



# **Utah Nursing Assistant State Certification Exam Guide**



# UNAR State Certification Exam Guide

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## **Introduction**

The nursing assistant certification process in the State of Utah requires that you demonstrate minimum competency by passing both a knowledge and skills demonstration exam upon completion of your nursing assistant training.

You have 1 year from the date of completion from your training program to pass both portions of the exam. Students who test soon after completing have a significantly higher pass rate than those who wait more than 3 months.

## **Skills**

The State of Utah requires that each student completing a nursing assistant course learn and demonstrate the ability to perform more than 70 skills. This is documented while enrolled in a training program by completing the UNAR Nursing Assistant Skill Proficiency Performance List (NAPP). Of the 70+ skills learned, 22 have been identified for inclusion in the state skills exam and are included in this guide. Of these 22, you will be expected to perform 5 random skills during the state test. To pass the skill exam you must receive a minimum score of 80% for each skill performed along with 100% of key steps and complete testing within 45 minutes.

## **Knowledge**

The knowledge portion of the exam consists of 75 multiple-choice questions. In order to pass the knowledge test you must receive a minimum score of 75%. This means you must answer a minimum of 57 questions correctly to pass this portion of the exam. The exam questions are selected randomly by the testing software from a large pool of questions that have been approved by a UNAR Test Advisory Panel. The panel consists of nursing assistant instructors from the

State of Utah. Each question has been reviewed for accuracy and appropriateness by the panel.

## **Testmaster Universe (TMU)**

TMU is the software program that is used by UNAR to provide certification testing and maintain registry records. Upon completion of a training program or by means of reciprocity, each individual is assigned their own personal portal and username and password. You will need your username and password when you take your knowledge test.

You will have access to this portal throughout your CNA career, using it to update your contact information and for information related to your certification.

## **Where to Test**

UNAR has testing site partners across the state in Blanding, Cedar City, Kaysville, Hurricane, Lehi, Logan, Moab, Ogden, Price, Richfield, Roosevelt, Salt Lake City, St. George, Tooele and Vernal.

## **Test Scheduling**

Each test site is run independently and sets their own schedule. To view the most current list of our testing sites, visit UNAR's website at [utahcna.com](http://utahcna.com) and view the *Test Site Information* document. This document will also list each site's testing hours and whether an appointment is required for the knowledge exam or if they welcome walk-ins. Appointments are always required for the skill exam. This document can also be viewed in your TMU personal portal.

To schedule a test with a specific test site you must login to your TMU personal portal and pay for the test. Testing fees are non-refundable.

Once you have paid for your test, you will be able to access all the testing appointments that are available. You can also reschedule any testing appointments through your TMU personal portal. Step-by-step scheduling instructions can be found on [utahcna.com](http://utahcna.com).

Any changes or cancellations to a testing appointment must be made at least 1 full business day prior to your testing appointment. If you fail to show up to your scheduled appointment, you will forfeit your testing fee.

If you schedule an appointment for your knowledge test and later decide you would like to test as a walk-in, you must first cancel your testing appointment. If you miss your scheduled appointment, you will lose your testing fee.

### **ID Requirements**

A current, valid, photo ID must be presented at time of testing and must be the original ID. (Photo, fax, or digital copies will not be accepted.) First and last name on ID must match first and last name of tester in TMU. ID must have an expiration date and must be current. The following forms of ID are acceptable:

- Driver's license, learner's permit, or temporary operator card from any state
- ID issued by any branch, department, or agency of the US or State of Utah
- High school, technical school, college, or professional school within the State of Utah (may not have expiration date but must be current school year)
- A tribal ID card
- Passport from any country

### **What are you allowed to have with you during testing?**

Personal items are to be stored according to test site policy. No cellphones are allowed. You may use a calculator, scratch paper and pencil/pen, all of which are provided by the testing site. A translation dictionary is allowed but must be provided to the testing center in advance for inspection and may not contain definitions or added notes.

All equipment needed for the skills test will be provided by the testing site including blood pressure cuff, stethoscope and a watch.

### **Dress for Skills Exam**

All examinees must wear scrubs, closed toe shoes, have their hair tied back and no dangling jewelry.

