



Certified Nurse Aide

Study Guide

Assessments:

**8602 Developmentally Disabled
Direct Care Aide**

8603 Adult Day Care Aide

8604 Residential Care Aide

8605 Home Health Care Aide

8607 Long Term Care Nurse Aide

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Overview

This study guide is designed to help candidates prepare for nurse aide certification in Oklahoma. It not only includes information about each of the examinations, but also the skills standards upon which the examinations are based, resources that can be used to prepare for the examinations and test taking strategies.

Each section in this guide provides useful information for candidates preparing for these examinations.

- Nurse Aide Certification Examinations
 - ▶ Contact Quick Reference
 - ▶ Assessment Information
 - ▶ Standards and Test Content
 - ▶ Nurse Aide Skills List
 - ▶ Sample Questions
 - ▶ Abbreviations, Symbols and Acronyms
 - ▶ HCP Test Site Information
 - ▶ HCP Testing Policies
- Strategies for Test Taking Success
- Notes

These assessments were developed in partnership with the Oklahoma State Department of Health, the state agency charged with certifying medication aides and maintaining a registry of certified medication aides. Each examination measures the candidate's mastery of the knowledge and skills needed by workers in the area of certification he/she is seeking.

Disclaimer

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CareerTech and Competency-Based Education: A Winning Combination

Competency-based education uses learning outcomes that emphasize both the application and creation of knowledge and the mastery of skills critical for success. In a competency-based education system, students advance upon mastery of competencies, which are measurable, transferable outcomes that empower students.

Career and technology education uses industry professionals and certification standards to identify the knowledge and skills needed to master an occupation. This input provides the foundation for development of curriculum, assessments and other instructional materials needed to prepare students for wealth-generating occupations and produce comprehensively trained, highly skilled employees demanded by the work force.

Tools for Success

CareerTech education relies on three basic instructional components to deliver competency-based instruction: skills standards, curriculum materials, and competency assessments.

Skills standards provide the foundation for competency-based instruction and outline the knowledge and skills that must be mastered in order to perform related jobs within an industry. Skills standards are aligned with national skills standards and/or industry certification requirements; therefore, a student trained to the skills standards is equally employable in local, state and national job markets.

Curriculum materials and textbooks contain information and activities that teach students the knowledge and skills outlined in the skills standards. In addition to complementing classroom instruction, curriculum resources include supplemental activities that enhance learning by providing opportunities to apply knowledge and demonstrate skills.

Competency Assessments test the student over material outlined in the skills standards and taught using the curriculum materials and textbooks. When used with classroom performance evaluations, written competency assessments provide a means of measuring occupational readiness.

Each of these components satisfies a unique purpose in competency-based education and reinforces the knowledge and skills students need to gain employment and succeed on the job.

Measuring Success

Evaluation is an important component of competency-based education. Pre-training assessments measure the student's existing knowledge prior to receiving instruction and ensure the student's training builds upon this knowledge base. Formative assessments administered throughout the training process provide a means of continuously monitoring the student's progress towards mastery.

Written competency assessments provide a means of evaluating the student's mastery of knowledge and skills. Coaching reports communicate competency assessment scores to students and provide a breakdown of assessment results by standard area. The coaching report also shows how well the student has mastered skills needed to perform major job functions and identifies areas of job responsibility that may require additional instruction and/or training.

QUICK REFERENCE

**OKLAHOMA STATE DEPARTMENT OF HEALTH
Oklahoma Nurse Aide & Nontechnical Worker Registry**

1000 NE 10th St.
Oklahoma City, OK 73117-1299
1-800-695-2157
(405) 271-4085
FAX (405) 271-1130
Hours of Operation: 8:00 a.m. to 5:00 p.m.

Call the OSDH to:

- Obtain information on official regulations and guidelines for nurse aides
- Update name, address, or other personal information listed on the Registry
- Obtain information regarding approved training programs
- Renew nurse aide/medication aide certifications

**OKLAHOMA DEPARTMENT OF CAREER & TECHNOLOGY EDUCATION
Health Certification Project**

1500 W. 7th Ave.
Stillwater, OK 74074
(405) 743-5447
FAX (405) 743-6885
Hours of Operation: 8:00 a.m. to 4:30 p.m.
www.okhcp.com

Visit the HCP website to:

- Obtain information regarding HCP test centers and testing
- Download study guides for candidates
- Access other coordinator resources

Assessment Information

How are the assessments developed?

The assessments were developed by the CareerTech Testing Center in partnership with the Oklahoma State Department of Health (OSDH). Items for the exams were developed and reviewed by committees of subject matter experts within each certification area. All subject matter experts were healthcare professionals who have many years of experience in the industry.

Who is eligible to take a nurse aide certification exam?

Individuals who have completed an OSDH-approved training program and those who have received a training waiver from the OSDH are eligible to take the certification examination. In addition, the Health Certification Project (HCP) also provides testing to individuals who have completed the requirements for deeming from long term care nurse aide to home health care aide.

Before registering for an examination, candidates must read the Testing Policies included in this study guide. These policies address testing accommodations, cancellations/no-shows, cheating, translation, misconduct, etc.

What is involved in the examination process?

The certification exam consists of two parts: a clinical skills examination and a written examination.

The clinical skills examination consists of several skills incorporated into a scenario designed to replicate what nurse aides typically encounter on the job. Candidates must perform all critical tasks correctly and perform non-critical tasks with 80% accuracy in order to pass the clinical skills exam and be eligible to take the written examination. In order to pass the written examination, candidates must score 70% or higher.

How much does the exam cost and how do candidates pay for the exam?

Testing fees are established by each HCP test site according to the cost of administration. Candidates are encouraged to contact the HCP test site of their choice for information about test fees. A list of HCP test sites is included in this study guide.

How do I register for a nurse aide certification exam?

Individuals seeking certification as a nurse aide can register for the exam by contacting a HCP test site. At the time of registration, nurse aide certification candidates must present all the following documents:

- **HCP Training/Testing Verification Form** documenting completion of training OR a letter from the OSDH waiving training that specifically lists areas of eligibility
- **Original evidence of eligibility to work** — U.S. Social Security Card or original notification issued by the Social Security Administration OR an Individual Taxpayer Identification Number issued by the U.S. Internal Revenue Service
- **Original evidence of identity** — unexpired driver's license issued by a state in the United States OR other current photo identification issued by a U.S. government entity.

Photocopies of the documents above will not be accepted.

At the time of registration, candidates are required to complete an Affidavit of Lawful Presence (OSDH Form 266 or OSDH Form 301) and provide any required documentation. Information about the affidavit and supporting documents can be accessed under the Nurse Aide tab at www.okhcp.com. Candidates who refuse to complete the affidavit or who do not provide the required documentation are not eligible to test.

What is the clinical skills examination?

The clinical skills examination consists of several skills incorporated into a scenario that is designed to replicate what nurse aides typically encounter on the job. It is administered in an actual care-giving situation or in a laboratory setting that closely resembles the environment in which nurse aides function. Unless specified otherwise, all equipment and supplies needed during the clinical skills examination will be provided by the test site.

A clinical skills observer approved by the HCP administers the clinical skills examination. Before the exam begins, the observer reads instructions to the candidate, reviews the scenario with the candidate, and answer the candidate's questions about the scenario and/or the testing process.

After reviewing the testing scenario, the clinical skills observer demonstrates how to operate the resident's bed and wheelchair. Once the skills exam begins, the clinical skills observer cannot prompt, answer questions about how to perform a skill or provide feedback on whether or not an action is performed correctly. It is also inappropriate for a clinical skills observer to ask questions that do not directly pertain to the skill being observed or to offer instruction on how to perform a skill.

When the exam is finished, the candidate must return all exam materials to the CSO. He/she will also be provided information on how results will be communicated to him/her.

Do candidates need to bring someone to be their “resident”?

Many skills can be demonstrated on a manikin. However, some HCP test sites may require candidates to bring a volunteer/resident. Volunteers/Residents must sign the HCP Volunteer Consent Form in the clinical skills exam packets. Individuals who have taken the nurse aide clinical skills examination and students who will be taking the clinical skills examination **may not** be volunteers/residents.

How long do candidates have to complete the clinical skills examination?

Home health care aide and long term care nurse aide candidates are required to perform seven skills within 60 minutes. All scenarios include ambulation with a transfer belt, transferring from bed to wheelchair (or wheelchair to bed), performing range of motion, and measuring vital signs, including blood pressure. The remaining three skills are selected from the Nurse Aide Skills List in this study guide.

Candidates seeking certification in developmentally disabled care, residential care, or adult day care are required to perform four skills within 45 minutes. All candidates must demonstrate taking/recording temperature/pulse/respirations; the remaining three skills are selected from the skills listed on Nurse Aide Skills List in this study guide.

