



**D&S Diversified Technologies LLP**

**Headmaster LLP**

# Ohio Nursing Assistant Candidate Handbook

EFFECTIVE: October 1, 2020 | **\*UPDATED: November 20, 2020**

Version 21

**\*Effective 12-1-2020: The Denture Care Task has been changed to PPE and Denture Care.  
This task will be one of the mandatory PPE tasks. (SEE PAGE 31)**



# **Ohio Nursing Assistant Candidate Handbook**

*EFFECTIVE: October 1, 2020*

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# Ohio Nursing Assistant Candidate Handbook

EFFECTIVE: October 1, 2020

## Contact Information

<b>Questions regarding testing process, test scheduling and eligibility to test: (877) 851-2355</b>		
<b>Registry questions: (800) 582-5908</b>		
<b>D&amp;S Diversified Technologies, LLP</b> PO Box 418 Findlay, OH 45839  Email: <a href="mailto:hdmastereast@hdmaster.com">hdmastereast@hdmaster.com</a> Web Site: <a href="http://www.hdmaster.com">www.hdmaster.com</a>	<i>Monday through Friday</i> <i>8:00AM – 8:00PM</i>	Phone #: (877) 851-2355  Fax #: (406) 442-3357 <small>(applications, scheduling and payment forms)</small>  Fax #: (419) 422-8328 <small>(test review, reschedule, refund, no show, ADA and other documentation)</small>
<b>Ohio Department of Health Ohio Nurse Aide Registry (NAR)</b> 246 North High Street Columbus, OH 43215  Email: <a href="mailto:NAR@odh.ohio.gov">NAR@odh.ohio.gov</a>	<i>Monday through Friday</i> <i>8:00 AM – 5:00 PM</i>	Phone #: (800) 582-5908  Fax #: (614) 564-2461
<b>Ohio Department of Health Nurse Aide Training and Competency Evaluation Program (NATCEP)</b> 246 North High Street Columbus, OH 43215  Email: <a href="mailto:NATCEP@odh.ohio.gov">NATCEP@odh.ohio.gov</a> Web Site: <a href="http://www.odh.ohio.gov">www.odh.ohio.gov</a>	<i>Monday through Friday</i> <i>8:00 AM – 5:00 PM</i>	Phone #: (614) 752-8285  Fax #: (614) 564-2596

## Table of Contents

<b>TABLE OF CONTENTS</b> .....	<b>B</b>
<b>INTRODUCTION</b> .....	<b>1</b>
<b>NURSE AIDE REGISTRY REQUIREMENTS</b> .....	<b>1</b>
<b>ACTIVE DUTY AND VETERAN GI BILL BENEFITS</b> .....	<b>2</b>
PRIORITY OF SERVICE ON TEST DAY .....	2
<b>AMERICANS WITH DISABILITIES ACT (ADA)</b> .....	<b>2</b>
ADA COMPLIANCE .....	2
<b>THE OHIO NURSE AIDE COMPETENCY EXAM</b> .....	<b>2</b>
PAYMENT INFORMATION .....	2
COMPLETE YOUR INITIAL LOGIN .....	3
SCHEDULE AN EXAM .....	3
<i>Forgot Your Password and Recover your Account</i> .....	4
<i>Schedule/Reschedule into a Test Event Screenshots</i> .....	5
<i>Test Confirmation Letter</i> .....	6
<i>Time Frame for Testing from Training Program Completion</i> .....	7
<i>Criteria to Waive the Nurse Aide Training Requirement</i> .....	7
EXAM CHECK-IN.....	8
TESTING ATTIRE.....	8

# Ohio Nursing Assistant Candidate Handbook

EFFECTIVE: October 1, 2020

IDENTIFICATION.....	9
INSTRUCTIONS FOR THE KNOWLEDGE AND SKILL TESTS.....	9
TESTING POLICIES.....	10
INCLEMENT WEATHER AND UNFORESEEN CIRCUMSTANCES POLICY.....	11
CANDIDATE FEEDBACK – EXIT SURVEY .....	11
SECURITY .....	11
RESCHEDULES.....	12
REFUND OF TESTING FEES PAID .....	12
<i>Scheduled in a Test Event</i> .....	12
<i>Not Scheduled in a Test Event</i> .....	13
NO SHOWS .....	13
<i>No Show Exceptions</i> .....	13
TEST RESULTS .....	14
LAMINATED CERTIFIED STNA CARD .....	14
TEST ATTEMPTS.....	14
RETAKING THE NURSING ASSISTANT TEST .....	15
TEST REVIEW REQUESTS .....	15
<b>THE KNOWLEDGE/ORAL TEST .....</b>	<b>16</b>
KNOWLEDGE TEST CONTENT.....	17
<i>Subject Areas</i> .....	17
KNOWLEDGE PRACTICE TEST.....	17
<b>THE MANUAL SKILL TEST .....</b>	<b>18</b>
SKILL TEST RECORDING FORM .....	19
SKILL TEST TASKS.....	19
SKILL TASKS LISTING .....	20
1. Ambulation using a Gait Belt.....	20
2. Ambulation with a Walker using a Gait Belt.....	21
3. Applying an Anti-Emboloc Stocking to One Leg.....	21
4. Bedpan and Output with Hand Washing.....	22
5. Catheter Care for a Female with Hand Washing .....	23
6. Changing an Adult Brief, Provide Perineal Care for a Male with Hand Washing .....	24
7. Dressing a Bedridden Resident.....	26
8. Emptying a Urinary Drainage Bag with Hand Washing.....	26
9. Hair Care .....	27
10. Making an Occupied Bed .....	28
11. Nail Care.....	29
12. Perineal Care for a Female with Hand Washing .....	29
13. PPE (Gown, Gloves, Goggles or Face Shield) and Bed Bath- Whole Face and One Arm, Hand and Underarm .....	30
14. PPE (Gown, Gloves, Goggles or Face Shield) and Denture Care .....	31
15. PPE (Gown, Gloves, Goggles or Face Shield) and Feeding a Dependent Resident .....	32
16. PPE (Gown, Gloves, Goggles or Face Shield) and Mouth Care—Brushing Teeth.....	33
17. Position Resident in Bed on Side.....	34
18. Range of Motion for Hip and Knee.....	35
19. Range of Motion for Shoulder.....	36
20. Stand and Pivot-Transfer Resident from Bed to Wheelchair using a Gait Belt .....	36
21. Stand and Pivot-Transfer Resident from Wheelchair to Bed using a Gait Belt .....	37
22. Vital Signs - Pulse and Respirations .....	37
23. Weighing an Ambulatory Resident.....	38
<b>KNOWLEDGE TEST VOCABULARY LIST .....</b>	<b>39</b>
<b>NOTES:.....</b>	<b>43</b>

## Introduction

In 1987, the Nursing Home Reform Act was adopted by Congress as part of the Omnibus Budget Reconciliation Act (OBRA '87). It was designed to improve the quality of care in long-term health care facilities and to define training and evaluation standards for Nursing Assistants who work in such facilities. Each state is responsible for following the terms of this federal law.

As defined in the OBRA regulations, a nurse aide competency evaluation program provides specific standards for nurse aide related knowledge and skills. The purpose of a nurse aide competency evaluation program is to ensure that candidates who are 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 process of taking the nurse aide competency examination and is designed to help prepare candidates for testing. There are two parts to the nurse aide competency examination—a multiple-choice, knowledge test and a skill test. Candidates must pass both parts of the nurse aide competency exam to be identified as state tested and listed on the Ohio Nurse Aide Registry.

Ohio has approved D&S Diversified Technologies, LLP (D&SDT) to provide tests and scoring services for nurse aide testing. For questions not answered in this handbook, please contact D&SDT at toll free (877)851-2355 or go to the Ohio STNA webpage at [http://hdmaster.com/testing/cnatesting/ohio/OH\\_STNA\\_Home.htm](http://hdmaster.com/testing/cnatesting/ohio/OH_STNA_Home.htm). The information in this handbook will help you prepare for your examination.

## Nurse Aide Registry Requirements

*The Nurse Aide Registry provides a list of all State Tested Nurse Aides (STNA) in Ohio. The registry also maintains records of those nurse aides who have had a finding of abuse, neglect or misappropriation of property against them.*

The Nurse Aide Registry keeps track of those individuals who have met written and skills test criteria to be certified for employment in long-term care settings, usually nursing homes. Once certified, nurse aides must meet certain requirements to maintain their certification and continue to be listed on the Nurse Aide Registry as able to work in Ohio. Please review the [Nurse Aide Registry Requirements](#). The registry also maintains records of those nurse aides who have had a finding of abuse, neglect or misappropriation of property against them.

The most significant achievement for this area was giving facilities or any individual the ability to inquire on the status of a state tested nurse aide by accessing the registry through the internet. This gives the customer three options to conduct an inquiry. They can call the nurse aide registry and use the voice automated system, talk to a nurse aide registry customer service technician, or use the web-based verification system. This addition will reduce the time it takes to verify the status of a state tested nurse aide. Select the link to access the Nurse Aide Registry: [NURSE AIDE REGISTRY](#)

Additional questions regarding nurse aide registry requirements, lapsed certification and transfer of certification to or from another state may be addressed to the Nurse Aide Registry at (800)582-5908. If you have questions regarding location and dates for nurse aide training classes you may call (614) 752-8285 or view the [NATCEP Program](#) information page.

# Ohio Nursing Assistant Candidate Handbook

EFFECTIVE: October 1, 2020

## Active Duty and Veteran GI Bill Benefits

D&SDT has been approved by the Department of Veterans Affairs (VA) as an approved testing vendor for the Ohio STNA exam. If you are an active duty or retired service member you may be eligible for reimbursement of exam fees if funds are available through your GI Bill. To request VA reimbursement of exam fees you must provide your receipt of paying your STNA exam fees along with a completed VA Application for Reimbursement of Licensing or Certification Test Fees [Form 22-0803](#) to the VA for reimbursement. Additional information regarding the GI Bill can be found on the [VA website](#).

### Priority of Service on Test Day

If you are active or retired military, veteran or spouse of a veteran, you are eligible to receive priority of service on testing day. To qualify, you must provide the following additional proof of service documentation to the RN Test Observer at check-in on test day:

- Department of Defense Identification Card (active, retired or TDRL).
- DD214 Military Discharge Certificate indicating disposition of discharge.
- Report of Separation from the national archives at the National Personnel Records Center (NPRC) in St. Louis, Missouri.
- Veterans Identification Card from the Department of Veterans Affairs.

## Americans with Disabilities Act (ADA)

### ADA Compliance

The Ohio Department of Health (ODH) Office of Health Assurance and Licensing Nurse Aide Training Competency Evaluation Program (NATCEP) Unit and D&SDT provide reasonable accommodations for candidates with disabilities or limitations that may affect their ability to perform the nurse aide competency examination. Accommodations are granted in accordance with the Americans with Disabilities Act (ADA).

If you have a qualified disability or limitation, you may request special accommodations for examination. Accommodations must be approved by D&SDT in advance of examination. The request for accommodations can be found on the [Ohio STNA webpage](#) or by clicking on this link: [ADA Accommodation Form 1404OH](#). This form must be submitted to D&SDT with required documentation listed on the second page of the ADA application in order to be reviewed for a special accommodation. Please allow additional time for your request to be approved. If you have any questions regarding the ADA review process or specific required documentation please call D&SDT at (877)851-2355.

## The Ohio Nurse Aide Competency Exam

### Payment Information

Exam Description	Price
Knowledge Test or Retake	\$26
Oral Knowledge Test or Retake	\$36
Skill Test or Retake	\$78

# Ohio Nursing Assistant Candidate Handbook

EFFECTIVE: October 1, 2020

## Complete your Initial Login

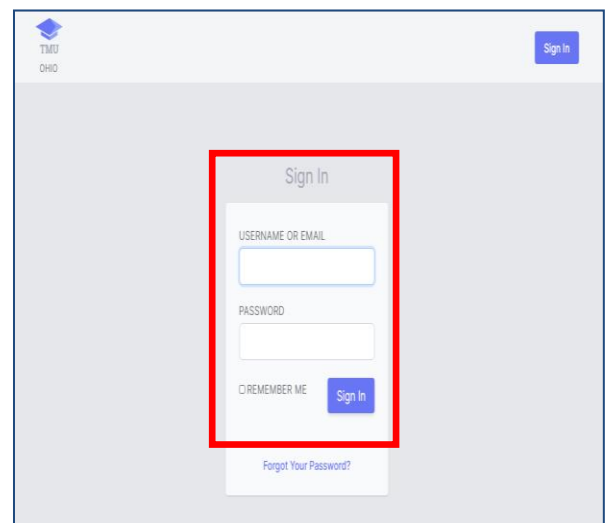
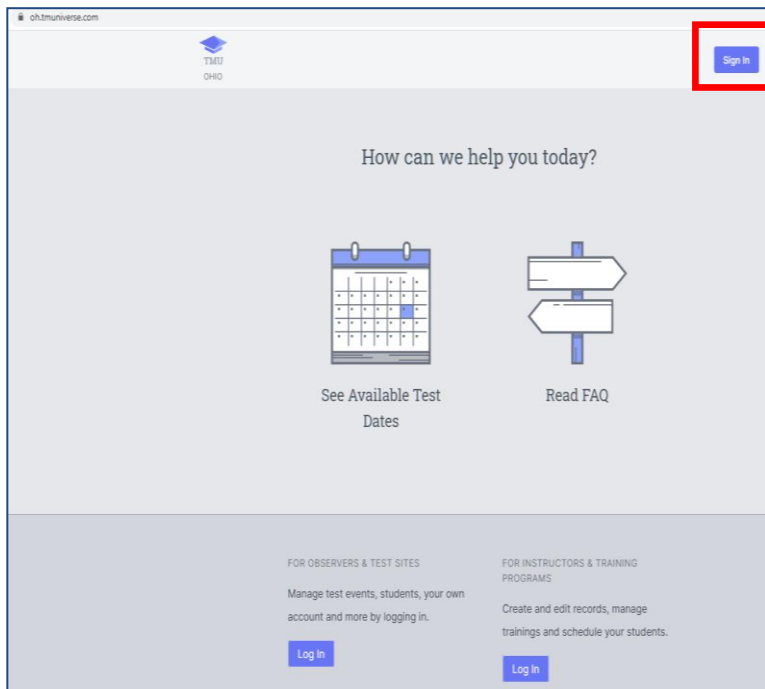
Your initial registration information will be entered in D&SDT-HEADMASTER's TestMaster Universe (TMU©) software. You must sign in to TMU© at <https://oh.tmuniverse.com> using your secure Email or Username and Password and complete your demographic information. If you do not know your Email or Username and Password, enter your email address and click on "Forgot Your Password?" You will be asked to re-enter your email and a 'reset password link' will be sent to your email (see instructions under 'Forgot your Password and Recover your Account'). If you are unable to sign in for any reason, contact D&SDT-HEADMASTER at (877)851-2355.