### **Physical Limitations**

You will not be allowed to take the skills exam if you have an injury, serious illness or are more than 6 months pregnant without providing the testing site with a health care providers release to work full duty as a CNA.

### **Accommodations**

Accommodations for testing may be requested by completing the *ADA Accommodations Request* form available on UNAR's website, [utahcna.com](http://utahcna.com). The completed form and supporting documentation should be submitted to UNAR as directed on the form.

### **Three Testing Attempts**

Students completing a training course have up to 1 year to pass both the knowledge and skill exams and are given up to three attempts at both portions of the exam.

Expired CNA's who meet the necessary criteria to test have only one attempt at both portions of the exam.

**MUST READ**

The skill steps in this guide are to be used for objective testing purposes only at the state skills exam. They are not to be used to help you learn how to properly perform skills. The steps listed for each skill are not intended to be used to provide complete care that would be considered all-inclusive of best care practiced in an actual care setting. When performing actual resident care, skill steps as detailed in your nursing assistant textbook and/or taught in your nursing assistant training program are to be used as the basis for care you provide residents.

*\*INDICATES KEY STEP*

<b>1 - Handwashing</b>	
<i>Candidate is asked to wash hands with soap and water.</i>	
1	Wets hands thoroughly with warm water
2	Applies soap to hands
3	Washes hands for at least 20 seconds
4	Rubs hands together lathering all surfaces of hands/fingers
5	Lathers surfaces of wrists
6	Cleans fingernails by rubbing them in palm of other hand
7	Rinses hands/wrists with fingers pointing downward
8	Dries hands/wrists with clean paper towel
9	Turns off faucet with paper towel(s)
10	Does not touch clean hands to sink or faucet
11	Immediately discards paper towel into trash can without touching other hand

<b>2 - Vital Sign: Blood Pressure</b>	
<i>Candidate is asked to take resident's manual blood pressure. Candidate may use 1-step method or 2-step-pulse obliteration method (as preferred by candidate). A recording form is provided to document blood pressure reading. Resident is sitting at a table. A person portrays role of resident. No more than 2 attempts per arm is allowed (4 total).</i>	
1	Greets resident by name
2	Introduces self by name
3	Identifies self as a CNA
4	Performs hand hygiene
5	Explains procedure to resident
6	Cleans earpieces of stethoscope with alcohol wipe
7	Cleans diaphragm of stethoscope with alcohol wipe
8	Positions resident's arm in a resting position, on a firm surface
9	Wraps cuff around upper arm with bladder over artery
10	Places diaphragm over brachial artery
11	Inflates cuff to 160-180mm/Hg or uses 2-step obliteration method
12	Slowly deflates cuff, watching sphygmomanometer
13	Removes cuff from arm
14	Records blood pressure reading on recording form
15*	<b>Recorded systolic blood pressure is within +/-10 mm/Hg of observer's measurement</b>
16*	<b>Recorded diastolic blood pressure is within +/-10 mm/Hg of observer's measurement</b>
17	Performs hand hygiene

3 - Vital Sign: Pulse/Respirations	
<i>Candidate is asked to obtain and record resident's pulse and to obtain and record resident's respirations. Candidate may take radial or apical pulse (as preferred by candidate). Candidate may count pulse/respirations for 30 seconds then double number or count for one full minute (as preferred by candidate). A recording form is provided to document readings. Resident is sitting at a table. A person portrays role of resident. A calculator is available upon request.</i>	
1	Greets resident by name
2	Introduces self by name
3	Identifies self as a CNA
4	Performs hand hygiene
5	Explains procedure to resident
6	Locates radial pulse on thumb side of wrist or uses apical method by placing diaphragm of stethoscope on left side of resident's chest
7	Counts pulse rate for 30 seconds then doubles number or counts for 1 full minute
8	Records pulse rate on recording form
9*	<b>Recorded pulse reading is within +/- 4 beats of observer's recorded reading</b>
10	Counts respiratory rate for 30 seconds then doubles number or counts for 1 full minute
11	Records respiratory rate on recording form
12*	<b>Recorded respiratory reading is within +/- 2 breaths of observer's recorded reading</b>
13	Performs hand hygiene