The time limit on the exams applies to the time allowed for performing the skills in each scenario – it does not include time taken for reviewing the scenario, demonstrating use of equipment, or answering the candidate’s questions.

Steps for completing each skill are on the Oklahoma Nurse Aide and Nontechnical Worker Registry website under the Nurse Aide Training Program Resources tab. It is important to note that the order of the steps does not matter as long as the health and safety of the resident, the candidate, and the CSO are not compromised.

What is the written examination?

The second part of the certification process is the written examination. Candidates are eligible to take the written examination after they pass the clinical skills examination.

Candidates have the option of taking the written examination online or in paper/pencil format. Nurse aide certification candidates may also request that the written examination be administered orally. Candidates who wish to take the written examination in paper/pencil format or who would like the written examination administered orally must notify the HCP test site coordinator upon registration.

What do the examinations cover?

Each examination is aligned to the skills standards for that certification area. The standards for each certification area are included in this study guide.

Is the written examination timed?

Yes. The skills standard for each certification area specifies the time allowed to complete the written examination. If the time allowed expires before the candidate is finished with the examination, the examination will automatically be submitted for scoring and all unanswered questions will be marked incorrect.

How are candidates notified of results?

The test site coordinator at the HCP test site scores clinical skills examination and coordinates candidate notification of results.

For the written examination, all candidates receive a Coaching Report that not only provides the candidate with an overall score, but also shows the candidate's performance in each general area of the written test. Candidates who take the written examination online receive the Coaching Report immediately upon completion of the examination. Candidates who opt for the paper/pencil form of the written examination will receive the Coaching Report within three weeks of testing.

Can candidates retake the clinical skills or written examination?

Candidates who do not pass the clinical skills evaluation or the written examination must wait at least three days before retesting.

Candidates who have completed an approved training program have three attempts to pass the clinical skills evaluation and three attempts to pass the written examination. Candidates who are unable to pass either the clinical skills evaluation or the written examination after three attempts must retrain in order to be eligible for additional testing.

Can candidates use a calculator on the written examination?

No, calculators may not be used on these exams. However, the test proctor can provide scratch paper upon request. This paper must be returned to the proctor upon completion of the test.

What is the process for certified long term care nurse aides seeking to deem onto the home health aide registry?

After completing the 16 hours of training required by the OSDH, long term care nurse aides who were originally certified before March 2012 must take the clinical skills examination only – no written test is required.

Long term care nurse aides who were certified after March 2012 are not required to take either a clinical skills or written examination. Test site personnel will gather the required information from the candidate and submit this to the state HCP office for processing. Please contact the HCP test site for information on testing fees related to deeming.

What is the process for nurse aides who let their certification lapse and have a letter from OSDH allowing them to retest?

Candidates who are authorized by OSDH to retest must take both the clinical skills and the written examination. Candidates are allowed one attempt to pass the clinical skills examination and one attempt to pass the written examination. Candidates who are unable to pass the clinical skills examination or the written examination must complete an approved training program in order to be eligible for additional testing.

How long does it take to be listed on the Oklahoma Nurse Aide and Nontechnical Worker Registry once the certification examination is passed?

Typically, nurse aides who complete the certification requirements are added to the Oklahoma Nurse Aide and Nontechnical Worker Registry within ten days of testing. Nurse aides and their employers can verify the status of their certification through the Registry's online portal, <http://www.ok.gov/health/pub/wrapper/naverify.html>. Nurse aides who are not listed on the registry within 30 days should contact the Oklahoma Nurse Aide and Nontechnical Worker Registry at (800)695-2157 or (405)271-4085.



Standard and Test Content
7C Long Term Care Nurse Aide (8607)
Time Limit: 2 hours
70 Questions

Duty A: Demonstrate a Basic Understanding of the Healthcare Industry — 1% (1 question)

1. Name and describe the function of healthcare facilities
2. Name and describe the role of the healthcare team members
3. Understand the sources of funding for healthcare services
4. Name and describe the role of various agencies that regulate healthcare facilities

Duty B: Demonstrate Legal and Ethical Behaviors — 9% (6 questions)

1. Understand the laws and regulations affecting nurse aides
2. Identify the characteristics of a quality caregiver
3. Understand the role, responsibilities, and limitations of a nurse aide
4. Understand the requirements for maintaining nurse aide certification
5. Provide care within the limits of training and certification for nurse aides
6. Describe and recognize the types of abuse
 - Physical
 - Mental
 - Verbal
 - Sexual
 - Emotional
 - Mistreatment
 - Neglect
 - Financial exploitation
 - Misappropriation of personal property
7. Report signs of abuse
8. Understand regulatory and legal process when faced with allegations of abuse
9. Maintain confidentiality of resident records and health information
10. Follow facility policies and procedures for reporting and documentation



Duty C: Protect and Promote Resident Rights — 10% (7 questions)

1. Understand and abide by resident rights
2. Provide for and demonstrate care, respect, and security of resident's personal possessions

Duty D: Communicate Effectively with Residents, Families, and Coworkers — 10% (7 questions)

1. Demonstrate techniques for communicating with residents and their families
2. Respond and react appropriately to resident and family behaviors
3. Utilize techniques that facilitate communication with residents with sensory impairments
4. Utilize techniques that facilitate communication with special populations
5. Demonstrate techniques for communicating with interdisciplinary team members
6. Demonstrate behavior management techniques per the plan of care

Duty E: Provide Assistance with Activities of Daily Living — 19% (13 questions)

1. Assist the resident with hand washing
2. Provide a complete bed bath
3. Provide tub, whirlpool, or shower assistance
4. Provide skin checks/heel and elbow protectors
5. Provide oral hygiene and denture care
 - Conscious resident
 - Unconscious resident
6. Provide perineal care
7. Provide foot care to non-diabetics/residents
8. Assist the resident with undressing/dressing
9. Provide nail care
10. Shave the resident
11. Brush/comb/style the resident's hair
12. Assist the resident with applying and removing compression support stockings
13. Discuss the importance of proper nutrition and hydration
14. Demonstrate the proper use of feeding devices and techniques
 - Utensils
 - Serving
 - Positioning
15. Prepare the resident for mealtime
16. Provide partial feeding assistance
17. Document resident intake
 - Solids
 - Fluids

18. Provide toileting assistance
 - Physical
 - Bedpan/fracture pan
 - Urinal
 - Bedside commode
 - Bathroom commode
19. Provide catheter care and maintenance
20. Measure and record fluid output
21. Provide bladder and bowel retraining
22. Make an occupied or unoccupied bed
23. Maintain a pressure mattress
24. Provide a back rub

Duty F: Understand and Use Infection Control Measures — 10% (7 questions)

1. Distinguish between clean and sterile characteristics
2. Demonstrate medical aseptic technique
3. Perform appropriate hand hygiene
4. Handle disposable items properly
5. Apply/remove PPE
6. Follow standard precautions
 - Cross contamination
 - Transmission modes
 - Transmission precautions
7. Handle clean/dirty linens properly
8. Dispose of waste properly
9. Demonstrate isolation technique



Duty G: Provide for Resident Safety — 10% (7 questions)

1. Ensure correct identification of residents and staff
2. Check equipment for proper function and safety
3. Identify, report, and take appropriate action concerning unsafe/unclean conditions
4. Identify ways to prevent resident falls and other types of incidents
5. Report incidents according to facility policy
6. Demonstrate disaster/fire procedures

7. Provide basic emergency medical care
 - First aid
 - Abdominal thrusts
 - Seizures
 - Falling/fainting
8. Demonstrate proper body mechanics when providing care
9. Demonstrate application of ordered restraints
 - Waist/lap buddy
 - Wrist/ankle
 - Vest
10. Demonstrate proper safety procedures for an immobilized resident

Duty H: Demonstrate Basic Nursing Skills — 16% (11 questions)

1. Use common and/or appropriate medical terminology, abbreviations, and symbols
2. Distinguish between normal and abnormal body structures and functions
3. Recognize age-related changes in body structures and functions
4. Recognize, document, and report changed in resident's body structures and functions
5. Recognize and follow a POC
6. Measure and record vital signs
 - Blood pressure
 - Pulse
 - Respirations
 - Temperature
7. Identify and report pain
8. Measure and record body weight and height
9. Understand the importance of proper resident body alignment and positioning
10. Position the resident correctly
 - Supine
 - Fowler's
 - Lateral
 - Semi-supine
11. Position/reposition the resident in a chair
12. Use orthotic, prosthetic, and assistive devices to maintain proper resident positioning
13. Demonstrate proper techniques for moving and lifting residents in bed
 - Mechanical lift
 - Slide board
 - Transfer belt
 - Lift sheet
 - Log roll
 - 2-person lifts
14. Perform safe resident transfers
 - Bed to chair/wheelchair/geriatric recliner
 - Bed to bedside commode
15. Adjust a hospital bed
16. Adjust a geriatric chair/recliner
17. Operate a wheelchair
18. Assist resident to standing