## Schedule an Exam

Once your completed record is in the D&SDT-HEADMASTER TestMaster Universe© (TMU©) database, you may schedule your exam date online at the Ohio TMU© webpage at <https://oh.tmuniverse.com> using your Email or Username and Password (instructions with screen shots below). If you are unable to sign in with your email, please call D&SDT-HEADMASTER for assistance at (877)851-2355.

Securely processed Visa or MasterCard credit card or debit card information is required when scheduling online. After paying your testing fees, you will be able to schedule and/or reschedule up to 1 full business day prior to a scheduled test date of your choice. You will receive your test confirmation notification by email, text or by signing in to your account. You may login with any Internet connected device. You will be scheduled to take your initial knowledge and skill tests on the same day. To schedule or reschedule your test date, sign in to the Ohio TMU© webpage at <https://oh.tmuniverse.com> with your Email or Username and Password. If you are unable to schedule/reschedule on-line, please call D&SDT at (877)851-2355 for assistance.

This is the Ohio TMU© main page:





# Ohio Nursing Assistant Candidate Handbook

EFFECTIVE: October 1, 2020

## Forgot Your Password and Recover your Account

TMU OHIO Sign In

Sign In

USERNAME OR EMAIL

PASSWORD

REMEMBER ME Sign In

**Forgot Your Password?**

TMU OHIO Sign In

Recover Your Account

Using your Email Address

E-MAIL ADDRESS \*

Recover Account

OR

Using other Information

LAST 4 OF SSN \*

DATE OF BIRTH \*

LAST NAME \*

ZIP CODE \*

Recover Account

Click on **Forgot Your Password?**

Type in your **Email Address**

Click on **Recover Account**

An email with the reset link will be emailed 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**

Click on **Recover Account**

TMU OHIO Sign In

Recover Your Account

We have e-mailed your password reset link! Please allow a few minutes for the email to be delivered.

Using your Email Address

E-MAIL ADDRESS \*

sample@email.com

Recover Account

OR

Using other Information

LAST 4 OF SSN \*

DATE OF BIRTH \*

LAST NAME \*

ZIP CODE \*

Recover Account

TMU

Hello!

You are receiving this email because we received a password reset request for your account.

**Reset Password**

This password reset link will expire in 60 minutes.

If you did not request a password reset, no further action is required.

Regards,  
TMU



# Ohio Nursing Assistant Candidate Handbook

EFFECTIVE: October 1, 2020

TMU OHIO

Sign In

Reset Your Password

E-MAIL ADDRESS  
sample@email.com

PASSWORD

CONFIRM PASSWORD

Reset Password

## Schedule/Reschedule into a Test Event Screenshots

This is the home screen you will see once you have signed in.

TMU OHIO

Tests Trainings Profile

CANDIDATE

Welcome, CANDIDATE!

Testing

Your Profile

Click on **Testing**

TMU Tests Trainings Profile

pradna24@admnet Logout

Your Tests

Scheduling

Exam	Reason
STNA Knowledge	Eligible
STNA Skill	Eligible

Testing History

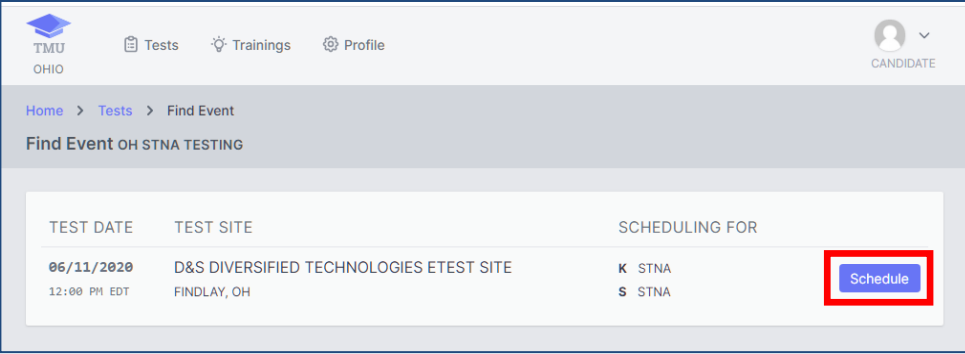
No Test History on record.

All eligible test events will appear in this format.

To select a test date, click on **Schedule**

# Ohio Nursing Assistant Candidate Handbook

EFFECTIVE: October 1, 2020



TMU OHIO Tests Trainings Profile CANDIDATE

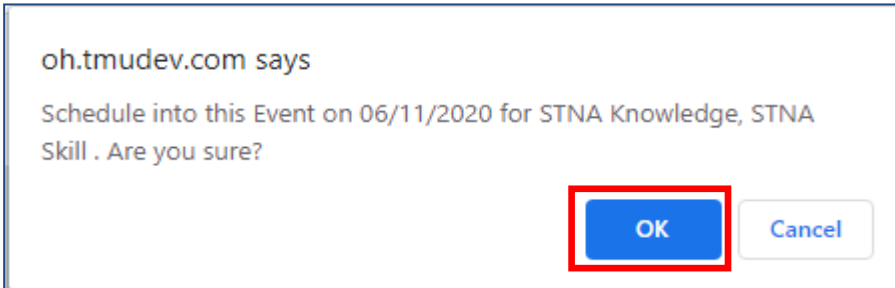
Home > Tests > Find Event

Find Event OH STNA TESTING

TEST DATE	TEST SITE	SCHEDULING FOR
06/11/2020 12:00 PM EDT	D&S DIVERSIFIED TECHNOLOGIES ETEST SITE FINDLAY, OH	K STNA S STNA

[Schedule](#)

The knowledge and skills exams must be taken together on the same day. When you click on one, you will be shown eligible test events for both the knowledge and the skills exams. To select a test date, click on **Schedule**

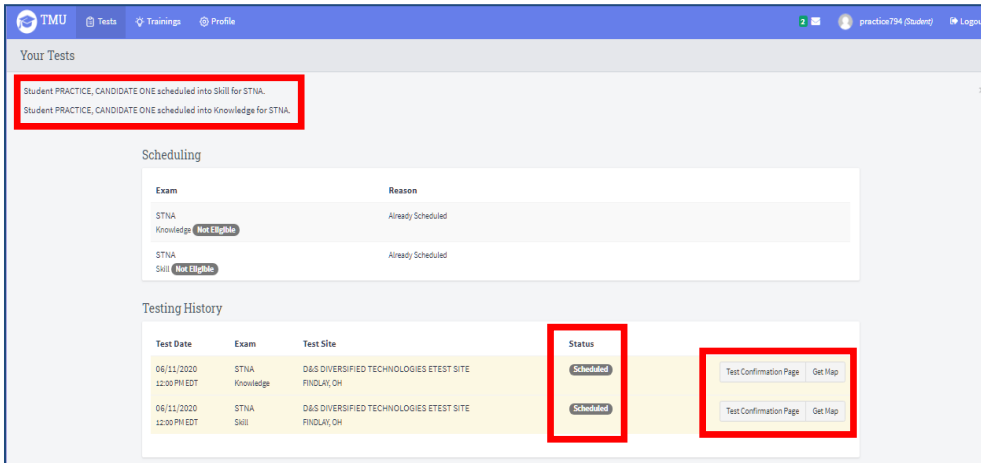


oh.tmu.dev.com says

Schedule into this Event on 06/11/2020 for STNA Knowledge, STNA Skill . Are you sure?

[OK](#) [Cancel](#)

Click **OK** on the screen that pops up confirming this is the date and site you wish to schedule into.



TMU OHIO Tests Trainings Profile praction794 (Student) Logout

Your Tests

Student PRACTICE, CANDIDATE ONE scheduled into Skill for STNA.  
Student PRACTICE, CANDIDATE ONE scheduled into Knowledge for STNA.

Scheduling

Exam	Reason
STNA Knowledge <b>Not Eligible</b>	Already Scheduled
STNA Skill <b>Not Eligible</b>	Already Scheduled

Testing History

Test Date	Exam	Test Site	Status
06/11/2020 12:00 PM EDT	STNA Knowledge	D&S DIVERSIFIED TECHNOLOGIES ETEST SITE FINDLAY, OH	<b>Scheduled</b>
06/11/2020 12:00 PM EDT	STNA Skill	D&S DIVERSIFIED TECHNOLOGIES ETEST SITE FINDLAY, OH	<b>Scheduled</b>

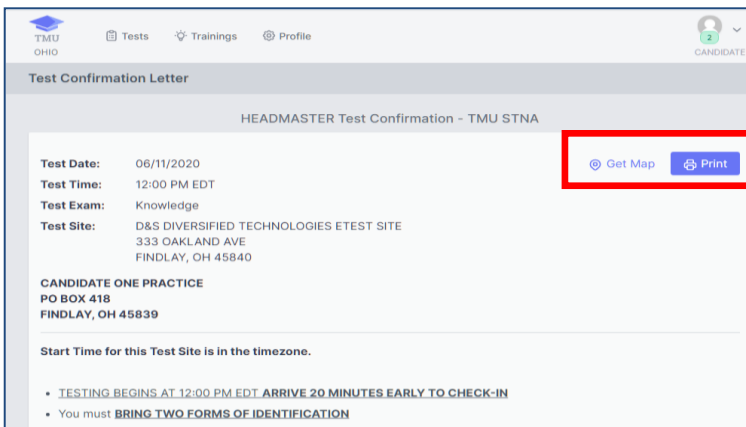
[Test Confirmation Page](#) [Get Map](#)

This screen confirms you are scheduled into a test date to take your knowledge and skills exams.

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

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

## Test Confirmation Letter



TMU OHIO Tests Trainings Profile CANDIDATE

Test Confirmation Letter

HEADMASTER Test Confirmation - TMU STNA

**Test Date:** 06/11/2020

**Test Time:** 12:00 PM EDT

**Test Exam:** Knowledge

**Test Site:** D&S DIVERSIFIED TECHNOLOGIES ETEST SITE  
333 OAKLAND AVE  
FINDLAY, OH 45840

**CANDIDATE ONE PRACTICE**  
PO BOX 418  
FINDLAY, OH 45839

Start Time for this Test Site is in the timezone.

- TESTING BEGINS AT 12:00 PM EDT ARRIVE 20 MINUTES EARLY TO CHECK-IN
- You must **BRING TWO FORMS OF IDENTIFICATION**

[Get Map](#) [Print](#)

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.

You can print your confirmation letter by clicking on **Print**.

Click on **Get Map** to get directions to the test site.

The body of the test confirmation letter will give you state specific instructions on what time to arrive by, ID requirements, dress code, etc.

**It is important that you read this letter!**

## Ohio Nursing Assistant Candidate Handbook

EFFECTIVE: October 1, 2020

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

You may also schedule a test date by emailing, [hdmaster@hdmaster.com](mailto:hdmaster@hdmaster.com), mailing P.O. Box 6609, Helena, MT 59604, or faxing, (406) 442-3357, a \$5.00 fax fee applies, to D&SDT a paper Scheduling and Payment [Form 1402OH](#), indicating your test date choices along with your payment (money order, cashier's check, facility check, Visa or MasterCard). No personal checks or cash are accepted.

Complete your Scheduling and Payment Form 1402OH by including first and second date choices for your testing. Please keep in mind we need lead time to prepare and ship tests. Therefore, we cannot schedule you for a test date if we do not receive your form at least ten business days prior to your requested test date. Saturdays, Sundays and Holidays are not counted as business days.

All D&SDT forms can be found on the Ohio STNA webpage at:  
[http://hdmaster.com/testing/cnatesting/ohio/OH\\_STNA\\_Home.htm](http://hdmaster.com/testing/cnatesting/ohio/OH_STNA_Home.htm).

***Please note: Forms with missing information, payment or signatures will be returned to the candidate.***

If you fax your D&SDT Scheduling and Payment Form 1402OH, a credit card payment is required and a \$5 Priority Fax Service Fee applies. If we are able to schedule you to test within ten business days of your requested test date a \$15 Express Service Fee and/or a \$39.50 Overnight Express Shipping Fee per candidate may apply. We do not accept personal checks or cash for testing fees. We accept Money Orders, Cashier's Checks, Facility Checks, MasterCard or Visa cards.

### ***Time Frame for Testing from Training Program Completion***

You must schedule a test **within two years of your date of training program completion**. After two years, you must complete another ODH approved training program in order to be eligible to schedule testing.

Many training programs host and pre-schedule in-facility test dates for their graduating students. Your program/instructor will have informed you if this is the case. Prior to scheduling a test, verify with your instructor if the training program has already scheduled your test. Regional test seats are open to all candidates. Regional test dates are posted on the Ohio STNA TMU© webpage at <https://oh.tmuniverse.com>.

If you have any questions regarding your test scheduling, call D&SDT at (877)851-2355, Monday through Friday 8:00AM to 8:00PM Eastern Standard time.

### ***Criteria to Waive the Nurse Aide Training Requirement***

Certain individuals who may submit documentation to ODH for approval and written verification to waive the nurse aide training requirement to sit for the Ohio nurse aide exam are outlined below:

- An individual enrolled in a pre-licensure program of nursing education approved by the board of nursing, or by an agency of another state that regulates nursing education, who has provided the director or the director's designee with a certificate from the program indicating that the individual has

## Ohio Nursing Assistant Candidate Handbook

EFFECTIVE: October 1, 2020

successfully completed the courses that teach basic nursing skills including infection control, safety and emergency procedures, and personal care.

- An individual who has the equivalent of twelve months or more of full-time employment in the preceding five years in a position with hospital experience that includes the provision of direct patient care involving the performance of daily living activities, such as toileting, bathing, feeding, dressing, etc.
- An individual with military occupational training and experience in the United States Armed Forces in positions including, but not limited to, Medical Specialist, Healthcare Specialist, and Hospital Corpsman, may qualify for this waiver if they can provide documentation of at least sixteen hundred (1600) hours of providing direct patient care involving the performance of daily living activities. The documentation can include official training documents and/or a letter on official letterhead that identifies each exact job task that meets the direct care/performance of daily living requirement, totaling a minimum of 1600 hours signed by a supervisor.

When a candidate is scheduled by D&SDT, we will notify the candidate via email and text message of their test date and time. If you do not receive an email or text from D&SDT within 5 business days of sending us your scheduling request and payment, call us immediately or during non-business hours, leave us a message on the answering machine at (877)851-2355.

You can also view your Test Confirmation Letter any time by signing into your TMU© account with your Email or Username and Password. (See 'Test Confirmation Letter', for instructions and screen shots.)

**Effective March 5, 2020 - D&SDT does not send postal mail test confirmation letters to candidates.**

### *Exam Check-In*

You need to arrive at your confirmed test site between 20 to 30 minutes before your exam is scheduled to start. (For example: if your test start time is 8:00AM – you need to be at the test site for check-in no later than 7:30 to 7:40AM.) If you arrive late, you will not be allowed to test.

### *Testing Attire*

For both the knowledge and skills exam, you must be in:

- ❖ Full clinical attire
  - Which consists of a scrubs top and scrub pants, scrub skirt (long, loose-fitting) or scrub dress (long, loose-fitting).
- ❖ No opened toed shoes or clinical tees are allowed.
  - Scrubs and shoes can be any color/design.
- ❖ No smart watches or fitness monitors are allowed.
- ❖ Long hair must be pulled back.

***Please note: You will not be admitted for testing if you are not wearing scrubs attire, the appropriate shoes, with long hair pulled back. You will be considered a NO SHOW. You will forfeit your testing fees and have to pay for another exam date.***

## Ohio Nursing Assistant Candidate Handbook

EFFECTIVE: October 1, 2020

### Identification

You must bring a **US GOVERNMENT ISSUED, PHOTO-BEARING, SIGNED, NON-EXPIRED FORM OF IDENTIFICATION** and your **ORIGINAL SOCIAL SECURITY CARD**. A letter from the Social Security office cannot be accepted. Only original IDs and social security cards are accepted. No photocopies, faxes or images are allowed. Examples of the forms of US government issued, signed, photo ID's that are acceptable are:

- Driver's License
  - *You may use your letter issued from the Department of Motor Vehicles (DMV) that you receive when you apply for or renew your driver's license.*
- State issued Identification Card
- Signed US Passport (Foreign Passports and Passport Cards *are not* acceptable)
- Military Identification Card (that meets all identification requirements)
- Work Authorization Card (that meets all identification requirements)
- Concealed Hand Gun Carry Permit

***Please note: \*A driver's license or state-issued ID card that has a hole punched in it is NOT VALID and will not be accepted as an acceptable form of ID. You will not be admitted for testing and you will be considered a NO SHOW. You will forfeit your testing fees and have to pay for another exam date.\****

The **FIRST** and **LAST** names listed on the photo ID and your Social Security Card presented to the RN Test Observer during sign-in at your test event **MUST EXACTLY MATCH** the FIRST and LAST names that were entered in the TMU© database. The names on your photo ID and Social Security Card **must match**, if they do not, it is your responsibility to provide a copy of the supporting documentation of name change (divorce decree, marriage license, etc.) to the RN Test Observer at check-in to be attached to your test. You may call D&SDT at (877)851-2355 to confirm that your name of record matches your US government issued ID and Social Security Card, or sign in to your TMU© record at <https://oh.tmuniverse.com> using your secure Email or Username and Password.

It is recommended that you print out, read and bring your test confirmation notice with you on your test day, although it is not required for test admission.

***Please note: You will not be admitted for testing if you do not bring proper ID, your ID is invalid (\*see note above) or if your FIRST and LAST printed names on your US government issued, non-expired photo ID and original Social Security Card do not match your current name of record. You will be considered a NO SHOW. You will forfeit your testing fees and have to pay for another exam date.***

You will be required to re-present your ID when you enter the knowledge test room and when you enter the skills lab for your skills exam. Please keep your ID with you during the entire exam day.

### Instructions for the Knowledge and Skill Tests

Test instructions for the knowledge and skill tests will be provided in written and oral format in the waiting area when you sign-in for your test. Oral and PDF versions are also available anytime from your smart phone via the knowledge test (paper version and electronic version) and skill test instruction links on the D&SDT Ohio STNA webpage under the Candidate column.

## Ohio Nursing Assistant Candidate Handbook

EFFECTIVE: October 1, 2020

These instructions detail the process and what you can expect during your exams. Please read through the instructions (or listen to them on your smart phone) **before** entering the knowledge test room or skill demonstration 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 you questions about the instructions you read when you enter the knowledge test room and/or skill test lab.

### Testing Policies

The following policies are observed at each test site:

- Plan to be at the test site up to six (6) hours.
- If you arrive late for your confirmed exam (you need to be at the test site to check in at least 20 to 30 minutes before your scheduled start time – if your test start time is 8:00AM, you need to be at the test site by 7:40AM at the latest), you will not be admitted to the exam and any exam fees paid *will NOT be refunded*.
- If you do not bring valid and appropriate US government issued, non-expired photo ID and your original Social Security Card, you will not be admitted to the exam and any exam fees paid *will NOT be refunded*.
- If the FIRST and LAST names on your photo ID and Social Security Card do not match, you will not be admitted to the exam and any exam fees paid *will NOT be refunded* unless you provide a copy of the supporting documentation of name change (divorce decree, marriage license, etc.) to the RN Test Observer at check-in to be attached to your test.
- If you do not wear scrubs, the appropriate shoes, have long hair pulled back, and conform to all testing policies, you will not be admitted to the exam and any exam fees paid *will NOT be refunded*.
- If you NO SHOW for your exam day, any test fees paid *will NOT be refunded*. You must re-pay your testing fees on-line in your own record using your Email or Username and Password or submit Form 1402OH (Scheduling and Payment Form) to schedule another exam date.
- Cell phones, watches of any kind, smart watches, fitness monitors, electronic recording devices, Bluetooth-connected devices and personal items (such as briefcases, large bags, study materials, extra books, or papers) are not permitted to be on or near you in either testing room. You will be informed by the testing team of the designated area to place your personal items and electronic devices in the designated area and you are to collect these items when you complete your test(s).
- All electronic devices must be **turned off**. Watches of any kind, smart watches and fitness monitors must be removed from your wrist.
- Anyone caught using any type of electronic recording device during testing will be removed from the testing room(s), have their test scored as a fail, forfeit all testing fees and will be reported to the Ohio Department of Health (ODH) and their training program. You may, however, use personal devices during your free time in the waiting area.
- You are encouraged to bring a jacket, snack, drink or study material to have while waiting to test.
- Foreign language translation dictionaries must be shown to the RN Test Observer at check-in and to the Knowledge Test Proctor when you enter the knowledge test room. No electronic dictionaries are allowed. No definitions or writing is allowed in the translation dictionary. If there is any writing or definitions, the translation dictionary will not be permitted to be used during testing.
- You may not remove any notes or other materials from the testing room.
- You are not permitted to eat, drink, and smoke (e-cigarettes or vape) during the exam.

## Ohio Nursing Assistant Candidate Handbook

EFFECTIVE: October 1, 2020

- You are not allowed to leave the testing room (knowledge test room or skills lab) once the exam has begun **for any reason**. If you do leave during your test event, you will not be allowed back into the testing room to finish your exam.
- If you are discovered causing a disturbance of any kind, engaging in any kind of misconduct or try to take any notes or testing materials from the testing room, you will be dismissed from the exam, your test will be scored as a fail and you will be reported to your training program and the Ohio Department of Health.
- Test sites, RN Test Observers, Knowledge Test Proctors and Actors are not responsible for candidate personal belongings at the test site.
- No visitors, guests, pets (including companion animals) or children are allowed. Service animals with an approved ADA accommodation in place are allowed.
- You may not test if you have any type of physical limitation (excluding pre-arranged ADA's) that would prevent you from performing your duties as an STNA (examples: cast, arm/leg braces, crutches, etc.) Call D&SDT immediately if you are on doctor's orders. You must fax a signed doctor's order **within 3 business days** of your scheduled exam day to qualify for a free reschedule.
- **Please review this Ohio Candidate Handbook before your test day for any updates to testing and/or policies.**

### *Incident Weather and Unforeseen Circumstances Policy*

If an exam date is cancelled due to weather or other unforeseen circumstances, D&SDT staff will make every effort to contact you using the contact information (email, text message, phone call) we have on file in your TMU© record 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.

### *Candidate Feedback – Exit Survey*

You will be able to access your test results in your TMU© record the day your test is officially scored after 6:00PM Eastern time. You will be provided a link to complete the exit survey when you access your test results. The survey is confidential and will not have any bearing on the outcome of any test. You are encouraged to complete the survey questions with honest feedback regarding the examination process to help improve the testing process.

### *Security*

If you refuse to follow directions, use abusive language or disrupt the examination environment, your test will be stopped and scored as a failure. You will be dismissed from the testing room and will forfeit any testing fees paid and a report of your behavior will be given to ODH. You will not be allowed to retest for a minimum period of six (6) months.

Anyone who removes or tries to remove test material or takes notes or information from the test site will be reported to ODH and is subject to prosecution to the full extent of the law. Your test will be scored as a test failure and you will forfeit any testing fees paid. You will not be allowed to retest for a minimum period of six (6) months. You may need to obtain permission from ODH in order to be eligible to test again.

If you give or receive help from anyone during testing (which also includes the use of any electronic recording devices such as cell phones, smart watches, or navigating to other browsers/sites during an electronic exam,



# Ohio Nursing Assistant Candidate Handbook

EFFECTIVE: October 1, 2020

etc.), your test will be stopped, you will be dismissed from the testing room and your test will be scored as a failure. You will forfeit any testing fees paid. You will be reported to ODH and you may need to obtain permission from ODH in order to be eligible to test again.

## Reschedules

All candidates may reschedule one time during the three-attempt testing cycle to a new mutually agreed upon test date for free up until **one (1) business day** preceding a scheduled test day, **excluding** Saturdays, Sundays and Holidays. Additional reschedules are subject to a \$35 fee that must be paid in full prior to a reschedule taking place.

If you must reschedule your exam date, please do so as soon as possible. You may reschedule an exam date by signing in to your TMU© record using your Email or Username and Password. **(See instructions with screen shots under ‘Schedule/Reschedule into a Test Event’.)**

- Example: If you are scheduled to take your exam on a Friday, you would need to reschedule by close of business the Wednesday before your scheduled exam. D&SDT is open 8:00PM to 8:00PM Monday through Friday Eastern Standard time.

Scheduled test date is on a:	Reschedule the previous:
Monday	The previous Thursday
Tuesday	The previous Friday
Wednesday	The previous Monday
Thursday	The previous Tuesday
Friday	The previous Wednesday
Saturday	The previous Thursday
Sunday	The previous Thursday

**Please note: Reschedules will not be granted less than one (1) full business day prior to a scheduled test date.**

## Refund of Testing Fees Paid

Requesting a refund of testing fees paid is different than rescheduling a test date. Requesting a refund means that you are not interested in taking the Ohio STNA certification test at all.

### Scheduled in a Test Event

- 1) If you are scheduled in a test event, a refund request of testing fees paid must be made in writing at least **one (1) full business day** prior to your scheduled test event (excluding Saturdays, Sundays and Holidays). We accept faxed, (406)-442-3357, or emailed, [hdmaster@hdmaster.com](mailto:hdmaster@hdmaster.com), requests for refunds. No phone calls will be accepted.
  - Example: If you are scheduled to take your exam on a Friday, you would need to submit a written request for a refund of testing fees paid by close of business (D&SDT is open until 8:00PM Monday through Friday Eastern Standard time) the Wednesday before your scheduled exam.

## Ohio Nursing Assistant Candidate Handbook

EFFECTIVE: October 1, 2020

- 2) Refund requests made in the required time frame qualify for a full refund of any testing fees paid minus a \$35 refund fee.
- 3) Refund requests must be made within thirty (30) days of payment of testing fees with D&SDT. Any requests for refunds made beyond the 30 days of payment of testing fees with D&SDT will not be issued.

### **Not Scheduled in a Test Event**

- 1) Refund requests must be made within thirty (30) days of payment of testing fees with D&SDT. Any requests for refunds made beyond the 30 days of payment of testing fees with D&SDT will not be issued.
- 2) Refund requests must be made in writing. We accept faxed, (406)-442-3357, or emailed, [hdmaster@hdmaster.com](mailto:hdmaster@hdmaster.com), requests for refunds. No phone calls will be accepted.
- 3) Refund requests made in the required time frame qualify for a full refund of any testing fees paid minus a \$35 refund fee.

### **No Shows**

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

These fees partially offset D&SDT cost incurred for services requested and resulting work that is performed. If a reschedule or refund request is not received before the one (1) full business day preceding a scheduled test event, excluding Saturdays, Sundays and Holidays (see examples under Reschedules and Refunds of Testing Fees Paid), a NO SHOW status will exist and you will forfeit your testing fees and must repay the full testing fee to secure a new test event.

### **No Show Exceptions**

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

- **Car breakdown:** D&SDT must be contacted within one business day via phone call, fax or email and a tow bill, mechanic bill or other appropriate documentation must be submitted within **three (3) business days** of the exam date. If we do not receive proof within the 3-business day time frame you will have to pay as though you were a No Show.
- **Medical emergency:** D&SDT must be contacted within one business day via phone call, fax or email and a doctor's note must be submitted within **three (3) business days** of the missed exam date. If we do not receive proof within the 3-business day time frame you will have to pay as though you were a No Show.

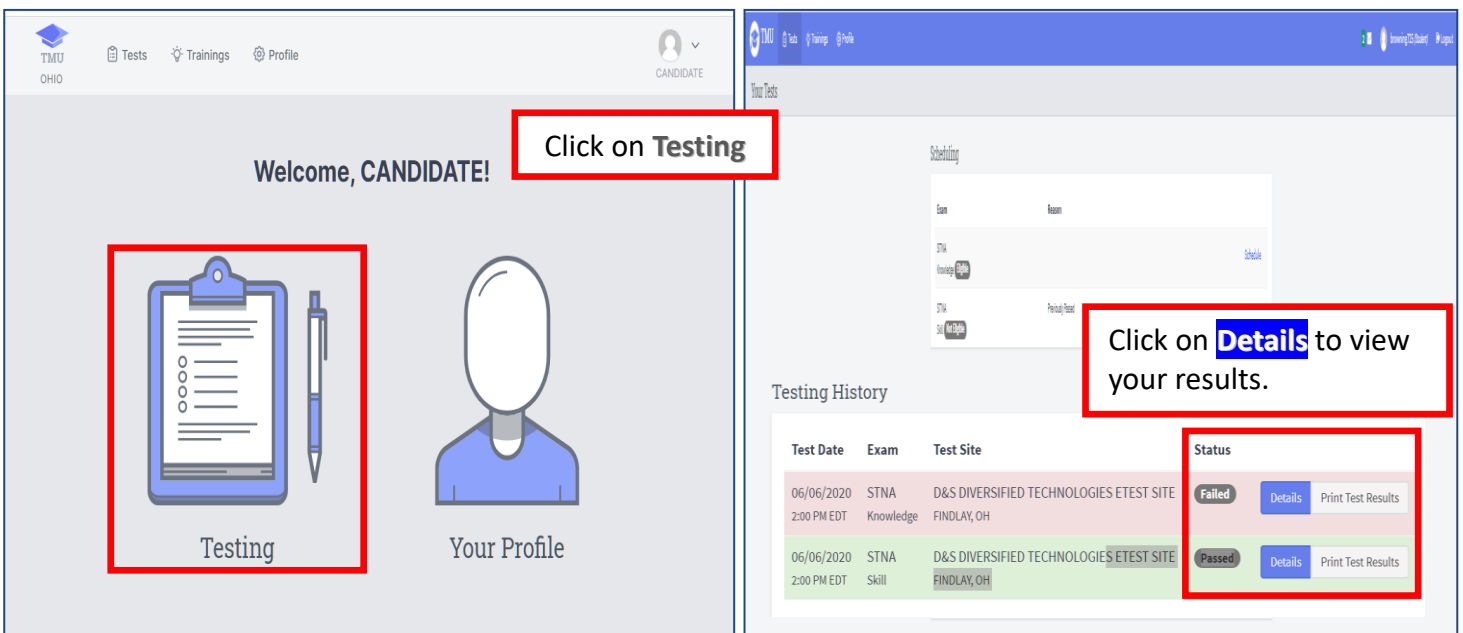
## Ohio Nursing Assistant Candidate Handbook

EFFECTIVE: October 1, 2020

- **Death in the family:** D&SDT must be contacted within one business day via phone call, fax or email and an obituary for **immediate family only** submitted within **seven (7) business days** from a missed exam date. If we do not receive proof within the 7-business day time frame you will have to pay as though you were a No Show. (Immediate family is parents, grand and great-grand parents, siblings, children, spouse or significant other.)

### Test Results

After you have completed both the Knowledge Test and Skill Test components of the competency exam, your test results will be officially scored and double checked by D&SDT scoring teams. Official test results will be available by signing in to your TMU© record after 6:00PM (EST) the business day after your test event. (See [instructions and screen shots to access your Test Results below.](#))



The image displays two screenshots of the TMU Ohio candidate portal. The left screenshot shows a 'Welcome, CANDIDATE!' message with a 'Testing' icon (a clipboard and pen) and a 'Your Profile' icon (a person silhouette). A red box highlights the 'Testing' icon with the text 'Click on Testing'. The right screenshot shows a 'Testing History' table with two entries. The first entry is 'Failed' and the second is 'Passed'. Both entries have a 'Details' button. A red box highlights the 'Details' button for the 'Failed' entry with the text 'Click on Details to view your results.' Below is a table of the testing history data.

Test Date	Exam	Test Site	Status
06/06/2020 2:00 PM EDT	STNA Knowledge	D&S DIVERSIFIED TECHNOLOGIES ETEST SITE FINDLAY, OH	Failed Details Print Test Results
06/06/2020 2:00 PM EDT	STNA Skill	D&S DIVERSIFIED TECHNOLOGIES ETEST SITE FINDLAY, OH	Passed Details Print Test Results

**NOTE:** Federal and State regulations allow health care facilities to employ students for up to 120 days from the day employment and training is offered in an approved facility-based nurse aide training and competency evaluation program. However, if you fail three attempts on either portion of the state competency exam, the facility is no longer allowed to employ you to perform nurse aide duties.

### Laminated Certified STNA Card

When you successfully pass both components of the nurse aide exam, your passed results letter with your laminated STNA card will be mailed to the address in your record.

### Test Attempts

You have **three attempts** to pass the knowledge and skill test portions of the exam within two (2) years from your date of nurse aide training program completion. If you do not complete testing within two years from

## Ohio Nursing Assistant Candidate Handbook

EFFECTIVE: October 1, 2020

completion of training, you must complete a new ODH approved training program in order to become eligible to further attempt Ohio STNA examinations.

### *Retaking the Nursing Assistant Test*

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

You can schedule a test or re-test on-line in your TMU© record with your Email or Username and Password online at: <https://oh.tmuniverse.com>.

You will need to pay with a Visa or Master Card before you are able to schedule. (See instructions with screen shots under 'Schedule/Reschedule into a Test Event'.) Call D&SDT at (877)851-2355 if assistance is needed.

Or, you may schedule a re-test by completing the Scheduling and Payment [Form 1402OH](#):

- Fill out Exam types and Fee payment on a new Scheduling and Payment Form 1402OH and choose test dates from the calendar of events in TMU© and write them on the Scheduling and Payment Form 1402OH under Option 1 (Regional Test Site Schedule).
- You will need to submit your Scheduling and Payment Form 1402OH to D&SDT either by fax at (406)442-3357 (\$5.00 extra fax fee applies), email at [hdmaster@hdmaster.com](mailto:hdmaster@hdmaster.com) (scan or image and attach) or mail to P.O. Box 6609, Helena, MT 59604.

If you need assistance scheduling your re-test, please call D&SDT at (877)851-2355. We are able to assist you in scheduling a test or re-test date as long as your fees have been paid first.

### *Test Review Requests*

You may request a review of your test results or dispute any other condition of your testing. **There is a \$25 test review deposit fee.** To request a review, you must submit the Scheduling and Payment [Form 1402OH](#), check the Test Review Fee of \$25 (cashier's check, money order, credit [Visa or Master Card only] or debit card with expiration date) and a detailed explanation of why you feel your dispute is valid via email, fax or mail **within three (3) business days** from official scoring of your test (excluding Saturdays, Sundays and Holidays). Late requests will be returned and will not be considered.

Please call D&SDT at (877)851-2355 and discuss the test outcome you are questioning before committing to sending the \$25 test review request deposit fee. Many times, once you have further details about the scoring of your test, you will understand the scoring process and learn how you can better prepare yourself for subsequent exam attempts. If, after discussion with D&SDT staff, you still have a concern with your testing process that affected the outcome of your exam, you may submit a Test Review Request.

Since one qualification for certification as an STNA in Ohio is demonstration by examination of minimum nurse aide knowledge and skills, the likely outcome of your review will determine who pays for your re-test. If the results of the review are in your favor, D&SDT will pay your re-test fee. D&SDT 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

## Ohio Nursing Assistant Candidate Handbook

EFFECTIVE: October 1, 2020

time of your test. D&SDT will re-check the scoring of your test and may contact you and/or the RN Test Observer for any additional recollection of your test(s). After a candidate reaches the age of 18, D&SDT will only discuss test results or test disputes with the candidate or the candidate's training program/instructor. D&SDT will not review test results or disputes with family members or anyone else on behalf of the candidate once the candidate is 18 years of age. D&SDT will complete your review request within 10 business days of the receipt of your timely review request and will email the review results to your email address and to the Ohio Department of Health.

### The Knowledge/Oral Test

You will be required to re-present your ID when you enter the knowledge test room and when you enter the skills lab for your skills exam. 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 Test. You will have a maximum of ninety (90) minutes to complete the 79 question Knowledge Test. You will be told when fifteen (15) minutes remain. You may not ask questions about the content of the Knowledge Test (such as "What does this question mean?") For paper tests, fill in only one oval on the answer sheet for each question. Do not mark in the testing booklet. Marks in the test booklet will not be accepted as answers. Your answers must appear on the separate scan form answer sheet.

- For paper Knowledge tests, you must bring several sharpened Number 2 pencils with erasers. Do not bring or use ink pens.
- The Knowledge Test Proctor will have scratch paper and a basic calculator available for use during your knowledge exam.

**You must have a score of 75% or better to pass the knowledge portion of the exam.**

Electronic TMU© testing using Internet connected computers is utilized at several sites in Ohio. For electronic tests, the Knowledge test portion of your exam will be displayed on a computer screen for you to read and key in your answers. Testing online with TMU© allows next business day scoring of tests and eliminates examination material shipping time so test results are available days sooner than with traditional paper and pencil testing.

**Note: You will need to know your Email or Username and Password to take an electronic TMU© Knowledge test.**

An audio (Oral) version of the knowledge test is available. However, you must request an Oral test before you submit your testing fee payment. There is an additional \$10 charge for an Oral Test. The questions are read to you, in a neutral manner from a cassette tape with control buttons enabling you to play, rewind or pause questions as needed, in addition to having the knowledge test booklet and scan form for the paper test. For TMU© electronic tests, the questions are read to you, in a neutral manner, and can be heard through headphones/ear buds plugged into the computer. When taking an electronic Oral exam, the oral control buttons will be displayed on the computer screen enabling you to play, rewind or pause questions as needed.

# Ohio Nursing Assistant Candidate Handbook

EFFECTIVE: October 1, 2020

**Please note: On the Oral Knowledge Test, only the first 59 questions will be read orally, the remaining 20 questions will have to be answered without oral assistance to assess English reading comprehension.**

Foreign language translation dictionaries must be shown to the RN Test Observer at check-in and to the Knowledge Test Proctor when you enter the knowledge test room. No electronic dictionaries are allowed. No definitions or writing is allowed in the translation dictionary. If there is any writing or definitions, the translation dictionary will not be permitted to be used during testing.

All test materials (including scratch paper and calculator) must be left in the testing room. Anyone who takes or tries to take materials, notes or information from the testing room is subject to prosecution and will be reported to the Ohio Department of Health.

## **Knowledge Test Content**

The Knowledge Test consists of 79 multiple-choice questions. Questions are selected from subject areas based on the ODH approved Ohio test plan and include questions from all the required categories as defined in the federal regulations. The subject areas are as follows:

### **Subject Areas**

SUBJECT AREA	NUMBER OF QUESTIONS
Basic Nursing Skills	11
Care Impaired	6
Communication	6
Data Collection	4
Disease Process	4
Infection Control	5
Mental Health	7
Older Adult Growth & Development	4
Personal Care	11
Resident Rights	5
Role and Responsibility	8
Safety	8

## **Knowledge Practice Test**

D&SDT-Headmaster offers a free knowledge test question of the day and a ten question on-line static practice test available on our web site at [www.hdmaster.com](http://www.hdmaster.com). Candidates may also purchase complete practice tests that are randomly generated, based on the state test plan. A mastery learning method is used and each practice test taken will be unique. This means candidates must get the question they are attempting correct before they may move onto 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.

## Ohio Nursing Assistant Candidate Handbook

EFFECTIVE: October 1, 2020

The following are a sample of the kinds of questions that you will find on the Knowledge/Oral test.

1. Clean linens that touch the floor should be:  
(A) Picked up quickly and placed back on the clean linen cart  
(B) Used immediately on the next resident bed  
(C) Considered dirty and placed in the soiled linen hamper  
(D) Used only in the room with the floor the linen fell on
  2. A soft, synthetic fleece pad placed beneath the resident:  
(A) Takes pressure off the back  
(B) Provides warmth for the resident  
(C) Gives the resident a sense of security  
(D) Should only be used with bedridden residents
  3. A resident's psychological needs:  
(A) Should be given minor consideration  
(B) Make the resident withdrawn and secretive  
(C) Are nurtured by doing everything for the resident  
(D) Are nurtured when residents are treated like individuals
- ANSWERS: 1-C 2-A 3-D

### The Manual Skill Test

- The purpose of the Skill Test is to evaluate your performance when demonstrating Ohio approved nurse aide skill tasks. You will find a complete list of skill tasks in this handbook.
- You will be asked to re-present your ID that you showed the RN Test Observer at sign-in.
- Be sure you understand all instructions you read while in the waiting area before you begin your skill task demonstrations. You may not ask questions once the Skill Test begins and the timer starts. Once the Skill Test begins, the RN Test Observer may not answer questions.
- Each of your randomly selected three (3) or four (4) tasks will have scenarios associated with them. The scenarios will be read to you by the RN Test Observer immediately before you are asked to do each task.
- You will be allowed a maximum of **thirty-five (35) minutes** to complete your three (3) or four (4) tasks. After 20 minutes have elapsed, you will be alerted that 15 minutes remain.
- Listen carefully to all instructions given by the RN Test Observer. You may request to have any of the scenarios repeated **at any time** during your Skill Test up until you run out of time or tell the RN Test Observer that you are finished with your skill task demonstrations.
- You must correctly perform all of the **key** steps (in bold font) and 80% of all non-key steps on each task assigned in order to pass the Skill Test.
- If you believe you made a mistake while performing a task, tell the RN Test Observer you would like to make a correction. You will need to correctly demonstrate the step or steps on the task you believe you performed incorrectly in order 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 thirty-five minutes or until you tell the RN Test Observer you are finished with the Skill Test.



## Ohio Nursing Assistant Candidate Handbook

EFFECTIVE: October 1, 2020

- The skill task steps are not order dependent, unless the words BEFORE or AFTER are used in a step.
- When you finish each task, verbally tell the RN Test Observer you are finished and move to the designated “relaxation area.” When the RN Test Observer and actor have set up and are ready for your next skill task demonstration, the RN Test Observer will read the scenario for your next task.
- **All steps must actually be demonstrated. Steps that are only verbalized WILL NOT COUNT.**

### Skill Test Recording Form

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

#### RECORDING FORM

EFFECTIVE 10-1-2020



Candidate's Name: _____	
PLEASE PRINT	
PULSE: _____	RESPIRATIONS: _____
URINARY OUTPUT: _____ ml	WEIGHT: _____ lbs.
GLASS 240ml: _____	
GLASS 120ml: _____	
TOTAL FLUID INTAKE: _____ ml	FOOD INTAKE: _____ %
Candidate's Signature: _____	

### Skill Test Tasks

You will be assigned one of the following five tasks with embedded hand washing as your first mandatory task:

- Bedpan and Output with required Hand Washing
- Catheter Care with required Hand Washing
- Changing an Adult Brief with Perineal Care for a Male with required Hand Washing
- Empty a Urinary Drainage Bag with required Hand Washing
- Perineal Care for a Female with required Hand Washing

You will also be assigned one of the following four tasks requiring you to put on personal protective equipment (gown, gloves and goggles or face shield) at the beginning of the task, demonstrate the task and then properly remove the gown, gloves and goggles or face shield:

- PPE and Bed Bath (Partial – Whole Face and One Arm/Hand/Underarm)
- PPE and Denture Care **NEW EFFECTIVE 12-1-20**
- PPE and Feeding a Dependent Resident
- PPE and Mouth Care (Brushing Teeth)

You will also receive an additional one (1) or two (2) 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.

# Ohio Nursing Assistant Candidate Handbook

EFFECTIVE: October 1, 2020

## Skill Tasks Listing

Every step must actually be performed and demonstrated during your skill test demonstration in order to receive credit.

The steps that are listed for each task are the steps required for a nurse aide candidate to successfully demonstrate minimum proficiency of the skill task for the RN Test Observer. The steps will be performed on a live resident actor for most of the tasks (the perineal care for a female, catheter care and changing an adult brief with perineal care for a male will be done on a manikin). You will be scored only on the steps listed. **You must have a score of 80% on each task without missing any key steps (the Bolded steps) to pass the skill component of your competency evaluation.** If you fail the Skill Test, one of the tasks on your retest will be a task you previously failed. There will always be one of the first mandatory tasks to start each Skill Test and one PPE task. The other tasks included on your Skill Test are randomly chosen so that every Skill Test is comparable in difficulty and average length of time to complete. The RN Test Observer will observe your demonstrations of your skill tasks and record what she/he sees you do. D&SDT scoring teams will officially score and double check your test.

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

\*\*\*\*\*

## 1. Ambulation using a Gait Belt

- 1) Perform hand hygiene.
  - a. Cover all surfaces of the hands with hand sanitizer.
  - b. Rub hands together to dry.
- 2) Explain the procedure to be performed to the resident.
- 3) Obtain a gait belt for the resident.
- 4) Lock designated bed brake(s) to ensure resident's safety.**
- 5) Lock wheelchair brakes to ensure resident's safety.**
- 6) Assist resident to put on non-skid footwear.
- 7) Lower bed to a position so the resident's feet will be flat on the floor when sitting on bed.
- 8) Bring resident to a sitting position with resident's feet flat on the floor.
- 9) Place gait belt around resident's waist to stabilize trunk.
- 10) Tighten gait belt.
- 11) Check gait belt for tightness by slipping fingers between gait belt and resident.
- 12) Face resident and grasp gait belt with both hands.
- 13) Bring resident to a standing position using proper body mechanics at all times.
- 14) Grasp gait belt with one hand with other hand stabilizing resident by holding forearm, shoulder or using other appropriate method to stabilize the resident.
- 15) Position self behind and slightly to side of the resident.
- 16) Ambulate resident at least 10 steps to the wheelchair.
- 17) Assist resident to pivot/turn and sit in the wheelchair in a controlled manner ensuring safety at all times.

## Ohio Nursing Assistant Candidate Handbook

EFFECTIVE: October 1, 2020

- 18) Remove gait belt.
- 19) Maintain respectful, courteous interpersonal interactions at all times.
- 20) Place call light or signal device within easy reach of the resident.
- 21) Perform hand hygiene.
  - a. Cover all surfaces of the hands with hand sanitizer.
  - b. Rub hands together to dry.

### 2. Ambulation with a Walker using a Gait Belt

- 1) Perform hand hygiene.
  - a. Cover all surfaces of the hands with hand sanitizer.
  - b. Rub hands together to dry.
- 2) Explain the procedure to be performed to the resident.
- 3) Obtain a gait belt for the resident.
- 4) **Lock designated bed brake(s) to ensure resident's safety.**
- 5) **Lock wheelchair brakes to ensure resident's safety.**
- 6) Assist the resident to put on non-skid footwear.
- 7) Bring resident to a sitting position with resident's feet flat on the floor.
- 8) Place gait belt around resident's waist to stabilize trunk.
- 9) Tighten gait belt.
- 10) Check gait belt for tightness by slipping fingers between gait belt and resident.
- 11) Position walker.
- 12) Assist resident to standing position using proper body mechanics at all times.
- 13) Stabilize walker using hand and/or foot.
- 14) Position self behind and slightly to the side of the resident.
- 15) Ambulate resident at least 10 steps to the wheelchair.
- 16) Assist resident to pivot/turn and sit in the wheelchair in a controlled manner ensuring safety at all times.
- 17) Remove gait belt.
- 18) Maintain respectful, courteous interpersonal interactions at all times.
- 19) Place call light or signal device within easy reach of the resident.
- 20) Perform hand hygiene.
  - a. Cover all surfaces of the hands with hand sanitizer.
  - b. Rub hands together to dry.

### 3. Applying an Anti-Embolic Stocking to One Leg

- 1) Perform hand hygiene.
  - a. Cover all surfaces of the hands with hand sanitizer.
  - b. Rub hands together to dry.
- 2) Explain the procedure to be performed to the resident.
- 3) Raise the bed between mid-thigh and waist level.
- 4) Provide privacy for resident, pull privacy curtain.
- 5) Provide for resident's privacy by only exposing one leg.
- 6) Roll, gather or turn stocking down inside out to the heel.
- 7) Place stocking over resident's toes, foot and heel.

## Ohio Nursing Assistant Candidate Handbook

EFFECTIVE: October 1, 2020

- 8) Roll or pull stocking up one leg.
- 9) Check toes for possible pressure from stocking and adjust as needed.
- 10) Leave resident with a stocking that is smooth and wrinkle free.
- 11) Lower bed.
- 12) Open privacy curtain.
- 13) Maintain respectful, courteous interpersonal interactions at all times.
- 14) Place call light or signal device within easy reach of the resident.
- 15) Perform hand hygiene.
  - a. Cover all surfaces of the hands with hand sanitizer.
  - b. Rub hands together to dry.

### 4. Bedpan and Output with Hand Washing

*(One of the possible first mandatory tasks.)*

- 1) Perform hand hygiene.
  - a. Cover all surfaces of the hands with hand sanitizer.
  - b. Rub hands together to dry.
- 2) Explain the procedure to be performed to the resident.
- 3) Gather supplies.
- 4) Provide privacy for resident, pull privacy curtain.
- 5) Put on gloves.
- 6) Position resident on standard bedpan/fracture pan with pan in correct orientation and using correct body mechanics.
- 7) Raise head of the bed.
- 8) Leave tissue within reach of resident.
- 9) Leave call light or signaling device within reach of resident.
- 10) Step away from the resident until the RN Test Observer identifies that the resident is finished.
- 11) Upon returning, lower the head of the bed.
- 12) Gently remove the bedpan.
- 13) Hold the bedpan while the RN Test Observer pours fluid into bedpan.
- 14) Place the graduate on a flat surface for reading output at eye level and pours fluid into graduate.
- 15) Empty graduate into designated toilet.
- 16) Rinse and dry bedpan and graduate and return to storage.
- 17) Wash resident's hands using a wet wash cloth.
- 18) Dry resident's hands with a dry towel.
- 19) Dispose of linens in designated container.
- 20) Remove gloves turning inside out as they are removed and dispose in designated container.
- 21) Leave resident in a position of comfort and safety.
- 22) Record output on the provided, previously signed recording form.
- 23) Candidate's recorded output is within 25 ml's of RN Test Observer's recorded output.**
- 24) Open privacy curtain.
- 25) Maintain respectful, courteous interpersonal interactions at all times.
- 26) Place call light or signal device within easy reach of the resident.
- 27) Wash hands: Turn on water.
- 28) Wash hands: Wet all surfaces of hands.

## Ohio Nursing Assistant Candidate Handbook

EFFECTIVE: October 1, 2020

- 29) Wash hands: Wet wrists.
- 30) Wash hands: Apply soap to hands.
- 31) Wash hands: Rub hands together using friction.
- 32) Wash hands: While hands are not under running water, rub hands together for at least 20 seconds.
- 33) Wash hands: Interlace fingers pointing downward.
- 34) Wash hands: Wash all surfaces of hands and wrists with soap.
- 35) Wash hands: Rinse hands and wrists thoroughly under running water with fingers pointed downward.
- 36) Wash hands: Dry hands and wrists on clean paper towel(s).
- 37) Wash hands: Immediately discard paper towel(s) in trash can.
- 38) Wash hands: Turn off faucet with a clean, dry paper towel.
- 39) Wash hands: Do not re-contaminate hands at any time during the hand washing procedure.**

### 5. Catheter Care for a Female with Hand Washing

*(One of the possible first mandatory tasks.)*

- 1) Perform hand hygiene.
  - a. Cover all surfaces of the hands with hand sanitizer.
  - b. Rub hands together to dry.
- 2) Explain the procedure to be performed to the resident.
- 3) Fill basin with comfortably warm water.
- 4) Provide privacy for resident, pull privacy curtain.
- 5) Raise side rail opposite working side of bed, or request RN Test Observer or Actor to opposite working side of bed.
- 6) Raise bed between mid-thigh and waist level.
- 7) Put on gloves.
- 8) Place a bath blanket or clean sheet over resident to maintain privacy.
- 9) Turn resident [manikin] (side-to-side), or raise hips and place waterproof pad under resident [manikin].
- 10) Verbalize the act of checking, while physically checking, to see that urine can flow unrestricted into the drainage bag.
- 11) Use soap and water to carefully wash in a circular motion around the drainage tube where it exits the urethra.
- 12) With one hand holding the catheter near the urethra to prevent tugging on catheter.**
- 13) Cleans at least 3-4 inches from the urethra down the drainage tube with other hand.
- 14) Clean with stroke(s) only away from the urethra. (A wash cloth wrapped around the tubing with one stroke is okay.)**
- 15) Use a clean portion of a wash cloth for any stroke.
- 16) Rinse with stroke(s) only away from the urethra. (A wash cloth wrapped around the tubing with one stroke is okay.)**
- 17) Use a clean portion of a wash cloth for any stroke.
- 18) Pat dry with a clean towel.
- 19) Do not allow the tube to be pulled at any time during the procedure.
- 20) Replace top cover over resident.
- 21) Remove bath blanket or sheet.
- 22) Remove waterproof pad, without friction, by turning resident [manikin] side-to-side, or raised hips.
- 23) Dispose of all soiled linens in designated container.

## Ohio Nursing Assistant Candidate Handbook

EFFECTIVE: October 1, 2020

- 24) Empty, rinse, dry and return equipment to storage.
- 25) Remove gloves turning inside out as they are removed and dispose in designated container.
- 26) Open privacy curtain.
- 27) Lower bed.
- 28) Lower side rail(s), if side rails were used.
- 29) Leave resident in a position of comfort and safety.
- 30) Maintain respectful, courteous interpersonal interactions at all times.
- 31) Place call light or signal device within easy reach of the resident.
- 32) Wash hands: Turn on water.
- 33) Wash hands: Wet all surfaces of hands.
- 34) Wash hands: Wet wrists.
- 35) Wash hands: Apply soap to hands.
- 36) Wash hands: Rub hands together using friction.
- 37) Wash hands: While hands are not under running water, rub hands together for at least 20 seconds.
- 38) Wash hands: Interlace fingers pointing downward.
- 39) Wash hands: Wash all surfaces of hands and wrists with soap.
- 40) Wash hands: Rinse hands and wrists thoroughly under running water with fingers pointed downward.
- 41) Wash hands: Dry hands and wrists on clean paper towel(s).
- 42) Wash hands: Immediately discard paper towel(s) in trash can.
- 43) Wash hands: Turn off faucet with a clean, dry paper towel.
- 44) Wash hands: Do not re-contaminate hands at any time during the hand washing procedure.**

### 6. Changing an Adult Brief, Provide Perineal Care for a Male with Hand Washing

*(One of the possible first mandatory tasks.)*

- 1) Perform hand hygiene.
  - a. Cover all surfaces of the hands with hand sanitizer.
  - b. Rub hands together to dry.
- 2) Explain the procedure to be performed to the resident [manikin].
- 3) Fill basin with comfortably warm water.
- 4) Provide privacy for resident, pull privacy curtain.
- 5) Fill basin with comfortably warm water.
- 6) Raise bed between mid-thigh and waist level.
- 7) Raise side rail opposite working side of bed, or request RN Test Observer or Actor to opposite working side of bed.
- 8) Obtain brief.
- 9) Put on gloves.
- 10) Place bath blanket or clean sheet over resident to maintain privacy.
- 11) Place waterproof pad under resident's buttocks by turning resident toward side, or raise hips.
- 12) Expose perineum only.
- 13) Unfasten wet brief on both sides.
- 14) Remove soiled brief under resident [manikin] by rolling resident [manikin] side-to-side OR raise hips.
- 15) Discard soiled brief in the designated container.
- 16) Gently grasp the penis.
- 17) Use water and a soapy wash cloth.

## Ohio Nursing Assistant Candidate Handbook

EFFECTIVE: October 1, 2020

- 18) Clean tip of penis starting at the urethral opening working outward with a circular motion.
- 19) Clean shaft of the penis with downward motions.
- 20) Use a clean portion of a wash cloth with each stroke.**
- 21) Clean scrotum with a clean portion of a wash cloth.
- 22) Rinse penis with a new wash cloth.
- 23) Rinse penis using a clean portion of a wash cloth with each stroke.
- 24) Rinse scrotum using a clean portion of a wash cloth with each stroke.
- 25) Pat dry the area.
- 26) Recover the exposed area with the bath blanket or clean sheet.
- 27) Assist resident to turn onto side away from the working side of the bed.
- 28) Use a new, soapy wash cloth to clean the rectal area.
- 29) Clean area from scrotum to rectal area using a clean portion of a wash cloth with each stroke.**
- 30) Rinse area from scrotum to rectal area using a clean portion of a wash cloth with each stroke.
- 31) Pat dry the area.
- 32) Apply a new brief by rolling resident [manikin] side-to-side OR raise hips.
- 33) Pull front of brief through ensuring brief is even on both sides of the resident [manikin] and fasten brief securely on both sides.
- 34) Remove waterproof pad, without friction, by turning resident [manikin] side-to-side, or raise hips.
- 35) Remove bath blanket or sheet.
- 36) Dispose of all soiled linen in the designated container.
- 37) Position resident on his back.
- 38) Lower bed.
- 39) Lower side rail(s), if side rails were used.
- 40) Empty, rinse, dry and return equipment to storage.
- 41) Remove gloves turning inside out as they are removed and dispose in designated container.
- 42) Open privacy curtain.
- 43) Leave resident in a position of comfort and safety.
- 44) Maintain respectful courteous, interpersonal interactions at all times.
- 45) Place call light or signaling device within easy reach of resident.
- 46) Wash hands: Turn on water.
- 47) Wash hands: Wet all surfaces of hands.
- 48) Wash hands: Wet wrists.
- 49) Wash hands: Apply soap to hands.
- 50) Wash hands: Rub hands together using friction.
- 51) Wash hands: While hands are not under running water, rub hands together for at least 20 seconds.
- 52) Wash hands: Interlace fingers pointing downward.
- 53) Wash hands: Wash all surfaces of hands and wrists with soap.
- 54) Wash hands: Rinse hands and wrists thoroughly under running water with fingers pointed downward.
- 55) Wash hands: Dry hands and wrists on clean paper towel(s).
- 56) Wash hands: Immediately discard paper towel(s) in trash can.
- 57) Wash hands: Turn off faucet with a clean, dry paper towel.
- 58) Wash hands: Do not re-contaminate hands at any time during the hand washing procedure.**



## Ohio Nursing Assistant Candidate Handbook

EFFECTIVE: October 1, 2020

### 7. Dressing a Bedridden Resident

- 1) Perform hand hygiene.
  - a. Cover all surfaces of the hands with hand sanitizer.
  - b. Rub hands together to dry.
- 2) Explain the procedure to be performed to the resident.
- 3) Provide privacy for resident, pull privacy curtain.
- 4) Raise bed between mid-thigh and waist level.
- 5) Keep resident covered while removing gown.
- 6) Remove gown from unaffected side first.
- 7) Place soiled gown in designated container.
- 8) 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.
- 9) When dressing the resident in a shirt/blouse, always dresses from the affected side first.
- 10) 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.
- 11) When dressing the resident in pants, always dress the resident from the affected side first.
- 12) Apply resident's non-skid footwear.
- 13) Leave the resident comfortably and properly dressed and in a position of safety.
- 14) Lower bed.
- 15) Open privacy curtain.
- 16) Maintain respectful, courteous interpersonal interactions at all times.
- 17) Place call light or signaling device within easy reach of the resident.
- 18) Perform hand hygiene.
  - a. Cover all surfaces of the hands with hand sanitizer.
  - b. Rub hands together to dry.

### 8. Emptying a Urinary Drainage Bag with Hand Washing

*(One of the possible first mandatory tasks.)*

- 1) Perform hand hygiene.
  - a. Cover all surfaces of the hands with hand sanitizer.
  - b. Rub hands together to dry.
- 2) Explain the procedure to be performed to the resident.
- 3) Provide privacy for resident, pull privacy curtain.
- 4) Raise bed between mid-thigh and waist level.
- 5) Put on gloves.
- 6) Place a barrier on the floor under the drainage bag.
- 7) Place the graduate on the previously placed barrier.
- 8) Open the drain to allow the urine to flow into the graduate until bag is empty.
- 9) Avoid touching the graduate with the tip of the tubing.
- 10) Close the drain.
- 11) Wipe the drain with an antiseptic wipe AFTER the drainage bag is empty.
- 12) Replace drain in holder.
- 13) Lower bed.

## Ohio Nursing Assistant Candidate Handbook

EFFECTIVE: October 1, 2020

- 14) Place graduate on level, flat surface.
- 15) With graduate at eye level, read output.
- 16) Empty graduate into designated toilet.
- 17) Rinse, dry and return equipment to storage.
- 18) Remove gloves turning inside out as they are removed and dispose in designated container.
- 19) Leave resident in a position of comfort and safety.
- 20) Record output on the provided, previously signed recording form.
- 21) Candidate's measured output reading is within 25 ml's of RN Test Observer's output reading.**
- 22) Open privacy curtain.
- 23) Maintain respectful, courteous interpersonal interactions at all times.
- 24) Place call light or signaling device within easy reach of the resident.
- 25) Wash hands: Turn on water.
- 26) Wash hands: Wet all surfaces of hands.
- 27) Wash hands: Wet wrists.
- 28) Wash hands: Apply soap to hands.
- 29) Wash hands: Rub hands together using friction.
- 30) Wash hands: While hands are not under running water, rub hands together for at least 20 seconds.
- 31) Wash hands: Interlace fingers pointing downward.
- 32) Wash hands: Wash all surfaces of hands and wrists with soap.
- 33) Wash hands: Rinse hands and wrists thoroughly under running water with fingers pointed downward.
- 34) Wash hands: Dry hands and wrists on clean paper towel(s).
- 35) Wash hands: Immediately discard paper towel(s) in trash can.
- 36) Wash hands: Turn off faucet with a clean, dry paper towel.
- 37) Wash hands: Do not re-contaminate hands at any time during the hand washing procedure.**

### 9. Hair Care

- 1) Perform hand hygiene.
  - a. Cover all surfaces of the hands with hand sanitizer.
  - b. Rub hands together to dry.
- 2) Explain the procedure to be performed to the resident.
- 3) Place a towel on resident's shoulders.
- 4) Ask resident how s(he) would like her/his hair styled.
- 5) Comb/brush/style hair gently and completely.
- 6) Discard linen in designated container.
- 7) Leave hair neatly brushed/combed/styled.
- 8) Maintain respectful, courteous interpersonal interactions at all times.
- 9) Place call light or signaling device within easy reach of the resident.
- 10) Perform hand hygiene.
  - a. Cover all surfaces of the hands with hand sanitizer.
  - b. Rub hands together to dry.

## Ohio Nursing Assistant Candidate Handbook

EFFECTIVE: October 1, 2020

### 10. Making an Occupied Bed

- 1) Perform hand hygiene.
  - a. Cover all surfaces of the hands with hand sanitizer.
  - b. Rub hands together to dry.
- 2) Gather linen and transport correctly.
- 3) 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.
- 4) Explain procedure to be performed to the resident.
- 5) Provide privacy for resident, pull privacy curtain.
- 6) **Raise side rail opposite working side of bed, or request RN Test Observer to opposite working side of bed.**
- 7) Raise bed to between mid-thigh and waist level.
- 8) Assist resident to roll onto side toward raised side rail or RN Test Observer.
- 9) Roll or fan fold soiled linen, soiled side inside, to the center of the bed.
- 10) Place clean bottom sheet along the center of the bed and roll or fan fold linen against resident's back and unfold remaining half.
- 11) Secure two fitted corners of the clean bottom sheet.
- 12) **Raise side rail on other side of the bed, or request RN Test Observer to opposite working side of the bed.**
- 13) Assist the resident to roll over the bottom linen, preventing trauma and avoidable pain to resident at all times.
- 14) Remove soiled linen without shaking.
- 15) Avoid touching linen to uniform.
- 16) Dispose of soiled linen in designated container.
- 17) Pull through and smooth out the clean bottom linen.
- 18) Secure the other two fitted corners.
- 19) Place clean top linen and blanket or bed spread over covered resident while removing used linen.
- 20) Keep resident unexposed at all times.
- 21) Tuck in top linen and blanket or bedspread at the foot of bed.
- 22) Make mitered corners at the foot of the bed.
- 23) Apply clean pillow case, with zippers and/or tags of pillow to inside.
- 24) Gently lift resident's head while replacing the pillow.
- 25) Leave bed completely and neatly made without wrinkles.
- 26) Lower bed.
- 27) Lower side rails, if side rails were used.
- 28) Open privacy curtain.
- 29) Maintain respectful, courteous interpersonal interactions at all times.
- 30) Place call light or signaling device within easy reach of the resident.
- 31) Perform hand hygiene.
  - a. Cover all surfaces of the hands with hand sanitizer.
  - b. Rub hands together to dry.

