



# OHIO STNA MOCK SKILLS

D&S DT – HEADMASTER LLP

***Effective October 2020***

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## HAND WASHING

|  |   |  |
|--|---|--|
|  | Turn on water.  |  |
|  | Wet all surfaces of hands.  |  |
|  | Wet wrists.   |  |
|  | Apply soap to hands.  |  |
|  | Rub hands together using friction.  |  |
|  | While hands are not under the water stream, rub hands together for at least 20 seconds. |  |
|  | Interlace fingers pointing downward.  |  |
|  | Wash all surfaces of hands with soap.   |  |
|  | Wash wrists with soap.  |  |
|  | Rinse hands thoroughly under running water with fingers pointed downward.               |  |
|  | Dry hands on clean paper towel(s).  |  |
|  | Immediately discard paper towel(s) in trash can.  |  |
|  | Turn off faucet with a clean dry paper towel(s).  |  |
|  | Discard paper towels into trash container.  |  |
|  | <b>Do not recontaminate hands at any time during the procedure.</b>                     |  |

## 1. AMBULATION USING A GAIT BELT

Perform hand hygiene.

- a. Cover all surfaces of the hands with hand sanitizer.
- b. Rub hands together to dry.

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|  | Explain the procedure to be performed to the resident.   |  |
|  | Obtain a gait belt for the resident.   |  |
|  | <b>Lock designated bed brake(s) to ensure resident's safety.</b>   |  |
|  | <b>Lock wheelchair brakes to ensure resident's safety.</b>   |  |
|  | Assist resident to put on non-skid footwear.   |  |
|  | Lower bed to a position so the resident's feet will be flat on the floor when sitting on bed.  |  |
|  | Bring resident to a sitting position with resident's feet flat on the floor.   |  |
|  | Place gait belt around resident's waist to stabilize trunk.  |  |
|  | Tighten gait belt.   |  |
|  | Check gait belt for tightness by slipping fingers between gait belt and resident.  |  |
|  | Face resident and grasp gait belt with both hands.   |  |
|  | Bring resident to a standing position using proper body mechanics at all times.  |  |
|  | Grasp gait belt with one hand with other hand stabilizing resident by holding forearm, shoulder or using other appropriate method to stabilize the resident. |  |
|  | Position self behind and slightly to side of the resident.   |  |
|  | Ambulate resident at least 10 steps to the wheelchair.   |  |
|  | Assist resident to pivot/turn and sit in the wheelchair in a controlled manner ensuring safety at all times.   |  |
|  | Remove gait belt.  |  |
|  | Maintain respectful, courteous interpersonal interactions at all times.  |  |
|  | Place call light or signal device within easy reach of the resident.   |  |
|  | Perform hand hygiene.  |  |
|  | <ol style="list-style-type: none"> <li>a. Cover all surfaces of the hands with hand sanitizer.</li> <li>b. Rub hands together to dry.</li> </ol>             |  |

## 2. AMBULATION WITH A WALKER USING A GAIT BELT

Perform hand hygiene.

- a. Cover all surfaces of the hands with hand sanitizer.
- b. Rub hands together to dry.

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|  | Explain the procedure to be performed to the resident.   |  |
|  | Obtain a gait belt for the resident.   |  |
|  | <b>Lock designated bed brake(s) to ensure resident's safety.</b>   |  |
|  | <b>Lock wheelchair brakes to ensure resident's safety.</b>   |  |
|  | Assist the resident to put on non-skid footwear.   |  |
|  | Bring resident to a sitting position with resident's feet flat on the floor.   |  |
|  | Place gait belt around resident's waist to stabilize trunk.  |  |
|  | Tighten gait belt.   |  |
|  | Check gait belt for tightness by slipping fingers between gait belt and resident.  |  |
|  | Position walker.   |  |
|  | Assist resident to standing position using proper body mechanics at all times.   |  |
|  | Stabilize walker using hand and/or foot.   |  |
|  | Position self behind and slightly to the side of the resident.   |  |
|  | Ambulate resident at least 10 steps to the wheelchair.   |  |
|  | Assist resident to pivot/turn and sit in the wheelchair in a controlled manner ensuring safety at all times.                                     |  |
|  | Remove gait belt.  |  |
|  | Maintain respectful, courteous interpersonal interactions at all times.  |  |
|  | Place call light or signal device within easy reach of the resident.   |  |
|  | Perform hand hygiene.  |  |
|  | <ol style="list-style-type: none"> <li>a. Cover all surfaces of the hands with hand sanitizer.</li> <li>b. Rub hands together to dry.</li> </ol> |  |

### 3.APPLYING AN ANTI-EMBOLIC STOCKING TO ONE LEG

Perform hand hygiene.

- a. Cover all surfaces of the hands with hand sanitizer.
- b. Rub hands together to dry.

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|  | Explain the procedure to be performed to the resident.  |  |
|  | Raise the bed between mid-thigh and waist level.  |  |
|  | Provide privacy for resident, pull privacy curtain.   |  |
|  | Provide for resident's privacy by only exposing one leg.  |  |
|  | Roll, gather or turn stocking down inside out to the heel.  |  |
|  | Place stocking over resident's toes, foot and heel.   |  |
|  | Roll or pull stocking up one leg.   |  |
|  | Check toes for possible pressure from stocking and adjust as needed.  |  |
|  | Leave resident with a stocking that is smooth and wrinkle free.   |  |
|  | Lower bed.  |  |
|  | Open privacy curtain.   |  |
|  | Maintain respectful, courteous interpersonal interactions at all times.   |  |
|  | Place call light or signal device within easy reach of the resident.  |  |
|  | Perform hand hygiene.<br>a. Cover all surfaces of the hands with hand sanitizer.<br>b. Rub hands together to dry. |  |

#### 4. BEDPAN AND OUTPUT WITH HAND WASHING

Perform hand hygiene.

- a. Cover all surfaces of the hands with hand sanitizer.
- b. Rub hands together to dry.

