward.
- Dry hands *and wrists* with a clean paper towel(s).
- Turn off the faucet with a paper towel.
- Discard paper towels in a trash container after use.
- **Do not re-contaminate hands at any time during the hand-washing procedure.** *(NOTE: These include touching the sides of the sink or faucet during the procedure, crumpling up the paper towel used to turn off the faucet with both hands before discarding, etc.)*

10) PUT ON A GOWN AND GLOVES, MEASURE AND RECORD THE OUTPUT FROM THE URINARY DRAINAGE BAG, AND REMOVE THE GOWN AND GLOVES WITH HAND WASHING

(One of the possible mandatory first tasks)

- Perform hand hygiene:
  - Cover all surfaces of hands with hand sanitizer.
  - Rub hands together until they are completely dry.
- Face the back opening of the gown.
- Do not shake the gown during unfolding.
- Place arms through each sleeve.
- Secure the neck opening.
- Tie the waist in the back or on the side.
- Clothing, both front and back, is covered as completely as possible.
- Put on gloves. Gloves overlap gown sleeves at the wrist.
- Knock on the door.
- Explain the procedure to the client.
- Provide privacy – pull the curtain.
- Place a barrier on the floor under the drainage bag.
- **Place the graduate on the previously placed barrier.**
- Open the drain to allow the urine to flow into the graduate.
- Completely empty urinary drainage bag.
- Close the drain.
- Secure drain.
- Record the output in mL on the recording form.
- **The candidate's recorded output must be within 25mL of the RN Test Observer's recorded output.**
- Empty the graduate into the toilet.
- Rinse the graduate.
- Empty the rinse water in the toilet.
- Return equipment to storage.
- Leave the client in a position of safety and comfort.
- Remove gloves before removing the gown, ***or*** with gloves on, pull/pop the gown off by pulling on the front of the gown.
- Remove gloves, turning inside out and folding one glove inside the other ***or*** pull/pop the gown from the neck, always keeping gloved hands on the outside (contaminated) portion of the gown.
- Do not touch the outside of the gloves with your bare hand at any time, or work the gown down the arms from the neck, and roll the gown inside out as it is removed.
- Dispose of the gloves in the appropriate containers without contaminating yourself, or peel them off, keeping them inside out and rolling them up inside the gown.
- Remove the gown at the neck with bare hands if not using an alternate removal method.
- Unfasten the gown at the waist with bare hands if not using an alternate removal method.
- **Remove the gown by folding/rolling the soiled area to the soiled area with either removal method.**
- Your bare hands never touch the soiled surface of the gown.
- Dispose of the gown in an appropriate container.
- Maintain respectful, courteous interpersonal interactions at all times.
- Leave the call light or signaling device within easy reach of the client.
- Wash hands - turn on water.
- Begin by thoroughly wetting your hands.

- Apply soap to hands.
- Rub hands together for 20 seconds using friction *with soap*.
- Wash all surfaces of hands and wrists with soap.
- Clean under fingernails *with soap*.
- Using friction, rub interlaced fingers together while pointing downward *with soap*.
- Rinse hands thoroughly under running water with fingers pointed downward.
- Dry hands *and wrists* with a clean paper towel(s).
- Turn off the faucet with a paper towel.
- Discard paper towels in a trash container after use.
- **Do not re-contaminate hands at any time during the hand-washing procedure.** *(NOTE: These include touching the sides of the sink or faucet during the procedure, crumpling up the paper towel used to turn off the faucet with both hands before discarding, etc.)*

11) RANGE OF MOTION (ROM) FOR A CLIENT'S UPPER (ONE SHOULDER) AND LOWER (HIP AND KNEE) EXTREMITIES

- Knocks on the door.
- Perform hand hygiene:
  - Cover all surfaces of hands with hand sanitizer.
  - Rub hands together until they are completely dry.
- Explains the procedure to the client.
- Provides for privacy - pulls the curtain.
- Correctly supports the client's joints by placing one hand under the client's elbow and the other hand under the client's wrist.
- Raises the client's arm up and over the client's head. (flexion)
- Brings the client's arm back down to the client's side. (extension)
- Completes flexion and extension of the client's shoulder at least three times.
- Continues the same support for the client's shoulder joint by placing one hand under the client's elbow and the other under the client's wrist.
- Moves the client's entire arm away from the client's body. (abduction)
- Returns the client's arm to the side of the client's body. (adduction)
- Completes abduction and adduction of the client's shoulder at least three times.
- Correctly supports the client's joints by placing one hand under the client's knee and the other under the client's ankle.
- Bends the client's knee and hip toward the client's trunk. (flexion of hip and knee in the same motion - may also do separately)
- Straightens the client's knee and hip. (extension of hip and knee in the same motion - may also do separately)
- Completes flexion and extension of the client's knee and hip at least three times.
- Continues to correctly support the client's joints by placing one hand under the client's knee and the other under the client's ankle
- Moves the client's entire leg away from the body. (abduction)
- Moves the client's entire leg toward the body. (adduction)
- Completes abduction and adduction of the client's hip at least three times.
- **The candidate must ask the client if they are having any pain or discomfort during the ROM demonstration.**