4 - Anti-Embolism Stocking (One Leg)	
<i>Candidate is asked to put a knee-high anti-embolism stocking on one leg of resident (leg will be clearly identified by red tape). Resident is sitting in bed. A person or mannequin portrays role of resident.</i>	
1	Greets resident by name
2	Introduces self by name
3	Identifies self as a CNA
4	Performs hand hygiene
5	Explains procedure to resident
6	Places stocking over resident's toes, foot and heel
7	Ensures heel of stocking is over heel of foot
8	Pulls or rolls stocking up resident's leg
9	Leaves stocking smooth, free from wrinkles
10	Call light is left within resident reach
11	Water is left within resident reach
12	Performs hand hygiene

5 - Ambulate Using Gait Belt	
<i>Candidate is asked to assist resident to stand and ambulate using a gait belt. Resident is to be ambulated from bed to a chair. Resident is lying or sitting in bed. A person portrays the role of resident. Resident does not have an affected side.</i>	
1	Greets resident by name
2	Introduces self by name
3	Identifies self as a CNA
4	Performs hand hygiene
5	Explains procedure to resident
6	Locks bed wheels
7	Assists resident to put on non-skid footwear

8	Places gait belt snug around resident's waist (should be able to easily run fingers between belt and resident)
9	Stands in front and faces resident
10	Resident's feet are flat on floor
11	Grasps gait belt securely at both sides of resident
12	Assists resident to stand
13	Positions self slightly behind on resident's side
14	Ambulates resident while grasping gait belt
15	Assists resident to sit into chair
16	Positions resident in chair with hips against back of seat
17	Removes gait belt
18	Call light is left within residents reach
19	Water is left within residents reach
20	Performs hand hygiene

9	Stands in front and faces resident
10	Resident's feet are flat on floor
11	Grasps gait belt securely at both sides of resident
12	Assists resident to stand
13	Positions walker in front of resident before or after resident stands
14	Positions self slightly behind on resident's side
15	Ambulates resident with walker while grasping gait belt
16	Assists resident to sit into chair
17	Positions resident in chair with hips against back of seat
18	Removes gait belt
19	Call light is left within residents reach
20	Water is left within residents reach
21	Performs hand hygiene

<b>6 - Ambulate with Walker Using Gait Belt</b>	
<i>Candidate is asked to assist resident to stand and ambulate from bed to chair using a gait belt and walker. Resident is lying or sitting in bed. A person portrays role of resident. Resident does not have an affected side.</i>	
1	Greets resident by name
2	Introduces self by name
3	Identifies self as a CNA
4	Performs hand hygiene
5	Explains procedure to resident
6	Locks bed wheels
7	Assists resident to put on non-skid footwear
8	Places gait belt snug around resident's waist (should be able to easily run fingers between belt and resident)

<b>7 - Assist with Bedpan</b>	
<i>Candidate is asked to assist resident with a standard bedpan. Resident is lying in bed on a waterproof pad that has already been placed. Changing waterproof pad is not tested in this skill. Pericare is not tested in this skill. A mannequin portrays role of resident. Skills observer will indicate where the "flat, dirty surface" is located.</i>	
1	Greets resident by name
2	Introduces self by name
3	Identifies self as a CNA
4	Performs hand hygiene
5	Explains procedure to resident
6	Dons gloves
7	Lowers head of bed
8	Rolls resident away from self
9	Positions bedpan correctly

10	Rolls resident onto back/bedpan
11	Raises head of bed
12	Positions call light within reach of resident
<i>(Resident uses bedpan and calls nursing assistant)</i>	
13	Lowers head of bed
14	Removes bedpan
15	Removes gloves if worn
16	Performs hand hygiene immediately after removing gloves and before touching other items
17	Call light is left within residents reach
18	Water is left within residents reach

<b>8 - Brief Change with Peri/Anal Care: Female</b>	
<i>Candidate is asked to change soiled brief for female resident who had a bowel movement. Resident is confined to her bed. Resident is sitting in bed on a waterproof pad that has already been placed. Changing waterproof pad is not tested in this skill. A mannequin portrays role of resident.</i>	
1	Greets resident by name
2	Introduces self by name
3	Identifies self as a CNA
4	Performs hand hygiene
5	Explains procedure to resident
6	Dons gloves
7	Lowers head of bed
8	Undoes front tabs of soiled brief
9	Rolls soiled brief down between resident's legs
10	Separates labia majora
11	Wipes down center of labia, starting with urinary meatus
12	Wipes down both sides of labia, starting with urinary meatus

13	Wipes vaginal area/upper thighs
14	Rolls resident onto side
15	Wipes anal area
16	Removes soiled brief
17	Places soiled brief into plastic bag
18	Changes gloves
19	Tucks clean brief under resident
20	Rolls resident onto back
21	Secures clean brief in place
22	Removes gloves if worn
23	Performs hand hygiene immediately after removing gloves and before touching other items
24	Call light is left within residents reach
25	Water is left within residents reach
26	Candidate used disposable cleansing wipes
27	Candidate discarded soiled wipes by tucking into soiled brief or into waste container
28	Candidate wiped clean to dirty for each stroke
29	Candidate used different part of wipe or new wipe for each stroke

<b>9 - Brief Change with Peri/Anal Care: Male</b>	
<i>Candidate is asked to change soiled brief for a circumcised male resident who had a bowel movement. Resident is confined to his bed. Resident is sitting in bed on a waterproof pad that has already been placed. Changing waterproof pad is not tested in this skill. A mannequin portrays role of resident.</i>	
1	Greets resident by name
2	Introduces self by name
3	Identifies self as a CNA
4	Performs hand hygiene



5	Explains procedure to resident
6	Dons gloves
7	Lowers head of bed
8	Undoes front tabs of soiled brief
9	Rolls soiled brief down between resident's legs
10	Wipes penis from tip to base, starting with urinary meatus
11	Wipes scrotum/upper thighs
12	Rolls resident onto side
13	Wipes anal area
14	Removes soiled brief
15	Places soiled brief into plastic bag
16	Changes gloves
17	Tucks clean brief under resident
18	Rolls resident onto back
19	Secures clean brief in place
20	Removes gloves if worn
21	Performs hand hygiene immediately after removing gloves and before touching other items
22	Call light is left within residents reach
23	Water is left within residents reach
24	Candidate used disposable cleansing wipes
25	Candidate discarded soiled wipes by tucking into soiled brief or into waste container
26	Candidate wiped clean to dirty for each stroke
27	Candidate used different part of wipe or new wipe for each stroke

<b>10 - Contact Precautions: Gown and Gloves</b>	
<i>Candidate is asked to properly apply and remove gown and gloves. Resident is being treated for a multidrug resistant organism (MDRO) wound infection. Entering resident's room requires contact precautions.</i>	
1	Performs hand hygiene
2	Unfolds gown
3	Dons Gown
4	Secures neck opening
5	Secures back opening
6	Dons gloves overlapping gown sleeves
<i>(Resident care task is completed)</i>	
7	Removes gloves before removing gown
8	Grasps one glove at palm of one hand then pulls off
9	With ungloved hand. Slips two fingers or the thumb underneath cuff of remaining glove at wrist.
10	Pulls down and turns glove inside out
11	Disposes of gloves in waste container
12	Unfastens gown at neck
13	Unfastens gown at waist
14	Removes gown by rolling dirty side in
15	Disposes of gown in waste container
16	Performs hand hygiene

<b>11 - Denture Care</b>	
<i>Candidate is asked to clean resident's denture. Resident's denture has already been removed and is in denture cup. After cleaning, denture will be stored in denture cup. Providing mouth care for resident is not tested in this skill. A person or mannequin portrays role of resident.</i>	
1	Greets resident by name
2	Introduces self by name
3	Identifies self as a CNA

4	Performs hand hygiene
5	Explains procedure to resident
6	Dons gloves
7	Protects denture from damage by lining bottom of sink
8	Uses water to clean/rinse denture
9	Applies denture toothpaste to denture brush
10	Brushes all surfaces of denture
11	Rinses denture
12	Places denture in denture cup
13	Adds water to cover denture in cup
14	Removes gloves if worn
15	Performs hand hygiene immediately after removing gloves and before touching other items
16	Call light is left within residents reach
17	Water is left within residents reach

<b>12 - Dressing Resident: Affected Arm (Upper Body Only)</b>	
<i>Candidate is asked to change gown/clothing for resident who has an affected (weaker) arm. Affected side is clearly identified by red tape. A person or mannequin portrays role of resident.</i>	
1	Greets resident by name
2	Introduces self by name
3	Identifies self as a CNA
4	Performs hand hygiene
5	Explains procedure to resident
6	Allows resident to choose clothing
7	Undresses resident's unaffected side first
8	Undresses resident's affected side after undressing unaffected side
9	Places soiled clothing in hamper

10	Dresses resident's affected side first
11	Dresses resident's unaffected side after dressing affected side
12	Call light is left within residents reach
13	Water is left within residents reach
14	Performs hand hygiene

<b>13 - Empty Down Drain Bag and Record Urine Output</b>	
<i>Candidate is asked to empty resident's catheter down drain bag into graduate container and then measure and record urine output. Output should be recorded in mL. Skills observer will indicate where the "flat, dirty surface" is located. A recording form is provided to document urine output measurement. A mannequin portrays role of resident.</i>	
1	Greets resident by name
2	Introduces self by name
3	Identifies self as a CNA
4	Performs hand hygiene
5	Explains procedure to resident
6	Dons gloves
7	Places paper towel on floor under drainage bag
8	Places graduate on paper towel
9	Opens spout on down drain bag so urine will flow into graduate
10	Ensures drainage tube does not touch side of graduate
11	Cleans tip of spout with alcohol wipe
12	Replaces spout into holder on bag
13	Places graduate on a flat, "dirty" surface
14	Reads graduate at eye level
15	Removes gloves if worn

16	Performs hand hygiene immediately after removing gloves and before touching other items
17	Call light is left within residents reach
18	Water is left within residents reach
19	Records urine output measurement on recording form
20*	<b>Recorded measurement within +/- 25mL of observer's measurement</b>

<b>14 - Feeding Resident: While in Bed</b>	
<i>Candidate is asked to feed resident a meal. Resident is unable to fully feed his/her self. Resident can assist with eating by holding small items to take bites. Resident is lying supine in bed. A person or mannequin portrays role of resident.</i>	
1	Greets resident by name
2	Introduces self by name
3	Identifies self as a CNA
4	Performs hand hygiene
5	Explains procedure to resident
6	Positions resident in an upright position (60-90 degree angle)
7	Assists resident to clean hands with disposable wipes
8	Asks resident if they would like a clothing protector
9	Places a clothing protector/towel
10	Tells resident what foods are on plate
11	Allows resident to make choices while eating
12	Offers fluid
13	Removes clothing protector from resident's clothing
14	Call light is left within residents reach
15	Water is left within residents reach
16	Performs hand hygiene

<b>15 - Indwelling Catheter Care: Female</b>	
<i>Candidate is asked to provide indwelling catheter care for female resident. Resident is lying in bed on a waterproof pad that has already been placed. Changing waterproof pad is not tested in this skill. A mannequin portrays role of resident.</i>	
1	Greets resident by name
2	Introduces self by name
3	Identifies self as a CNA
4	Performs hand hygiene
5	Explains procedure to resident
6	Dons gloves
7	Uses cleansing wipe to clean area around the residents urinary meatus
8	Holds catheter near meatus
9	Cleans at least 4 inches of catheter tubing beginning at the urinary meatus
10	Wipes catheter tubing in one direction away from urinary meatus
11	Secures tubing to resident's thigh
12	Places tubing over resident's leg
13	Attaches drainage bag to bed frame (non-moveable part of bed)
14	Removes gloves if worn
15	Performs hand hygiene immediately after removing gloves and before touching other items
16	Call light is left within residents reach
17	Water is left within residents reach
18	Candidate used disposable cleansing wipes (not alcohol pad)
19	Candidate wiped clean to dirty for each stroke
20	Candidate used different part of wipe or new wipe for each stroke

16 - Indwelling Catheter Care: Male	
<i>Candidate is asked to provide indwelling catheter care for a circumcised male resident. Resident is lying in bed on a waterproof pad that has already been placed. Changing waterproof pad is not tested in this skill. A mannequin portrays role of resident.</i>	
1	Greets resident by name
2	Introduces self by name
3	Identifies self as a CNA
4	Performs hand hygiene
5	Explains procedure to resident
6	Dons gloves
7	Uses cleansing wipe to clean area around residents urinary meatus
8	Holds catheter near meatus
9	Cleans at least 4 inches of catheter tubing beginning at the urinary meatus
10	Wipes catheter tubing in one direction away from urinary meatus
11	Secures tubing to resident's thigh
12	Places tubing over resident's leg
13	Attaches drainage bag to bed frame (non-moveable part of bed)
14	Removes gloves if worn
15	Performs hand hygiene immediately after removing gloves and before touching other items
16	Call light is left within residents reach
17	Water is left within residents reach
18	Candidate used disposable cleansing wipes (not alcohol pad)
19	Candidate wiped clean to dirty for each stroke
20	Candidate used different part of wipe or new wipe for each stroke

17 - Position: Log Roll Using Draw Sheet	
<i>Candidate is asked to change position of the resident from semi-fowlers to lateral position using a draw sheet. Resident has chronic back/neck pain and turning is quite painful for them. Resident prefers to be log rolled when turning to reduce pain. A mannequin portrays role of resident.</i>	
1	Greets resident by name
2	Introduces self by name
3	Identifies self as a CNA
4	Performs hand hygiene
5	Explains procedure to resident
6	Positions bed flat
7	Places pillow between resident's knees before turning
8	Uses 2 people
9	Has one person stand at resident's head/shoulders
10	Has one person stand at resident's hips/legs
11	Has both people grasp draw sheet near resident's body
12	Rolls resident onto side
13	Neck and spine remain in alignment while turning
14	Flexes resident's knee on upper side of resident's body
15	Places pillow(s) underneath leg/knee
16	Places pillow(s) under resident's upper arm for support
17	Places pillow(s) against resident's back/torso for support
18	Call light is left within residents reach
19	Water is left within residents reach
20	Performs hand hygiene

<b>18 - Mouth Care: Conscious, Brushing Teeth</b>	
<i>Candidate is asked to provide mouth care for a conscious resident who is unable to brush own teeth. Resident has his/her natural teeth. Resident is lying supine in bed. A mannequin portrays role of resident.</i>	
1	Greets resident by name
2	Introduces self by name
3	Identifies self as a CNA
4	Performs hand hygiene
5	Explains procedure to resident
6	Dons gloves
7	Positions resident in an upright position (60-90 degree angle)
8	Offers resident clothing protector or towel
9	Applies toothpaste to toothbrush
10	Inserts toothbrush into resident's mouth
11	Brushes all surfaces of upper teeth
12	Brushes all surfaces of lower teeth
13	Brushes tongue
14	Provides resident water to rinse mouth
15	Provides resident a basin for spitting
16	Cleans/dries around resident's mouth
17	Offers resident lip moisturizer
18	Removes gloves if worn
19	Performs hand hygiene immediately after removing gloves and before touching other items
20	Call light is left within residents reach
21	Water is left within residents reach

<b>19 - Mouth Care: Unconscious</b>	
<i>Candidate is asked to provide mouth care for unconscious resident. Resident has his/her natural teeth. Resident lying supine in bed. A mannequin portrays role of resident.</i>	
1	Greets resident by name
2	Introduces self by name
3	Identifies self as a CNA
4	Performs hand hygiene
5	Explains procedure to resident
6	Dons gloves
7	Turns resident's head to side
8	Places a towel under resident's head or cheek/chin
9	Wets sponge in cup of water
10	Removes excess water from sponge by rolling along cup
11	Inserts sponge into resident's mouth
12	Rotates sponge against all surfaces of mouth
13	Cleans/dries around resident's mouth
14	Applies lip moisturizer
15	Removes gloves if worn
16	Performs hand hygiene immediately after removing gloves and before touching other items
17	Call light is left within residents reach
18	Water is left within residents reach