19. Ambulate resident with/without assistive devices
 - Transfer belt
 - Walker/rolling walker
 - Cane
20. Perform range of motion exercises
 - Active
 - Passive
21. Provide postmortem care

Duty I: Promote Resident Independence — 9% (6 questions)

1. Identify techniques that encourage resident independence and self esteem
2. Use techniques that promote resident independence
 - Providing choices – meals, clothing
 - Scheduling ADL's

Duty J: Demonstrate Psychosocial Care Skills — 2% (2 questions)

1. Distinguish between the types of psychosocial needs
 - Emotional
 - Mental health
 - Spiritual
 - Cultural
2. Respond appropriately to the psychosocial needs of the resident and his/her family
3. Identify and respond to the needs of the resident and his/her family during illness and the stages of dying
4. Identify the symptoms of depression
5. Demonstrate techniques for responding to psychosocial needs of culturally diverse populations

Duty K: Provide Care for Residents with Alzheimer's and Dementia — 4% (3 questions)

1. Identify the types and causes of cognitive impairment
2. Identify the characteristics of each stage of dementia
3. Demonstrate techniques for promoting independence with ADL's for residents with Alzheimer's and dementia
4. Demonstrate techniques for communicating effectively with residents with Alzheimer's and dementia
5. Demonstrate techniques for managing behaviors associated with Alzheimer's and dementia
6. Identify measures to provide safety of residents with Alzheimer's and dementia

Standard and Test Content
5A Home Health Nurse Aide (8605)
Time Limit: 2 hours
70 Questions

Duty A: Demonstrate a Basic Understanding of the Healthcare Industry — 1% (1 question)

1. Name and describe the function of healthcare facilities
2. Name and describe the role of the healthcare team members
3. Understand the sources of funding for healthcare services
4. Name and describe the role of various agencies that regulate home health care

Duty B: Demonstrate Legal and Ethical Behaviors — 10% (7 questions)

1. Understand the laws and regulations affecting nurse aides
2. Identify the characteristics of a quality caregiver
3. Understand the role, responsibilities, and limitations of a nurse aide
4. Understand the requirements for maintaining nurse aide certification
5. Provide care within the limits of training and certification for home health aides
6. Describe and recognize the types of abuse
 - a. Physical
 - b. Mental
 - c. Verbal
 - d. Sexual
 - e. Emotional
 - f. Mistreatment
 - g. Neglect
 - h. Financial exploitation
 - i. Misappropriation of personal property
7. Report signs of abuse
8. Understand regulatory and legal process when faced with allegations of abuse
9. Maintain confidentiality of client records and health information
10. Follow facility policies and procedures for reporting and documentation



Duty C: Protect and Promote Client Rights – 10% (7 questions)

1. Understand and abide by client rights
2. Provide for and demonstrate care, respect, and security of client's personal possessions
3. Identify techniques to encourage client independence, dignity, and self esteem

Duty D: Communicate Effectively with Clients, Families, and Coworkers — 5% (4 questions)

1. Demonstrate techniques for communicating with clients and their families
2. Respond and react appropriately to client and family behaviors
3. Utilize techniques that facilitate communication with clients with sensory impairments
4. Utilize techniques that facilitate communication with special populations
5. Demonstrate techniques for communicating with interdisciplinary team members
7. Understand and recognize the need for setting limits and boundaries in a home care setting

Duty E: Provide Assistance with Activities of Daily Living — 27% (19 questions)

1. Assist the client with hand washing
2. Provide full or partial bath in shower, tub, chair, or bed
3. Perform shampoo in sink, tub, bed, or shower
4. Provide skin care
5. Provide oral hygiene and denture care
6. Provide perineal care
7. Provide foot care appropriate to the disease process
8. Assist the client with undressing/dressing
9. Provide nail care
10. Shave the client
11. Brush/comb/style the client's hair
12. Assist the client with applying and removing compression support stockings
13. Discuss the importance of proper nutrition and hydration
14. Demonstrate the proper use of feeding devices and techniques
 - Utensils
 - Serving
 - Positioning
 - Compensatory swallowing
 - Pureed and mechanically-altered foods
 - Thickening agents

15. Prepare nutritionally appropriate and balanced meals for the client
 - Special diets
 - Supplements
16. Understand nutritional labeling
16. Purchase groceries within client's dietary restrictions
17. Use sanitary practices to prepare and store meals
18. Use sanitary practices to wash and clean dishes, utensils, and kitchen/dining areas
19. Document client intake and output
20. Provide toileting assistance
 - Incontinence products
 - Beside commode
21. Provide catheter care and maintenance
22. Provide ostomy care
23. Provide bladder and bowel retraining
24. Make an occupied or unoccupied bed
25. Provide a back rub
26. Provide non-pharmacological comfort techniques as instructed in the POC



Duty F: Understand and Use Infection Control Measures — 10% (7 questions)

1. Distinguish between clean and sterile characteristics
2. Perform appropriate hand hygiene
3. Follow standard precautions
4. Use infection control techniques when collecting specimens
5. Dispose of waste properly

Duty G: Provide for Client Safety — 10% (7 questions)

1. Use strategies for client verification
2. Check equipment for proper function and safety
3. Identify, report, and take appropriate action concerning unsafe/unclean conditions
4. Demonstrate safe use of household chemicals

5. Identify ways to promote a safe home environment for the client
 - Preventing falls
 - Animals
 - Oxygen use and safety
 - Smoking
6. Report incidents according to facility policy
7. Demonstrate disaster/fire procedures
8. Provide basic emergency medical care and activation of 911
9. Demonstrate proper body mechanics when providing care

Duty H: Demonstrate Basic Nursing Skills — 20% (13 questions)

1. Use common and/or appropriate medical terminology, abbreviations, and symbols
2. Distinguish between normal and abnormal body structures and functions
3. Recognize age-related changes in body structures and functions
4. Recognize, document, and report changed in client's body structures and functions
5. Recognize and follow a POC
6. Measure and record vital signs
 - Blood pressure
 - Pulse
 - Respirations
 - Temperature
7. Identify and report pain
8. Measure and record body weight and height
9. Recognize, document, and report changes in behavior and environment
10. Understand the importance of proper client body alignment, client positioning, and supportive devices
11. Demonstrate safe techniques for transferring, moving, and lifting clients with and without assistive devices
12. Adjust a hospital bed
13. Operate a wheelchair
14. Ambulate client with/without assistive devices
15. Perform range of motion exercises
16. Provide postmortem care



Duty J: Demonstrate Psychosocial Care Skills — 4% (3 questions)

1. Distinguish between the types of psychosocial needs
 - Emotional
 - Mental health
 - Spiritual
 - Cultural
2. Respond appropriately to the psychosocial needs of the client and his/her family
3. Identify and respond to the needs of the client and his/her family during illness and the stages of dying
4. Demonstrate techniques for responding to psychosocial needs of culturally diverse populations

Duty K: Provide Care for Clients with Alzheimer's and Dementia — 3% (2 questions)

1. Identify the types and causes of cognitive impairment
2. Demonstrate techniques for promoting independence with ADL's for clients with Alzheimer's and dementia
3. Demonstrate techniques for communicating effectively with clients with Alzheimer's and dementia
4. Demonstrate techniques for managing behaviors associated with Alzheimer's and dementia
5. Identify measures to provide safety of clients with Alzheimer's and dementia

Standard and Test Content
2A Developmentally Disabled Direct Care Aide (8602)
Time Limit: 2 hours
70 Questions

Duty A: Demonstrate a Basic Understanding of the Healthcare Industry — 1% (1 question)

1. Name and describe the function of healthcare facilities
2. Name and describe the role of the interdisciplinary team members
3. Understand the sources of funding for healthcare services
4. Name and describe the role of various agencies that regulate healthcare facilities

Duty B: Demonstrate Legal and Ethical Behaviors — 5% (4 questions)

1. Understand the laws and regulations affecting developmentally disabled direct care aides
2. Identify the characteristics of a quality caregiver
3. Understand the role, responsibilities, and limitations of a developmentally disabled direct care aide
4. Understand the requirements for maintaining developmentally disabled direct care aide certification
5. Describe and recognize the types of abuse
 - Physical
 - Mental
 - Verbal
 - Sexual
 - Emotional
 - Mistreatment
 - Neglect
 - Financial exploitation
 - Misappropriation of personal property
6. Report abuse
7. Understand regulatory, legal, and criminal process when faced with allegations of abuse
8. Maintain confidentiality of resident records and health information
9. Follow facility policies and procedures for reporting and documentation