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|  | Explain the procedure to be performed to the resident.  |  |
|  | Gather supplies.  |  |
|  | Provide privacy for resident, pull privacy curtain.   |  |
|  | Put on gloves.  |  |
|  | Position resident on standard bedpan/fracture pan with pan in correct orientation and using correct body mechanics. |  |
|  | Raise head of the bed.  |  |
|  | Leave tissue within reach of resident.  |  |
|  | Leave call light or signaling device within reach of resident.  |  |
|  | Step away from the resident until the RN Test Observer identifies that the resident is finished.                    |  |
|  | Upon returning, lower the head of the bed.  |  |
|  | Gently remove the bedpan.   |  |
|  | Hold the bedpan while the RN Test Observer pours fluid into bedpan.   |  |
|  | Place the graduate on a flat surface for reading output at eye level and pours fluid into graduate.                 |  |
|  | Empty graduate into designated toilet.  |  |
|  | Rinse and dry bedpan and graduate and return to storage.  |  |
|  | Wash resident's hands using a wet wash cloth.   |  |
|  | Dry resident's hands with a dry towel.  |  |
|  | Dispose of linens in designated container.  |  |
|  | Remove gloves turning inside out as they are removed and dispose in designated container.                           |  |
|  | Leave resident in a position of comfort and safety.   |  |
|  | Record output on the provided, previously signed recording form.  |  |
|  | <b>Candidate's recorded output is within 25 ml's of RN Test Observer's recorded output.</b>                         |  |
|  | Open privacy curtain.   |  |
|  | Maintain respectful, courteous interpersonal interactions at all times.   |  |
|  | Place call light or signal device within easy reach of the resident.  |  |
|  | Wash hands: Turn on water.  |  |
|  | Wash hands: Wet all surfaces of hands.  |  |
|  | Wash hands: Wet wrists.   |  |
|  | Wash hands: Apply soap to hands.  |  |
|  | Wash hands: Rub hands together using friction.  |  |

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|  | Wash hands: While hands are not under running water, rub hands together for at least 20 seconds. |  |
|  | Wash hands: Interlace fingers pointing downward.   |  |
|  | Wash hands: Wash all surfaces of hands and wrists with soap.                                     |  |
|  | Wash hands: Rinse hands and wrists thoroughly under running water with fingers pointed downward. |  |
|  | Wash hands: Dry hands and wrists on clean paper towel(s).  |  |
|  | Wash hands: Immediately discard paper towel(s) in trash can.                                     |  |
|  | Wash hands: Turn off faucet with a clean, dry paper towel.                                       |  |
|  | <b>Wash hands: Do not re-contaminate hands at any time during the hand washing procedure.</b>    |  |

## 5. CATHETER CARE FOR A FEMALE WITH HAND WASHING

Perform hand hygiene.

- a. Cover all surfaces of the hands with hand sanitizer.
- b. Rub hands together to dry.

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|  | Explain the procedure to be performed to the resident.   |  |
|  | Fill basin with comfortably warm water.  |  |
|  | Provide privacy for resident, pull privacy curtain.  |  |
|  | Raise side rail opposite working side of bed, or request RN Test Observer or Actor to opposite working side of bed.      |  |
|  | Raise bed between mid-thigh and waist level.   |  |
|  | Put on gloves.   |  |
|  | Place a bath blanket or clean sheet over resident to maintain privacy.   |  |
|  | Turn resident [manikin] (side-to-side), or raise hips and place waterproof pad under resident [manikin].                 |  |
|  | Verbalize the act of checking, while physically checking, to see that urine can flow unrestricted into the drainage bag. |  |
|  | Use soap and water to carefully wash in a circular motion around the drainage tube where it exits the urethra.           |  |
|  | <b>With one hand holding the catheter near the urethra to prevent tugging on catheter.</b>                               |  |
|  | Cleans at least 3-4 inches from the urethra down the drainage tube with other hand.                                      |  |
|  | <b>Clean with strokes only away from the urethra. (At least two strokes.)</b>  |  |
|  | Use a clean portion of wash cloth for each stroke.   |  |
|  | <b>Rinse with strokes only away from the urethra. (At least two strokes.)</b>  |  |
|  | Use a clean portion of wash cloth for each stroke.   |  |
|  | Pat dry with a clean towel.  |  |
|  | Do not allow the tube to be pulled at any time during the procedure.   |  |
|  | Replace top cover over resident.   |  |
|  | Remove bath blanket or sheet.  |  |
|  | Remove waterproof pad, without friction, by turning resident [manikin] side-to-side, or raised hips.                     |  |
|  | Dispose of all soiled linens in designated container.  |  |
|  | Empty, rinse, dry and return equipment to storage.   |  |
|  | Remove gloves turning inside out as they are removed and dispose in designated container.                                |  |
|  | Open privacy curtain.  |  |
|  | Lower bed.   |  |
|  | Lower side rail(s), if side rails were used.   |  |



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|  | Leave resident in a position of comfort and safety.  |  |
|  | Maintain respectful, courteous interpersonal interactions at all times.                          |  |
|  | Place call light or signal device within easy reach of the resident.                             |  |
|  | Wash hands: Turn on water.   |  |
|  | Wash hands: Wet all surfaces of hands.   |  |
|  | Wash hands: Wet wrists.  |  |
|  | Wash hands: Apply soap to hands.   |  |
|  | Wash hands: Rub hands together using friction.   |  |
|  | Wash hands: While hands are not under running water, rub hands together for at least 20 seconds. |  |
|  | Wash hands: Interlace fingers pointing downward.   |  |
|  | Wash hands: Wash all surfaces of hands and wrists with soap.                                     |  |
|  | Wash hands: Rinse hands and wrists thoroughly under running water with fingers pointed downward. |  |
|  | Wash hands: Dry hands and wrists on clean paper towel(s).  |  |
|  | Wash hands: Immediately discard paper towel(s) in trash can.                                     |  |
|  | Wash hands: Turn off faucet with a clean, dry paper towel.                                       |  |
|  | <b>Wash hands: Do not re-contaminate hands at any time during the hand washing procedure.</b>    |  |

## 6. CHANGING AN ADULT BRIEF, PROVIDE PERINEAL CARE FOR A MALE WITH HAND WASHING

Perform hand hygiene.

- a. Cover all surfaces of the hands with hand sanitizer.
- b. Rub hands together to dry.