## Ohio Nursing Assistant Candidate Handbook

EFFECTIVE: October 1, 2020

### 11. Nail Care

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

### 12. Perineal Care for a Female with Hand Washing

*(One of the possible first mandatory tasks.)*

- 1) Perform hand hygiene.
  - a. Cover all surfaces of the hands with hand sanitizer.
  - b. Rub hands together to dry.
- 2) Explain the procedure to be performed to the resident [manikin].
- 3) Fills basin with comfortably warm water
- 4) Provide privacy for resident, pull privacy curtain.
- 5) 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.
- 6) Raise the bed to between mid-thigh and waist level.
- 7) Place bath blanket or clean sheet over resident.
- 8) Put on gloves.
- 9) Place waterproof pad under resident's buttocks by turning resident side-to-side or raise hips.
- 10) Expose perineum only.
- 11) Use water and a soapy wash cloth.
- 12) Clean both sides and middle of labia from top to bottom with a clean portion of the wash cloth for each stroke.**
- 13) Rinse area from top to bottom with a clean portion of the wash cloth with each stroke.
- 14) Pat dry the area with a clean portion of the towel for each pat.
- 15) Cover the exposed area with the bath blanket or clean sheet.
- 16) Assist resident to turn onto side away from the working side of the bed.

## Ohio Nursing Assistant Candidate Handbook

EFFECTIVE: October 1, 2020

- 17) With a new clean wash cloth with water and soap, clean the rectal area.
- 18) 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.**
- 19) Rinse the rectal area from vagina to rectal area using at least two single strokes.
- 20) Pat dry area from vagina to rectal area.
- 21) Remove waterproof pad from under buttocks, without friction, by turning resident [manikin] side-to-side or raise hips.
- 22) Position resident on her back.
- 23) Remove bath blanket or sheet.
- 24) Dispose of all soiled linen in the designated container.
- 25) Empty, rinse, dry and return equipment to storage.
- 26) Remove gloves, turning inside out as they are removed and dispose in designated container.
- 27) Lower bed.
- 28) Lower side rail(s), if side rails were used.
- 29) Open privacy curtain.
- 30) Maintain respectful, courteous interpersonal interactions at all times.
- 31) Place call light or signaling device within easy reach of the resident.
- 32) Wash hands: Turn on water.
- 33) Wash hands: Wet all surfaces of hands.
- 34) Wash hands: Wet wrists.
- 35) Wash hands: Apply soap to hands.
- 36) Wash hands: Rub hands together using friction.
- 37) Wash hands: While hands are not under running water, rub hands together for at least 20 seconds.
- 38) Wash hands: Interlace fingers pointing downward.
- 39) Wash hands: Wash all surfaces of hands and wrists with soap.
- 40) Wash hands: Rinse hands and wrists thoroughly under running water with fingers pointed downward.
- 41) Wash hands: Dry hands and wrists on clean paper towel(s).
- 42) Wash hands: Immediately discard paper towel(s) in trash can.
- 43) Wash hands: Turn off faucet with a clean, dry paper towel.
- 44) Wash hands: Do not re-contaminate hands at any time during the hand washing procedure.**

### 13. PPE (Gown, Gloves, Goggles or Face Shield) and Bed Bath- Whole Face and One Arm, Hand and Underarm

*(One of the possible mandatory PPE tasks.)*

- 1) Perform hand hygiene.
  - a. Cover all surfaces of the hands with hand sanitizer.
  - b. Rub hands together to dry.
- 2) Unfold the gown.
- 3) Don (put on) gown fully covering torso and wrapping gown around the back.
- 4) Fasten at the neck and the waist.
- 5) Put on goggles or face shield appropriately over eyes or face.
- 6) Put on gloves.
- 7) Extend gloves over the wrists of the gown.
- 8) Explain procedure to be performed to the resident.

## Ohio Nursing Assistant Candidate Handbook

EFFECTIVE: October 1, 2020

- 9) Fill basin with comfortably warm water.
- 10) Provide privacy for resident, pull privacy curtain.
- 11) Raise bed between mid-thigh and waist level.
- 12) Cover resident with a bath blanket or clean sheet.
- 13) Fanfold bed linens down to waist or move linens to opposite side.
- 14) Remove resident's gown without exposing resident.
- 15) Dispose of gown in designated container.
- 16) Wash face WITHOUT SOAP and pat dry.
- 17) Place towel under arm, exposing one arm.
- 18) Wash arm, hand and underarm using soap and water.
- 19) Rinse arm, hand, and underarm.
- 20) Pat dry arm, hand and underarm.
- 21) Assist resident to put on a clean gown.
- 22) Empty, rinse and dry equipment and return to storage.
- 23) Dispose of soiled linen in designated container.
- 24) Lower bed.
- 25) Open privacy curtain.
- 26) Maintain respectful, courteous interpersonal interactions at all times.
- 27) Place call light or signaling device within easy reach of the resident.
- 28) Remove gloves BEFORE gown turning inside out as they are removed.
- 29) Dispose of gloves in designated container.
- 30) Remove goggles or face shield from the back by lifting ear pieces or headband.
- 31) Place goggles or face shield in designated container.
- 32) Unfasten gown at the neck.
- 33) Unfasten gown at the waist.
- 34) Pull gown away from neck, touching only the inside of the gown.
- 35) Turn gown inside out and roll into a bundle.
- 36) Dispose of gown in designated container.
- 37) Perform hand hygiene.
  - a. Cover all surfaces of the hands with hand sanitizer.
  - b. Rub hands together to dry.

### 14. PPE (Gown, Gloves, Goggles or Face Shield) and Denture Care

*(One of the possible mandatory PPE tasks.)*

- 1) Perform hand hygiene.
  - a. Cover all surfaces of the hands with hand sanitizer.
  - b. Rub hands together to dry.
- 2) Unfold the gown.
- 3) Don (put on) gown fully covering torso and wrapping gown around the back.
- 4) Fasten at the neck and the waist.
- 5) Put on goggles or face shield appropriately over eyes or face.
- 6) Put on gloves.
- 7) Extend gloves over the wrists of the gown.
- 8) Explain the procedure to be performed to the resident.

## Ohio Nursing Assistant Candidate Handbook

EFFECTIVE: October 1, 2020

- 9) 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.)
- 10) Remove dentures from cup.
- 11) Handle dentures carefully to avoid damage being careful to avoid contamination.
- 12) Empty and rinse denture cup.
- 13) Apply toothpaste.
- 14) 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.)
- 15) Rinse dentures using clean cool water.
- 16) Place dentures in rinsed denture cup.
- 17) Add cool clean water to denture cup.
- 18) Clean and dry equipment and return to storage.
- 19) Discard protective lining in designated container.
- 20) Maintain respectful, courteous interpersonal interactions at all times.
- 21) Place call light or signaling device within easy reach of the resident.
- 22) Remove gloves BEFORE gown turning inside out as they are removed.
- 23) Dispose of gloves in designated container.
- 24) Remove goggles or face shield from the back by lifting ear pieces or headband.
- 25) Place goggles or face shield in designated container.
- 26) Unfasten gown at the neck.
- 27) Unfasten gown at the waist.
- 28) Pull gown away from neck, touching only the inside of the gown.
- 29) Turn gown inside out and roll into a bundle.
- 30) Dispose of gown in designated container.
- 31) Perform hand hygiene.
  - a. Cover all surfaces of the hands with hand sanitizer.
  - b. Rub hands together to dry.

### 15. PPE (Gown, Gloves, Goggles or Face Shield) and Feeding a Dependent Resident

*(One of the possible mandatory PPE tasks.)*

- 1) Perform hand hygiene.
  - a. Cover all surfaces of the hands with hand sanitizer.
  - b. Rub hands together to dry.
- 2) Unfold the gown.
- 3) Don (put on) gown fully covering torso and wrapping gown around the back.
- 4) Fasten at the neck and the waist.
- 5) Put on goggles or face shield appropriately over eyes or face.
- 6) Put on gloves.
- 7) Extend gloves over the wrists of the gown.
- 8) Explain the procedure to be performed to the resident.
- 9) 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.
- 10) Position the resident in an upright position that is at least 45 degrees.



## Ohio Nursing Assistant Candidate Handbook

EFFECTIVE: October 1, 2020

- 11) Protect clothing from soiling by using napkin, clothing protector, or towel.
- 12) Wash and dry resident's hands BEFORE feeding.
- 13) Discard soiled linen in designated container.
- 14) Remain at eye level facing the resident while feeding resident.
- 15) Describe the foods being offered to the resident.
- 16) Offer each fluid frequently.
- 17) Offer food in small amounts at a reasonable rate, allowing resident time to chew and swallow.
- 18) Wipe resident's face during meal at least one time.
- 19) Leave resident clean and in bed with the head of the bed set up to at least 30 degrees.
- 20) Record intake in percentage of total solid food eaten on provided, previously signed recording form.
- 21) Candidate's recorded consumed food intake must be within 25 percentage points of the RN Test Observer's recorded food intake.**
- 22) Record the sum of total fluid consumed in ml on provided, previously signed recording form.
- 23) Candidate's recorded total consumed fluid intake is within 60 ml's of the RN Test Observer's recorded fluid intake.**
- 24) Maintain respectful, courteous interpersonal interactions at all times.
- 25) Place call light or signaling device within easy reach of the resident.
- 26) Remove gloves BEFORE gown turning inside out as they are removed.
- 27) Dispose of gloves in designated container.
- 28) Remove goggles or face shield from the back by lifting ear pieces or headband.
- 29) Place goggles or face shield in designated container.
- 30) Unfasten gown at the neck.
- 31) Unfasten gown at the waist.
- 32) Pull gown away from neck, touching only the inside of the gown.
- 33) Turn gown inside out and roll into a bundle.
- 34) Dispose of gown in designated container.
- 35) Perform hand hygiene.
  - a. Cover all surfaces of the hands with hand sanitizer.
  - b. Rub hands together to dry.

### 16. PPE (Gown, Gloves, Goggles or Face Shield) and Mouth Care—Brushing Teeth

*(One of the possible mandatory PPE tasks.)*

- 1) Perform hand hygiene.
  - a. Cover all surfaces of the hands with hand sanitizer.
  - b. Rub hands together to dry.
- 2) Unfold the gown.
- 3) Don (put on) gown fully covering torso and wrapping gown around the back.
- 4) Fasten at the neck and the waist.
- 5) Put on goggles or face shield appropriately over eyes or face.
- 6) Put on gloves.
- 7) Extend gloves over the wrists of the gown.
- 8) Explain the procedure to be performed to the resident.
- 9) Gather equipment/supplies.
- 10) Provide privacy for resident, pull privacy curtain.

## Ohio Nursing Assistant Candidate Handbook

EFFECTIVE: October 1, 2020

- 11) Drape the chest with towel (cloth or paper) to prevent soiling.
- 12) 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.)
- 13) Brush resident's teeth, including the inner, outer, and chewing surfaces of all upper and lower teeth.**
- 14) Clean tongue.
- 15) Assist resident in rinsing mouth.
- 16) Wipe resident's mouth.
- 17) Remove soiled chest barrier (cloth or paper) and place in designated container.
- 18) Empty, rinse and dry emesis basin.
- 19) Rinse toothbrush.
- 20) Return equipment to storage.
- 21) Leave resident in a position of comfort.
- 22) Open privacy curtain.
- 23) Maintain respectful, courteous interpersonal interactions at all times
- 24) Place call light or signaling device within easy reach of the resident.
- 25) Remove gloves BEFORE gown turning inside out as they are removed.
- 26) Dispose of gloves in designated container.
- 27) Remove goggles or face shield from the back by lifting ear pieces or headband.
- 28) Place goggles or face shield in designated container.
- 29) Unfasten gown at the neck.
- 30) Unfasten gown at the waist.
- 31) Pull gown away from neck, touching only the inside of the gown.
- 32) Turn gown inside out and roll into a bundle.
- 33) Dispose of gown in designated container.
- 34) Perform hand hygiene.
  - a. Cover all surfaces of the hands with hand sanitizer.
  - b. Rub hands together to dry.

### 17. Position Resident in Bed on Side

- 1) Perform hand hygiene.
  - a. Cover all surfaces of the hands with hand sanitizer.
  - b. Rub hands together to dry.
- 2) Explain procedure to be performed to the resident.
- 3) Provide privacy for resident, pull privacy curtain.
- 4) Position bed flat.
- 5) Raise bed between mid-thigh and waist level.
- 6) 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.**
- 7) From the working side of the bed, gently move upper body toward self.
- 8) From the working side of the bed, gently move hips toward self.
- 9) From the working side of the bed, gently move legs toward self.
- 10) Assist/turn resident onto correct side stated by RN Test Observer.
- 11) Ensure that resident's face never becomes obstructed by the pillow.
- 12) Check to be sure resident is not lying on his/her downside arm.

## Ohio Nursing Assistant Candidate Handbook

EFFECTIVE: October 1, 2020

13) Place support devices under the resident's head, the upside arm, behind the back and between the knees.

**14) Ensure resident is in correct body alignment.**

15) Leave resident in a position of comfort and safety.

16) Lower side rails, if side rails were used.

17) Lower bed.

18) Open privacy curtain.

19) Maintain respectful, courteous interpersonal interactions at all times.

20) Place call light or signaling device within easy reach of the resident.

21) Perform hand hygiene.

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

### 18. Range of Motion for Hip and Knee

1) Perform hand hygiene.

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

2) Explain procedure to be performed to the resident.

3) Raise bed between mid-thigh and waist level.

4) Provide privacy for resident, pull privacy curtain.

5) Position resident supine (bed flat).

6) Leave the resident in good body alignment.

7) Place one hand under the knee and the other hand under the ankle.

8) Move the entire leg away from the body. (abduction)

9) Move the entire leg back toward the body. (adduction)

10) Complete abduction and adduction of the hip at least three times.

11) Continue to correctly support joints by placing one hand under the resident's knee and the other hand under the resident's ankle.

12) Bend the resident's knee and hip toward the resident's trunk. (flexion of hip and knee at the same time)

13) Straighten the knee and hip. (extension of knee and hip at the same time)

14) Complete flexion and extension of knee and hip at least three times.

**15) Candidate must ask at least once if they are causing any pain or discomfort.**

16) Do not force any joint beyond the point of free movement.

17) Leave resident in a comfortable position.

18) Lower bed.

19) Open privacy curtain.

20) Maintain respectful, courteous interpersonal interactions at all times.

21) Place call light or signaling device within easy reach of the resident.

22) Perform hand hygiene.

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

## Ohio Nursing Assistant Candidate Handbook

EFFECTIVE: October 1, 2020

### 19. Range of Motion for Shoulder

- 1) Perform hand hygiene.
  - a. Cover all surfaces of the hands with hand sanitizer.
  - b. Rub hands together to dry.
- 2) Explain the procedure to be performed to the resident.
- 3) Raise bed between mid-thigh and waist level.
- 4) Provide privacy for resident, pull privacy curtain.
- 5) Position resident supine (bed flat).
- 6) Leave resident in good body alignment.
- 7) Place one hand under their elbow and the other hand under the resident's wrist.
- 8) Raise resident's arm up and over the resident's head. (flexion)
- 9) Bring the resident's arm back down to the resident's side. (extension)
- 10) Complete flexion and extension of the shoulder at least three times.
- 11) Continue to correctly support joints by placing one hand under the resident's elbow and the other hand under the resident's wrist.
- 12) Move the resident's entire arm out away from the body. (abduction)
- 13) Return the resident's arm to the resident's side. (adduction)
- 14) Complete abduction and adduction of the shoulder at least three times.
- 15) Candidate *must ask* at least once if they are causing any pain or discomfort.**
- 16) Do not force any joint beyond the point of free movement.
- 17) Leave resident in a comfortable position.
- 18) Lower bed.
- 19) Open privacy curtain.
- 20) Maintain respectful, courteous interpersonal interactions at all times.
- 21) Place call light or signaling device within easy reach of the resident.
- 22) Perform hand hygiene.
  - a. Cover all surfaces of the hands with hand sanitizer.
  - b. Rub hands together to dry.

### 20. Stand and Pivot-Transfer Resident from Bed to Wheelchair using a Gait Belt

- 1) Perform hand hygiene.
  - a. Cover all surfaces of the hands with hand sanitizer.
  - b. Rub hands together to dry.
- 2) Explain the procedure to be performed to the resident and obtain a gait belt.
- 3) Position wheelchair in close proximity of the bed.
- 4) Lock wheelchair brakes to ensure resident's safety.**
- 5) Lock designated bed brake(s) to ensure resident's safety.**
- 6) Assist resident in putting on non-skid footwear.
- 7) 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.
- 8) Place a gait belt around the resident's waist to stabilize trunk.
- 9) Tighten gait belt.
- 10) Check gait belt for tightness by slipping fingers between gait belt and resident.

## Ohio Nursing Assistant Candidate Handbook

EFFECTIVE: October 1, 2020

- 11) Face resident and grasp the gait belt with both hands.
- 12) Bring resident to a standing position using proper body mechanics.
- 13) Assist resident to pivot and sit in the wheelchair in a controlled manner that ensures safety.
- 14) Remove gait belt.
- 15) Maintain respectful, courteous interpersonal interactions at all times.
- 16) Place call light or signaling device within easy reach of the resident.
- 17) Perform hand hygiene.
  - a. Cover all surfaces of the hands with hand sanitizer.
  - b. Rub hands together to dry.

### 21. Stand and Pivot-Transfer Resident from Wheelchair to Bed using a Gait Belt

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

### 22. Vital Signs - Pulse and Respirations

- 1) Perform hand hygiene.
  - a. Covers all surfaces of the hands with hand sanitizer.
  - b. Rub hands together to dry.
- 2) Explain procedure to be performed to the resident.
- 3) Provide privacy for resident, pull privacy curtain.
- 4) Locate the radial pulse by placing tips of fingers on thumb side of the resident's wrist.

## Ohio Nursing Assistant Candidate Handbook

EFFECTIVE: October 1, 2020

- 5) Count pulse for a full 60 seconds.
  - a. *Verbally tell the RN Test Observer when you start counting and when you stop counting.*
- 6) Record pulse rate on the provided, previously signed recording form.
- 7) Candidate's recorded pulse rate is within 4 beats of RN Test Observer's recorded pulse rate for the full 60 seconds.**
- 8) Count respirations for a full 60 seconds.
  - a. *Verbally tell the RN Test Observer when you start counting and when you stop counting.*
- 9) Record respirations on provided, previously signed recording form.
- 10) Candidate's recorded respiratory rate is within 2 breaths of the RN Test Observer's recorded respiratory rate for the full 60 seconds.**
- 11) Open privacy curtain.
- 12) Maintain respectful, courteous interpersonal interactions at all times.
- 13) Place call light or signaling device within easy reach of the resident.
- 14) Perform hand hygiene.
  - a. Cover all surfaces of the hands with hand sanitizer.
  - b. Rub hands together to dry.

### 23. Weighing an Ambulatory Resident

- 1) Perform hand hygiene.
  - a. Cover all surfaces of the hands with hand sanitizer.
  - b. Rub hands together to dry.
- 2) Explain procedure to be performed to the resident.
- 3) Balance (or zero) scale.
- 4) Lock wheelchair brakes to ensure resident's safety.**
- 5) Assist resident to stand and walk to the scale.
- 6) Assist resident to step on the scale.
- 7) 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.
- 8) Appropriately adjusts weights until scale is in balance OR read the analog scale.
- 9) Return resident to the wheelchair, assisting resident to sit in the wheelchair.
- 10) Record weight on the provided, previously signed recording form.
- 11) Candidate's recorded weight varies no more than 2 lb. from the RN Test Observer's pre-recorded weight.**
- 12) Maintain respectful, courteous interpersonal interactions at all times.
- 13) Place call light or signal calling device within easy reach of the resident.
- 14) Perform hand hygiene.
  - a. Cover all surfaces of the hands with hand sanitizer.
  - b. Rub hands together to dry.

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# Ohio Nursing Assistant Candidate Handbook

EFFECTIVE: October 1, 2020

## Knowledge Test Vocabulary List

abdominal thrust
abduction
abuse
accidents
activities
adaptive device
adaptive equipment
adduction
ADL
admission
admitting resident
advance directives
affected side
aggressive resident
aging process
agitation
alarm
Alzheimer's disease
ambulation
anatomy
anger
angina
anti-embolitic stocking
aphasia
apnea
appropriate response
arthritis
aseptic
aspiration
assault
assistive device
bacteria
bargaining
basic needs
bathing
battery
bed cradle
bed measurement
bedpan
behavior

behavioral care plan
bladder training
blindness
blood pressure
body fluid
body mechanics
body temperature
bowel program
BP
BPH
bradycardia
breathing
breathing rates
burns
call signal
cancer
cardiac arrest
cardiovascular system
care impaired
care plan
care planning
cares
cataract
catheter
catheter care
cc's in an ounce
cell phones
central nervous system
cerebral vascular accident
chain of command
chain of infection
charge nurse
chemical restraint
chemical safety
CHF
choking
circulation
clarification
cleaning spills
clear liquid diet

cognitively impaired
cold compress
colostomy care
comfort care
communicable
communication
competency evaluation program
conduct
confidentiality
confused resident
congestive heart failure
constipation
constrict
contamination
continuity
contracture
converting measures
COPD
cueing
cultural
CVA
data collection
death
death and dying
dehydration
delegation
dementia
denture care
dentures
dependability
depression
developmental process
diabetes
diabetic
dialysis
diastolic
diet
dietitian
diets
digestion



# Ohio Nursing Assistant Candidate Handbook

EFFECTIVE: October 1, 2020

dilate
discharging resident
disease
disease process
disinfection
disoriented
disrespect
dizziness
DNR
documentation
dorsiflexion
dressing
drowsy
dry skin
dying
dysphagia
dyspnea
dysuria
edema
elastic stockings
elevate head
elimination
emergency situation
emesis
emesis basin
emotional needs
emotional support
empathy
emphysema
ethics
evacuation
extremity
eye glasses
falls
fecal impaction
feeding
feeding tubes
financial abuse
fire
fire safety
flatus
fluid

fluid intake
fluid restriction
Foley catheter
foot care
foot drop
force fluid
Fowler's
fraud
frayed cord
free from disease
frequent urination
gait belt
gastric feedings
gastrostomy tube
geriatric chair
geriatrics
germ transmission
gerontology
gestures
gifts
gloves
grieving process
HAI
hair care
hallucination
hand tremors
hand washing
harm
health-care team
hearing
hearing aid
hearing impaired
heart rates
hemiplegia
hepatitis B
HIPAA
HIV
hoarding
hormones
hospice
hydration
hypertension

I&O
impairment
incontinence
indwelling catheter
infection
infection control
initial observations
in-service programs
insulin
intake
intake and output
integumentary system
interpersonal skills
isolation
lateral position
legal ethics
legal responsibilities
lift/draw sheet
lifting
linen
liquid diet
listening
loose teeth
low sodium diet
Maslow
masturbation
MDS
measuring
measuring height
measuring temperature
mechanical lift
medical asepsis
medical record
medications
memory
memory loss
mental health
microorganism
military time
minerals
misappropriation
mistreatment

# Ohio Nursing Assistant Candidate Handbook

EFFECTIVE: October 1, 2020

morning care
mouth care
moving
multiple sclerosis
musculoskeletal
musculoskeletal system
nail care
neglect
negligence
non-contagious disease
non-verbal communication
NPO
nursing assistant's role
nutrients
nutrition
objective
observation
ombudsman
open-ended questions
oral care
oral hygiene
oral temperature
orientation
osteoporosis
output
overbed table
oxygen
oxygen concentrator
pain
palliative care
paralysis
Parkinson's
PASS
passive
passive range of motion
pathogen
patience
perineal care
personal items
phone etiquette
physical needs
physician's authority

policy book
positioning
PPE
pressure ulcer
preventing injury
privacy
progressive
promoting independence
pronation
prostate gland
prosthesis
prosthetic device
psychological needs
pulse
quality of life
radial
ramps
range of motion
reality orientation
rectal
regulation
religious service
reminiscence therapy
reminiscing
reporting
reposition
resident abuse
resident belongings
resident harm
resident identification
resident independence
resident rights
residents
resident's chart
resident's environment
respectful treatment
respiration
respiratory
respiratory symptoms
respiratory system
responding to resident behavior
response

responsibility
restorative
restorative care
restraint
restraint alternative
rights
risk factor
role
safety
safety precautions
safety techniques
scale
scope of practice
seclusion
seizure
self-esteem
semi-Fowler's
sensory system
sexual harassment
sexual needs
Sharp's container
shaving
shearing
side rails
simple fracture
skin integrity
slander
smoking
social needs
specimen
spills
spiritual needs
sputum
standard precautions
sterile
sterilization
stethoscope
stress
stroke
subjective
subjective data
substance abuse

# Ohio Nursing Assistant Candidate Handbook

EFFECTIVE: October 1, 2020

suicide
sundowning
supine
survey
swelling
systolic
tachycardia
TED hose
telephone etiquette
temperature
terminal illness
threatening resident
tips
toenails
toileting schedule
transfers
treating residents with respect
tub bath

tube feeding
tubing
tympanic
types of isolation
unaffected
unconscious
undressing
urethral
urinary catheter bag
urinary elimination
urinary problems
urinary system
urinary tract
urine
validation
vision change
visual impairment
vital signs

vitamins
vomitus
walker
wandering resident
weak side
weighing
weight
wheelchair safety
white blood cells
withdrawn resident
workplace violence

