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Providing STNA testing solutions for Ohio

## EFFECTIVE JULY 2015, VERSION 13.5

**\*\*SOCIAL SECURITY CARDS ARE REQUIRED ALONG WITH YOUR GOVERNMENT ISSUED NON EXPIRED PHOTO ID FOR TESTING DAY**

## VERSION 13.5 Policy update

### Contact Information

#### Questions regarding test applications-test scheduling-eligibility to test:

Diversified Technologies.....8:00 am to 6:00 pm M-F..... (877) 851-2355  
333 Oakland Avenue..... 8:00 am to 2:00 pm Sat.....  
Findlay, OH 45840.....Fax (419) 422-8328

#### Questions about registry status:

Ohio Department of Health  
Ohio Nurse Aide Registry 8:00 am to 5:00 pm M-F..... (800) 582-5908 (in-state)  
246 North High Street..... (614) 752-9500 (out-of-state)  
Columbus, OH 43215.....Fax (614) 564-2461

#### Questions about training programs:

Ohio Department of Health...  
Nurse Aide Training and Competency Evaluation Program (NATCEP).... 8:00 am to 5:00 pm M-F  
246 North High Street..... (614) 752-8285  
Columbus, OH 43215.....Fax (614) 564-2596

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## 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 nurse aides who work in such facilities. Each state is responsible for following 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 for taking the nurse aide competency test and is designed to help prepare candidates for testing. There are two parts to the nurse aide competency test—a multiple-choice written/oral test and a skill test. Candidates must pass both parts of the test to be identified as state tested and listed on the Ohio Nurse Aide Registry.

Ohio has approved D&S Diversified Technologies to provide tests and scoring services for nurse aide testing. To learn how to apply to take nurse aide tests, please use this handbook or contact D&SDT at [www.hdmaster.com](http://www.hdmaster.com) or call local (419) 420-1605 or toll free 877-851-2355. This handbook should be kept for future reference.

## Nurse Aide Registry Requirements

Ohio Administrative Code (OAC) rule 3701-17-07.3, describes the maintenance for all individuals who have met the competency requirements of division (A) of section 3721.32 of the Ohio Revised Code and are on the Nurse Aide Registry.

The Ohio Department of Health will not continue to list an individual on the registry as eligible to work in a long-term care facility unless the department has received verification in accordance with paragraph (C) of this rule that the individual provided at **least seven and one-half consecutive hours or eight hours in a forty-eight hour period of nursing and nursing-related services for compensation during the twenty-four month period immediately following either the date that the individual was placed on the registry or the most recent date of verified work.**

If an individual desires to remain on the registry as eligible to work as a nurse aide but is not eligible because more than twenty-four consecutive months have passed since the last date of verified work, the individual must do one of the following:

1. Submit documentation showing that he or she has provided at least seven and one-half consecutive hours or eight hours in a forty-eight-hour period of nursing and nursing-related services for compensation during that twenty-four month period; or
2. Successfully complete additional training and competency evaluation by complying with paragraphs (D)(1) and (D)(2) of rule 3701-17-07.1 of the Administrative Code.

**The documentation required in paragraph (C)(1) of this rule shall include either of the following:**

1. In the case of a facility, agency or any other health care provider that is authorized under applicable law to provide services that include implementation of portions of a nursing regimen, as defined by section 4723.01 of the Revised Code,  
a statement verifying the dates that the individual performed nursing and nursing-related services for compensation; or
2. A statement by a physician or nurse verifying that he or she has personal knowledge that the individual provided nursing and nursing-related services to a patient under the physician's or nurse's care. The statement shall further verify:

The name of the individual that provided nursing and nursing-related services for such patient;

The nature of the nursing and nursing-related services and the date or dates the individual last provided seven and one-half consecutive hours or eight hours in a forty-eight hour period of nursing and nursing related services;

That the individual received compensation for the services specified in paragraph (D)(2)(b) of this rule. If the physician or nurse is unable to verify that the individual was compensated for those services, the individual must provide further proof that he or she received compensation for the specified services.

Additional questions regarding these rules may be addressed to either the Nurse Aide Registry at (800) 582–5908 (in state) or (614) 752–9500 (out of state). If you have questions regarding the location of nurse aide training classes you may call (614) 752–8285.

### **Veterans GI Bill Benefits 3/16/2015-4/20/2015**

D&S Diversified Technologies has been approved through the Department of Veterans Affairs (VA) as an approved testing vendor for the Ohio STNA exam. **Reimbursement of fees paid may be available through your GI Bill, if funds are available.** If you are a Veteran or Active Military Status you must pay for the testing fees and you will be provided with a receipt that you must submit to the VA with completed form 22-0803-ARE.PDF and mail to the VA for reimbursement. Form 22-0803-ARE.PDF can be found on our website at [hdmaster.com](http://hdmaster.com). You can find additional information about the GI Bill at [www.gibill.va.gov](http://www.gibill.va.gov)

If you are an active member of the military, retired veteran or spouse of a veteran you may be eligible for reimbursement through your GI Bill. Veterans and their spouses are eligible to receive priority of service on testing day if the veteran has completed services in the armed forces, including the national guard of any state, or a reserve component of the armed forces, or has been discharged under honorable conditions from the armed forces if the required documentation is presented.

You will need to present proof on testing day to the Test Observer in the form of one of the following:

1. Department of Defense Identification Card (Active, retired, TDRL).
2. DD214 Military Discharge Certificate indicating disposition of discharge.
3. Report of Separation from the National Archives National Personnel Records Center in St. Louis, Missouri.
4. Veterans Identification Card from the Department of Veterans Affairs.

This documentation must be presented in addition to the required original Social Security card and the government issued non-expired, photo ID.

### **Medic:**

**Per the Ohio Administrative code 3701-18-23 allows an individual who has/had the equivalent of twelve months or more of full-time employment in the preceding five years as a medic in the field performing activities of daily living such as toileting, bathing, feeding, dressing etc of direct patient care can submit for approval, knowledge verification to waiver the Nurse Aide Training and sit for the Ohio Nurse Aide Exam. Those individuals with experience in the armed forces of the United States can submit verification of a armed forces medic skills training/experience in the armed services totaling 1600 hrs providing direct patient care.**

### **The Written/Oral Test**

A written test proctor will hand out materials and give instructions for taking the written test. You will have a maximum of ninety (90) minutes to complete the seventy-nine (79) question written test. You will be told when fifteen (15) minutes remain. You may not ask questions about the content of the written test (such as “What does this question mean?”). Fill in only one (1) 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 if you are taking a paper test. For WEBETEST®, electronic testing, you will use either the mouse or keyboard to choose your correct answers. You must have a score of 80% or better on the written portion of the test to pass the written portion. Your written test proctor will have **scrap paper available** for math related questions but, must be **turned in with your test to the proctor at the end of your test.**

An oral test may be taken in conjunction with the written test if you have difficulty reading English. If you want to take the oral test you must request it when you submit your application. There is an additional charge for the oral test. The questions are read to you from a cassette tape in addition to having the written test and scan form for the paper test. For the WEBETEST® you will hear the questions on the computer headphones. The last seventeen (17) of the questions will not be read on the oral tape and **MUST** be read

and answered without aide of the oral tape. These seventeen (17) questions serve as the reading comprehension requirement as required by the Ohio Department of Health.

All test materials must be left in the testing room. Anyone who takes or tries to take materials or information from the testing room is subject to prosecution to the full extent of the law and will be reported to the Ohio Department of Health and will not be allowed to take the test again without ODH approval and/or six months.

### **Written Test Content Outline**

The Written Test **consists of seventy-nine (79) multiple-choice items/questions**. Questions are selected from subject areas based on the Ohio Department of Health test plan and include questions from all the required categories as defined in the OBRA regulations. The subject areas and number of items are as follows:

- |                                |                                       |
|--------------------------------|---------------------------------------|
| 1) Safety (10 items)           | 7) Communication (7 items)            |
| 2) Infection Control (7 items) | 8) Data Collection (4 items)          |
| 3) Personal Care (7 items)     | 9) Basic Nursing Skills (11 items)    |
| 4) Mental Health (4 items)     | 10) Role and Responsibility (8 items) |
| 5) Care Impaired (6 items)     | 11) Disease Process (4 items)         |
| 6) Resident Rights (7 items)   | 12) Older Adult Growth (4 items)      |

### **The Skill Test**

The purpose of the skill test is to evaluate your nurse aide skills. You will find a complete list of skill tasks printed in this handbook. Hand Washing will be one of the skill tasks you will need to perform. Four (4) additional skill tasks will be randomly selected from the list for you to perform on your skill test. The steps that are listed for each skill task are the steps required for a nurse aide to completely perform the task. You will be scored on each of these steps. You must have a score of 80% on each task ***without missing any key steps (the bolded steps)*** to pass the skill portion of the test. If you fail a single task you will have to take another skill test with five (5) tasks on it, at least one of which will be one that you failed

### **What to Expect**

- Each of the five scenarios associated with your five **(5)** assigned tasks will be read to you immediately before you begin each task.
- **Please check the web site for any possible changes in the skills and/or protocol changes prior to taking your skill test.**
- Listen carefully to all instructions given by the test observer. You may request to have any of the five skill task scenarios repeated anytime during your skill test.
- Be sure you understand all instructions before you begin your skill test because you may not ask questions once the skill test begins. Reminder that you must **actually perform each step to get credit for that step.**
- Expect to spend no more than **4-6 hours at the test site on your testing day.**
- You will be given thirty-five **(35)** minutes to complete the five (5) skill tasks. You must correctly perform all five (5) tasks in order to pass the skill test. You will be told when fifteen (15) minutes remain for completion.
- If you believe you made a mistake while performing a task, say so and then **you must physically perform the steps** on a the task you believe you performed incorrectly to get credit for those steps. You may repeat **any** step/steps you believe you have performed incorrectly **any** time during your allotted 35 minutes or until you tell the test observer you are finished **or out of time** with the skill test. Once the skill test has begun, the test observer may not answer questions.

### **ADA Accommodations**

The Ohio Department of Health and D & S Diversified Technologies nurse aide testing program provide reasonable accommodations for applicants with disabilities or limitations that may affect their ability to take the nurse aide competency exam. Accommodations are granted in accordance with the Americans with Disabilities Act. If you are a candidate with a disability or limitation for which you wish to request an accommodation, please complete forms 1404OH located on our web site at [www.hdmaster.com](http://www.hdmaster.com) and

return completed forms to D & S Diversified Technologies **along with supporting documentation ie- copy of IEP, 504 and/or letter from a learning specialist with your initial application,** or call 877-851-2355 for information. Please allow an additional two weeks to your normal testing time frames if requesting an ADA accommodation.

### Test Day

**SOCIAL SECURITY CARD REQUIRED FOR TESTING EFFECTIVE SEPTEMBER 1, 2013 per regulation standard 3701-18-26 (B-1-b).**

You should arrive at your confirmed test site between twenty and thirty (20-30) minutes before your test is scheduled to start. **You must bring a GOVERNMENT ISSUED-SIGNED, NON-EXPIRED, PHOTO ID. (IE-Drivers License, State ID, Military Id, passport) and your SOCIAL SECURITY CARD.** *You will not be admitted for testing if you do not bring proper ID's and you will have to **reapply for a new test date and repay all required testing fees.*** You must be in **full Clinical Attire** for both written and skill testing including clinical shoes (no flip flops or sandals) and hair pulled back. Full clinical attire consist of scrub tops and scrub pants/skirts **no tee shirts with facility logo will be accepted.** If you do not have appropriate required attire you will not be able to test and viewed as a no show and forfeit your testing fee. Your test notification letter and map should be with you, although they are not required.

Prior to your testing day you should check our web site to ensure that no changes have occurred in the skills and/or testing protocols since your training class completion at [hdmaster.com](http://hdmaster.com) then click on Ohio STNA. **Full Clinical Attire is mandatory for both the written and/or skill test and you will be turned away as a no show if you do not have clinical attire, clinical shoes and long hair tied back. Remember, you must allow 4-6 hours for your scheduled testing day.**

**Effective July 1, 2014 it is your responsibility to check and double check your name and personal demographic information on testing day at sign in. If you do not and your name is misspelled you will be charge \$25.00 for a replacement card. NO EXCEPTIONS!**

**It is your responsibility to bring several sharpened Number 2 pencils** with erasers if you are taking a paper written test. **DO NOT BRING or USE INK PENS.** Ink will not allow your scan form to be processed by the scanner.

### Testing Policy

*The following policies are observed at each test site—*

- If you arrive late for your confirmed test, or if you do not bring appropriate ID'S, you will not be admitted to the test and your test fee will NOT be refunded. **If you NO SHOW for your testing day you will forfeit your testing fees and you will have to reapply for a new test date and repay all required testing fees.**
- **You must be in full Clinical Attire for both written and/or skill testing including clinical shoes (no flip flops or sandals) and hair pulled back. If you do not have appropriate required attire you will not be able to test and viewed as a no show and forfeit your testing fee.**
- **Cellular phones, beepers, blue tooth phones or any other electronic devices are not permitted on your testing day.** **NO ELECTRONIC DEVICE OF ANY KIND WILL BE PERMITTED IN THE TESTING AREAS.** **If you are found to have an electronic device in your possession you will be ask to leave and forfeit all testing fee's. You will be required to re-submit a new application and payment to retest.**
- Candidates that enter the **testing area with a cell phone on will be asked to leave and forfeit any testing fees.**
- **Candidates may not have coats or hooded apparel on the head area during testing due to security reasons.**
- You are not permitted to bring personal belongings such as briefcases, large bags, study materials, extra books, or papers into the testing room. Any such materials brought into the testing room will be collected and returned to you when you have completed the test. **Facilities, Test sites, Observers, actor or WTP are not responsible for person items brought to testing.**
- The only exception is a language translation dictionary (**paper or hard back-no electronic**) that you must show to the Test Observer and written test proctor before you start the written test.
- Candidates with long hair are asked to pull hair back to ensure that no blue tooth device is present.

**Personal belongings must be left outside of the testing area** with the exception of several sharpened #2 pencils and a language translation dictionary if needed, which will be checked by the test proctor and test observer and can only be paper version no electronic. If any documentation or writing is in the translation dictionary book you will not be able to use.

- You may not take any notes or other materials from the testing room.
- You are not permitted to eat, drink, or smoke during the test.
- **If you are discovered causing a disturbance of any kind or engaging in any kind of misconduct, you will be dismissed from the test and reported to your training program and the Ohio Department of Health.**
- **No visitors, guests, pets or children are allowed at the testing site**, if you bring visitors, guests, pets, or children you will be asked to leave and forfeit your testing fee. You must then reapply and repay for your testing.
- 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. (ex: Cast, Braces, Crutches, or weight restrictions.
- Call D&S immediately if you are on doctor's orders and you **must fax a doctor's excuse in with the actual testing date identified within 5 working days** of your scheduled testing day to qualify for a free reschedule and doctor excuse must be for the testing date.
- Full Clinical Attire is mandatory for all written and/or skill test and you will be turned away as a no show if you do not have clinical attire, clinical shoes and long hair tied back. If your religious beliefs prevent you from full clinical attire such as pants then a clinical attire skirt will be accepted with your scrub top and clinical footwear. No clinical tee shirts will be accepted for scrub tops.
- Required ID's: Government issued id (drivers lic, state Id, etc) and your original social security card no copies will be accepted for either id. If you show up without the two mandatory ID's you will be turned away and result in a no show and then you will have to re-submit a new application and testing fee to reschedule. Copies will not be accepted!!
- You must bring a SIGNED, NON-EXPIRED, PHOTO ID (must be U.S. government issued: drivers license, state ID, passport (must have photo, signature and expiration date to be used), conceal carry permit or military ID) and your SOCIAL SECURITY CARD. You must bring original ID's to testing, photocopies or faxes are not allowed for any ID. You will not be admitted for testing if you do not bring these TWO proper forms of ID and you will have to reapply and repay for a new testing date. The candidate name on both of the IDs must match EXACTLY the name entered into the database for the candidate; if the names do not match EXACTLY you must bring a COPY of your supporting documentation such as divorce decree or marriage certificate. A copy must be brought the tester will not have access to a copy machine. (9/2015) if you do not you must reapply and repay.

## **Reschedule/Cancellation Policy\_\_\_\_\_**

### **\*\*Reschedules-**

-An individual may reschedule one time during the three attempt testing cycle to a new mutually agreed upon test date and site for no charge up to **24 hours from the actual testing time** (excluding Sundays and holidays). Sample if your test starts at 8:30am on Friday you must call no later than 8:30am on Thursday to qualify.

-Reschedules must occur **within 60 days** of the actual testing date. If reschedules are not made within the 60 days you will be charged a \$35 reschedule fee. Any further reschedules will be **charged at the rate of \$35** which must be paid before the reschedule can occur. **No refunds or free reschedules will be granted after 120 calendar days from the last reschedule date.**

### **\*\*Cancellations-**

**-Cancellations MUST be faxed or emailed PRIOR TO 24 HOURS OF THE ACTUAL TESTING DATE excluding Sundays and holidays, no phone calls will be accepted to qualify for a full refund minus a \$24 cancellation fee.** No verbal cancellations will be accepted. If you reschedule and later decide that you want to cancel you must notify us in writing (mailed, fax or email) within 60 days **from your last scheduled test date** to qualify for a refund minus the cancellation fee. Cancellations submitted more than 60 days from your last scheduled test date will not qualify for a refund.

**No Shows-** If you are scheduled for your test and don't show up without notifying D&S DT at least 24 hours from the actual testing time (excluding Sundays and holidays) you will be considered a **NO SHOW**



and **must submit a new application with all required fees to be scheduled for a new test date.** No refunds will be granted after 120 calendar days.

If you **No Show** for any of the following reasons please provide the following documentation:

**Car breakdown:** A tow bill faxed within **48 hours** of the test date, if we do not receive proof within 48 the hour time frame you will remain a No Show.

**Medical emergency:** Doctor excuse **identifying illness on the actual testing date** within **5 working days from the actual testing date**, if we do not receive proof within the 5 working day time frame you will remain a No Show.

**Death in the family:** Obituary's for **immediate family only** within **14 business days** from a missed test date otherwise you will remain a No Show. Your name must appear in the obituary.

### **Security**

Anyone who removes or tries to remove test material or information from the test site will be prosecuted to the full extent of the law, will be recorded as a test failure, and will not be allowed to retest for a minimum period of six months. Study materials or any form of electronic devices may **not** be brought to the test or used during testing. If you give or receive help from anyone during testing, the test will be stopped, your test will not be scored, you will be dismissed from the testing room and your name will be reported to the appropriate agencies and will require approval from ODH to retest and/or **suspended from testing for six months.**

**Laminated STNA cards:** If you do not receive your laminated card within 30 days from your actual testing date it is your responsibility to contact D&S toll free at 877-851-2355. Cards never received after the 60 days from the actual testing day will require a \$25.00 replacement charge.

### **Test Disputes**

**Test Dispute-**If you dispute your test results, a step-by step explanation of skill steps demonstrated must be faxed, emailed, or sent to D & S within **10 days of your test event along with the \$25.00 test dispute fee. Disputes received without dispute fee will not be processed.** If the dispute is found in your favor you will be refunded the fee. If it is determined your results will remain the same or if you are given a free reschedule the fee will not be refunded. If we receive your dispute without the fee, it will be mailed back to you without consideration. **Please allow 2-4 weeks processing time for test disputes.** You will be notified by email or mail of the outcome of your dispute.

### **Test Results**

Test results will be available on line at [hdmaster.com](http://hdmaster.com), emailed to you if you provided your email address on your application and you will receive a copy of your test results in the mail. Your training program will also be receiving a copy of your test results.

After you have successfully passed both the Written/Oral Test and Skill Test, you will be placed on the Ohio nurse aide registry and receive a certification notice from D&S DT along with a laminated wallet ID card. If you fail, you must reapply to retake the STNA test. Procedures for reapplying and detailed test diagnostics are included with failure notification letters.

**Test results are now available online at [www.hdmaster.com](http://www.hdmaster.com), click on Ohio STNA then on-line test results 2-3 days after testing with a paper test or within 24 hours with electronic testing excluding holidays and Sundays.**

### **The Registry**

The Ohio nurse aide registry maintains information regarding the status of state tested nurse aides in Ohio. The Registry operates according to federal and state requirements and guidelines. Anyone may contact the Registry to inquire about his or her status as a nurse aide. Contact the Ohio nurse aide registry with questions about lapsed certification and transfer of certification to or from another state.

### **Sample Questions**

The following questions are samples of the kinds of questions that you will find on the written/oral test. Check your answers to these questions using the answer box below.

**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**

**Online Testing Notifications**

SCHEDULED TEST NOTIFICATIONS CAN BE ACCESSED ON THE WEB SITE HOME PAGE @  
hdmaster.com. ENTER YOUR SOCIAL SECURITY # AND STATE.

**Written Practice Test**

Available on our web site at [www.hdmaster.com](http://www.hdmaster.com) we offer a free written test question of the day and a free ten question online practice test. You may also purchase complete practice tests that are randomly generated, based on your State test plan, and each practice test taken will be unique. A mastery learning testing method is used. This means candidates must get the question they are on 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 practice test purchase plans are available. Visit [www.hdmaster.com](http://www.hdmaster.com) for more details.

**THE FOLLOWING IS A LIST OF REQUIRED FORMS TO PREVENT YOUR APPLICATION FROM BEING DELAYED FOR PROCESSING:**

**FIRST TIME TESTERS**

- 1. FORM 1402
- 2. FORM 1101
- 3. COPY OF TRAINING CERTIFICATE OR TRANSCRIPTS
- 4. Applicable PAYMENT OPTION

**REPEAT TESTERS**

- 1. FORM 1402
- 2. COPY OF D&S DT RESULTS LETTER (FORM 1301) failure notice
- 3. Applicable PAYMENT OPTION

REMEMBER APPLICATIONS CAN BE MAILED, FAXED OR EMAILED TO D&S (ONLY THOSE PAYING WITH CREDIT OR DEBIT CARD CAN EMAIL OR FAX IN. ALSO, REMEMBER THERE IS A \$5.00 FAX/EMAIL FEE THAT MUST ACCOMPANY PAYMENT.



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## New Online Scheduling Process:

You can now self schedule online using your personalized pin and ID. Using a credit or debit card and the information provided to you by your Nurse Aide Training program. You can self schedule in the convenience of your home without mail time or fax fees. **If you have not received your personalized pin and ID we encourage you to contact your training program or D&S Diversified for assistance.**

# SAMPLE SCHEDULING DIRECTIONS

D&S Diversified Technologies  
PO Box #418, Findlay, OH 45839-0418  
Toll Free: 877-851-2355 Fax: 419-422-8367 or 419-422-8328  
Website [www.hdmaster.com](http://www.hdmaster.com)  
Email [hdmastereast@hdmaster.com](mailto:hdmastereast@hdmaster.com)

Smith, Fred,

To schedule your Ohio STNA exam with D&S Diversified, please refer to the instructions below:

- You may schedule your exam date on-line at any time at **[www.hdmaster.com](http://www.hdmaster.com)**.
- Click on the "Ohio" link listed under "Nurse Aide". When you reach the Ohio webpage click on "**Candidate log-in**".
- You will need your **TEST ID# 8081-541-862** and your **PIN# AnUv** to login. (**DO NOT USE THE HYPENS** in the number. Only type the numbers **21111111**) and your Pin# is case sensitive.
- Click on the self pay button (if you do not check this box it will not give you a payment option) then click F5 or refresh and the payment box will appear
- You must make payment for the test before **you will be able to schedule**. The pre-pay by credit card option is under the Self-Pay or Sponsored section.
- View Test Schedule to see available exam dates.
- Select a test site... from the drop-down list.
- Select a test date from the drop down list.
- **Submit Updates to schedule test.**

Print the exam confirmation letter provided (If you do not see a separate screen with your test confirmation, you are not scheduled to test).

If you do not have Internet access, you will need to mail or fax D&S forms 1101 and 1402 along with a copy of your training certificate and your payment to the address or fax number listed above. If you have any questions on this process please contact D&SDT at 877-851-2355 and our staff will assist you.

Form 1240

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## Online Test Results

Your test results can also be accessed On-line test results are available on our web site at [hdmaster.com](http://hdmaster.com) then click on “On-line Test Results”

The screenshot shows a Windows Internet Explorer browser window displaying the website for D&S Diversified Technologies LLP, Headmaster LLP. The page is titled "Ohio STNA Testing and Certification". A message from the Ohio Health Care Community thanks the user for allowing D&S to serve as their STNA test vendor. It lists upcoming workshops, contact information for Jennifer at 877-851-2355, and mentions a new candidate handbook version 10 effective July 1, 2011. The page features a navigation menu with four main sections: Candidate Forms, Test Site Forms, Evaluator Forms, and Contacts. Under "Candidate Forms", the "ON-LINE CANDIDATE TEST RESULTS" link is highlighted in red. Other links include "Testing Application Form 1101", "Rate Structure Form 1402", "Candidate Handbook", "ADA Accommodation 1404", "Replacement STNA Card Request Form 1999", "Test Schedule", and "ON-LINE TEST RESULTS". The "Test Site Forms" section includes "Test Site Agreement 1502", "Test Site Equipment List 1503", "WebETest © On-line Testing", and "WebETest © Start Page". The "Evaluator Forms" section includes "Evaluator Application 1500", "Confidentiality/Nondisclosure Agreement 1501", "Evaluator Agreement 1505", "Actor Training Affidavit 1511", "Available now!!", "On-line Training Program Reports", and "Select above for one of these next day training program reports." The "Contacts" section provides contact information for Jennifer Underwood, Director of Operations, at 333 OAKLAND AVE, FINDLAY, OH 45840, with phone (877) 851-2355 and fax (419) 422-8328. The email address is [hdmastereast@hdmaster.com](mailto:hdmastereast@hdmaster.com). A visitor counter shows 069283.

## Ohio Manual Skill Tasks Listing

### Skill 1—Hand Washing

1. Introduces self to the resident.
2. Turns on water.
3. Wets all surfaces of hands and wrist.
4. Applies liquid soap to hands.
5. Rubs hands together away from water for 20 seconds using friction.
6. Interlaces fingers pointing downward.
7. Washes all surfaces of hands and wrist with liquid soap.
8. Rinses hands thoroughly under running water with fingers pointed downward.
9. Dries hands on clean paper towel(s) and immediately discards in trash can.
10. Turns off faucet with a SECOND (last) clean dry paper towel. (Previously used towel for drying will not be accepted)
11. Discards paper towels to trash container as used.
12. **Does not re-contaminate hands at any point during the procedure.**

### Skill 2 –Abdominal Thrust on Conscious Resident

1. Asks actor, “Are you choking?”
2. Identifies two symptoms/signs of choking
3. Brings actor to a standing position while calling for help
4. Stands behind resident
5. Wraps arms around resident above the waist.
6. Candidate makes a fist with one hand.
7. Places the thumb side of the fist against resident’s abdomen
8. Positions fist slightly above navel and below bottom of sternum

9. Grasps fist with other hand
10. Verbalizes that he/she will press fist and hand into the resident's abdomen with an inward, upward thrust.
11. Verbalizes that he/she will thrust at least three times.
12. **Stops, asks actor, "Are you still choking?" Actor will say, "No." (Tester will ask what would you have done if the resident would have indicated that they were still choking)**
13. Candidate states, "I would repeat this procedure until it is successful or the resident lost consciousness.
14. Then place resident in recovery position on lateral side. (Must be physically performed)

### **Skill 3—Ambulation using a Gait Belt (order change steps 5-8)**

1. Identifies that hands should be washed.
2. Explains procedure to be performed and obtains gait belt.
3. Pull privacy curtain.
4. **Locks bed brakes to ensure resident's safety.**
5. **Locks wheelchair brakes to ensure resident's safety.**
6. **Assist resident to put on non-skid slippers while in bed.**
7. Lowers bed to a position so the resident's feet will rest comfortably flat on the floor when sitting on the bed.
8. Brings resident to sitting position with feet flat on the floor and places gait belt around waist to stabilize trunk.
9. Tightens gait belt. Checks gait belt for tightness by slipping fingers between gait belt and resident.
10. Brings resident to standing position, using proper body mechanics. With one hand grasping gait belt and the other stabilizing resident by holding forearm, shoulder, or using other appropriate method to stabilize, ambulates resident at least 10 steps..
11. Assists resident to pivot and sit in a controlled manner that ensures safety. Removes gait belt.
12. Maintains respectful, courteous interpersonal interactions at all times.
13. Opens privacy curtain and leaves call light or signaling device within easy reach of the resident.
14. Identifies that hands should be washed.

### **Skill 4—Ambulation with Walker**

1. Identifies that hands should be washed.
2. Explains procedure to resident. Provides for residents privacy pulls curtain
3. **Locks bed wheels/brakes to ensure resident's safety.**
4. **Locks wheelchair brakes to ensure resident's safety.**
5. Assists resident in putting on non-skid slippers while in bed.
6. Brings resident to sitting position so the resident's feet will rest comfortably flat on the floor when sitting.
7. Positions **and stabilizes walker correctly using hand and/or foot to stabilize.**
8. Assists resident to stand, stabilizes walker and insures resident has stabilized walker.
9. Positions self behind and slightly to side of resident.
10. Safely ambulates resident at least 10 steps.
11. Assists resident to pivot and sit, using correct body mechanics.
12. Maintains respectful, courteous interpersonal interactions at all times.
13. Opens privacy curtain and leaves call light or signaling device within easy reach of the resident.
14. Identifies that hands should be washed

### **Skill 5—Applying Anti-embolic Stocking (TED HOSE) to One Leg**

1. Identifies that hands should be washed.
2. Explains procedure to resident.
3. Raises bed between mid thigh and waist level.
4. Provides for resident's privacy by only exposing one leg and pulling privacy curtain.
5. Rolls, gathers, or turns stocking down inside out to the heel.
6. Places stocking over the toes, foot, and heel and rolls OR pulls up the leg.
7. Checks toes for possible pressure from stocking and adjusts as needed.
8. **Leaves resident with stockings that are smooth and wrinkle free.**
9. Lowers bed
10. Maintains respectful, courteous interpersonal interactions at all times.
11. Opens privacy curtain and leaves call light or signaling device within easy reach of the resident.
12. Identifies that hands should be washed.

### **Skill 6—Bedpan/Fracture Pan and Output (step 14 added)**

1. Identifies that hands should be washed.
2. Explains the procedure to resident.
3. Gathers supplies before you begin the demonstration.
4. Provides for resident's privacy by pulling privacy curtain.
5. Candidate puts on gloves.
6. Positions resident on bedpan/fracture pan correctly using correct body mechanics
7. Positions resident on bedpan/fracture pan with pan in correct orientation,
8. Raises head of bed to comfortable level.
9. Leaves tissue within reach of resident and candidate steps away from the resident until RN Observer identifies resident is finished.
10. Candidate returns and gently removes bedpan/fracture pan and holds while Observer adds a known quantity of fluid.
11. Candidate places graduate on flat surface at eye level and pours urine into the graduate to measure output.
12. Empties graduate, rinses and dries bedpan/fracture pan and graduate and returns to storage. Flushes toilet if used.
13. **Washes/assists resident to wash and dry hands with wet wash cloth and dry towel.**
14. **Discards linen in the appropriate container**
15. Turns gloves inside out as they are removed and disposes of gloves in an appropriate container
16. Records the output in cc/ml on signed recording sheet.
17. **Candidate's recorded measurement reading is within 25cc/mL of RN Observer's reading.**
18. Opens privacy curtain and leaves resident in a position of safety and comfort.
19. Maintains respectful, courteous interpersonal interactions at all times.
20. Leaves call light or signaling device within easy reach of the resident.
21. Identifies that hands should be washed.

#### **Skill 7—Catheter Care (step 11)**

1. Identifies that hands should be washed.
2. Explains procedure to the resident. (Mannequin)
3. Provides for resident's privacy by pulling privacy curtain
4. Raises side rail opposite working side of bed.
5. Fills basin with comfortably warm water.
6. Raises the bed between mid-thigh and waist level.
7. Places bath blanket on resident/mannequin, puts on gloves, and turns resident and places incontinence pad under resident/ Mannequin. Exposes only the perineum area.
8. Checks to see that the tubing is not kinked and the urine can freely flow into the drainage bag (Must verbalize as they are physically and verbally checking)
9. Uses soap and water to carefully wash in a circular motion around the drainage tube where it exits the urethra.
10. **With one hand holds catheter near the urethra to prevent tugging on catheter.**
11. With the other hand cleans **at least** 3-4 inches from the urethra down the drainage tube.
12. Uses a clean portion of the washcloth for each stroke.
13. Rinses all areas using a clean portion of the washcloth for each stroke.
14. Pats dry all areas with a clean towel.
15. **Always cleans rinses and pat dries in a direction away from the urethra.**
16. Does not allow the tube to be pulled at any time during the procedure.
17. Replaces top cover over resident and removes bath blanket and incontinence pad.
18. Disposes of linens in the linen hamper
19. Empties, rinses and dries basin and returns to storage
20. Removes gloves turning inside out and disposes of gloves in the appropriate container
21. Opens privacy curtain and leaves resident in a position of safety and comfort (lowers bed & side rail).
22. Places call light or signaling device within reach of resident.
23. Maintains respectful, courteous interpersonal interactions.
24. Identifies that hands should be washed.

#### **Skill 8—Denture Care (step 3)**

1. Identifies that hands should be washed.
2. Explains procedure to resident.
3. **Lines bottom of sink** with a protective lining that would help prevent damage to the dentures.(Towel or washcloth, NO PAPER TOWELS)
4. Puts on gloves and removes dentures from cup.

5. Handles dentures carefully to avoid damage or contamination.
6. Applies toothpaste and thoroughly brushes dentures including the inner, outer, and chewing surfaces of upper and/or lower dentures. Toothettes may be utilized instead of a toothbrush as long as all of the surfaces listed above are cleaned.
7. Rinses dentures using clean cool water.
8. Places dentures in rinsed denture cup.
9. Adds cool clean water to denture cup.
10. Cleans and dries equipment used and returns to storage.
11. Discards protective lining in an appropriate container.
12. Turns gloves inside out as they are removed and disposes of gloves in an appropriate container.
13. Maintains respectful, courteous interpersonal interactions at all times.
14. Leaves call light or signaling device within easy reach of the resident.
15. Identifies that hands should be washed.

### **Skill 9—Dressing Resident while in bed**

1. Identifies that hands should be washed.
2. Explains the procedure to the resident.
3. Provides for resident's privacy by pulling privacy curtain
4. Raises the bed between mid-thigh and waist level.
5. Keeps resident covered while removing gown.
6. Removes gown from unaffected side first.
7. Places used gown in laundry hamper.
8. **When dressing the resident in a shirt or blouse, the Candidate inserts his/her hand through the sleeve of the shirt or blouse and grasps the hand of the resident, dressing from the weak side first.**
9. **When dressing the resident in pants, the Candidate assists the resident to raise buttocks or turns resident from side to side and draws the pants over the buttocks and up to the resident's waist, always dressing from the weak side first.**
10. When putting on the resident's socks, the Candidate draws the socks up the resident's foot until they are smooth.
11. When putting on the resident's shoes, the Candidate slips each shoe on and securely fastens the shoe with velcro tabs or ties.
12. Leaves resident comfortably and properly dressed in a position of safety (lowers bed)
13. Maintains respectful, courteous interpersonal interactions at all times.
14. Opens privacy curtain and leaves call light or signaling device within easy reach of the resident.
15. Identifies that hands should be washed.

### **Skill 10-Emptying a Urinary Drainage Bag**

1. Identifies that hands should be washed.
2. Explains procedure to resident
3. Provides for resident's privacy by pulling privacy curtain
4. Puts on gloves
5. Places a barrier on the floor under the drainage bag.
6. Places the graduate on the previously placed barrier. Opens the drain to allow the urine to flow into the graduate.
7. Avoids touching the graduate with the tip of the tubing. Closes the drain.
8. **Wipes the drain with antiseptic wipe.**
9. Replaces drain in holder.
10. Lowers bed and lowers side rails.
11. Candidate places graduate on flat surface at eye level to measure output.
12. Empties graduate into toilet. Rinses and dries equipment. Returns equipment to storage.
13. Turns gloves inside out as they are removed. Disposes of gloves in the appropriate container.
14. Leaves resident in a position of safety and comfort.
15. Records the output in cc/ml on signed recording sheet.
16. **Candidate's recorded measurement is within 25cc/mls of Observer's measurement.**
17. Opens privacy curtain and leaves call light or signal device within reach of resident.
18. Maintains respectful, courteous interpersonal interactions.
19. Identifies that hands should be washed.

### Skill 11—Feeding the Dependent Resident (Step 14)

1. Identifies that hands should be washed.
2. Explains procedure to the resident.
3. Identify resident's name against the diet card and verbalizes that the resident has received the correct tray.
4. Position the resident in an upright position. At least 45 degrees.
5. Candidate ask resident if he/she prefers to use a clothing protector.
6. Protects clothing from soiling by using napkin, clothing protector or towel per resident request.
7. Washes and dries resident's hands and face before feeding.
8. Discards soiled linen in the linen hamper.
9. Candidate positions self at eye level sitting down and facing the resident while feeding resident.
10. Describes the foods being offered to the resident.
11. Alternately offers each fluid frequently. (Two fluids will be offered)
12. Offers food in small amounts at a reasonable rate, allowing resident to chew and swallow.
13. Wipes resident's hands and face during meal at least one time.
14. Leaves resident clean and in a position of comfort **with head of bed left at 45 degrees after completion of the meal.**
15. Records intake in percentage of total solid food eaten on signed recording sheet.
16. Records the sum of the intakes of fluid in cc/ml on signed recording sheet.
17. **Candidates recorded reading is within 25% of the solids and within 60cc/mL of the fluids consumed.**
18. Maintains respectful, courteous interpersonal interactions at all times.
19. Leaves call light or signaling device within easy reach of the resident.
20. Identifies that hands should be washed.

### Skill 12—Hair Care

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

### Skill 13—Making an Occupied Bed

1. Identifies that hands should be washed.
2. Gathers linen and transports correctly.
3. Places clean linen on top of bedside stand, on over-bed table, over back of chair or drapes over foot of bed.
4. Explains procedure to resident.
5. Provides for resident's privacy by pulling privacy curtain
6. **Raises side rail opposite working side of the bed.**
7. Raises the bed between mid-thigh and waist level.
8. Resident is to remain covered at all times.
9. Assists resident to roll onto side toward raised side rail. Side rail remains up on side opposite candidate at all times during the task.
10. Rolls or fan folds soiled linen, soiled side inside, to the center of the bed.
11. Places clean bottom sheet along the center of the bed and rolls or fan folds linen against resident's back and unfolds remaining half.
12. Secures two fitted corners.
13. **Raises second side rail opposite working side of the bed and assists the resident to roll over the bottom linen, preventing trauma and avoid pain to resident.**
14. Removes soiled linen without shaking, and places in hamper.
15. Avoids touching linen to uniform.
16. Pulls through and smooths out the clean bottom linen.
17. Secures other two fitted corners.
18. Places clean top linen and blanket or bedspread over covered resident. Removes used linen making sure the resident is unexposed at all times.
19. Tucks in top linen and blanket or bedspread at foot of the bed.



20. Makes mitered corners at the foot of the bed.
21. Applies clean pillowcase, with zippers and/or tags to inside.
22. Gently lifts resident's head when replacing the pillow.
23. Lowers bed.
24. Returns side rails to lowered position.
25. Maintains respectful, courteous interpersonal interactions at all times.
26. Opens privacy curtain and leaves call light or signaling device within easy reach of the resident.
27. Identifies that hands should be washed.

#### **Skill 14—Making an Unoccupied Bed**

1. Identifies that hands should be washed.
2. Gathers linen and transports correctly.
3. Places clean linen top of bedside stand, on over-bed table, over back of chair or drapes over foot of bed.
4. Raises the bed between mid thigh and waist level.
5. Removes soiled linen from bed without shaking or contaminating uniform.
6. Places removed linen in linen hamper.
7. Applies bottom fitted sheet, keeping it straight and centered.
8. Makes bottom linen smooth and/or tight, free of wrinkles.
9. Places clean top linen and blanket or bed spread on the bed.
10. Tucks in top linen and blanket or bedspread at the foot of the bed.
11. Makes mitered corners at the foot of the bed.
12. Applies clean pillowcase with zippers and/or tags to inside of pillowcase.
13. Leaves bed completely and neatly made without wrinkles
14. Returns bed to lowest position
15. Identifies that hands should be washed.

#### **Skill 15—Mouth Care (Order change)**

1. Identifies that hands should be washed.
2. Explains procedure to the resident.
3. Provides for resident's privacy by pulling privacy curtain
4. Gathers equipment and supplies. Candidate puts on gloves AFTER ALL EQUIPMENT AND SUPPLIES HAVE BEEN GATHERED
5. Drapes the chest with towel (Paper or cloth) to prevent soiling.
6. Wets tooth brush and applies toothpaste to toothbrush.
7. **Brushes resident's teeth, including the inner, outer, and chewing surfaces of all upper and lower teeth. If available, toothettes may be utilized instead of the toothbrush as long as all of the surfaces listed above are cleaned. (Candidate must verbalize as they perform the step)**
8. Cleans tongue.
9. Assists resident in rinsing mouth.
10. Wipes resident's mouth, removes soiled towel and places in appropriate container.
11. Empties rinses and dries emesis basin. Rinses toothbrush. Returns emesis basin and toothbrush to storage.
12. Turns gloves inside out as they are removed. Disposes of gloves in the appropriate container
13. Leaves resident in position of comfort.
14. Opens privacy curtain and leaves call light or signaling device within easy reach of the resident.
15. Maintains respectful, courteous interpersonal interactions at all times.
16. Identifies that hands should be washed.

#### **Skill 16—Nail Care One Hand**

1. Identifies that hands should be washed.
2. Explains procedure to the resident.
3. Immerses nails in comfortably warm water and soaks for at least five (5) minutes. (The five minutes may be verbalized.)
4. Gently pushes cuticle back with wet wash cloth
5. Dries hand thoroughly, being careful to dry hand and between fingers.
6. **Gently cleans under nails with orange stick.**
7. Files each fingernail.
8. Empties rinses and dries equipment and returns to storage. Discards linen in linen hamper.
9. Discards orange stick in the designated sharps container and returns equipment to storage
10. Maintains respectful, courteous interpersonal interactions at all times.
11. Leaves call light or signaling device within easy reach of the resident.

12. Identifies that hands should be washed.

### **Skill 17—Partial Bed Bath-Face, Arm, Hand and Underarm (step 9)**

1. Identifies that hands should be washed.
2. Explains procedure to the resident.
3. Provides for resident's privacy by pulling privacy curtain
4. Fills basin with comfortably warm water
5. Raises the bed between mid thigh and waist level.
6. Covers resident with a bath blanket.
7. Fanfolds bed linens at least down to waist or moves linens to opposite side.
8. Removes resident's gown without exposing resident and disposes in linen hamper.
9. **Washes face without soap and then pats dry.**
10. Places towel under arm, exposing one arm.
11. Washes arm, hand and underarm using soap and water.
12. Rinses arm, hand, underarm, and dries entire area.
13. Assists resident to put on a clean gown.
14. Empties rinses and dries basin/s and returns equipment to storage.
15. Disposes of soiled linen in appropriate container.
16. Lowers bed
17. Maintains respectful, courteous interpersonal interactions at all times.
18. Opens privacy curtain and leaves call light or signaling device within reach of the resident.
19. Identifies that hands should be washed.

### **Skill 18—Perineal Care for a Female (13 and 18)**

1. Identifies that hands should be washed.
2. Explains procedure to the resident, (Mannequin).
3. Provides for resident's privacy by pulling privacy curtain
4. Raises side rail opposite working side of bed.
5. Fills basin with comfortably warm water.
6. Raises the bed between mid-thigh and waist level.
7. Places bath blanket on resident/mannequin.
8. Puts on gloves
9. Turns resident to side and places waterproof pad under resident's buttocks then returns resident to his/her back OR raises hips and places waterproof pad under buttocks.
10. Exposes perineum only.
11. Candidate must verbalizes separating labia.
12. **Using water and soapy washcloth, cleans both sides and middle of labia from top to bottom using a clean portion of a washcloth with each stroke.**
13. Rinses **and pats dry** both sides and middle from top to bottom with a clean portion of the washcloth with each stroke.
14. Covers the exposed area with the bath blanket.
15. Assists resident (mannequin) to turn onto side away from the Candidate.
16. With a new washcloth, cleans the rectal area.
17. **Using water, washcloth and soap cleans area from vagina to rectal area with single strokes, using a clean portion with each stroke.**
18. Rinses **and pats dry** area from vagina to rectal area.
19. Removes waterproof pad from under buttocks.
20. Position resident (mannequin) on her back.
21. Disposes of soiled linen and bath blanket in an appropriate container.
22. Empties, rinses and dries equipment and returns to storage.
23. Turns gloves inside out as they are removed. Disposes of gloves in the appropriate container.
24. Lowers bed
25. Lowers side rail
26. Opens privacy curtain and leaves call light or signaling device within reach of resident.
27. Identifies that hands should be washed.

### Skill 19—Position Resident on Side (step 2)

1. Identifies that hands should be washed.
2. **Explains procedure to resident.**
3. Provides for resident's privacy by pulling privacy curtain.
4. Positions bed flat.
5. Raises bed between mid-thigh and waist level.
6. **Raises side rail on opposite side of the bed to provide for safety.**
7. Candidate moves residents head/upper body, hips and legs toward self to provide room on the bed that will be used to safely turn the resident on side.
8. Assists/turns resident on side and insures that the resident's face never becomes obstructed by the pillow. (Candidate physically checks and verbalizes checking)
9. Checks to be sure resident is not lying on his/her down side arm.
10. Protects bony prominences, under head (must physically check), upside arm, behind back, and between knees by placing support devices such as pillows, wedges, blankets, etc.,
11. Lowers bed
12. Lowers side rail
13. **Maintains correct body alignment (Candidate must verbalize as they are physically checking body alignment)**
14. Leaves resident in a position of safety and comfort.
15. Maintains respectful, courteous interpersonal interactions at all times.
16. Opens privacy curtain and leaves call light within easy reach of the resident.
17. Identifies that hands should be washed.

### Skill 20—Range of Motion Hip & Knee

1. Identifies that hands should be washed.
2. Explains procedure to the resident.
3. Raises bed between mid thigh and waist level.
4. Provides for resident's privacy by pulling privacy curtain
5. Positions resident supine (bed flat) and in good body alignment.
6. Correctly supports joints at all times by placing one hand under the knee and the other hand under the ankle.
7. Moves the entire leg away from the body. (abduction)
8. Moves the entire leg back toward the body. (adduction)
9. Completes abduction and adduction of the hip three times.
10. Continue to correctly support joints and bend the resident's knee and hip toward the resident's trunk. (flexion of the hip and knee at the same time)
11. Straighten the knee and hip. (extension of knee and hip at the same time)
12. Complete flexion and extension of knee and hip three times.
13. **Does not cause discomfort or pain and does not force any joint beyond the point of free movement. Candidate must ask if they are causing any pain or discomfort.**
14. Lowers bed and leaves resident in a comfortable position.
15. Maintains respectful, courteous interpersonal interactions at all times.
16. Opens privacy curtain and leaves call light within easy reach of the resident.
17. Identifies that hands should be washed.

### Skill 21—Range of Motion One Shoulder

1. Identifies that hands should be washed.
2. Explains procedure to the resident.
3. Provides for resident's privacy by pulling privacy curtain
4. Raises bed between mid thigh and waist level.
5. Positions resident supine (bed flat) and in good body alignment.
6. Correctly supports the resident's joint by placing one hand under their elbow and the other hand under the resident's wrist.
7. Raises resident's arm up and over the resident's head, (flexion).
8. Brings the resident's arm back down to the resident's side (extension).
9. Completes full range of motion for shoulder through flexion and extension three times.
10. Continue supporting joints correctly and move the resident's entire arm out away from the body. (abduction)
11. Return the resident's arm to the side of the resident's body, (adduction).
12. Completes full range of motion for shoulder through abduction and adduction three times.
13. **Does not cause discomfort or pain and does not force any joint beyond the point of free movement. Candidate must ask if they are causing any pain or discomfort.**
14. Maintains respectful, courteous interpersonal interactions at all times.

15. Lowers bed.
16. Opens privacy curtain and leaves call light within easy reach of the resident.
17. Identifies that hands should be washed.

**Skill 22—Stand pivot transfer from Bed to Wheelchair using a Gait Belt (steps 3, 4, 16)**

1. Identifies that hands should be washed.
2. Explains the procedure to be performed to the resident and obtains a gait belt.
3. Provides for residents privacy by pulling privacy curtain.
4. Positions wheelchair at the foot or head with arm of wheelchair touching side of the bed.
5. Locks wheelchair brakes to ensure residents safety.
6. Locks bed brakes to ensure residents safety.
7. Assist resident to put on non-skid slippers while in bed.
8. Lowers bed so resident's feet will be flat on floor and assist resident to a sitting position.
9. Places gait belt around waist to stabilize trunk-
10. Tightens gait belt. Checks gait belt for tightness by slipping fingers between gait belt and resident.
11. While facing resident grasps gait belt with both hands and brings resident to standing position, using proper body mechanics.
12. With both hands grasping gait belt, transfers resident from bed to wheelchair.
13. Assist resident to pivot and assists them to sit in the wheelchair, in a controlled manner that ensures resident's safety.
14. Removes gait belt.
15. Maintains respectful, courteous interpersonal interactions at all times.
16. Opens privacy curtain.
17. Leaves call light or signaling device within easy reach of the resident.
18. Identifies that hands should be washed.

**Skill 23- Stand pivot transfer from Wheelchair to Bed using a Gait Belt**

1. Identifies that hands should be washed.
2. Explains the procedure to be performed to the resident and obtains a gait belt.
3. Provides for residents privacy by pulling privacy curtain.
4. Positions wheelchair at the foot or head with arm of wheelchair touching side of the bed.
5. Locks wheelchair brakes to ensure resident's safety.
6. Locks bed brakes to ensure resident's safety.
7. Lowers bed to a position so the resident's feet will be flat on the floor when the resident is transferred to the bed.
8. Places gait belt around waist to stabilize trunk. Tightens gait belt. Checks gait belt for tightness by slipping fingers between gait belt and resident-
9. While facing resident grasps gait belt with both hands and brings resident to standing position, using proper body mechanics.
10. Assists resident to pivot in a controlled manner that ensures safety and sits the resident on the bed.
11. Assists resident in removing outer footwear and gait belt.
12. Assists resident to move to center of bed and lie down, supporting extremities as necessary.
13. Makes sure resident is comfortable (offers blanket etc.) and is in good body alignment.
14. Maintains respectful, courteous interpersonal interactions at all times.
15. Opens privacy curtain
16. Leaves call light or signaling device within easy reach of the resident.
17. Identifies that hands should be washed

**Skill 24—Vital Signs - Temperature, Pulse and Respiration (60 seconds only)**

1. Identifies that hands should be washed.
2. Explains procedure to resident.
3. Provides for resident's privacy by pulling privacy curtain.
4. Correctly turns on digital oral thermometer.
5. Gently inserts bulb end of thermometer in mouth under tongue.
6. Holds thermometer in place for appropriate length of time.
7. Removes thermometer and Candidate reads and records the temperature on signed recording sheet. (Completing one task at a time and recording in-between temperature, pulse and respiration's)
8. Candidate's recorded temperature varies no more than .1 degree from Test Observer's.
9. Candidate wipes thermometer clean with alcohol pad or discards sheath.
10. Locates the radial pulse by placing tips of fingers on thumb side of the resident's wrist.

11. Counts pulse for 60 seconds. Then records on signed recording sheet.
12. **Candidate's recorded pulse rate is within 4 beats of Test Observer's recorded rate.**
13. Candidate counts respiration for 60 seconds and records results on signed recording sheet.
14. **The Candidate's recorded respiratory rate is within 2 breaths of the Test Observer's recorded rate.**
15. Maintains respectful, courteous interpersonal interactions at all times.
16. **Opens privacy curtain and** leaves call light within easy reach of the resident.
17. Identifies that hands should be washed.

#### **Skill 25—Weighing an Ambulatory Resident**

1. Identifies that hands should be washed.
2. Explains procedure to resident.
3. Checks balance of scale and balances or zeros scale if necessary before resident steps upon scale. A digital scale is not allowed.
4. **Insures resident's safety. Locks wheelchair brakes.**
5. Assists resident to stand and walks them to the scale.
6. Assists resident to step on scale.
7. Checks that resident is balanced and centered on scale with arms at side and not holding on to anything that would alter reading of the weight.
8. Appropriately adjusts weights until scale is in balance or observes analog scale.
9. Reads weight.
10. Returns resident to wheelchair and assists to sitting position.
11. Records weight on signed recording sheet provided.
12. **Candidate's **recorded** weight varies no more than 2 lb. from Test Observer's reading.**
13. Maintains respectful, courteous interpersonal interactions at all times.
14. Leaves call light or signaling device within easy reach of the resident.
15. Identifies that hands should be washed.

#### **Notes:**

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abandonment  
 abdominal thrust  
 abduction pillow  
 abductor wedge  
 abuse  
 accidents  
 accountable  
 activities  
 adaptive  
 adaptive devices  
 adaptive equipment  
 adduction  
 ADL  
 ADLs  
 admission  
 admitting resident  
 advance directives  
 affected side  
 aging process  
 agitation  
 alternating pressure mattress  
 Alzheimer's  
 Alzheimer's care  
 Alzheimer's disease  
 ambulation  
 amputees  
 anatomy  
 anger  
 angina  
 antiembolic  
 anxiety  
 aphasia  
 apical  
 apnea  
 appropriate response  
 arteries  
 arthritis  
 aseptic  
 aspiration  
 assault  
 assistive device  
 assistive devices  
 atrophy  
 axillary temperature  
 bacteria  
 bargaining  
 basic needs  
 basic skin care  
 bathing  
 bathing resident  
 battery  
 bed cradle  
 bed height  
 bed position  
 bedpan  
 bedrails  
 behavior  
 behavioral care

bedrails  
 behavior  
 behavioral care plan  
 beliefs  
 biohazard  
 bladder training  
 blindness  
 blood pressure  
 bodily fluids  
 body language  
 body mechanics  
 body temperature  
 bowel program  
 BP  
 breathing  
 burnout  
 burns  
 call light  
 cancer  
 cane  
 cardiac arrest  
 cardiovascular system  
  
 care impaired  
 care plan  
 care planning  
 cast  
 cataracts  
 catheter  
 catheter care  
 cc's in an ounce  
 central nervous system  
 cerebral vascular accident  
 chain of command  
 charge nurse  
 chemical restraint  
 CHF  
 choking  
 chronic  
 circulation  
 circulatory system  
 clarification  
 cleaning spills  
 clear liquid diet  
 clergy  
 cognitively impaired  
 cold application  
 colostomy care  
 combative resident  
 comfort care  
 communicable  
 communication  
 compensation  
 competency evaluation  
 conduct  
 confidentiality  
 conflict  
 confused resident

congestive heart failure  
 constipation  
 constrict  
 contact isolation  
 contamination  
 contracture  
 converting measures  
 COPD  
 cueing  
 cultural  
 culture  
 CVA  
 dangling  
 data collection  
 death and dying  
 decubitus ulcer  
 de-escalation  
 dehydration  
 delegation  
 dementia  
 denial  
 denture care  
 dentures  
 dependability  
 depression  
 developmental disability  
 development  
 developmental disabilities  
 developmental disability  
 developmental process  
 diabetes  
 diabetic  
 dialysis  
 diastolic  
 diet  
 dietitian  
 diets  
 digestion  
 dilate  
 dirty linen  
 discharging resident  
 disease  
 disease process  
 disinfection  
 disoriented  
 disposing of contaminated materials  
 disrespect  
 dizziness  
 DNR  
 documentation  
 dorsiflexion  
 dressing  
 droplets  
 drowsy  
 dry skin  
 dying  
 dysphagia  
 dyspnea

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edema  
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 elastic stockings  
 elevate head  
 elimination  
 emesis  
 emesis basin  
 emotional needs  
 emotional support  
 empathy  
 emphysema  
 epilepsy  
 ethics  
 evacuation  
 extremity  
 eye glasses  
 falls  
 false imprisonment  
 fecal impaction  
 feces  
 feeding  
 financial abuse  
 fire  
 first aid  
 flatus  
 flexed  
 fluid  
 fluid intake  
 Foley catheter  
 foot board  
 foot care  
 foot drop  
 Fowler's position  
 fractures  
 fraud  
 frayed cord  
 free from disease  
 frequent urination  
 gait belt  
 gastric feedings  
 gastrostomy tube  
 geriatrics  
 germ transmission  
 gerontology  
 gestures  
 gifts  
 gloves  
 grieving process  
 group settings  
 hair care  
 hallucination  
 hand tremors  
 hand washing  
 health-care team  
 hearing  
 hearing aid  
 hearing impaired  
 hearing loss  
 heart muscle  
 heat application

hemiplegia  
 hepatitis B  
 HIPAA  
 HIV  
 holistic care  
 hormones  
 hospice  
 hydration  
 hyperglycemia  
 hypertension  
 I&O  
 ileostomy  
 immobility  
 immune  
 impaired  
 impairment  
 incontinence  
 indwelling catheter  
 infection  
 infection control  
 infection prevention  
 infectious disease  
 initial observations  
 input and output  
 in-service programs  
 insulin  
 intake  
 intake and output  
 integumentary system  
 interpersonal skills  
 invasion of privacy  
 isolation  
 IV care  
 jaundice  
 job description  
 life support  
 lift/draw sheet  
 linen  
 liquid diet  
 listening  
 loose teeth  
 low sodium diet  
 making occupied bed  
 male perineal care  
 Maslow  
 masturbation  
 MDS  
 measuring height  
 measuring temperature  
 mechanical lift  
 medical asepsis  
 medical record  
 medications  
 memory loss  
 mental health  
 mentally impaired  
 microorganism  
 microorganisms  
 minerals  
 misappropriation of property

mobility  
 morning care  
 mouth care  
 moving  
 Multiple Sclerosis  
 muscle spasms  
 musculoskeletal  
 nail care  
 neglect  
 negligence  
 non-contagious disease  
 nonverbal communication  
 NPO  
 nursing assistant's role  
 nutrition  
 objective  
 objective data  
 OBRA  
 official records  
 ombudsman  
 open-ended questions  
 oral care  
 oral hygiene  
 oral temperature  
 orientation  
 oriented  
 orthopneic  
 osteoporosis  
 output  
 overbed table  
 oxygen  
 pain  
 palliative care  
 paralysis  
 paranoia  
 Parkinson's  
 Parkinson's disease  
 partial assistance  
 partial bath  
 passive  
 responding to resident behavior  
 responsibilities  
 restorative care  
 restraint  
 resuscitation  
 rights  
 risk factor  
 rotation  
 safety  
 scabies  
 scale  
 seclusion  
 secretions  
 security  
 seizure  
 self-esteem  
 semi fowlers  
 sensory system  
 sexual abuse  
 sexual harassment

sexuality  
 sharps container  
 shaving  
 shearing of skin  
 side rails  
 simple fracture  
 skin integrity  
 slander  
 smoking  
 social needs  
 soiled linen  
 specimen  
 sphygmomanometer  
 spills  
 spiritual needs  
 sputum  
 standard precautions  
 STAT  
 state tested  
 stereotypes  
 sterilization  
 stethoscope  
 stomach  
 stress  
 stroke  
 subjective  
 substance abuse  
 suicide  
 sundowning  
 Supine  
 supplemental feedings  
 suprapubic  
 survey  
 swelling  
 systolic  
 tachycardia  
 TED hose  
 telephone etiquette  
 temperature  
 tendons  
 terminal illness  
 terminology  
 threatening resident  
 tips  
 toenails  
 toileting schedule  
 transfers  
 treating residents with respect  
 trochanter roll  
 tub bath  
 tube feeding  
 tubing  
 twice daily  
 tympanic

unaffected  
 unconscious  
 unethical behavior  
 unsteady  
 urethral  
 urinary catheter bag  
 urinary elimination  
 urinary problems  
 urinary system  
 urinary tract  
 urine  
 validation  
 validation therapy  
 violent behavior  
 vision change  
 vital signs  
 vitamins  
 vocabulary  
 vomitus  
 walker  
 wandering resident  
 water faucets  
 water intake  
 weighing  
 weight  
 wheelchair safety  
 white blood cells  
 withdrawn resident  
 workplace violence