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|  | Explain the procedure to be performed to the resident [manikin].  |  |
|  | Fill basin with comfortably warm water.   |  |
|  | Provide privacy for resident, pull privacy curtain.   |  |
|  | Fill basin with comfortably warm water.   |  |
|  | Raise bed between mid-thigh and waist level.  |  |
|  | Raise side rail opposite working side of bed, or request RN Test Observer or Actor to opposite working side of bed. |  |
|  | Obtain brief.   |  |
|  | Put on gloves.  |  |
|  | Place bath blanket or clean sheet over resident to maintain privacy.  |  |
|  | Place waterproof pad under resident's buttocks by turning resident toward side, or raise hips.                      |  |
|  | Expose perineum only.   |  |
|  | Unfasten wet brief on both sides.   |  |
|  | Remove soiled brief under resident [manikin] by rolling resident [manikin] side-to-side OR raise hips.              |  |
|  | Discard soiled brief in the designated container.   |  |
|  | Gently grasp the penis.   |  |
|  | Use water and a soapy wash cloth.   |  |
|  | Clean tip of penis starting at the urethral opening working outward with a circular motion.                         |  |
|  | Clean shaft of the penis with downward motions.   |  |
|  | <b>Use a clean portion of a wash cloth with each stroke.</b>  |  |
|  | Clean scrotum with a clean portion of a wash cloth.   |  |
|  | Rinse penis with a new wash cloth.  |  |
|  | Rinse penis using a clean portion of a wash cloth with each stroke.   |  |
|  | Rinse scrotum using a clean portion of a wash cloth with each stroke.   |  |
|  | Pat dry the area.   |  |
|  | Recover the exposed area with the bath blanket or clean sheet.  |  |
|  | Assist resident to turn onto side away from the working side of the bed.  |  |
|  | Use a new, soapy wash cloth to clean the rectal area.   |  |

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|  | <b>Clean area from scrotum to rectal area using a clean portion of a wash cloth with each stroke.</b>                               |  |
|  | Rinse area from scrotum to rectal area using a clean portion of a wash cloth with each stroke.                                      |  |
|  | Pat dry the area.   |  |
|  | Apply a new brief by rolling resident [manikin] side-to-side OR raise hips.   |  |
|  | Pull front of brief through ensuring brief is even on both sides of the resident [manikin] and fasten brief securely on both sides. |  |
|  | Remove waterproof pad, without friction, by turning resident [manikin] side-to-side, or raise hips.                                 |  |
|  | Remove bath blanket or sheet.   |  |
|  | Dispose of all soiled linen in the designated container.  |  |
|  | Position resident on his back.  |  |
|  | Lower bed.  |  |
|  | Lower side rail(s), if side rails were used.  |  |
|  | Empty, rinse, dry and return equipment to storage.  |  |
|  | Remove gloves turning inside out as they are removed and dispose in designated container.   |  |
|  | Open privacy curtain.   |  |
|  | Leave resident in a position of comfort and safety.   |  |
|  | Maintain respectful courteous, interpersonal interactions at all times.   |  |
|  | Place call light or signaling device within easy reach of resident.   |  |
|  | Wash hands: Turn on water.  |  |
|  | Wash hands: Wet all surfaces of hands.  |  |
|  | Wash hands: Wet wrists.   |  |
|  | Wash hands: Apply soap to hands.  |  |
|  | Wash hands: Rub hands together using friction.  |  |
|  | Wash hands: While hands are not under running water, rub hands together for at least 20 seconds.                                    |  |
|  | Wash hands: Interlace fingers pointing downward.  |  |
|  | Wash hands: Wash all surfaces of hands and wrists with soap.  |  |
|  | Wash hands: Rinse hands and wrists thoroughly under running water with fingers pointed downward.                                    |  |
|  | Wash hands: Dry hands and wrists on clean paper towel(s).   |  |
|  | Wash hands: Immediately discard paper towel(s) in trash can.  |  |
|  | Wash hands: Turn off faucet with a clean, dry paper towel.  |  |
|  | <b>Wash hands: Do not re-contaminate hands at any time during the hand washing procedure.</b>                                       |  |

## 7. DENTURE CARE

Perform hand hygiene.

- a. Cover all surfaces of hands with hand sanitizer.
- b. Rub hands together to dry.

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|  | Explain the procedure to be performed to the resident.   |  |
|  | Line bottom of sink with a protective lining that would help prevent damage to the dentures. (Use cloth towel or wash cloth, do not use paper towels.)   |  |
|  | Put on gloves.   |  |
|  | Remove dentures from cup.  |  |
|  | Handle dentures carefully to avoid damage being careful to avoid contamination.  |  |
|  | Empty and rinse denture cup.   |  |
|  | Apply toothpaste.  |  |
|  | Thoroughly brush dentures including the inner, outer, and chewing surfaces of upper or lower dentures. (Only one plate is used during testing. Toothettes may be utilized instead of a toothbrush as long as all surfaces listed are cleaned.) |  |
|  | Rinse dentures using clean cool water.   |  |
|  | Place dentures in rinsed denture cup.  |  |
|  | Add cool clean water to denture cup.   |  |
|  | Clean and dry equipment and return to storage.   |  |
|  | Discard protective lining in designated container.   |  |
|  | Remove gloves turning inside out as they are removed and dispose in designated container.  |  |
|  | Maintain respectful, courteous interpersonal interactions at all times.  |  |
|  | Place call light or signaling device within easy reach of the resident.  |  |
|  | Perform hand hygiene.  |  |
|  | a. Cover all surfaces of the hands with hand sanitizer.  |  |
|  | b. Rub hands together to dry.  |  |

## 8. DRESSING A BEDDRIDDEN RESIDENT

Perform hand hygiene.

- a. Cover all surfaces of the hands with hand sanitizer.
- b. Rub hands together to dry.

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|  | Explain the procedure to be performed to the resident.   |  |
|  | Provide privacy for resident, pull privacy curtain.  |  |
|  | Raise bed between mid-thigh and waist level.   |  |
|  | Keep resident covered while removing gown.   |  |
|  | Remove gown from unaffected side first.  |  |
|  | Place soiled gown in designated container.   |  |
|  | When dressing the resident in a shirt/blouse, insert your hand through the sleeve of the shirt/ blouse and grasp the hand of the resident.   |  |
|  | When dressing the resident in a shirt/blouse, always dresses from the affected side first.   |  |
|  | When dressing the resident in pants, assist the resident to raise her/his hips or turn resident from side to-side and pull the pants over the buttocks and up to the resident's waist. |  |
|  | When dressing the resident in pants, always dress the resident from the affected side first.   |  |
|  | Apply resident's non-skid footwear.  |  |
|  | Leave the resident comfortably and properly dressed and in a position of safety.   |  |
|  | Lower bed.   |  |
|  | Open privacy curtain.  |  |
|  | Maintain respectful, courteous interpersonal interactions at all times.  |  |
|  | Place call light or signaling device within easy reach of the resident.  |  |
|  | Perform hand hygiene.  |  |
|  | <ol style="list-style-type: none"> <li>a. Cover all surfaces of the hands with hand sanitizer.</li> <li>b. Rub hands together to dry.</li> </ol>                                       |  |

## 9. EMPTYING A URINARY DRAINAGE BAG WITH HAND WASHING

Perform hand hygiene.

- a. Cover all surfaces of the hands with hand sanitizer.
- b. Rub hands together to dry.

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|--|--|--|
|  | Explain the procedure to be performed to the resident.   |  |
|  | Provide privacy for resident, pull privacy curtain.  |  |
|  | Raise bed between mid-thigh and waist level.   |  |
|  | Put on gloves.   |  |
|  | 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 until bag is empty.                  |  |
|  | Avoid touching the graduate with the tip of the tubing.  |  |
|  | Close the drain.   |  |
|  | Wipe the drain with an antiseptic wipe AFTER the drainage bag is empty.                          |  |
|  | Replace drain in holder.   |  |
|  | Lower bed.   |  |
|  | Place graduate on level, flat surface.   |  |
|  | With graduate at eye level, read output.   |  |
|  | Empty graduate into designated toilet.   |  |
|  | Rinse, dry and return equipment to storage.  |  |
|  | Remove gloves turning inside out as they are removed and dispose in designated container.        |  |
|  | Leave resident in a position of comfort and safety.  |  |
|  | Record output on the provided, previously signed recording form.                                 |  |
|  | <b>Candidate's measured output reading is within 25 ml of RN Test Observer's output reading.</b> |  |
|  | Open privacy curtain.  |  |
|  | Maintain respectful, courteous interpersonal interactions at all times.                          |  |
|  | Place call light or signaling device within easy reach of the resident.                          |  |
|  | Wash hands: Turn on water.   |  |
|  | Wash hands: Wet all surfaces of hands.   |  |
|  | Wash hands: Wet wrists.  |  |
|  | Wash hands: Apply soap to hands.   |  |
|  | Wash hands: Rub hands together using friction.   |  |
|  | Wash hands: While hands are not under running water, rub hands together for at least 20 seconds. |  |
|  | Wash hands: Interlace fingers pointing downward.   |  |
|  | Wash hands: Wash all surfaces of hands and wrists with soap.                                     |  |

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|--|--|--|
|  | Wash hands: Rinse hands and wrists thoroughly under running water with fingers pointed downward. |  |
|  | Wash hands: Dry hands and wrists on clean paper towel(s).  |  |
|  | Wash hands: Immediately discard paper towel(s) in trash can.                                     |  |
|  | Wash hands: Turn off faucet with a clean, dry paper towel.                                       |  |
|  | <b>Wash hands: Do not re-contaminate hands at any time during the hand washing procedure.</b>    |  |

## 10. HAIR CARE

Perform hand hygiene.

- a. Cover all surfaces of the hands with hand sanitizer.
- b. Rub hands together to dry.

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|--|---|--|
|  | Explain the procedure to be performed to the resident.  |  |
|  | Place a towel on resident's shoulders.  |  |
|  | Ask resident how s(he) would like her/his hair styled.  |  |
|  | Comb/brush/style hair gently and completely.  |  |
|  | Discard linen in designated container.  |  |
|  | Leave hair neatly brushed/combed/styled.  |  |
|  | Maintain respectful, courteous interpersonal interactions at all times.   |  |
|  | Place call light or signaling device within easy reach of the resident.   |  |
|  | Perform hand hygiene. <ul style="list-style-type: none"><li>a. Cover all surfaces of the hands with hand sanitizer.</li><li>b. Rub hands together to dry.</li></ul> |  |



## 11. MAKING AN OCCUPIED BED

Perform hand hygiene.

- a. Cover all surfaces of the hands with hand sanitizer.
- b. Rub hands together to dry.

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|  | Gather linen and transport correctly.  |  |
|  | Place linen on a clean surface. May place linen on the over-bed table, over the back of a chair, on bedside stand or over the foot of the bed. |  |
|  | Explain procedure to be performed to the resident.   |  |
|  | Provide privacy for resident, pull privacy curtain.  |  |
|  | <b>Raise side rail opposite working side of bed, or request RN Test Observer to opposite working side of bed.</b>                              |  |
|  | Raise bed to between mid-thigh and waist level.  |  |
|  | Assist resident to roll onto side toward raised side rail or RN Test Observer.   |  |
|  | Roll or fan fold soiled linen, soiled side inside, to the center of the bed.   |  |
|  | Place clean bottom sheet along the center of the bed and roll or fan fold linen against resident's back and unfold remaining half.             |  |
|  | Secure two fitted corners of the clean bottom sheet.   |  |
|  | <b>Raise side rail on other side of the bed, or request RN Test Observer to opposite working side of the bed.</b>                              |  |
|  | Assist the resident to roll over the bottom linen, preventing trauma and avoidable pain to resident at all times.                              |  |
|  | Remove soiled linen without shaking.   |  |
|  | Avoid touching linen to uniform.   |  |
|  | Dispose of soiled linen in designated container.   |  |
|  | Pull through and smooth out the clean bottom linen.  |  |
|  | Secure the other two fitted corners.   |  |
|  | Place clean top linen and blanket or bed spread over covered resident while removing used linen.   |  |
|  | Keep resident unexposed at all times.  |  |
|  | Tuck in top linen and blanket or bedspread at the foot of bed.   |  |
|  | Make mitered corners at the foot of the bed.   |  |
|  | Apply clean pillow case, with zippers and/or tags of pillow to inside.   |  |
|  | Gently lift resident's head while replacing the pillow.  |  |
|  | Leave bed completely and neatly made without wrinkles.   |  |
|  | Lower bed.   |  |
|  | Lower side rails, if side rails were used.   |  |
|  | Open privacy curtain.  |  |
|  | Maintain respectful, courteous interpersonal interactions at all times.  |  |

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|--|---|--|
|  | Place call light or signaling device within easy reach of the resident.   |  |
|  | Perform hand hygiene.<br>a. Cover all surfaces of the hands with hand sanitizer.<br>b. Rub hands together to dry. |  |

## 12. NAIL CARE

Perform hand hygiene.

- a. Cover all surfaces of the hands with hand sanitizer.
- b. Rub hands together to dry.

|  |   |  |
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|  | Explain the procedure to be performed to the resident.  |  |
|  | Immerse resident's nails in comfortably warm water.   |  |
|  | Soak nails for at least five minutes. The five minutes may be verbalized by the candidate and                     |  |
|  | acknowledged by the RN Test Observer.   |  |
|  | Gently push cuticle back with a wet wash cloth.   |  |
|  | Dry hand thoroughly, making sure to dry carefully between the fingers.  |  |
|  | Gently clean under the nails with an orange stick.  |  |
|  | File each fingernail.   |  |
|  | Empty, rinse, dry and return equipment to storage.  |  |
|  | Discard soiled linen in designated container.   |  |
|  | Discard orange stick in the designated container.   |  |
|  | Maintain respectful, courteous interpersonal interactions at all times.   |  |
|  | Place call light or signaling device within easy reach of the resident.   |  |
|  | Perform hand hygiene.<br>a. Cover all surfaces of the hands with hand sanitizer.<br>b. Rub hands together to dry. |  |

### 13. PERINEAL CARE FOR A FEMALE WITH HAND WASHING

Perform hand hygiene.

- a. Cover all surfaces of the hands with hand sanitizer.
- b. Rub hands together to dry.

|  |  |  |
|--|--|--|
|  | Explain the procedure to be performed to the resident [manikin].   |  |
|  | Fills basin with comfortably warm water  |  |
|  | Provide privacy for resident, pull privacy curtain.  |  |
|  | Raise side rails on opposite working side of the bed, or request the RN Test Observer or Actor to  |  |
|  | opposite working side of the bed.  |  |
|  | Raise the bed to between mid-thigh and waist level.  |  |
|  | Place bath blanket or clean sheet over resident.   |  |
|  | Put on gloves.   |  |
|  | Place waterproof pad under resident's buttocks by turning resident side-to-side or raise hips.   |  |
|  | Expose perineum only.  |  |
|  | Use water and a soapy wash cloth.  |  |
|  | <b>Clean both sides and middle of labia from top to bottom with a clean portion of the wash cloth for each stroke.</b>                                   |  |
|  | Rinse area from top to bottom with a clean portion of the wash cloth with each stroke.   |  |
|  | Pat dry the area with a clean portion of the towel for each pat.   |  |
|  | Cover the exposed area with the bath blanket or clean sheet.   |  |
|  | Assist resident to turn onto side away from the working side of the bed.   |  |
|  | With a new clean wash cloth with water and soap, clean the rectal area.  |  |
|  | <b>Clean the rectal area from vagina to rectal area using at least two single strokes with a clean portion of the wash cloth for each single stroke.</b> |  |
|  | Rinse the rectal area from vagina to rectal area using at least two single strokes.  |  |
|  | Pat dry area from vagina to rectal area.   |  |
|  | Remove waterproof pad from under buttocks, without friction, by turning resident [manikin] side-to side or raise hips.                                   |  |
|  | Position resident on her back.   |  |
|  | Remove bath blanket or sheet.  |  |
|  | Dispose of all soiled linen in the designated container.   |  |
|  | Empty, rinse, dry and return equipment to storage.   |  |
|  | Remove gloves, turning inside out as they are removed and dispose in designated container.   |  |
|  | Lower bed.   |  |
|  | Lower side rail(s), if side rails were used.   |  |

|  |  |  |
|--|--|--|
|  | Open privacy curtain.  |  |
|  | Maintain respectful, courteous interpersonal interactions at all times.                          |  |
|  | Place call light or signaling device within easy reach of the resident.                          |  |
|  | Wash hands: Turn on water.   |  |
|  | Wash hands: Wet all surfaces of hands.   |  |
|  | Wash hands: Wet wrists.  |  |
|  | Wash hands: Apply soap to hands.   |  |
|  | Wash hands: Rub hands together using friction.   |  |
|  | Wash hands: While hands are not under running water, rub hands together for at least 20 seconds. |  |
|  | Wash hands: Interlace fingers pointing downward.   |  |
|  | Wash hands: Wash all surfaces of hands and wrists with soap.                                     |  |
|  | Wash hands: Rinse hands and wrists thoroughly under running water with fingers pointed downward. |  |
|  | Wash hands: Dry hands and wrists on clean paper towel(s).  |  |
|  | Wash hands: Immediately discard paper towel(s) in trash can.                                     |  |
|  | Wash hands: Turn off faucet with a clean, dry paper towel.                                       |  |
|  | <b>Wash hands: Do not re-contaminate hands at any time during the hand washing procedure.</b>    |  |

## 14. PPE (GOWN, GLOVES, GOGGLES OR FACE SHIELD) AND BED BATH – WHOLE FACE AND ONE ARM, HAND AND UNDERARM

Perform hand hygiene.

- a. Cover all surfaces of the hands with hand sanitizer.
- b. Rub hands together to dry.

|  |  |  |
|--|--|--|
|  | Unfold the gown.   |  |
|  | Don (put on) gown fully covering torso and wrapping gown around the back.      |  |
|  | Fasten at the neck and the waist.  |  |
|  | Put on goggles or face shield appropriately over eyes or face.                 |  |
|  | Put on gloves.   |  |
|  | Extend gloves over the wrists of the gown.                                     |  |
|  | Explain procedure to be performed to the resident.                             |  |
|  | Fill basin with comfortably warm water.  |  |
|  | Provide privacy for resident, pull privacy curtain.                            |  |
|  | Raise bed between mid-thigh and waist level.                                   |  |
|  | Cover resident with a bath blanket or clean sheet.                             |  |
|  | Fanfold bed linens down to waist or move linens to opposite side.              |  |
|  | Remove resident's gown without exposing resident.                              |  |
|  | Dispose of gown in designated container.                                       |  |
|  | Wash face WITHOUT SOAP and pat dry.  |  |
|  | Place towel under arm, exposing one arm.                                       |  |
|  | Wash arm, hand and underarm using soap and water.                              |  |
|  | Rinse arm, hand, and underarm.   |  |
|  | Pat dry arm, hand and underarm.  |  |
|  | Assist resident to put on a clean gown.  |  |
|  | Empty, rinse and dry equipment and return to storage.                          |  |
|  | Dispose of soiled linen in designated container.                               |  |
|  | Lower bed.   |  |
|  | Open privacy curtain.  |  |
|  | Maintain respectful, courteous interpersonal interactions at all times.        |  |
|  | Place call light or signaling device within easy reach of the resident.        |  |
|  | Remove gloves BEFORE gown turning inside out as they are removed.              |  |
|  | Dispose of gloves in designated container.                                     |  |
|  | Remove goggles or face shield from the back by lifting ear pieces or headband. |  |
|  | Place goggles or face shield in designated container.                          |  |
|  | Unfasten gown at the neck.   |  |
|  | Unfasten gown at the waist.  |  |
|  | Pull gown away from neck, touching only the inside of the gown.                |  |
|  | Turn gown inside out and roll into a bundle.                                   |  |
|  | Dispose of gown in designated container.                                       |  |

|  |  |  |
|--|--|--|
|  | <p>Perform hand hygiene.</p> <ul style="list-style-type: none"><li>a. Cover all surfaces of the hands with hand sanitizer.</li><li>b. Rub hands together to dry.</li></ul> |  |
|--|--|--|

## 15. PPE (GOWN, GLOVES, GOGGLES OR FACE SHIELD) AND FEEDING A DEPENDENT RESIDENT

Perform hand hygiene.

- a. Cover all surfaces of the hands with hand sanitizer.
- b. Rub hands together to dry.

|  |   |  |
|--|---|--|
|  | Unfold the gown.  |  |
|  | Don (put on) gown fully covering torso and wrapping gown around the back.   |  |
|  | Fasten at the neck and the waist.   |  |
|  | Put on goggles or face shield appropriately over eyes or face.  |  |
|  | Put on gloves.  |  |
|  | Extend gloves over the wrists of the gown.  |  |
|  | Explain the procedure to be performed to the resident.  |  |
|  | Verbalize identifying the resident's name against the diet card and verbalize that the resident has received the correct tray while actually checking the diet card and tray. |  |
|  | Position the resident in an upright position that is at least 45 degrees.   |  |
|  | Protect clothing from soiling by using napkin, clothing protector, or towel.  |  |
|  | Wash and dry resident's hands BEFORE feeding.   |  |
|  | Discard soiled linen in designated container.   |  |
|  | Remain at eye level facing the resident while feeding resident.   |  |
|  | Describe the foods being offered to the resident.   |  |
|  | Offer each fluid frequently.  |  |
|  | Offer food in small amounts at a reasonable rate, allowing resident time to chew and swallow.   |  |
|  | Wipe resident's face during meal at least one time.   |  |
|  | Leave resident clean and in bed with the head of the bed set up to at least 30 degrees.   |  |
|  | Record intake in percentage of total solid food eaten on provided, previously signed recording form.  |  |
|  | <b>Candidate's recorded consumed food intake must be within 25 percentage points of the RN Test Observer's recorded food intake.</b>  |  |
|  | Record the sum of total fluid consumed in ml on provided, previously signed recording form.   |  |
|  | <b>Candidate's recorded total consumed fluid intake is within 60 ml of the RN Test Observer's recorded fluid intake.</b>  |  |
|  | Maintain respectful, courteous interpersonal interactions at all times.   |  |
|  | Place call light or signaling device within easy reach of the resident.   |  |
|  | Remove gloves BEFORE gown turning inside out as they are removed.   |  |
|  | Dispose of gloves in designated container.  |  |



|  |   |  |
|--|---|--|
|  | Remove goggles or face shield from the back by lifting ear pieces or headband.                                    |  |
|  | Place goggles or face shield in designated container.   |  |
|  | Unfasten gown at the neck.  |  |
|  | Unfasten gown at the waist.   |  |
|  | Pull gown away from neck, touching only the inside of the gown.   |  |
|  | Turn gown inside out and roll into a bundle.  |  |
|  | Dispose of gown in designated container.  |  |
|  | Perform hand hygiene.<br>a. Cover all surfaces of the hands with hand sanitizer.<br>b. Rub hands together to dry. |  |

## 16. PPE (GOWN, GLOVES, GOGGLES OR FACE SHIELD) AND MOUTH CARE – BRUSHING TEETH

Perform hand hygiene.

- a. Cover all surfaces of the hands with hand sanitizer.
- b. Rub hands together to dry.

|  |  |  |
|--|--|--|
|  | Unfold the gown.   |  |
|  | Don (put on) gown fully covering torso and wrapping gown around the back.  |  |
|  | Fasten at the neck and the waist.  |  |
|  | Put on goggles or face shield appropriately over eyes or face.   |  |
|  | Put on gloves.   |  |
|  | Extend gloves over the wrists of the gown.   |  |
|  | Explain the procedure to be performed to the resident.   |  |
|  | Gather equipment/supplies.   |  |
|  | Provide privacy for resident, pull privacy curtain.  |  |
|  | Drape the chest with towel (cloth or paper) to prevent soiling.  |  |
|  | Wet toothbrush and apply a small amount of toothpaste to toothbrush. (If available, toothettes may be utilized instead of the toothbrush as long as all of the surfaces listed are cleaned.) |  |
|  | <b>Brush resident's teeth, including the inner, outer, and chewing surfaces of all upper and lower teeth.</b>  |  |
|  | Clean tongue.  |  |
|  | Assist resident in rinsing mouth.  |  |
|  | Wipe resident's mouth.   |  |
|  | Remove soiled chest barrier (cloth or paper) and place in designated container.  |  |
|  | Empty, rinse and dry emesis basin.   |  |
|  | Rinse toothbrush.  |  |
|  | Return equipment to storage.   |  |
|  | Leave resident in a position of comfort.   |  |
|  | Open privacy curtain.  |  |
|  | Maintain respectful, courteous interpersonal interactions at all times   |  |
|  | Place call light or signaling device within easy reach of the resident.  |  |
|  | Remove gloves BEFORE gown turning inside out as they are removed.  |  |
|  | Dispose of gloves in designated container.   |  |
|  | Remove goggles or face shield from the back by lifting ear pieces or headband.   |  |
|  | Place goggles or face shield in designated container.  |  |
|  | Unfasten gown at the neck.   |  |
|  | Unfasten gown at the waist.  |  |
|  | Pull gown away from neck, touching only the inside of the gown.  |  |
|  | Turn gown inside out and roll into a bundle.   |  |

|  |  |  |
|--|--|--|
|  | Dispose of gown in designated container.   |  |
|  | Perform hand hygiene. <ul style="list-style-type: none"> <li>a. Cover all surfaces of the hands with hand sanitizer.</li> <li>b. Rub hands together to dry.</li> </ul> |  |

## 17. POSITIONING RESIDENT IN BED ON SIDE

Perform hand hygiene.

- a. Cover all surfaces of the hands with hand sanitizer.
- b. Rub hands together to dry.

|  |  |  |
|--|--|--|
|  | Explain procedure to be performed to the resident.   |  |
|  | Provide privacy for resident, pull privacy curtain.  |  |
|  | Position bed flat.   |  |
|  | Raise bed between mid-thigh and waist level.   |  |
|  | <b>Raise side rail on side of the bed opposite working side of the bed, or request RN Test Observer to opposite working side of the bed.</b>     |  |
|  | From the working side of the bed, gently move upper body toward self.  |  |
|  | From the working side of the bed, gently move hips toward self.  |  |
|  | From the working side of the bed, gently move legs toward self.  |  |
|  | Assist/turn resident onto correct side stated by RN Test Observer.   |  |
|  | Ensure that resident's face never becomes obstructed by the pillow.  |  |
|  | Check to be sure resident is not lying on his/her downside arm.  |  |
|  | Place support devices under the resident's head, the upside arm, behind the back and between the knees.  |  |
|  | <b>Ensure resident is in correct body alignment.</b>   |  |
|  | Leave resident in a position of comfort and safety.  |  |
|  | Lower side rails, if side rails were used.   |  |
|  | Lower bed.   |  |
|  | Open privacy curtain.  |  |
|  | Maintain respectful, courteous interpersonal interactions at all times.  |  |
|  | Place call light or signaling device within easy reach of the resident.  |  |
|  | Perform hand hygiene.  |  |
|  | <ol style="list-style-type: none"> <li>a. Cover all surfaces of the hands with hand sanitizer.</li> <li>b. Rub hands together to dry.</li> </ol> |  |

## 18. RANGE OF MOTION HIP & KNEE

Perform hand hygiene.

- a. Cover all surfaces of the hands with hand sanitizer.
- b. Rub hands together to dry.

|  |  |  |
|--|--|--|
|  | Explain procedure to be performed to the resident.   |  |
|  | Raise bed between mid-thigh and waist level.   |  |
|  | Provide privacy for resident, pull privacy curtain.  |  |
|  | Position resident supine (bed flat).   |  |
|  | Leave the resident in good body alignment.   |  |
|  | Place one hand under the knee and the other hand under the ankle.  |  |
|  | Move the entire leg away from the body. (abduction)  |  |
|  | Move the entire leg back toward the body. (adduction)  |  |
|  | Complete abduction and adduction of the hip at least three times.  |  |
|  | Continue to correctly support joints by placing one hand under the resident's knee and the other hand under the resident's ankle.                |  |
|  | Bend the resident's knee and hip toward the resident's trunk. (flexion of hip and knee at the same time)   |  |
|  | Straighten the knee and hip. (extension of knee and hip at the same time)  |  |
|  | Complete flexion and extension of knee and hip at least three times.   |  |
|  | <b>Candidate <i>must ask</i> at least once if they are causing any pain or discomfort.</b>   |  |
|  | Do not force any joint beyond the point of free movement.  |  |
|  | Leave resident in a comfortable position.  |  |
|  | Lower bed.   |  |
|  | Open privacy curtain.  |  |
|  | Maintain respectful, courteous interpersonal interactions at all times.  |  |
|  | Place call light or signaling device within easy reach of the resident.  |  |
|  | Perform hand hygiene.  |  |
|  | <ol style="list-style-type: none"> <li>a. Cover all surfaces of the hands with hand sanitizer.</li> <li>b. Rub hands together to dry.</li> </ol> |  |

## 19. RANGE OF MOTION SHOULDER

Perform hand hygiene.

- a. Cover all surfaces of the hands with hand sanitizer.
- b. Rub hands together to dry.

|  |  |  |
|--|--|--|
|  | Explain the procedure to be performed to the resident.   |  |
|  | Raise bed between mid-thigh and waist level.   |  |
|  | Provide privacy for resident, pull privacy curtain.  |  |
|  | Position resident supine (bed flat).   |  |
|  | Leave resident in good body alignment.   |  |
|  | Place one hand under their elbow and the other hand under the resident's wrist.  |  |
|  | Raise resident's arm up and over the resident's head. (flexion)  |  |
|  | Bring the resident's arm back down to the resident's side. (extension)   |  |
|  | Complete flexion and extension of the shoulder at least three times.   |  |
|  | Continue to correctly support joints by placing one hand under the resident's elbow and the other hand under the resident's wrist.               |  |
|  | Move the resident's entire arm out away from the body. (abduction)   |  |
|  | Return the resident's arm to the resident's side. (adduction)  |  |
|  | Complete abduction and adduction of the shoulder at least three times.   |  |
|  | <b>Candidate <i>must ask</i> at least once if they are causing any pain or discomfort.</b>   |  |
|  | Do not force any joint beyond the point of free movement.  |  |
|  | Leave resident in a comfortable position.  |  |
|  | Lower bed.   |  |
|  | Open privacy curtain.  |  |
|  | Maintain respectful, courteous interpersonal interactions at all times.  |  |
|  | Place call light or signaling device within easy reach of the resident.  |  |
|  | Perform hand hygiene.  |  |
|  | <ol style="list-style-type: none"> <li>a. Cover all surfaces of the hands with hand sanitizer.</li> <li>b. Rub hands together to dry.</li> </ol> |  |

## 20. STAND AND PIVOT-TRANSFER FROM BED TO WHEELCHAIR USING A GAIT BELT

Perform hand hygiene.

- a. Cover all surfaces of the hands with hand sanitizer.
- b. Rub hands together to dry.

|  |  |  |
|--|--|--|
|  | Explain the procedure to be performed to the resident and obtain a gait belt.  |  |
|  | Position wheelchair in close proximity of the bed.   |  |
|  | <b>Lock wheelchair brakes to ensure resident's safety.</b>   |  |
|  | <b>Lock designated bed brake(s) to ensure resident's safety.</b>   |  |
|  | Assist resident in putting on non-skid footwear.   |  |
|  | Assist resident to a sitting position and lower bed so resident's feet are flat on the floor when resident is sitting on the bed.                |  |
|  | Place a gait belt around the resident's waist to stabilize trunk.  |  |
|  | Tighten gait belt.   |  |
|  | Check gait belt for tightness by slipping fingers between gait belt and resident.  |  |
|  | Face resident and grasp the gait belt with both hands.   |  |
|  | Bring resident to a standing position using proper body mechanics.   |  |
|  | Assist resident to pivot and sit in the wheelchair in a controlled manner that ensures safety.   |  |
|  | Remove gait belt.  |  |
|  | Maintain respectful, courteous interpersonal interactions at all times.  |  |
|  | Place call light or signaling device within easy reach of the resident.  |  |
|  | Perform hand hygiene.  |  |
|  | <ol style="list-style-type: none"> <li>a. Cover all surfaces of the hands with hand sanitizer.</li> <li>b. Rub hands together to dry.</li> </ol> |  |

## 21. STAND AND PIVOT-TRANSFER FROM WHEELCHAIR TO BED USING A GAIT BELT

Perform hand hygiene.

a. Cover all surfaces of the hands with hand sanitizer.

b. Rub hands together to dry.

|  |   |  |
|--|---|--|
|  | Explain the procedure to be performed to the resident and obtain a gait belt.   |  |
|  | Position wheelchair in close proximity of the bed.  |  |
|  | <b>Lock wheelchair brakes to ensure resident's safety.</b>  |  |
|  | <b>Lock designated bed brake(s) to ensure resident's safety.</b>  |  |
|  | Lower bed to a position so the resident's feet will be flat on the floor when the resident is transferred to the bed. |  |
|  | Place gait belt around resident's waist to stabilize trunk.   |  |
|  | Tighten gait belt.  |  |
|  | Check gait belt for tightness by slipping fingers between the gait belt and the resident.                             |  |
|  | Face resident and grasp the gait belt with both hands.  |  |
|  | Bring resident to a standing position using proper body mechanics.  |  |
|  | Assist resident to pivot and sit on the bed in a controlled manner that ensures safety.                               |  |
|  | Remove gait belt.   |  |
|  | Assist resident in removing outer footwear.   |  |
|  | Assist resident to move to center of bed and lie down, supporting extremities as necessary.                           |  |
|  | Ensure resident is comfortable.   |  |
|  | Leave the resident in good body alignment.  |  |
|  | Maintain respectful, courteous interpersonal interactions at all times.   |  |
|  | Place call light or signaling device within easy reach of the resident.   |  |
|  | Perform hand hygiene.<br>a. Cover all surfaces of the hands with hand sanitizer.<br>b. Rub hands together to dry.     |  |



## 22. VITAL SIGNS – PULSE & RESPIRATIONS

Perform hand hygiene.

- a. Covers all surfaces of the hands with hand sanitizer.
- b. Rub hands together to dry.

|  |   |  |
|--|---|--|
|  | Explain procedure to be performed to the resident.  |  |
|  | Provide privacy for resident, pull privacy curtain.   |  |
|  | Locate the radial pulse by placing tips of fingers on thumb side of the resident's wrist.   |  |
|  | Count pulse for a full 60 seconds.<br><i>a. Verbally tell the RN Test Observer when you start counting and when you stop counting.</i>  |  |
|  | Record pulse rate on the provided, previously signed recording form.<br><b>Candidate's recorded pulse rate is within 4 beats of RN Test Observer's recorded pulse rate for the full 60 seconds.</b> |  |
|  | Count respirations for a full 60 seconds.<br><i>a. Verbally tell the RN Test Observer when you start counting and when you stop counting.</i>   |  |
|  | Record respirations on provided, previously signed recording form.<br><b>Candidate's recorded respiratory rate is within 2 breaths of the RN Test Observer's recorded</b>                           |  |
|  | <b>respiratory rate for the full 60 seconds.</b>  |  |
|  | Open privacy curtain.   |  |
|  | Maintain respectful, courteous interpersonal interactions at all times.   |  |
|  | Place call light or signaling device within easy reach of the resident.   |  |
|  | Perform hand hygiene.<br><ol style="list-style-type: none"> <li>a. Cover all surfaces of the hands with hand sanitizer.</li> <li>b. Rub hands together to dry.</li> </ol>                           |  |

## 23. WEIGHING AN AMBULATOR RESIDENT

Perform hand hygiene.

- a. Cover all surfaces of the hands with hand sanitizer.
- b. Rub hands together to dry.

|  |  |  |
|--|--|--|
|  | Explain procedure to be performed to the resident.   |  |
|  | Balance (or zero) scale.   |  |
|  | <b>Lock wheelchair brakes to ensure resident's safety.</b>   |  |
|  | Assist resident to stand and walk to the scale.  |  |
|  | Assist resident to step on the scale.  |  |
|  | Check that the resident is centered on scale, has both arms at her/his side and is not holding onto anything that would alter the recording of the weight. |  |
|  | Appropriately adjusts weights until scale is in balance OR read the analog scale.  |  |
|  | Return resident to the wheelchair, assisting resident to sit in the wheelchair.  |  |
|  | Record weight on the provided, previously signed recording form.   |  |
|  | <b>Candidate's recorded weight varies no more than 2 lb. from the RN Test Observer's pre-recorded weight.</b>  |  |
|  | Maintain respectful, courteous interpersonal interactions at all times.  |  |
|  | Place call light or signal calling device within easy reach of the resident.   |  |
|  | Perform hand hygiene.  |  |
|  | <ol style="list-style-type: none"> <li>a. Cover all surfaces of the hands with hand sanitizer.</li> <li>b. Rub hands together to dry.</li> </ol>           |  |