Duty C: Protect and Promote Resident Rights — 4% (3 questions)

1. Understand and promote resident rights
2. Provide for and demonstrate care, respect, and security of resident's personal possessions
3. Advocate for the resident
4. Encourage residents to exercise their rights



Duty D: Communicate Effectively with Residents, Families, and Coworkers — 5% (4 questions)

1. Demonstrate techniques for communicating with residents and their families
2. Use appropriate and respectful communication in all workplace settings
3. Respond and react appropriately to resident and family behaviors
4. Utilize techniques that facilitate communication with residents with sensory impairments
5. Utilize techniques that facilitate communication with special populations
6. Demonstrate techniques for communicating with interdisciplinary team members
7. Demonstrate behavior management techniques
8. Implement behavior management techniques per resident's POC

Duty E: Provide Assistance with Activities of Daily Living — 25% (17 questions)

1. Assist the resident with hand washing
2. Provide tub or shower assistance
3. Assist resident with a sponge bath
4. Assist the resident with shampoo in tub or shower
5. Assist the resident with skin care
6. Assist the resident with oral hygiene and denture care
7. Assist the resident with perineal care
8. Assist the resident with undressing/dressing
9. Assist the resident with nail care
 - Fingernails
 - Toenails (non-diabetics/residents only)
10. Assist the resident with shaving and removal of unwanted facial hair
11. Assist resident with brushing/combing/styling hair
12. Assist the resident with ADL devices
 - Eyeglasses
 - Hearing aids
13. Discuss the importance of proper nutrition and hydration
14. Distinguish between regular, specialty, and mechanically altered diets
15. Demonstrate the proper use of feeding devices and techniques
 - Utensils
 - Serving
 - Positioning
16. Help the resident prepare for mealtime

17. Measure and document resident intake and output
18. Provide toileting assistance
19. Provide appropriate perineal hygiene
20. Provide incontinent care
21. Provide catheter care and maintenance
22. Assist with bladder and bowel retraining

Duty F: Understand and Use Infection Control Measures — 5% (4 questions)

1. Distinguish between clean and sterile characteristics
2. Demonstrate clean technique
3. Perform appropriate hand hygiene
4. Identify situations when hands must be washed
5. Follow standard precautions
 - Cross contamination
 - Transmission modes
 - Transmission precautions
6. Handle disposable items properly
7. Handle clean/dirty linens properly
8. Use infection control techniques when collecting specimens
9. Demonstrate isolation technique



Duty G: Provide for Resident Safety — 5% (4 questions)

1. Ensure correct identification of residents and staff
2. Check equipment for proper function and safety
3. Identify, report, and take appropriate action concerning unsafe/unclean conditions
4. Identify ways to prevent resident falls and other types of incidents
5. Report incidents according to facility policy
6. Demonstrate disaster/fire procedures
7. Provide basic emergency medical care
 - First aid
 - Abdominal thrusts
8. Demonstrate proper body mechanics when providing care
9. Demonstrate application of ordered restraints

Duty H: Demonstrate Basic Nursing Skills — 20% (14 questions)

1. Use common and/or appropriate medical terminology, abbreviations, and symbols
2. Distinguish between normal and abnormal body structures and functions
3. Recognize age-related changes in body structures and functions
4. Recognize, document, and report changed in resident's body structures and functions
5. Recognize and follow components of an individual plan
6. Measure and record vital signs
7. Identify and report pain
8. Measure and record body weight and height
9. Understand the importance of proper resident body alignment and positioning
10. Use principles of alignment and supportive devices to maintain proper resident positioning
11. Demonstrate proper techniques for moving, lifting, and positioning residents in bed
12. Perform safe mechanical and physical transfers
13. Adjust an electric bed
14. Make an unoccupied bed
15. Monitor a pressure mattress
16. Adjust a geriatric chair/recliner
17. Operate a wheelchair
18. Assist resident to standing
19. Assist resident to ambulate with/without assistive devices
20. Perform range of motion exercises



Duty I: Promote Resident Independence — 3% (2 questions)

1. Identify techniques that encourage resident independence and self esteem
2. Use techniques that promote resident independence
 - Providing choices – meals, clothing
 - Scheduling ADLs

Duty J: Demonstrate Psychosocial Care Skills — 4% (3 questions)

1. Distinguish between the types of psychosocial needs
 - Emotional
 - Mental health
 - Spiritual
 - Cultural
 - Sexual
 - Social
2. Respond appropriately to the psychosocial needs of the resident and his/her family

3. Identify the stages of grief and dying
4. Identify and respond to the needs of the resident and his/her family during illness and the stages of dying
5. Identify the symptoms of depression

Duty K: Provide Care for Residents with Alzheimer’s and Dementia — 10% (7 questions)

1. Identify the types and causes of cognitive impairment
2. Identify the characteristics of each stage of dementia
3. Demonstrate techniques for promoting independence with ADL’s for residents with Alzheimer’s and dementia
4. Demonstrate techniques for communicating effectively with residents with Alzheimer’s and dementia
5. Demonstrate techniques for managing behaviors associated with Alzheimer’s and dementia
6. Identify measures to provide safety of residents with Alzheimer’s and dementia

Duty L: Apply Principles and Concepts of Cognitive Impairment — 5% (4 questions)

1. Distinguish between mental retardation and developmental disabilities
2. Distinguish between the levels of mental retardation
3. Define terms associated with cognitive impairment
4. Demonstrate techniques for interacting and communicating with residents with cognitive impairments

Duty M: Promote and Implement Active Treatment — 4% (3 questions)

1. Understand the process of active treatment
2. Recognize the components of Individual Program Planning
3. Implement an Individual Program Plan
4. Document resident’s response to active treatment per facility policy

Standard and Test Content
3A Adult Day Care Aide (8603)
Time Limit: 90 minutes
55 Questions

Duty A: Demonstrate a Basic Understanding of the Healthcare Industry — 2% (1 question)

1. Name and describe the function of healthcare facilities
2. Name and describe the role of the healthcare team members
3. Name and describe the role of various agencies that regulate health care facilities

Duty B: Demonstrate Legal and Ethical Behaviors — 13% (7 questions)

1. Understand the laws and regulations affecting nurse aides
2. Identify the characteristics of a quality caregiver
3. Understand the role, responsibilities, and limitations of a nurse aide
4. Understand the requirements for maintaining nurse aide certification
5. Provide care within the limits of training and certification for nurse aides
6. Describe and recognize the types of abuse
 - Physical
 - Mental
 - Verbal
 - Sexual
 - Emotional
 - Mistreatment
 - Neglect
 - Financial exploitation
 - Misappropriation of personal property
7. Report signs of abuse
8. Understand personal rights and responsibilities when faced with allegations of abuse
9. Maintain confidentiality of participant health information and records
10. Follow agency/facility policies and procedures for reporting and documentation



Duty C: Protect and Promote Participant Rights — 2% (1 question)

1. Understand and abide by participant's rights
2. Provide for and demonstrate care, respect, and security of participant's personal possessions

Duty D: Communicate Effectively with Participants, Families, and Coworkers — 7% (4 questions)

1. Demonstrate techniques for communicating with participants and their families
2. Respond and react appropriately to participant and family behaviors
3. Utilize techniques that facilitate communication with participants with sensory impairments
4. Utilize techniques that facilitate communication with special populations
5. Demonstrate techniques for communicating with interdisciplinary team members
6. Demonstrate appropriate behavior management techniques per the POC

Duty E: Provide Assistance with Activities of Daily Living — 18% (10 questions)

1. Assist the participant with hand/nail hygiene
2. Provide partial bath
3. Provide skin care
4. Provide perineal care
5. Brush/comb/style the participant's hair
6. Discuss the importance of proper nutrition and hydration
7. Demonstrate the proper use of feeding devices and techniques
 - Utensils
 - Serving
 - Positioning
 - Compensatory swallowing
 - Pureed and mechanically-altered foods
 - Thickening agents
8. Prepare the participant for mealtime
9. Understand nutritional labeling
10. Use sanitary practices to prepare and store meals
11. Use sanitary practices to wash and clean dishes, utensils, and kitchen/dining areas
12. Document participant intake and output
13. Provide toileting assistance
 - Incontinence products
14. Empty catheter bag
15. Provide bladder and bowel retraining
16. Provide a back rub
17. Provide non-pharmacological comfort techniques as instructed in the POC

Duty F: Understand and Use Infection Control Measures — 7% (4 questions)

1. Demonstrate clean technique
2. Perform appropriate hand hygiene
3. Handle disposable items properly
4. Follow standard precautions
5. Handle clean/dirty linens and clothing properly
6. Dispose of waste properly

Duty G: Provide for Participant Safety — 13% (7 questions)

1. Ensure correct identification of participant and staff
2. Check equipment for proper function and safety
3. Identify, report, and take appropriate action concerning unsafe/unclean conditions
4. Demonstrate safe use of household chemicals
5. Identify ways to promote a safe environment for the participant
 - Preventing falls
 - Animals
 - Oxygen use and safety
 - Smoking
6. Report incidents according to facility policy
7. Demonstrate disaster/fire procedures
8. Provide basic emergency medical care
 - First aid
 - Abdominal thrusts
 - Activation of 911
9. Demonstrate proper body mechanics when providing care



Duty H: Demonstrate Basic Nursing Skills — 18% (10 questions)

1. Use common and/or appropriate medical terminology, abbreviations, and symbols
2. Distinguish between normal and abnormal body structures and functions
3. Recognize age-related changes in body structures and functions
4. Recognize and follow a POC
5. Measure and record vital signs
6. Report participant's report of pain
7. Measure and record body weight and height
8. Recognize, document, and report changes in behavior and environment

9. Understand the importance of proper participant body alignment, participant positioning, and supportive devices
10. Demonstrate safe techniques for transferring, moving, and lifting participants with and without assistive devices
11. Assist participant to standing
12. Adjust a geriatric chair/recliner
13. Operate a wheelchair
14. Ambulate participant with/without assistive devices
15. Encourage range of motion exercises/follow a prescribed exercise plan

Duty I: Promote Participant Independence — 2% (1 question)

1. Identify techniques to encourage participant independence, dignity and self esteem
2. Use techniques that promote participant independence
 - Providing choices – meals, clothing
 - Scheduling ADLs

Duty J: Demonstrate Psychosocial Care Skills — 5% (3 questions)

1. Distinguish between the types of psychosocial needs
 - Emotional
 - Mental health
 - Spiritual
 - Cultural
2. Respond appropriately to the psychosocial needs of the participant and his/her family
3. Identify and respond to the needs of the participant and his/her family during illness and the stages of dying
4. Identify the symptoms of depression
5. Demonstrate techniques for responding to psychosocial needs of culturally diverse populations

Duty K: Provide Care for Participants with Alzheimer's and Dementia — 7% (4 questions)

1. Identify the types and causes of cognitive impairment
2. Identify the characteristics of each stage of Alzheimer's and dementia
3. Demonstrate techniques for promoting independence with ADL's for participants with Alzheimer's and dementia
4. Demonstrate techniques for communicating effectively with participants with Alzheimer's and dementia
5. Demonstrate techniques for managing behaviors associated with Alzheimer's and dementia
6. Identify measures to provide safety of participants with Alzheimer's and dementia

Duty L: Provide Assistance in Program Delivery — 5% (3 questions)

1. Assist the participant physically, mentally, and cognitively in therapeutic activities
 - Remotivation therapy
 - Arts and crafts therapy
 - Community activities
 - Social activities
2. Identify health-related problems that can limit the participant's level of participation and cooperation
 - Physical
 - Mental
3. Operate audiovisual equipment
4. Demonstrate leadership in conducting program activities
 - Group discussions
 - Recreational activities
5. Provide arrival and departure assistance

Standard and Test Content
4A Residential Care Aide (8604)
Time Limit: 90 minutes
55 Questions

Duty A: Demonstrate a Basic Understanding of the Healthcare Industry — 1% (1 question)

1. Name and describe the function of healthcare facilities
2. Name and describe the role of the healthcare team members
3. Understand the sources of funding for healthcare services
4. Name and describe the role of various agencies that regulate home health care

Duty B: Demonstrate Legal and Ethical Behaviors — 9% (4 questions)

1. Understand the laws and regulations affecting nurse aides
2. Identify the characteristics of a quality caregiver
3. Understand the role, responsibilities, and limitations of a nurse aide
4. Understand the requirements for maintaining nurse aide certification
5. Provide care within the limits of training and certification for nurse aides
6. Describe and recognize the types of abuse
 - Physical
 - Mental
 - Verbal
 - Sexual
 - Emotional
 - Mistreatment
 - Neglect
 - Financial exploitation
 - Misappropriation of personal property
7. Report signs of abuse
8. Understand personal rights and responsibilities when faced with allegations of abuse
9. Maintain confidentiality of participant health information and records
10. Follow agency/facility policies and procedures for reporting and documentation



Duty C: Protect and Promote Resident Rights — 4% (2 questions)

1. Understand and abide by resident's rights
2. Provide for and demonstrate care, respect, and security of resident's personal possessions

Duty D: Communicate Effectively with Participants, Families, and Coworkers — 11% (6 questions)

1. Demonstrate techniques for communicating with residents and their families
2. Respond and react appropriately to resident and family behaviors
3. Utilize techniques that facilitate communication with residents with sensory impairments
4. Utilize techniques that facilitate communication with special populations
5. Demonstrate techniques for communicating with interdisciplinary team members
6. Demonstrate appropriate behavior management techniques
7. Understand and recognize the need for setting limits and boundaries between residents and care team members

Duty E: Provide Assistance with Activities of Daily Living — 22% (13 questions)

1. Provide and/or assist the resident with hand/nail hygiene
2. Provide and/or assist with bath in shower, tub, chair, or bed
3. Provide and/or assist with shampoo in tub or shower
4. Provide and/or assist with skin care
5. Provide and/or assist with oral hygiene and denture care
6. Provide and/or assist perineal care
7. Provide and/or assist with foot care appropriate to the disease process
8. Assist resident with undressing/dressing
9. Provide and/or assist with nail care
10. Provide and/or assist with shaving
11. Brush/comb/style the resident's hair
12. Discuss the importance of proper nutrition, hydration, and supplements
13. Demonstrate the proper use of feeding devices and techniques
 - Utensils
 - Serving
 - Positioning
 - Compensatory swallowing
 - Pureed and mechanically-altered foods
 - Thickening agents
14. Prepare the resident for mealtime
15. Use sanitary practices to wash and clean dishes, utensils, and kitchen/dining areas
16. Document resident intake and output
17. Provide toileting assistance
 - Incontinence products
 - Bedside commode

18. Provide/assist with ostomy care
19. Provide bladder and bowel retraining
20. Make an occupied or unoccupied bed
21. Provide non-pharmacological comfort techniques as instructed in the POC

Duty F: Understand and Use Infection Control Measures — 7% (4 questions)

1. Demonstrate clean technique
2. Perform appropriate hand hygiene
3. Handle disposable items properly
4. Follow standard precautions
 - Cross contamination
 - Transmission modes
 - Transmission precautions
5. Handle clean/dirty linens
6. Dispose of waste properly

Duty G: Provide for Resident Safety — 11% (6 questions)

1. Ensure correct identification of resident and staff
2. Check equipment for proper function and safety
3. Identify, report, and take appropriate action concerning unsafe/unclean conditions
4. Identify ways to promote a safe environment for the resident
 - Preventing falls
 - Oxygen use and safety
 - Smoking
5. Report incidents according to facility policy
6. Demonstrate disaster/fire procedures
7. Provide basic emergency medical care
 - First aid
 - Abdominal thrusts
 - Activation of 911
8. Demonstrate proper body mechanics when providing care
9. Demonstrate proper safety procedures for an immobilized resident



Duty H: Demonstrate Basic Nursing Skills — 15% (8 questions)

1. Use common and/or appropriate medical terminology, abbreviations, and symbols
2. Distinguish between normal and abnormal body structures and functions
3. Recognize age-related changes in body structures and functions
4. Measure and record vital signs
5. Report resident's report of pain
6. Measure and record body weight and height
7. Recognize, document, and report changes in behavior and environment
8. Understand the importance of proper resident body alignment, resident positioning, and supportive devices
9. Demonstrate safe techniques for transferring, moving, and lifting residents with and without assistive devices
10. Assist resident to standing
11. Adjust a geriatric chair/recliner
12. Operate a wheelchair
13. Ambulate resident with/without assistive devices
14. Follow an exercise plan developed by a therapist

Duty I: Promote Resident Independence — 5% (3 questions)

1. Identify techniques to encourage resident independence, dignity and self esteem
2. Use techniques that promote resident independence
 - Providing choices – meals, clothing
 - Scheduling ADLs

Duty J: Demonstrate Psychosocial Care Skills — 7% (4 questions)

1. Distinguish between the types of psychosocial needs
 - Emotional
 - Mental health
 - Spiritual
 - Cultural
2. Respond appropriately to the psychosocial needs of the resident and his/her family
3. Identify and respond to the needs of the resident and his/her family during illness and the stages of dying
4. Identify the symptoms of depression
5. Demonstrate techniques for responding to psychosocial needs of culturally diverse populations

Duty K: Provide Care for Residents with Alzheimer's and Dementia — 7% (4 questions)

1. Identify the types and causes of cognitive impairment
2. Identify the characteristics of each stage of Alzheimer's and dementia
3. Demonstrate techniques for promoting independence with ADL's for residents with Alzheimer's and dementia
4. Demonstrate techniques for communicating effectively with residents with Alzheimer's and dementia
5. Demonstrate techniques for managing behaviors associated with Alzheimer's and dementia
6. Identify measures to provide safety of residents with Alzheimer's and dementia

Duty L: Provide Assistance in Program Delivery — 0% (0 questions)

1. Assist the residents physically, mentally, and cognitively in therapeutic activities
 - Remotivation therapy
 - Arts and crafts therapy
 - Community activities
 - Social activities
2. Identify health-related problems that can limit the resident's level of participation and cooperation
 - Physical
 - Mental
3. Operate audiovisual equipment
4. Demonstrate leadership in conducting program activities
 - Group discussions
 - Recreational activities
5. Provide arrival and departure assistance



Nurse Aide Skills List

Perform hand washing/Use hand sanitizer
Perform abdominal thrusts
Care for resident having a seizure
Care for resident who falls/faints
Apply personal protective equipment
Remove personal protective equipment
Handle soiled linens
Double-bag for isolation precautions
Apply/Remove waist restraint/lap buddy
Apply/Remove ankle/wrist restraint
Apply/Remove vest restraint
Assist resident with hand hygiene
Use proper feeding techniques
Provide partial feeding assistance
Use positioning and adaptive feeding devices
Measure/Record fluid intake
Measure/Record solid intake
Provide male perineal care
Provide female perineal care
Provide oral care
Provide oral care for an unconscious resident
Provide denture care
Provide hair care
Shave the resident
Provide nail care to non-diabetics
Provide foot care to non-diabetics
Provide skin checks/heal and elbow protectors
Provide dressing/undressing assistance
Apply compression support stockings
Make an unoccupied bed
Make an occupied bed
Provide tub, whirlpool, or shower assistance
Provide a complete bed bath
Provide a back rub
Provide bedpan/fracture pan assistance
Provide urinal assistance
Provide bedside commode assistance
Provide bathroom commode assistance
Provide indwelling catheter care
Measure/record fluid output
Perform/record manual and digital blood pressure
Measure/record manual and digital pulse
Measure/record pain
Measure/record respirations
Measure/record temperature with glass and digital thermometer
Measure/record height
Measure/record weight
Perform active range of motion exercises
Perform passive range of motion exercises
Position resident supine
Position resident Fowler's
Position resident lateral
Position resident semi-supine
Position/reposition resident in a chair
Use prosthetic, orthotic, and assistive positioning devices
Use a mechanical lift
Use a gait/transfer belt
Assist resident with walker/rolling walker
Assist resident with walking
Use a lift sheet
Perform a slide board transfer
Move resident up/down in bed
Move resident side/side in bed
Turn resident on side
Logroll resident
Perform standing pivot transfer
Perform 2-person, head-to-foot lift
Perform 2-person, side-to-side lift
Assist resident to sit on the side of the bed
Transfer resident to wheelchair/operate wheelchair
Transfer resident to bedside commode
Transfer resident to chair/geriatric recliner

Sample Questions

- _____ 1. A resident has sterile dressing changes TID to a large, open wound on his foot. Upon entering his room, the nurse aide notices that the dressing has fallen off and a bloody discharge is on the floor by the resident's foot. The charge nurse is unable to come to the resident's room. The nurse aide should:
- apply a dressing to the resident's wound.
 - continue caring for other residents until the charge nurse is available.
 - place a clean towel or pillowcase under the foot and remain with the resident.
 - call the resident's doctor.
- _____ 2. Which violates a resident's right to be treated without neglect?
- failing to bathe a bedridden resident according to the plan of care
 - requiring all residents to inquire at the front desk about scheduled baths
 - requiring residents to participate in a group activity
 - taking ambulatory residents and residents in a wheelchair for a walk
- _____ 3. Two residents are arguing loudly in the hall. Which intervention is best?
- Have another staff member contact the police.
 - Ask the residents to continue their disagreement outside so that others are not disturbed.
 - Tell both residents to go to their rooms and stay there for at least an hour.
 - Stand with them in the hallway and try to help them resolve the problem.
- _____ 4. A busy charge nurse asks a nurse aide to help administer a tube feeding to a resident. The nurse describes how to do the feeding and tells the nurse aide to gather the necessary supplies and complete the feeding. The nurse aide should:
- administer the feeding as instructed.
 - ask another nurse aide who has administered a tube feeding for assistance.
 - tell the nurse she must demonstrate the procedure to the nurse aide before the nurse aide is allowed to perform it.
 - politely refuse to administer the feeding since nurse aides are not qualified to do tube feedings.
- _____ 5. The charge nurse orders a nurse aide to remove a resident's catheter. Although this was not covered in nurse aide training, the nurse aide has observed this procedure several times and believes she can perform it safely. The nurse aide should:
- ignore the order and inform the charge nurse on the next shift of the situation.
 - politely refuse since nurse aides are not allowed to remove catheters.
 - ask another nurse aide to help gather equipment and remove the catheter.
 - remove the catheter as directed by the charge nurse.

- _____ 6. Which is a responsibility of a nurse aide in a long term care facility?
- a. administering eye drops to residents
 - b. supervising the work of other nurse aides
 - c. assisting with inhalation therapy
 - d. assisting residents with ADLs
- _____ 7. A nurse aide overhears a coworker say to a resident, "If you do that again, I'll make you regret it!" This is a form of:
- a. physical abuse.
 - b. negative reinforcement.
 - c. verbal abuse.
 - d. neglect.
- _____ 8. Every resident has the right to:
- a. select the nurse aide who cares for him.
 - b. refuse care.
 - c. adapt medication dosages.
 - d. modify the plan of care.
- _____ 9. When dealing with residents from diverse cultural backgrounds, the nurse aide should:
- a. encourage them to accept his customs.
 - b. feel free to express his personal views about different customs.
 - c. advise them that their customs cannot be considered when providing care.
 - d. respect the resident's customs.
- _____ 10. The best guideline to follow when communicating with a resident who is cognitively impaired is to:
- a. provide written instructions so they do not have to be repeated.
 - b. give simple instructions.
 - c. ask long, complex questions.
 - d. use hand gestures and sign language.
- _____ 11. If a nurse aide does not understand the charge nurse's directions, he should:
- a. look for additional information on the internet.
 - b. ask the charge nurse for additional information.
 - c. ask another nurse aide for instructions.
 - d. review his textbook for further instructions.

- _____ 12. While giving morning care to a resident, she becomes combative and begins pulling the nurse aide's hair. What should the nurse aide do?
- Press the resident's call button for assistance.
 - Gently, but firmly, attempt to remove the resident's fingers from her hair.
 - Apply restraints to the resident until the behavior subsides.
 - Yell for help until another staff person comes to assist.
- _____ 13. When assisting a resident with a meal, the nurse aide should:
- talk to the resident, but try to feed him as quickly as possible.
 - talk to the resident and allow sufficient time for chewing and swallowing food.
 - sit quietly and try to feed as quickly as possible.
 - visit with other nurse aides and provide sufficient time for the resident to chew and swallow food.
- _____ 14. When washing hands, it is important to clean the:
- elbows.
 - fingernails.
 - forearms.
 - sink.
- _____ 15. Linens dropped on the floor during bed making should be:
- placed in the dirty linens hamper.
 - dusted off and used.
 - kept in the resident's unit for future use.
 - returned to the clean linen location.
- _____ 16. What is the purpose of the foot rest on a wheelchair?
- helps the resident stand.
 - supports the resident's feet.
 - keeps the resident from walking.
 - helps the resident guide the wheelchair.
- _____ 17. A resident complains of wrist pain during ROM. The nurse aide does not see any swelling or discoloration in that joint. The nurse aide should:
- stop the exercise and report the resident's complaint to the charge nurse.
 - stop the exercise and apply ice to the affected joint.
 - do fewer repetitions of the exercise on the wrist.
 - continue the exercise so that the wrist will become more flexible.

- _____ 18. A normal characteristic of urine is:
- dark yellow color.
 - light yellow color.
 - a thick, mucus-like consistency.
 - a strong odor
- _____ 19. A resident's respirations are usually counted by:
- listening for the noise of the resident's breathing.
 - using an electronic respirator.
 - using a stethoscope on the chest of the resident.
 - watching the resident's chest rise and fall.
- _____ 20. A nurse aide who notices that a resident stops breathing for short periods of time should:
- administer rescue breaths to the resident.
 - document the resident's breathing on his chart.
 - count the number of lapses in breathing over one shift.
 - report his observations to the charge nurse immediately.
- _____ 21. After counting a resident's respirations, the nurse aide should:
- write the number down at the nurse's desk.
 - document the number in the appropriate place.
 - tell the number to the charge nurse.
 - record the number at the end of his shift.
- _____ 22. Which action encourages resident independence?
- choosing clothes for the resident
 - requiring the resident walk without assistance
 - allowing the resident to comb and brush his own hair
 - bringing the resident personal mail that has already been opened
- _____ 23. How often should the nurse aide identify himself to a resident who has memory loss?
- every time the resident is approached
 - at the beginning of each shift
 - when providing personal care
 - occasionally when approaching the resident

- _____ 24. When providing postmortem care, the nurse aide should:
- a. remove the resident's catheter.
 - b. position the resident's body supine.
 - c. bathe the resident's body.
 - d. remove the resident's feeding tube.
- _____ 25. The nurse assigns seven tasks to the nurse aide and the nurse aide cannot complete two of them. The nurse aide should:
- a. delegate the task to another nurse aide.
 - b. leave the task undone.
 - c. communicate with the charge nurse and ask for further instructions.
 - d. tell the nurse manager that this nurse assigns more tasks than can be accomplished.



Sample Questions — Key

1. A resident has sterile dressing changes TID to a large, open wound on his foot. Upon entering his room, the nurse aide notices that the dressing has fallen off and a bloody discharge is on the floor by the resident's foot. The charge nurse is unable to come to the resident's room. The nurse aide should:
 - a. apply a dressing to the resident's wound. Incorrect
 - b. continue caring for other residents until the charge nurse is available. Incorrect
 - c. place a clean towel or pillowcase under the foot and remain with the resident. Correct
 - d. call the resident's doctor. Incorrect

2. Which violates a resident's right to be treated without neglect?
 - a. failing to bathe a bedridden resident according to the plan of care Correct
 - b. requiring all residents to inquire at the front desk about scheduled baths Incorrect
 - c. requiring residents to participate in a group activity Incorrect
 - d. taking ambulatory residents and residents in a wheelchair for a walk Incorrect

3. Two residents are arguing loudly in the hall. Which intervention is best?
 - a. Have another staff member contact the police. Incorrect
 - b. Ask the residents to continue their disagreement outside so that others are not disturbed. Incorrect
 - c. Tell both residents to go to their rooms and stay there for at least an hour. Incorrect
 - d. Stand with them in the hallway and try to help them resolve the problem. Correct

4. A busy charge nurse asks a nurse aide to help administer a tube feeding to a resident. The nurse describes how to do the feeding and tells the nurse aide to gather the necessary supplies and complete the feeding. The nurse aide should:
 - a. administer the feeding as instructed. Incorrect
 - b. ask another nurse aide who has administered a tube feeding for assistance. Incorrect
 - c. tell the nurse she must demonstrate the procedure to the nurse aide before the nurse aide is allowed to perform it. Incorrect
 - d. politely refuse to administer the feeding since nurse aides are not qualified to do tube feedings. Correct

5. The charge nurse orders a nurse aide to remove a resident's catheter. Although this was not covered in nurse aide training, the nurse aide has observed this procedure several times and believes she can perform it safely. The nurse aide should:
 - a. ignore the order and inform the charge nurse on the next shift of the situation. Incorrect
 - b. politely refuse since nurse aides are not allowed to remove catheters. Correct
 - c. ask another nurse aide to help gather equipment and remove the catheter. Incorrect
 - d. remove the catheter as directed by the charge nurse. Incorrect

6. Which is a responsibility of a nurse aide in a long term care facility?
- a. administering eye drops to residents Incorrect
 - b. supervising the work of other nurse aides Incorrect
 - c. assisting with inhalation therapy Incorrect
 - d. assisting residents with ADLs Correct
7. A nurse aide overhears a coworker say to a resident, "If you do that again, I'll make you regret it!" This is a form of:
- a. physical abuse. Incorrect
 - b. negative reinforcement. Incorrect
 - c. verbal abuse. Correct
 - d. neglect. Incorrect
8. Every resident has the right to:
- a. select the nurse aide who cares for him. Incorrect
 - b. refuse care. Correct
 - c. adapt medication dosages. Incorrect
 - d. modify the plan of care. Incorrect
9. When dealing with residents from diverse cultural backgrounds, the nurse aide should:
- a. encourage them to accept his customs. Incorrect
 - b. feel free to express his personal views about different customs. Incorrect
 - c. advise them that their customs cannot be considered when providing care. Incorrect
 - d. respect the resident's customs. Correct
10. The best guideline to follow when communicating with a resident who is cognitively impaired is to:
- a. provide written instructions so they do not have to be repeated. Incorrect
 - b. give simple instructions. Correct
 - c. ask long, complex questions. Incorrect
 - d. use hand gestures and sign language. Incorrect
11. If a nurse aide does not understand the charge nurse's directions, he should:
- a. look for additional information on the internet. Incorrect
 - b. ask the charge nurse for additional information. Correct
 - c. ask another nurse aide for instructions. Incorrect
 - d. review his textbook for further instructions. Incorrect

12. While giving morning care to a resident, she becomes combative and begins pulling the nurse aide's hair. What should the nurse aide do?
- a. Press the resident's call button for assistance. Incorrect
 - b. Gently, but firmly, attempt to remove the resident's fingers from her hair. Correct
 - c. Apply restraints to the resident until the behavior subsides. Incorrect
 - d. Yell for help until another staff person comes to assist. Incorrect
13. When assisting a resident with a meal, the nurse aide should:
- a. talk to the resident, but try to feed him as quickly as possible. Incorrect
 - b. talk to the resident and allow sufficient time for chewing and swallowing food. Correct
 - c. sit quietly and try to feed as quickly as possible. Incorrect
 - d. visit with other nurse aides and provide sufficient time for the resident to chew and swallow food. Incorrect
14. When washing hands, it is important to clean the:
- a. elbows. Incorrect
 - b. fingernails. Correct
 - c. forearms. Incorrect
 - d. sink. Incorrect
15. Linens dropped on the floor during bed making should be:
- a. placed in the dirty linens hamper. Correct
 - b. dusted off and used. Incorrect
 - c. kept in the resident's unit for future use. Incorrect
 - d. returned to the clean linen location. Incorrect
16. What is the purpose of the foot rest on a wheelchair?
- a. helps the resident stand. Incorrect
 - b. supports the resident's feet. Correct
 - c. keeps the resident from walking. Incorrect
 - d. helps the resident guide the wheelchair. Incorrect
17. A resident complains of wrist pain during ROM. The nurse aide does not see any swelling or discoloration in that joint. The nurse aide should:
- a. stop the exercise and report the resident's complaint to the charge nurse. Correct
 - b. stop the exercise and apply ice to the affected joint. Incorrect
 - c. do fewer repetitions of the exercise on the wrist. Incorrect
 - d. continue the exercise so that the wrist will become more flexible. Incorrect

18. A normal characteristic of urine is:

- a. dark yellow color. Incorrect
- b. light yellow color. Correct
- c. a thick, mucus-like consistency. Incorrect
- d. a strong odor Incorrect

19. A resident's respirations are usually counted by:

- a. listening for the noise of the resident's breathing. Incorrect
- b. using an electronic respirator. Incorrect
- c. using a stethoscope on the chest of the resident. Incorrect
- d. watching the resident's chest rise and fall. Correct

20. A nurse aide who notices that a resident stops breathing for short periods of time should:

- a. administer rescue breaths to the resident. Incorrect
- b. document the resident's breathing on his chart. Incorrect
- c. count the number of lapses in breathing over one shift. Incorrect
- d. report his observations to the charge nurse immediately. Correct

21. After counting a resident's respirations, the nurse aide should:

- a. write the number down at the nurse's desk. Incorrect
- b. document the number in the appropriate place. Correct
- c. tell the number to the charge nurse. Incorrect
- d. record the number at the end of his shift. Incorrect

22. Which action encourages resident independence?

- a. choosing clothes for the resident Incorrect
- b. requiring the resident walk without assistance Incorrect
- c. allowing the resident to comb and brush his own hair Correct
- d. bringing the resident personal mail that has already been opened Incorrect

23. How often should the nurse aide identify himself to a resident who has memory loss?

- a. every time the resident is approached Correct
- b. at the beginning of each shift Incorrect
- c. when providing personal care Incorrect
- d. occasionally when approaching the resident Incorrect

24. When providing postmortem care, the nurse aide should:

- a. remove the resident's catheter. Incorrect
- b. position the resident's body supine. Incorrect
- c. bathe the resident's body. Correct
- d. remove the resident's feeding tube. Incorrect

25. The nurse assigns seven tasks to the nurse aide and the nurse aide cannot complete two of them. The nurse aide should:

- a. delegate the task to another nurse aide. Incorrect
- b. leave the task undone. Incorrect
- c. communicate with the charge nurse and ask for further instructions. Correct
- d. tell the nurse manager that this nurse assigns more tasks than can be accomplished. Incorrect