- Leaves the client in a comfortable position.
- Maintains respectful, courteous interpersonal interactions at all times.
- Places the call light or signaling device within easy reach of the client.
- Perform hand hygiene:
    - Cover all surfaces of hands with hand sanitizer.
    - Rub hands together until they are completely dry.

12) RE-POSITION A CLIENT ON THEIR SIDE IN THE BED

- Knock on the door.
- Perform hand hygiene:
    - Cover all surfaces of hands with hand sanitizer.
    - Rub hands together until they are completely dry.
- Explain the procedure to the client.
- Provide privacy - pull the curtain.
- Position the bed flat.
- Raise the bed to a comfortable working height.
- Ensure that the client's face never becomes obstructed by the pillow.***[counts double if missed]**
- Assist/turn the client onto their side as read to you in the scenario.***[counts double if missed]**
- **Assist/turn the client onto the CORRECT side as read to you in the scenario.**
- Check to be sure the client is not lying on their arm.
- **Maintain the client's correct body alignment.**
- Place support devices under the client's head and top side arm, behind the back, and between the knees.
- Lower bed.
- Lower side rail, if it was used.
- Maintain respectful, courteous interpersonal interactions at all times.
- Leave the call light or signaling device within easy reach of the client.
- Perform hand hygiene:
    - Cover all surfaces of hands with hand sanitizer.
    - Rub hands together until they are completely dry.

13) TRANSFER A CLIENT FROM A WHEELCHAIR TO THEIR BED USING A GAIT BELT

- Knock on the door.
- Perform hand hygiene:
    - Cover all surfaces of hands with hand sanitizer.
    - Rub hands together until they are completely dry.
- Explain the procedure to the client.
- Position the wheelchair at the foot or head of the bed, with the arm of the wheelchair almost touching the bed.
- **Ensure the client’s safety by locking the wheelchair brakes.**
- **Ensure the client’s safety by locking the bed brakes.**
- Place a gait belt around the client’s waist to stabilize the trunk.
- Check the gait belt for fit by sliding fingers under the belt to determine if it is snug but not too tight.
- Ensure the client's feet are flat on the floor.
- Assist the client to a standing position, using an underhand grip on the gait belt.

- Assist the client to a standing position using proper body mechanics.
- Transfer the client from the wheelchair to the bed by assisting the client to pivot and sit on the bed in a controlled manner that ensures safety.
- Remove the gait belt.
- Remove the client's shoes.
- Assist the client to lie down in the center of the bed.
- Make sure the client is comfortable and in good body alignment.

- Maintain respectful, courteous interpersonal interactions at all times.
- Leave the call light or signaling device within easy reach of the client.
- Perform hand hygiene:
    - Cover all surfaces of hands with hand sanitizer.
    - Rub hands together until they are completely dry.

14) VITAL SIGNS: TAKE AND RECORD A CLIENT'S BLOOD PRESSURE AND PULSE OXIMETRY

- Knock on the door.
- Perform hand hygiene:
    - Cover all surfaces of hands with hand sanitizer.
    - Rub hands together until they are completely dry.
- Explain the procedure to the client.
- Position the client with a relaxed forearm and supported in a palm-up position, approximately at the level of the heart.
- Roll the client's sleeve up about 5 inches above the elbow.
- Apply the appropriate cuff around the upper arm just above the elbow.
- Correctly align the cuff over the brachial artery.
- Clean the earpieces of the stethoscope appropriately and place them in your ears.
- Clean the diaphragm.
- Place the stethoscope over the brachial artery.
- Hold the stethoscope snugly in place.
- Inflate the cuff to 160-180 mmHg.
- Slowly release air from the cuff until the disappearance of pulsations.
- Remove the cuff.
- Record the blood pressure reading on the previously signed recording form.
- **The candidate's recorded systolic and diastolic blood pressure readings must be within 6mmHG of the RN Test Observer's recorded systolic and diastolic blood pressure readings.**
- Obtain the pulse oximeter.
- Properly place the pulse oximeter on the client's finger.
- Turn on the pulse oximeter and leave it in place while the client's oxygen level reading is being taken.
- Record the pulse oximetry reading on the previously signed recording form.
- **The candidate's recorded pulse oximetry reading must be within one percentage point of the RN Test Observer's recorded pulse oximetry reading.**
- Remove the pulse oximeter from the client's finger.
- Maintain respectful, courteous interpersonal interactions at all times.
- Leave the call light or signaling device within easy reach of the client.
- Perform hand hygiene:

- Cover all surfaces of hands with hand sanitizer.
- Rub hands together until they are completely dry.

15) VITAL SIGNS: TAKE AND RECORD A CLIENT'S TEMPERATURE (USING A TOUCHLESS INFRARED THERMOMETER), RADIAL PULSE, AND RESPIRATIONS

- Knock on the door.
- Perform hand hygiene.
  - Cover all surfaces of hands with hand sanitizer.
  - Rub hands together until they are completely dry.
- Explain the procedure to the client.
- Correctly turn on the touchless infrared thermometer.
- Point the thermometer at the client's forehead.
- Ensure that the thermometer does not touch the client's skin.
- Read the thermometer screen and record the client's temperature on the previously signed recording form.
- **The candidate's recorded temperature must be within 0.1 degrees of the RN Test Observer's recorded temperature.**
- Locate the client's radial pulse by placing the tips of the fingers on the thumb side of the client's wrist.
- Count the client's pulse for 60 seconds.
- Record the the client's pulse count on the previously signed recording form.
- **The candidate's recorded pulse count must be within four beats of the RN Test Observer's recorded pulse count.**
- Count the client's respirations for 60 seconds.
- Record the client's respiratory count on the previously signed recording form.
- **The candidate's recorded respirations count must be within two breaths of the RN Test Observer's recorded respirations count.**
- Maintain respectful, courteous interpersonal interactions at all times.
- Leave the call light or signaling device within easy reach of the client.
- Perform hand hygiene.
  - Cover all surfaces of hands with hand sanitizer.
  - Rub hands together until they are completely dry.

KNOWLEDGE EXAM VOCABULARY LIST

abbreviations	adduction	AIDS
abduction	ADLs	Alzheimer's disease
abuse	admitting resident	ambulation
accidents	advance directive	angina
activities	affected side	anti-embolism stocking
adaptive equipment	aging process	anxiety

aphasia	dementia	interpersonal skills
apical	dentures	linen
arthritis	depression	liquid diet
aspiration	diabetes	low-sodium diet
assistive device	diet	making an occupied bed
atrophy	digestion	Maslow
authorized duties	disease process	medical asepsis
basic needs	disoriented	mental health
bathing	documentation	metastasis
bedpan	dressing	microorganism
biohazard	dysphagia	mouth care
bladder training	dyspnea	musculoskeletal system
blood pressure	edema	nail care
body mechanics	elimination	neglect
bowel program	emotional needs	nonverbal communication
burnout	empathy	NPO
calculation	end of life	nutrition
call light	ethics	objective
cardiopulmonary resuscitation	falls	observation
care plan	feeding	ombudsman
cataracts	Fowler's positioning (high, semi, Fowler's)	osteoporosis
catheter care	gait belt	oxygen
choking	grieving process	pain
clear liquid diet	hair care	paralysis
client identification	hand washing	pathogens
client independence	hearing	patience
client rights	height	perineal care
client's chart	HIPAA	person-centered care
client's environment	HIV	personal care
colostomy	hip precautions	personal items
communication	hospice	personal protective equipment
conduct unbecoming	hyperglycemia	physical needs
confused	hypertension	positioning
congestive heart failure	hypoglycemia	pressure injury
constipation	impaction	prioritizing
contracture	incontinence	privacy
dangling	infection control	professional boundary
dehydration	intake and output	prosthesis

radial	shaving	temperature
range of motion	skin	terminology
reminiscing	sleep	transfers
reporting	specimen	tube feeding
respiratory system	standard precautions	tuberculosis
restorative care	state survey	urinary system
restraints	sternal precautions	vision
role and responsibility	subjective	vital signs
safety	sundowning	vomiting
seizure	supine	wandering
self care	survey	warm and cold packs
sexual harassment	systolic	weighing

Notes: