

OREGON INSTRUCTOR WORKSHOP



PRESENTED: JANUARY 2021
FOR TESTING EFFECTIVE: MARCH 1, 2021

PRESENTED BY D&S DIVERSIFIED TECHNOLOGIES – HEADMASTER, LLP

WELCOME!



The purpose of the Instructor Workshop is to provide Instructors with insight into the testing day so they can better prepare their candidates for their nurse aide exam.

Remember, testing is not all inclusive care, but a spot check on minimum competency for each task tested.

Candidates are less anxious when they are well prepared and familiar with the format, equipment used and what is being read to them during testing.

Take the tools and tips we give you in this workshop and use them in your labs and during mock testing as you prepare your candidates for their nurse aide competency exam.

UPDATES TO TESTING EFFECTIVE 3-1-2021



Catheter Care for a Male with Hand Washing

ONE OF FIVE POSSIBLE MANDATORY TASKS

The step of “Checks to see that urine can flow unrestricted into the drainage bag” will be replaced with:

“Physically checks that urine can flow unrestricted into the drainage bag.”

UPDATES TO TESTING EFFECTIVE 3-1-2021



Perineal Care for a Female with Hand Washing

ONE OF FIVE POSSIBLE MANDATORY TASKS

The step of “Assists client to turn onto side away from the candidate” will be replaced with:

“Assists client to turn onto side.”

UPDATES TO TESTING EFFECTIVE 3-1-2021



Perineal Care for a Male – Changing a Soiled Brief with Hand Washing

ONE OF FIVE POSSIBLE MANDATORY TASKS

The step of “Assists client to turn onto side away from the candidate” will be replaced with:

“Assists client to turn onto side.”

The step of “Ties trash bag” *will be moved in the Candidate Handbook* to after all cleaning is completed under “Disposes of soiled linen in an appropriate container.”

UPDATES TO TESTING EFFECTIVE 3-1-2021



Feeding a Dependent Client in Bed and in a Chair

The step of “Using a wet wash cloth, washes the client’s hands before assisting with meal.” will be replaced with:

“Provide hand hygiene for the client BEFORE assisting with meal.”

(Candidate may use a wet wash cloth, or they may rub hand sanitizer over all surfaces of the client’s hands, or they may use a disposable wipe to provide hand hygiene for the client.)

The step of “Dries clients hands before assisting with meal.” *will be removed.*

UPDATES TO TESTING EFFECTIVE 3-1-2021



Making an Unoccupied Bed

The scenario for this task will be changed to:

Please change your client's bed while the client is sitting in their chair.

The Actor will be sitting in the chair during this task.

The following step will be added:

“Explains the procedure to the client.”

UPDATES TO TESTING EFFECTIVE 3-1-2021



Nail Care

The step of “Gently pushes cuticle back with a towel or washcloth” *will be removed.*

UPDATES TO TESTING EFFECTIVE 3-1-2021



Re-position Client in Bed on Side

The set up for this task will have a draw sheet or a top sheet folded in half and placed under the Actor in the bed.

This will give the candidate the option to use the draw sheet/folded top sheet to move the client in the three sections from the working side of the bed:

- Upper body toward self
- Hips toward self
- Legs toward self

UPDATES TO TESTING EFFECTIVE 3-1-2021



Form 1503OR – Test Site Equipment List Affidavit

Disposable wipes will be added to the Test Site Equipment List Affidavit. Disposable wipes will be provided by the test sites.

UPDATES TO TESTING EFFECTIVE 3-1-2021



Exit Survey

As part of Headmaster's process, the Exit Survey will be required to be filled out by the candidate in order to access their test results.

The Exit Surveys for both the Nurse Aide and Medication Aide testing were reviewed with OSBN and the TAP committee and questions were updated.

Mandatory ID Requirements for Testing

TWO ORIGINAL (NO PHOTO COPIES) FORMS OF IDENTIFICATION ARE REQUIRED

CURRENT (NON-EXPIRED), SIGNED, PHOTO-BEARING FORM OF IDENTIFICATION



AND A SECOND

CURRENT (NON-EXPIRED), SIGNED FORM OF IDENTIFICATION



-SIGNATURES MUST MATCH ON BOTH FORMS OF ID-

The candidate's **FIRST** and **LAST** names on the sign-in sheet at testing ***must exactly match*** the **FIRST** and **LAST** names printed on both of the candidate's forms of ID

The name on the candidate's two forms of identification must match the name entered in the TestMaster Universe© (TMU) database and on their nursing assistant application packet submitted to the OSBN.

Mandatory ID Requirements for Testing



Examples of Acceptable Forms of Signed, Photo-Bearing Identification:

- ❖ Driver's License (*non-expired from any state is acceptable*)
- ❖ State issued Identification Card (*non-expired from any state is acceptable*)
- ❖ Passport (Passport Cards **are not** valid, they do not have a signature)
- ❖ Alien Registration Card (that meets all identification criteria)
- ❖ Tribal Identification Card (that meets all identification criteria)
- ❖ Work/Employment Authorization Card
- ❖ Military ID (that meets all identification criteria)



Examples of Acceptable Secondary Forms of Signed Identification:

- ❖ Social Security Card
- ❖ Credit or Debit Card
- ❖ 1st Aid or CPR Card
- ❖ School or High School ID for the current year



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.

Testing Attire



There is not a mandated or required dress code. However-

- ❖ Candidates should wear comfortable, appropriate clothing and non-skid shoes.
- ❖ Candidates may wear nursing assistant attire, such as scrubs, if they wish.
 - Candidates will not be allowed to test if they wear inappropriate or revealing clothing.

Electronic Devices and Candidate Personal Belongings



This information is on the Knowledge Test and Skill Test Instructions that candidates will read while in the waiting area before testing:

- ❖ Cell phones, smart watches, fitness monitors and any other electronic devices **are not allowed to be on or near candidates** and **MUST BE TURNED OFF** during testing.
- ❖ Candidates will be directed by the testing team of the designated area in the testing rooms where they will place their electronic devices and personal belongings (purse, backpack, etc.) *Testing teams and test sites are not responsible for candidate's personal belongings or electronic devices.*
 - Candidates will be reminded to collect their electronic devices and personal belongings as they exit the testing rooms when done testing.

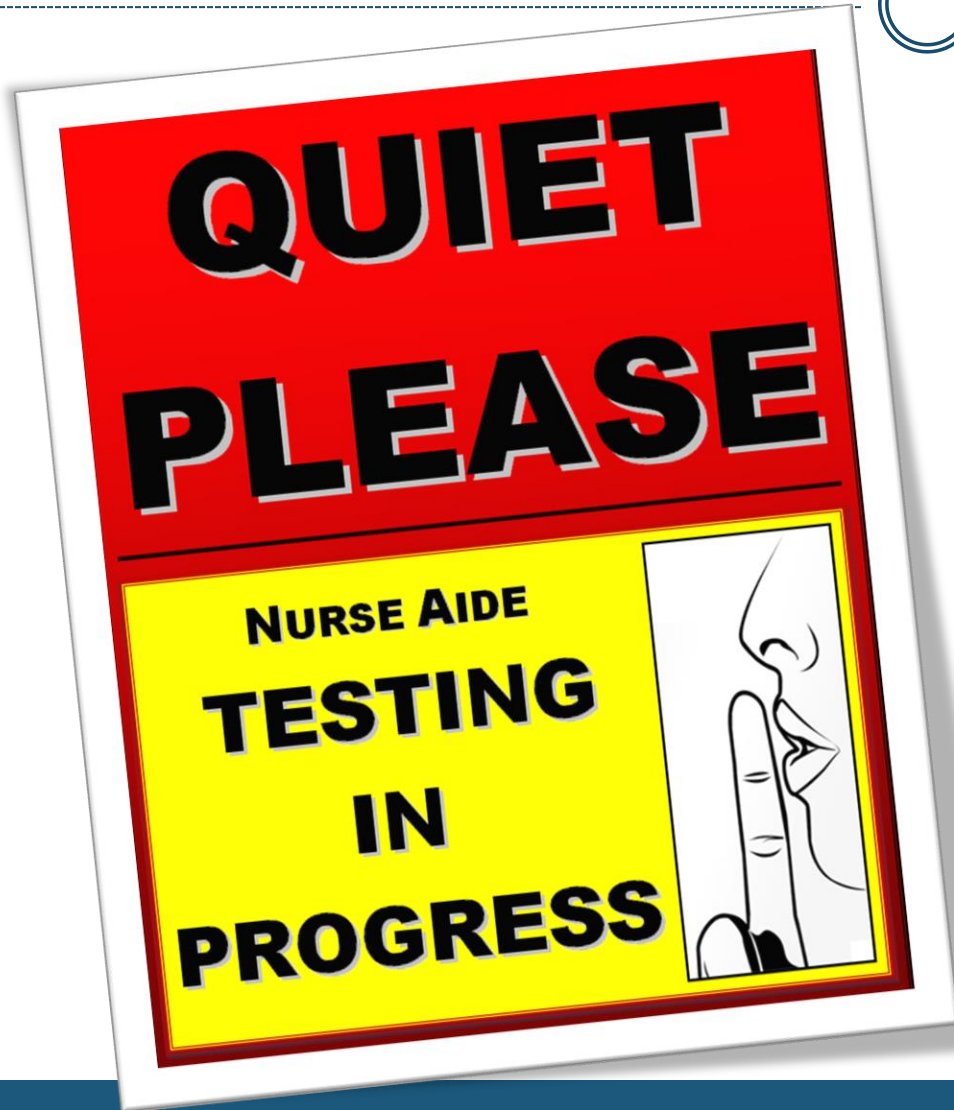
Candidates Are Not Allowed to Leave Testing Rooms when Test Begins



This information is on the Knowledge Test and Skill Test Instructions that candidates will read while in the waiting area before testing:

- ❖ Candidates are not allowed to leave the testing rooms until finished with their test.
- ❖ Candidates are reminded to use the restroom before entering the testing rooms.
- ❖ If a candidate does leave the testing room during their test, they are not allowed to return to the testing room to finish their test.

Quiet Sign

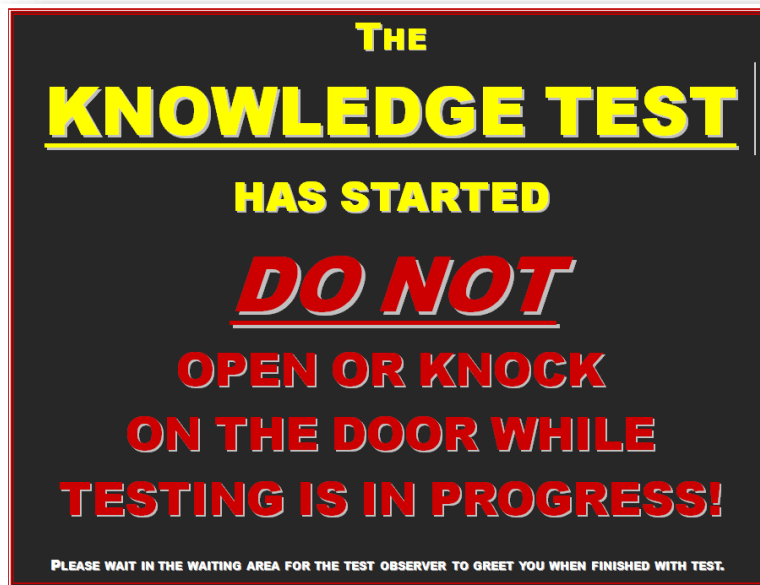


- ❖ Quiet signs will be posted in the testing area.
- ❖ Candidates need to be mindful while in the waiting area to keep the noise level to a minimum for those in the testing rooms.

Knowledge and Skills Tests Have Started



- ❖ Testing has started signs will be posted on the knowledge test room and skills test room doors when the door is closed and the tests are started.
- ❖ If candidates see these signs on the closed doors, they are not to interrupt the test event in progress!



ADA – Accommodations Request



- ❖ Candidates who have a documented medical or learning disability are encouraged to apply for an ADA Accommodation for testing with OSBN.
- ❖ Information regarding ADA requests from the Candidate Handbook:

Americans with Disabilities Act (ADA)

ADA Compliance

If you have a qualified disability, you may request special accommodations for examination when you apply. Accommodations must be approved by the Oregon State Board of Nursing (OSBN) in advance of examination. The request for ADA Accommodation is available on the OSBN website or by calling OSBN. This form must be submitted with your application packet.

Oregon Candidate Handbook

Effective 3-1-2021

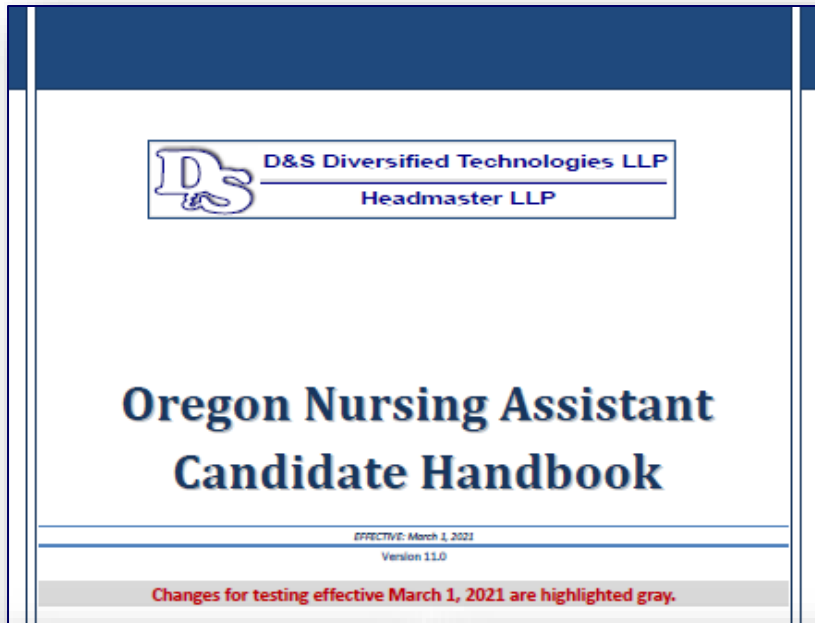


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The Candidate Handbook contains valuable information:

- ❖ Application to Obtain Oregon CNA1 Certification
- ❖ ADA's
- ❖ The Nurse Aide Competency Exam
 - Signing in to Account in TMU©
 - Exam Check-In
 - Identification Requirements
 - Reschedule and No Show's
 - Testing Policies
 - Exam Results,
 - Etc.
- ❖ The Knowledge Test
 - Test Content
 - Subject Areas
 - Vocabulary Words
- ❖ The Manual Skills Test
 - What to Expect for the Skills Test
 - Skill Task Listing by Step

AND MUCH MORE.....

It is very important that Candidate's are familiar with the Candidate Handbook!



KNOWLEDGE EXAM

Knowledge Test Instructions

- ❖ When candidates check-in for their test event, they will be directed to read the Knowledge Test Instructions provided in the waiting area.
- ❖ They may also listen to an audio version of the instructions by clicking on the link available on the Oregon webpage at www.hdmaster.com.

[Click Here to Listen to the Oregon Electronic Knowledge Test Instructions](#)

[Click Here to Listen to the Oregon Skill Test Instructions](#)



OREGON NURSE AIDE
TMU@ KNOWLEDGE TEST INSTRUCTIONS

To be placed in the waiting/sign in area so all candidates have an opportunity to read these instructions before going to the knowledge test portion their exam. A laminated copy is to be placed by each knowledge test station, so the candidate may refer back to these directions during their electronic knowledge test.

YOU ARE NOT ALLOWED TO LEAVE THE KNOWLEDGE TESTING AREA/ROOM UNTIL FINISHED WITH YOUR KNOWLEDGE TEST. PLEASE REMEMBER TO USE THE RESTROOM BEFORE ENTERING THE TESTING ROOMS IF NEEDED.

CELL PHONES, SMART WATCHES, FITNESS MONITORS AND ANY OTHER ELECTRONIC DEVICES **MUST BE TURNED OFF (NOT ON VIBRATE OR MUTE) DURING KNOWLEDGE TESTING.**

USAGE OF CELL PHONES, SMART WATCHES, FITNESS MONITORS OR ANY OTHER ELECTRONIC DEVICES (TABLET, LAPTOP, I-POD, ETC.) IS NOT ALLOWED IN THE TESTING AREAS AND THESE ITEMS ARE NOT ALLOWED TO BE NEAR OR ON YOUR PERSON (IN POCKET, ON WRIST, ETC.) DURING TESTING. ANY PERSONAL BELONGINGS (PURSE, BAGS, CELL PHONES, SMART WATCHES, FITNESS MONITORS, LAPTOPS, TABLETS, ETC.) NEED TO BE PLACED IN THE DESIGNATED AREA INSIDE THE TESTING ROOM WHEN YOU ENTER. DEVICES AND BELONGINGS MAY BE COLLECTED WHEN YOU LEAVE THE TEST AREA AFTER COMPLETING AN EXAM COMPONENT.

ANYONE USING A CELL PHONE, SMART WATCH, FITNESS MONITOR OR ANY OTHER ELECTRONIC DEVICE (TEXTING/GOOGLE SEARCHING/ETC.) OR NAVIGATING AWAY FROM THE KNOWLEDGE TEST (GOOGLE SEARCHING, EMAIL, ETC.) DURING TESTING WILL BE ASKED TO LEAVE THE TEST SITE, WILL FORFEIT ALL TESTING FEES, WILL HAVE THEIR TEST SCORED AS A FAILED TEST AND WILL BE REPORTED TO THE OREGON STATE BOARD OF NURSING (OSBN). YOU WOULD NOT BE PERMITTED TO RETEST WITHOUT APPROVAL FROM OSBN ALLOWING A RETEST.

There are 80 questions on your Knowledge Test. The questions will be presented to you on the screen. You will have a maximum of 90 minutes to complete the Knowledge Test. **You will be informed when there are 15 minutes remaining.**

If you have any issues with the computer, please raise your hand and the Knowledge Test Proctor (KTP) will come assist you.

When you are finished with your exam, please raise your hand, to let the KTP know you are done, and s(he) will come and log you out of the Knowledge test.

DO NOT PRESS THE "END TEST" BUTTON AT ANY TIME!
This is a step the KTP must assist you with.

Please remember to take any personal belongings with you when you leave the knowledge test room. Exit the room quietly.

The KTP will ask you if you have any questions before your Knowledge Test is started.

Oregon TMU@ Knowledge Test Instructions Effective: 8-1-2019

The Knowledge Exam



- ❖ Copies of the Knowledge Test Instructions will be placed between the work stations for candidates to refer to during testing.
- ❖ Candidates have **90 minutes** to complete 80 questions.
- ❖ Candidates will be given a 15 minute warning when 75 minutes have elapsed.

The Oral Knowledge Exam



- ❖ Candidates may request an ORAL version of their knowledge exam when they submit their application to OSBN.
 - There is an extra charge for an ORAL (payment to OSBN).
 - OSBN staff will mark ORAL in the candidate's record once payment is processed.
 - Candidates will listen to the questions read to them through headphones/earbuds connected to computer speakers.
 - Candidates will have the questions and answers on the computer screen to read along with.

An ORAL is not an ADA (accommodation request), any candidate may request an ORAL version of the knowledge exam.

Role of the Knowledge Test Proctor (KTP)



- ❖ Knowledge Test Proctors must recheck candidate ID's as candidates rotate into the knowledge test before logging candidates into their exam.
- ❖ The KTP will ask the candidates if they have any questions regarding the Knowledge Test Instructions they read in the waiting area, specifically:
 - “Do you understand the knowledge test is timed?”
 - “Do you know you will have ninety (90) minutes to complete the test?”
 - “Do you understand that you may not have any form of electronic device on your person while taking the knowledge test?”
- ❖ Knowledge Test Proctors are responsible for monitoring the knowledge portion of the exam to guard against cheating.



SKILLS EXAM

Role of the RN Test Observer



- ❖ RN Test Observers are to be positive, confident, completely unbiased and professional in their words, actions and appearance.
- ❖ RN Test Observers will remain impartial during testing.
- ❖ RN Test Observers must give their complete and full attention to the candidate while the candidate is demonstrating her/his tasks.
- ❖ RN Test Observers are to set up a testing environment that will give each candidate a fair, nonbiased, equal opportunity to demonstrate s(he) knows how to perform the tasks.
- ❖ RN Test Observers will recheck each candidate's ID as they enter the testing room to ensure s(he) has the correct candidate's skill test in front of him/her.

Skill Test Instructions

- ❖ When candidates check-in for their test event, they will be directed to read the Skill Test Instructions provided in the waiting area.
- ❖ They may also listen to an audio version of the instructions by clicking on the link available on the Oregon webpage at www.hdmaster.com

Click Here to Listen to the Oregon Electronic Knowledge Test Instructions

Click Here to Listen to the Oregon Skill Test Instructions



OREGON NURSE AIDE

SKILL TEST INSTRUCTIONS

These instructions are to be placed in the waiting/sign in area so all candidates have an opportunity to read these instructions before going into the skill test portion of their exam.

YOU ARE NOT ALLOWED TO LEAVE THE SKILL TESTING AREA/ROOM UNTIL FINISHED WITH YOUR SKILL TEST. PLEASE REMEMBER TO USE THE RESTROOM BEFORE ENTERING THE TESTING ROOMS, IF NEEDED.

CELL PHONES, SMARTWATCHES, FITNESS MONITORS AND ANY OTHER ELECTRONIC DEVICES **MUST BE TURNED OFF** (NOT ON VIBRATE OR MUTE) DURING SKILL TESTING.

USAGE OF CELL PHONES, SMARTWATCHES, FITNESS MONITORS OR ANY OTHER ELECTRONIC DEVICES (TABLET, LAPTOP, I-POD, ETC.) IS NOT ALLOWED IN THE TESTING AREAS AND THESE ITEMS ARE NOT ALLOWED TO BE NEAR OR ON YOUR PERSON IN YOUR POCKET, ON YOUR WRIST, ETC.) DURING TESTING. ANY PERSONAL BELONGINGS (PURSE, BAGS, CELL PHONES, SMARTWATCHES, FITNESS MONITORS, LAPTOPS, TABLETS ETC.) NEED TO BE PLACED IN THE DESIGNATED AREA INSIDE THE TESTING ROOM. DEVICES AND PERSONAL BELONGINGS MAY BE COLLECTED WHEN YOU LEAVE THE TEST AREA AFTER COMPLETING AN EXAM COMPONENT.

ANYONE USING A CELL PHONE, SMARTWATCH, FITNESS MONITOR OR ANY OTHER ELECTRONIC DEVICE (TEXTING/GOOGLE SEARCHING/ETC.) DURING TESTING WILL BE ASKED TO LEAVE THE TEST SITE, WILL FORFEIT ALL TESTING FEES, WILL HAVE THEIR TEST SCORED AS A FAILED TEST AND WILL BE REPORTED TO THE OREGON STATE BOARD OF NURSING (OSBN). YOU WOULD NOT BE PERMITTED TO RETEST WITHOUT APPROVAL FROM OSBN ALLOWING A RETEST.

WELCOME TO YOUR SKILL TEST

The RN Test Observer (TO) does not decide whether or not you pass or fail. The TO only observes and records the steps s(he) sees you demonstrate. D&SDT-HEADMASTER staff in Helena, Montana, scores your test when the TO submits it for scoring.

- The first thing the TO will do when you enter the skill test area is to show you the designated area where you may place your personal belongings, cell phone (turned off), etc.
- Then the TO will show you where the relaxation area is located. You will be asked to show your ID as a double check to ensure the TO has your personalized skill test.
- The TO will sit beside you and ask you if you have any questions about these instructions.
- The next thing the TO will do is tell you the tasks you will demonstrate.
- Then the TO will show you the location of the supplies you will need for your tasks and will demonstrate the equipment you will use for your assigned tasks. You will have an opportunity to ask any questions you may have during the equipment demonstration.
- The TO will read your first scenario to you and will start the timers when you begin your first demonstration.
- You will have 45 minutes to complete your assigned skill tasks.
- Each of your skill tasks has a scenario. The TO will read one scenario at a time to you. As soon as you understand the scenario, please actually perform and demonstrate the task.
- At the beginning of your first task, you may use hand sanitizer.
- When appropriate, toward the end of your first task, you **must actually** wash your hands with soap and water.
- During the demonstration of your other tasks, when appropriate, you may use hand sanitizer instead of actually washing your hands with soap and water.
- Steps that are only verbalized **do not count**.
- At anytime, before you run out of time, you may:
 - Ask the TO to reread any scenario.
 - Correct any step on any task you believe you did incorrectly.
 - ◆ To make a correction, you must tell the TO the specific task and what step(s) you will re-demonstrate.
- When you finish each task, tell the TO you are finished and return to the relaxation area.
- Two timers will be set when you begin your skill test. The first timer will sound when 15 minutes remain and the second timer will sound when all 45 minutes have elapsed.
- The 45-minute skill test time starts when you actually begin the first task.

Relaxation Area



- ❖ The relaxation area is two chairs placed in an area in the skills testing room away from the demonstration work area.
- ❖ Candidates will be directed to go to the relaxation area in between tasks so that the testing team can set up for the next task.
- ❖ Setting up between tasks takes a matter of seconds.



Relaxation
Area

The Skills Exam



- ❖ Candidates are allowed **45 minutes** to demonstrate 3 or 4 tasks.
 - First task will be one of the five mandatory tasks with hand washing required:
 - Bedpan and Output with Required Hand Washing
 - Catheter Care of a Male with Required Hand Washing
 - Isolation Gown and Gloves, Emptying a Urinary Drainage Bag with Required Hand Washing
 - Perineal Care of a Female with Required Hand Washing
 - Perineal Care of a Male with Changing a Soiled Brief and Required Hand Washing
- ❖ RN Test Observers will read a scenario to the candidate at the beginning of each task.
 - Candidates can request to have a scenario re-read to them at any time and as many times as needed.

The Skills Exam



- ❖ Two timers will be set when the candidate starts their skill test (after the first mandatory task scenario is read):
 - One set for 30 minutes – warning that 15 minutes remain
 - One set for 45 minutes – time up (candidate not allowed to complete any steps remaining)

- ❖ Candidates can make corrections to any step they feel they did incorrectly at any time during their exam within their 45 minute time frame:
 - Candidates need to tell the RN Test Observer the specific task and step(s) they are correcting.
 - Candidates must actually demonstrate the correction(s), i.e.:
 - Candidate tells the RN Test Observer s(he) missed locking the bed brakes in the ambulation task-
 - ✓ Candidate must actually lock the bed brakes and then the correction is made and noted by the RN Test Observer.

The Skills Exam



- ❖ Steps that are only verbalized **DO NOT COUNT!**
 - All steps must be demonstrated to receive credit.
- ❖ Steps are not order dependent unless the step specifically states something must be done “*BEFORE” or “*AFTER”:
 - Candidates can perform the steps in whatever order flows for them, or how you have trained them to complete the steps with the *EXCEPTION:
 - If a step states something must be done **BEFORE** or **AFTER**, then the candidate must demonstrate that step exactly as stated.
 - *Example: Candidate must wash client’s hands BEFORE assisting client with meal.*

The Skills Exam



- ❖ **CLOSURES**: Candidates have to verbally state to the RN Test Observer that they are finished when done with each task so the RN Test Observer has closure before setting up for the next task.
- ❖ Once the candidate has completed all 3 or 4 tasks, the candidate needs to verbally state to the RN Test Observer that they are finished. The candidate will then be read a closure:

CLOSURES WHEN FINISHED WITH SKILL TEST:

If time is remaining (candidate completed in less than 45 minutes) say:

- “You have ____ minutes remaining. You have just completed the tasks of ____, ____, ____, and/or _____. (Read the tasks assigned.) Are you finished?” When you get the “yes”, say “Thank you for coming.”
 - Direct the candidate to the holding area if they need to take a knowledge exam, or if finished with their exams, let them know they are free to leave the testing site.

When time is up and the 45 minute audible buzzer sounds, say:

- “Your allotted time has elapsed. Thank you for showing us your skill demonstrations today.”
 - Direct the candidate to the holding area if they need to take a knowledge exam, or if finished with their exams, let them know they are free to leave the testing site.

Equipment/Supplies Demonstration



- ❖ **Every candidate, whether they trained at the site they are testing at or not, will get the same consistent, complete equipment and supplies demonstration.**
- ❖ The equipment and supplies demonstration is the time for the candidate to become familiar with the items they will be using for their 3 or 4 tasks:
 - Candidates can ask for items needed if they are used in testing.
Example: If there is only one basin on the supplies table and the candidate uses two, the candidate just needs to ask the RN Test Observer for another basin and one will be placed on the table.