Abbreviations, Symbols and Acronyms

°	degree(s)
#	pound(s)
ADL	activities of daily living
AM	morning
ax (with temperature)	axial
BID	twice daily
BP	blood pressure
c	cup
CMA	certified medication aide
CNA	certified nurse aide
CPR	cardiopulmonary resuscitation
F	Fahrenheit
HIPAA	Health Insurance Portability and Accountability Act
HS	at bedtime
I&O	intake and output
IV	intravenous
L	liter
LPN	licensed practical nurse
mL	milliliter
mmHg	millimeter of mercury
NG	nasogastric
NKA	no known allergies
NPO	nothing per oral
OSDH	Oklahoma State Department of Health
OTC	over the counter
P	pulse
PEG	percutaneous endoscopic gastrostomy tube
PM	afternoon
PO	per oral
POC	plan of care
PPE	personal protective equipment
QID	four times a day
R	respirations
R (with temperature)	rectal
RN	registered nurse
ROM	range of motion
T	temperature
TED	thromboembolism deterrent
TID	three times a day

Test Sites

Facility Name	Address	City	Telephone
Autry Technology Center	1201 W.Willow	Enid	580 242 2750 x116
Caddo-Kiowa Technology Center	P. O. Box 190	Fort Cobb	405 643 3241
Canadian Valley Technology Center	1401 Michigan Ave	Chickasha	405 222 7521 405 222 7557
Canadian Valley Technology Center	6505 E. Highway 33	El Reno	405 422 2318
Central Technology Center	3 CT Circle	Drumright	918 352 2551 x285
Central Technology Center	1720 S. Main	Sapulpa	918 227 0331
Chisholm Trail Technology Center	283 State Highway 33	Omega	405 729 8324
Eastern OK County Tech Center	4601 N. Choctaw Rd.	Choctaw	405 390 9591
Francis Tuttle Technology Center	12777 N. Rockwell	Oklahoma City	405 717 4270
Gordon Cooper Technology Center	One John Bruton Blvd.	Shawnee	405 273 7493
Great Plains Technology Center	2001 E. Gladstone	Frederick	580 335 5525
Great Plains Technology Center	4500 W. Lee Blvd.	Lawton	580 250 5500
Green Country Technology Center	P. O. Box 1217	Okmulgee	918 758 0840 x224
High Plains Technology Center	3921 34th Street	Woodward	580 571 6159 580 571 6145
Indian Capital Technology Center	2403 N. 41st St E	Muskogee	918 348 7901
Indian Capital Technology Center	401 Houser Rd.	Sallisaw	918 775 9119 x124
Indian Capital Technology Center	Rt 6 Box 3320	Stilwell	918 696 3111 x301
Indian Capital Technology Center	240 VoTech Rd	Tahlequah	918 456 2594
Kiamichi Technology Center	810 Waldron	Durant	580 924 7081 x263
Kiamichi Technology Center	Route 3, Box 77	Idabel	580 286 7555 x218
Kiamichi Technology Center	301 Kiamichi Dr	McAlester	918 426 0940
Kiamichi Technology Center	1509 S. McKenna	Poteau	918 647 4525 x239
Kiamichi Technology Center	1410 Old Military Rd	Stigler	918 967 2801
Kiamichi Technology Center	Route 2, Box 1800	Talihina	918 567 2264 x15
Meridian Technology Center	1312 S. Sangre Rd	Stillwater	405 377 3333 x249 405 377 3333 x211
Metro Technology Center	1900 Springlake Dr	Oklahoma City	405 595 4678
Mid-America Technology Center	P. O. Box H	Wayne	405 449 3391
Mid-Del Technology Center	1621 Maple Dr	Midwest City	405 739 1724 405 739 1712
Moore-Norman Technology Center	4701 12th Ave NW	Norman	405 364 5763 X7302
Moore-Norman Technology Center	13301 S Penn	Oklahoma City	405-809-3521
Northeast Technology Center	P. O. Box 219	Afton	918 257 8324
Northeast Technology Center	P. O. Box 30	Kansas	918 868 3535
Northeast Technology Center	P. O. Box 825	Pryor	918 825 5555 X2158
Northeast Technology Center	1901 N Hwy 88	Claremore	918 342 8066
Northwest Technology Center	1801 S. 11th	Alva	580 327 0344
Northwest Technology Center	801 Tech Dr	Fairview	580 227 3708

Facility Name	Address	City	Telephone
Pioneer Technology Center	2101 N.Ash	Ponca City	580 762 8336 x315
Pontotoc Technology Center	601 W. 33rd	Ada	580 310 2236 580 310 2271 580 310 2266
Red River Technology Center	P. O. Box 1807	Duncan	580 255 2903 x225
Southern Technology Center	2610 Sam Noble Pkwy	Ardmore	580 223 2070
Southwest Technology Center	711 W.Tamarack	Altus	580 477 2250
Tri-County Technology Center	6101 Nowata R	Bartlesville	918-331-3226
Tulsa Technology Center	3850 N. Peoria	Tulsa	918 828 2036 918 828 2037
Wes Watkins Technology Center	7892 Highway 9	Wetumka	405 452 5500 X292
Western Technology Center	P. O. Box 1469	Burns Flat	580 562 3181 x2247
Western Technology Center	301 Western Dr	Elk City	580 562 3181 x2247

Testing Policies

Handling of Examination Materials

All examination materials are the copyrighted property of the Oklahoma Department of Career and Technology Education. Distribution of examination content or materials through any form of unauthorized reproduction or through oral or written communication is strictly prohibited. Individuals/entities that compromise the security of testing materials will be held responsible for the expense of developing replacement materials.

Security/Cheating

If a candidate is caught cheating during the clinical skills examination or written examination, testing will stop immediately. The candidate will receive a failing result and the incident will be reported to the Oklahoma State Department of Health for review. Testing fees will not be refunded and the candidate will not be able to test without approval from the OSDH. Each HCP test site reserves the right to monitor and record all testing using audio, visual, and electronic devices.

Testing Accommodations

Requests to accommodate special needs during testing (i.e. oral test administration, special seating arrangements) must be made at the time of registration by completing the Request for Testing Accommodations form.

Cancellations/Tardiness

Candidates who cancel a testing appointment at an HCP test center with at least 48 hours' notice may receive a refund of testing fees. Candidates who arrive more than one hour late for an examination will not be permitted to test. Testing fees will not be refunded to candidates who are more than one hour late or fail to give the required notice for cancellation.

Electronic Devices

Cellular phones, beepers, or other electronic devices are not permitted and must be turned off during testing. Use of electronic devices during testing will be considered cheating and will be handled accordingly.

Study Aides

Personal belongings (i.e. briefcases, backpacks, books, etc.) are not allowed in the testing area. Personal belongings brought into the testing area will be collected by testing personnel and returned when the examination has been completed. The HCP test site is not responsible for lost or misplaced items.

Calculators

Calculators are not permitted in the testing room. If needed, the test center can provide scratch paper and a pencil; however, these items must be collected at the end of the test by the testing proctor.

Translation

All certification examinations are administered in English. Translators, translation devices, or translation dictionaries may not be used during the examination.

Eating/Drinking/Smoking

Candidates are not permitted to eat, drink, or smoke during the examination.

Misconduct

Candidates causing a disturbance of any kind or engaging in any kind of misconduct will be dismissed from the examination and reported to the Oklahoma State Department of Health for disciplinary measures.

Guest/Visitors

No guests, visitors, pets or children are allowed at the testing site.

Use of Restrooms

Candidates must obtain permission from the clinical skills observer or the written test proctor to use the restroom during testing. All testing materials will be collected from the candidate. No additional testing time will be granted.

Test Taking Strategies

This section of the study guide contains valuable information for testing success and provides a common-sense approach for preparing for and performing well on any test.

General Testing Advice

1. Get a good night's rest the night before the test — eight hours of sleep is recommended.
2. Avoid junk food and “eat right” several days before the test.
3. Do not drink a lot or eat a large meal prior to testing.
4. Be confident in your knowledge and skills!
5. Relax and try to ignore distractions during the test.
6. Focus on the task at hand — taking the test and doing your best!
7. Listen carefully to the instructions provided by the exam proctor. If the instructions are not clear, ask for clarification.

Testing Tips

1. Read the entire question before attempting to answer it.
2. Try to answer the question before reading the choices. Then, read the choices to determine if one matches, or is similar, to your answer.
3. Do not change your answer unless you misread the question or are certain that your first answer is incorrect.
4. Answer questions you know first, so you can spend additional time on the more difficult questions.
5. Check to make sure you have answered every question before you submit the assessment for scoring — unanswered questions are marked incorrect.