Equipment/Supplies Demonstration



- ❖ All supplies will be on a centrally located table, counter, etc.
 - The RN Test Observer will show the candidate just the supplies and equipment the candidate will need for their 3 or 4 tasks (i.e. bedpans, basins, toothbrush, etc.).
 - Linens may be in a cabinet or closet within the skills testing room and would be shown to the candidate.
 - No supplies will be in the bedside stands.
 - And candidates will be shown where other supplies are located throughout the room:
 - Hand sanitizer(s)
 - Gloves

Equipment/Supplies Demonstration



- ❖ Candidates will sign the recording form (if they have a task requiring recordings) during the equipment/supplies demonstration.
- ❖ Candidates can take the recording form (on the clipboard) anywhere in the testing room as needed.
- ❖ RN Test Observers cannot remind or cue candidates to write their recordings on the recording form.

Candidate's Name: _____	
<small>PLEASE PRINT</small>	
TEMP: _____	PULSE: _____ RESP: _____
BP: _____ / _____	PULSE OX: _____ %
HEIGHT: _____	WEIGHT: _____
GLASS 1: _____	FOOD INTAKE: _____ %
GLASS 2: _____	FLUID INTAKE: _____ ml
GLASS 3: _____	URINARY OUTPUT: _____ ml
Total Intake: _____ ml	
Candidate's Signature: _____	

Equipment/Supplies Demonstration



❖ Candidates will be shown:

- Where to knock
- How to lock the bed and wheelchair (if used) brakes
 - Brakes must be fully engaged on the bed and both wheelchair brakes must be locked
- Bed Controls
 - The RN Test Observer will show the candidate how to raise and lower the bed and head of the bed as well as how to operate the side rail controls
- Shown where the hand washing sink is
 - Where soap and paper towels are located
- The RN Test Observer will also point out where other equipment is throughout the testing room
 - Garbage cans
 - Linen hampers
 - Privacy curtain and how to pull it

Role of the Actor



- ❖ Actors must remain test neutral and not impact the test in any way.
- ❖ Actors are not to start or engage in a conversation with candidates.
- ❖ Actors cannot answer any questions that would impact the test with anything other than:
 - **“Whatever you think”** – putting the action needed back on the candidate.
 - *Example: In the Feeding Task, “Is the head of your bed high enough?” The Actor will answer “whatever you think” as it is a step in the Candidate Handbook that the candidate is to raise the head of the bed to at least 45 degrees.*
- ❖ Actors must provide the exact same simulation for every candidate.

Client Diet Card



- ❖ The Diet Card will have the Actor's name on it and the diet is SOFT and liquids are THIN.
- ❖ This Diet Card is provided to and used by all RN Test Observers.

CLIENT NAME: _____

CLIENT ROOM: **101**

DIET: **SOFT**

LIQUIDS: **THIN**

Styles of Anti-Embolism Stockings

During the equipment and supplies demonstration, any candidate who has the Applying an Anti-embolic Stocking Task as one of their tasks will be shown the type of stocking they will be putting on the Actor from this reference sheet and they will be shown where the heel is on the stocking.

STYLES OF ANTI-EMBOLIC STOCKINGS

STOCKING TYPE 1 – BOTTOM OPENING



STOCKING TYPE 2 – TOP OPENING



STOCKING TYPE 3 – OPEN TOED



STOCKING TYPE 4 – CLOSE TOED

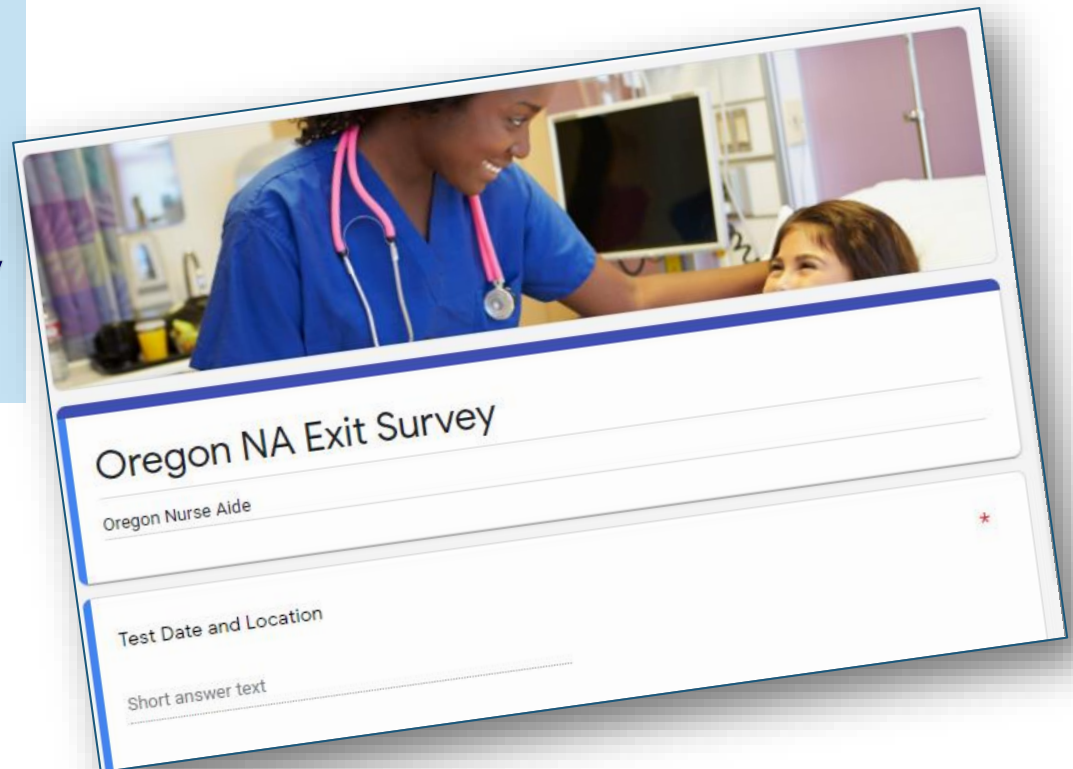


Candidate Exit Survey



Candidates will be required to fill out the Exit Survey before they receive their test results. Candidates will receive a link when they log in to their record in TMU© to retrieve their test results.

The Exit Survey is mandatory effective 3-1-2021.

A screenshot of the Oregon NA Exit Survey form, tilted at an angle. The form features a header image of a nurse in blue scrubs with a pink stethoscope attending to a patient in a hospital bed. Below the image, the form contains the following fields:

- Oregon NA Exit Survey** (Title)
- Oregon Nurse Aide** (Text field)
- Test Date and Location** (Text field)
- Short answer text** (Text field)

A small red asterisk is visible in the bottom right corner of the form area.



Training tools to help prepare candidates for testing



IDEAS TO HELP STUDENTS PREPARE FOR TESTING

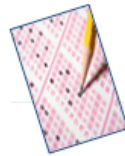


- ✓ Review the Candidate Handbook in class, covering testing policies, vocabulary words for the knowledge test and skill steps for the skill test.
- ✓ Complete a practice knowledge test with class.
- ✓ Hangman with vocabulary words: put the class into teams and play hangman by using vocabulary words. Once a team guesses the word correctly, have them then explain the meaning.
- ✓ Do mock skills testing utilizing the 30 minute time frame.
- ✓ Create a Jeopardy like game with class materials.
- ✓ Have the candidate re-review the testing policies and skill steps in the Candidate Handbook. Make sure they check the website to ensure that there have not been any changes since they have completed their training.
- ✓ Pulse game: Place students on teams. The instructor chooses one student from each team and they are the resident for the pulse, students from each team have to take the pulse of the resident and write it down. The instructor will take the pulse at the same time and the team with the most accurate readings wins.
- ✓ Supplies game: have each student pull a skill from the hat and write down the supplies needed for that skill.
- ✓ Station race: Set up multiple stations with 2 different glasses with pre-measured fluids in them and put the class into teams. The teams race around to each station and write down the amounts in the glasses that the resident has consumed.
- ✓ Put your skills in place: Instructors make index cards with each step of every skill, sort the cards by skill. Shuffle the cards of one skill and have the student put the steps in order to complete the skill correctly.
- ✓ Add a question to your final test about the required ID for testing.
- ✓ Read the Knowledge and Skill Test Instructions to your candidates during mock testing so they will be exposed to the guidelines for testing prior to attending the test session.
- ✓ Establish a Flexible (In-Facility) test site at your training location so that the students are more comfortable with their test setting.
- ✓ Abbreviations race: Students are put on teams, the trainer calls out a word and the first student to get to the board and write the correct abbreviation for the word gets a point.
- ✓ Poster/PowerPoint presentations: each student is assigned to put together a poster/PowerPoint presentation on a skill task.
- ✓ Questions collection: Collect 20 questions from each student and then use the questions to test the students.
- ✓ What do you need? Each student is quizzed on the equipment/supplies needed to complete skill tasks.
- ✓ Perform scenario: Students create a scenario, then they must perform the scenario which should include a minimum of three skill tasks to be performed.
- ✓ Sayings to remember: Example: Perineal Care – “front to back and run up the crack”

- ✓ Next step game: Randomly pull a learned skill, ask each student to verbally state the next step in the selected skill task.
- ✓ Word scramble: Take the skills titles and vocabulary words and mix them up.
- ✓ Abbreviation Bingo: All students get 1 bingo card. Instead of numbers in the boxes on the card there are symptoms and then you play bingo as usual.
- ✓ Potato skin: Use a raw potato and pull sandpaper across the potato skin to show a skin tear.
- ✓ Bedpan basketball: Divide class into 2 teams. Ask a reliable student to keep score. Ask a review question to Team 1, if they make the shot they earn 1 more point. Next ask Team 2 a review question and do the same as stated above. If a team misses a question, the other team gets a chance to steal and answer.
- ✓ Yarn game: Give each student a different role; Resident, RN, Nurse Aide or a Family Member. Throw the yarn ball to another person and discuss how the roles are related in communication and how they are all connected with each other.
- ✓ Glo-gem: Have each student put the glow gem gel on their hands. Then have students start doing class work or skills practice. Then take the ultra violet light to show them where and how gems are spread. Then have the students wash their hands and put them under the ultra violet light to see what they have missed.
- ✓ Decrease your senses: Have students put thick gloves on and try to count paper and coin money. Have students put on sunglasses with Vaseline on the lenses and walk the room. Have students put cotton balls in their ears and sit in the front of the class and you speak to them from the back of the classroom in a soft voice with the lights off. Have students do all three together and have another student walk them around the classroom or down the hall. Have students close their eyes and plug their nose and then taste 2 different cookies to see if they can tell the difference.
- ✓ A minute to win it: Have each step of every skill task and put one step on an index card. Put your students into teams. Each team will pull a skill out of the hat. Put 1 minute on the clock and have each team put the skill in correct order in a minute to win it.
- ✓ What's missing? Put the skills up on the smart board by steps. Number the steps as you put them up. Skip a step every so often and have students write in the missing steps.
- ✓ Wash my hands and why: As the student demonstrates hand washing, they are to explain each step they are doing and why they are doing it.
- ✓ Vocabulary Bingo: Make bingo cards with the vocabulary words from the back of the candidate handbook, then play bingo for bonus points.
- ✓ Phrases and word association: If you raise it, put it down. If you open it, close it. If you mess it up, clean it up. If you move it, put it back. If you break it, you buy it. W.I.P.E. – Wash your hands, Introduce yourself, Provide privacy, Explain the procedure. Abduction-take away from the body. Adduction-if add then take back to body. Plantar flexion-plan your toes in sand, toes down. Supine-take “u” out = spine-resident should be on their spine (back). Subjective-what resident “says”. Objective-what you can observe. RICH- Respect, Identify, Call light, Hand wash
- ✓ School of Nursing: Call and see if the senior nursing students at a local college could spend the day in the classroom and be the “state testers” for the students, use one nursing student as the actor and one as the state tester. This gives students the chance to practice skills with people they do not know.

WEB BASED GAMES / FUN TRAINING TOOLS:

Kahoot – trivia app
Quizlet – quiz live sessions, flash card games
ClassTools.net (Atari type game)



PRACTICE EXAMS

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On-Line DMS Practice Exams

Please click [here](#) to see where and when your next test is scheduled.

Licensing/Certification	Software	Hardware/Networking
Arizona Arkansas California Colorado Connecticut Delaware Florida Georgia Illinois Indiana Iowa Kansas Kentucky Louisiana Maine Massachusetts Michigan Minnesota Mississippi Missouri Montana Nebraska Nevada New Hampshire New Jersey New Mexico New York North Carolina North Dakota Ohio Oklahoma Oklahoma LTC (Hearing) Oregon South Dakota Tennessee Texas Vermont Virginia Washington West Virginia Wisconsin Wyoming	Arizona Arkansas California Colorado Connecticut Delaware Florida Georgia Illinois Indiana Iowa Kansas Kentucky Louisiana Maine Massachusetts Michigan Minnesota Mississippi Missouri Montana Nebraska Nevada New Hampshire New Jersey New Mexico New York North Carolina North Dakota Ohio Oklahoma Oklahoma LTC (Hearing) Oregon South Dakota Tennessee Texas Vermont Virginia Washington West Virginia Wisconsin Wyoming	Arizona Arkansas California Colorado Connecticut Delaware Florida Georgia Illinois Indiana Iowa Kansas Kentucky Louisiana Maine Massachusetts Michigan Minnesota Mississippi Missouri Montana Nebraska Nevada New Hampshire New Jersey New Mexico New York North Carolina North Dakota Ohio Oklahoma Oklahoma LTC (Hearing) Oregon South Dakota Tennessee Texas Vermont Virginia Washington West Virginia Wisconsin Wyoming

Driven by these [core beliefs](#) we have been providing quality, innovative, customized testing, certification, and registry solutions since 1985. We take great pride in our content, delivery methods, and service, and if your regulatory agency has a certification dream, we can make it happen! Select your state or agency for testing details.

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Practice Exams can be purchased by clicking here.

- ⇒ May be purchased individually or viewed as a class and completed together.
- ⇒ Allows candidates to experience what the knowledge questions will be like.
- ⇒ Must answer question they are on correctly before moving to next question.
- ⇒ Facilities may set up a purchase order account by contacting Headmaster.

The cost is as follows:

1 exam	\$8.95
5 exams	\$34.95
20 exams	\$99.95
100 exams	\$299.95

If you have any questions regarding Practice Exams, please call Headmaster at 1-800-393-8664.

Sample Test Questions

Test Status: Sample test.
Pin Number: Not Required
Series ID: Not Required

Next Item Help Stop the exam

#1. Which of the following is NOT a normal body defense

a. Tears
 b. White blood cells
 c. Eyelashes
 d. Teeth

Questions Remaining: 1-10

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If you answer correctly, you will move on to the next question.

Test Status: Sample test.
Pin Number: Not Required
Series ID: Not Required

Next Item Help Stop the exam

You got it

#2. A resident with a colostomy excretes feces through the

a. anus
 b. ileum
 c. colon
 d. jejunum

Questions Remaining: 1-10

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If you answer incorrectly, you will not move on to the next question until the correct answer is selected.

Test Status: Sample test.
Pin Number: Not Required
Series ID: Not Required

Next Item Help Stop the exam

Remember, you cannot move to the next item until you answer this one correctly. It's upped you up here.

#2. A resident with a colostomy excretes feces through the

a. anus
 b. ileum
 c. colon
 d. jejunum

Questions Remaining: 1-10

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Practice Exam Information

On-Line CNA Practice Exams

#1. Which of the following is NOT a normal body defense?

- a. Tears
- b. White blood cells
- c. Eyelashes
- d. Teeth

Questions Remaining: 1-25

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- Order an individual test or set up a group testing account.
- Complete an exam from an individual membership.
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Order CNA/STNA Practice Exam(s)

SSL Secured Transaction
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Submit Registration | Reset Fields | Help

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How Many? One (1) Test \$8.95

Group Account? Check this box if you wish more than one individual to be able to use the assigned group pin number. You will only be issued one group pin number and a range of series IDs, each of which along with the group pin number, will give an individual access to a unique exam.

Group accounts and individuals should record the **pin number displayed above every question** as it will be required to either complete an unfinished exam or to begin another exam from a series.

I have read the [terms of service agreement](#) and will abide by the terms and conditions there. In addition, I accept that these practice exams are only available on-line and I will not receive a copy of the exam, nor will I be able to print out the exam.

Please Note: These practice exams are only available on-line. You will not receive a copy of the exam, nor will you be able to print out the exam.

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Credit Card or Debit Card #

Exp. Date

mm/yyyy

Amount

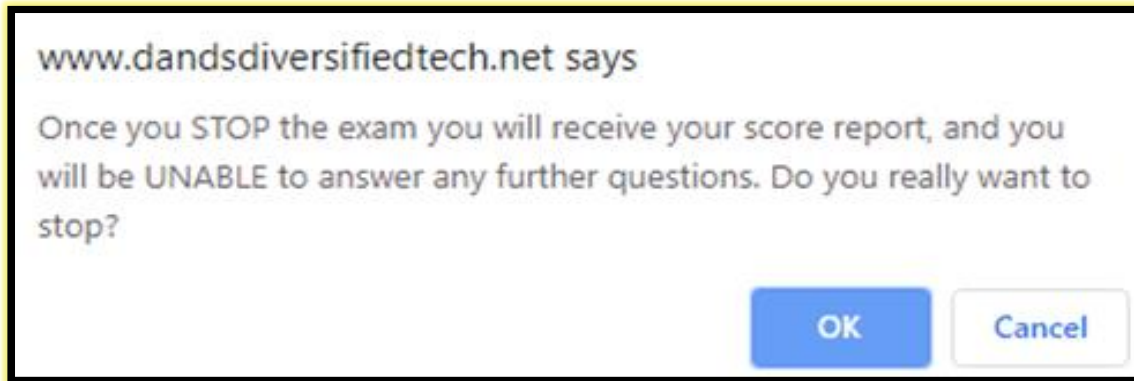
8.95

Purchased on the main Headmaster webpage at: www.hdmaster.com

Choose **OREGON** for “which test?”

Record the **PIN NUMBER**, which is displayed above every question as it will be required to complete an unfinished exam.

Practice Exam Information



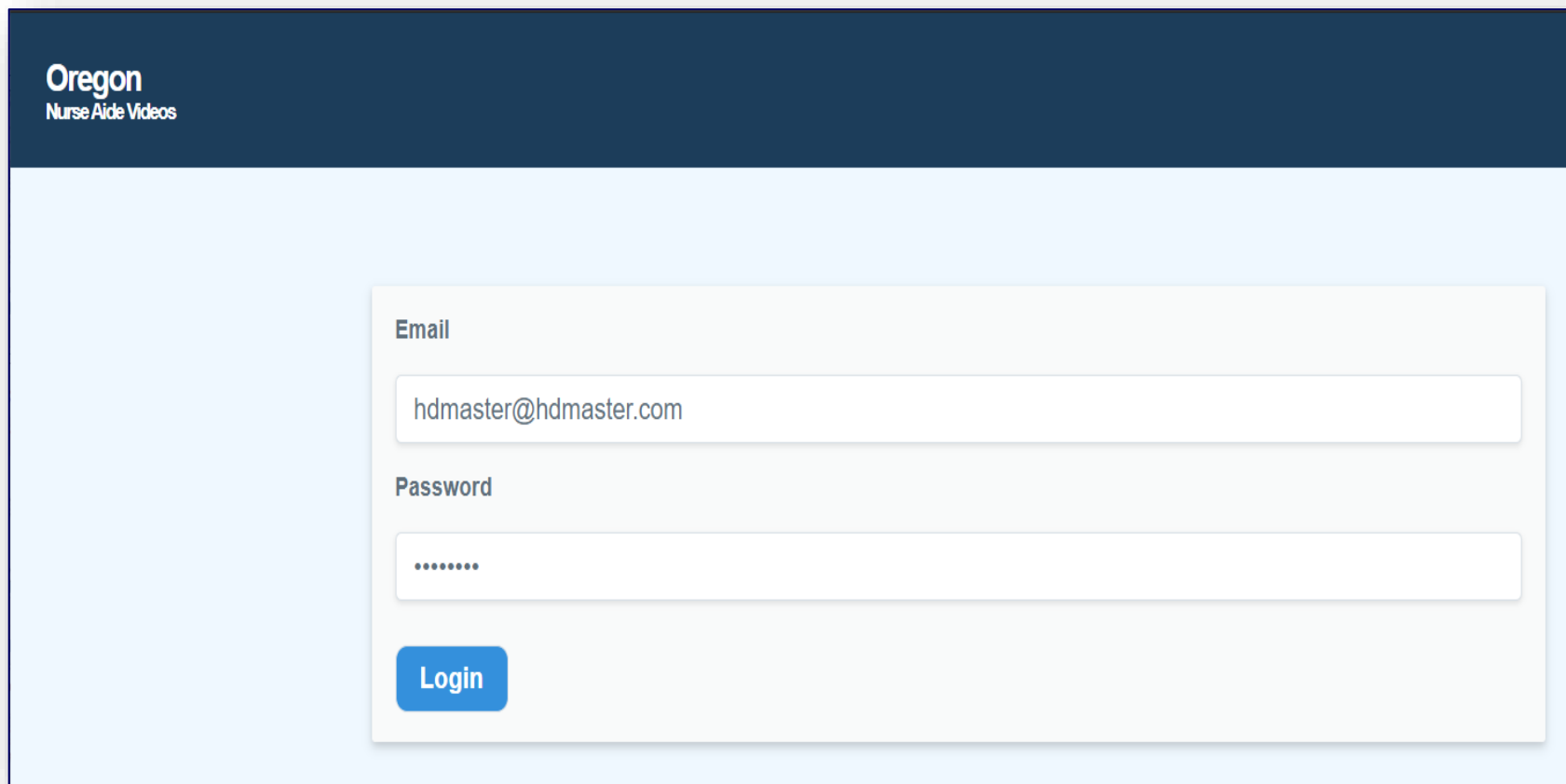
- ❖ Practice Exams do not expire
- ❖ Just click on the **X** in the upper right hand corner of your screen to exit the practice exam
- ❖ Log back in using PIN# to continue
 - ! **Do not click on STOP the exam if you are not finished with the exam**
 - ! **This screen will pop up and you have to click OK to continue (read warning) or CANCEL**
 - ! **Click CANCEL if not finished with exam**
 - *If not finished with exam, and you click OK, you will be unable to answer any further questions and the exam is deleted (not available any more)*
- ❖ When done with exam (*all questions are answered*), click on STOP the exam, then click OK and you will get your Score Report
 - You will receive a score based on your first answers and vocabulary words

Skills Videos

To access the Oregon Skills videos, go to: **or.nurseaidevideos.com**

Email is: **hdmaster@hdmaster.com**

Password is: **demodemo**



The screenshot shows a login interface for 'Oregon Nurse Aide Videos'. It features a dark blue header with the site name. Below the header is a light blue background with a white login form. The form contains two input fields: 'Email' with the text 'hdmaster@hdmaster.com' and 'Password' with seven dots. A blue 'Login' button is positioned below the password field.

Oregon
Nurse Aide Videos

Email
hdmaster@hdmaster.com

Password
.....

Login

Skills Videos

or.nurseaidevideos.com/skills/1



Steps

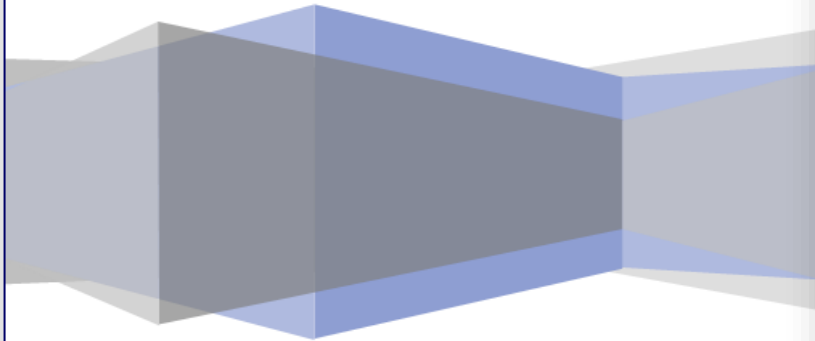
1. Knock on door.
2. Perform hand hygiene:
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Hands rubbed together until hands are completely dry.

Mock Skills

D&SDT-Headmaster, LLP

Oregon Mock Skills

For Testing Effective March 1, 2021



Oregon Mock Skills

March 1, 2021

1.) AMBULATION WITH GAIT BELT

	Knock on door.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	
	Explain procedure to be performed to the client.	
	Obtain gait belt.	
	Lock bed brakes to ensure client's safety.	
	Lock wheelchair brakes to ensure client's safety.	
	Lower bed so client's feet will be flat on the floor when sitting on the edge of the bed.	
	Bring client to sitting position.	
	Assist client to put on shoes.	
	Place gait belt around the client's waist to stabilize trunk.	
	Tighten gait belt.	
	Check gait belt by slipping fingers between gait belt and client.	
	Stand in front of and face the client.	
	Grasp the gait belt on each side of the client with an underhand grip.	
	Stabilize the client's legs.	
	Bring client to standing position, using proper body mechanics.	
	Grasp gait belt with one hand, using under hand grip.	
	Stabilize client with other hand by holding forearm, shoulder, or using other appropriate method to stabilize client.	
	Ambulate the client and return client to wheelchair.	
	Assist client to sit in the wheelchair in a controlled manner that ensures safety.	
	Remove gait belt.	
	Leave client in position of comfort and safety.	
	Maintain respectful, courteous interpersonal interactions at all times.	
	Place client within easy reach of call light or signaling device.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	



Understanding Test Results

Test Results

HEADMASTER, LLP
P.O. BOX 6609, HELENA, MT 59604-6609
800-393-8664 — FAX: 406-442-3357 WWW.HDMASTER.COM

OREGON CERTIFIED NURSE AIDE EXAM RESULTS REPORT

TEST DATE: Tuesday, September 26, 2017

Dear

You have **failed** the **Knowledge** portion and **failed** the **Manual Skill** portion of the Certified Nurse Aide exam. You must have an overall score of **73%** or better on the knowledge test and **80%** or better on each skill task without missing any "Key Steps" to pass the skills test.

Your overall knowledge test score is 71.25%. Any weaknesses indicated in your knowledge and skill test results are listed below:

Knowledge Exam Results By Subject Area

Safety	70%
Communication	100%
Infection Control	80%
Client Rights	75%
Data Collection	75%
Basic Nursing Skills	82%
Role / Responsibility	75%
Disease Process	75%
Mental Health	100%
Personal Care	30%
Care Impaired	33%
Growth and Development across the Ages	67%

Skill Exam Incomplete Steps

- Perineal Care Female 2017
- Turns client or raises hips and places b...
 - Uses a clean portion of a wash cloth wit...
 - Cleans from vagina to rectal area.
 - Used a clean portion of wash cloth for a...
 - In like manner, rinses from vagina to re...
 - Turns client or raises hips to remove ba...
- Making Occupied Bed
- Places clean top linen over covered clie...
 - Lowers bed if it was raised.

Manual Skill Task(s) Failed: Perineal Care Female 2017

Vocabulary words to study: white blood cells, specimen, choking, swelling, circulation, adduction, elimination, transporting, infection control, resident's rights, state tested, measuring temperature, weighing, hair care, resident independence, feeding, vomitus, unconscious, oral care, shaving, stroke, pressure ulcer, nursing assistant's role, indwelling catheter, bowel program, restorative care, range of motion

KNOWLEDGE EXAM:

- ❖ Percentages of how candidate performed in each Subject Area (number of questions in each Subject Area can be found in the Candidate Handbook).
- ❖ Vocabulary words to help direct candidate to areas to review before retesting.

SKILLS EXAM:

- ❖ Lists Manual Skill Task(s) failed.
- ❖ Lists Skill Exam incomplete steps (missed steps).

To help candidates better understand what was missed, candidates and/or instructors are encouraged to call Headmaster to discuss test results to prepare the candidate for a successful retake.

Important Reminder as Candidates Leave Training Programs



- ❖ Candidates must apply with OSBN for the state competency exam within one year from their training completion date.
- ❖ Once candidates have applied for the exam with OSBN, they have one year from the application date to take their competency exam.
- ❖ Remind candidates as they leave your training program to check the Oregon webpage for the most current updates to the Candidate Handbook:

www.hdmaster.com – click on Oregon

Contact Information



Contact Information

Questions regarding testing process, test scheduling and eligibility to test: (800) 393-8664

Questions about Nursing Assistant certification, renewals or Registry: (971) 673-0685

Headmaster, LLP

PO Box 6609
Helena, MT 59604-6609

Email: hdmaster@hdmaster.com

Web Site: www.hdmaster.com

OR TMU© Web Site:

<https://or.tmuniverse.com/>

*Monday through Friday
8:00AM – 6:00PM (MST)*

Phone #: (800) 393-8664

Fax #: (406) 442-3357

Oregon State Board of Nursing

17938 SW Upper Boones Ferry Road
Portland, OR 97224-7012

Email: osbn.cnacertificates@state.or.us

Web Site: www.oregon.gov/OSBN

*Monday through Friday
7:30AM – 4:00PM (PST)*

Phone #: (971) 673-0685

Fax #: (971) 673-0684

Oregon Instructor Workshop

Version: January 2021 for testing effective March 1, 2021



Thank You!

From

**D&S Diversified Technologies –
Headmaster LLP**