<b>20 - Occupied Draw Sheet Change</b>	
<i>Candidate is asked to change resident's draw sheet. Resident is able to roll on either side without difficulty. Resident is confined to bed. Resident is in semi-fowlers position in bed. A mannequin portrays role of resident.</i>	
1	Greets resident by name
2	Introduces self by name
3	Identifies self as a CNA

4	Performs hand hygiene
5	Explains procedure to resident
6	Dons gloves
7	Places clean draw sheet on a clean surface within reach
8	Positions bed flat
9	Rolls resident onto side
10	Rolls used draw sheet inward toward resident
11	Places clean draw sheet on bed
12	Rolls one half of clean draw sheet towards resident's back
13	Smooths out other side of clean draw sheet
14	Rolls resident onto back
15	Rolls resident onto resident's other side
16	Removes used draw sheet
17	Unrolls clean draw sheet
18	Rolls resident onto back onto clean draw sheet
19	Ensures draw sheet is free from wrinkles
20	Removes gloves if worn
21	Performs hand hygiene immediately after removing gloves and before touching other items
22	Call light is left within residents reach
23	Water is left within residents reach

21 - Position: Lateral	
<i>Candidate is asked to reposition resident to a lateral position. Candidate can choose to place resident in either a left lateral or a right lateral position. Resident is in semi-fowlers position in bed. A mannequin portrays role of resident.</i>	
1	Greets resident by name
2	Introduces self by name

3	Identifies self as a CNA
4	Performs hand hygiene
5	Explains procedure to resident
6	Positions bed flat
7	Slides hands/arms under resident's head/shoulders, moves resident toward self
8	Slides hands/arms under resident's midsection, moves resident toward self
9	Slides hands/arms under resident's hips/legs, moves resident toward self
10	Turns resident onto a lateral position
11	Flexes resident's knee on upper side of resident's body
12	Places pillow(s) underneath resident's leg/knee
13	Places pillow(s) under resident's upper arm for support
14	Places pillow(s) against resident's back/torso for support
15	Call light is left within residents reach
16	Water is left within residents reach
17	Performs hand hygiene

22 - Pivot Transfer: Bed to Wheelchair Using Gait Belt	
<i>Candidate is asked to transfer resident from bed to wheelchair. Candidate is required to use a pivot transfer technique and demonstrate proper use of gait belt. Resident has experienced a stroke and has an affected (weaker) side. Affected (weaker) side will be clearly identified by red tape. Resident can stand and bear weight but cannot walk. Resident is lying or sitting in bed. A person portrays role of resident.</i>	
1	Greets resident by name
2	Introduces self by name
3	Identifies self as a CNA

4	Performs hand hygiene
5	Explains procedure to resident
6	Locks bed wheels
7	Positions resident in sitting position
8	Assists resident to put on non-skid footwear
9	Places gait belt snug around resident's waist (should be able to easily run fingers between belt and resident)
10	Positions wheelchair close to resident on unaffected (stronger) side
11	Locks wheelchair brakes
12	Stands in front and faces resident
13	Resident's feet are flat on floor
14	Grasps gait belt securely at both sides of resident
15	Assists resident to stand
16	Transfers resident to wheelchair by pivoting toward unaffected (stronger) side
17	Assists resident to sit into chair
18	Positions resident in wheelchair with hips against back of seat
19	Removes gait belt
20	Call light is left within residents reach
21	Water is left within residents reach
22	Performs hand hygiene

AFT



## Practice Knowledge Test

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1. If a nursing assistant finds medications left over on the bedside table, what should happen?
  - a. Ignore it
  - b. Report it to the charge nurse
  - c. Encourage the resident to take it
  - d. Throw them away
2. HS means:
  - a. Hour of sleep
  - b. Hour for supper
  - c. Hours for sitting
  - d. Hours resident slept
3. The person's written statement about the use of life sustaining measures is called:
  - a. Durable Power of Attorney
  - b. DNA Order
  - c. Living Will
  - d. Hospice Care
4. Mrs. Shumway has an order for I&O. You have picked up her breakfast and note she drank a 6 oz. glass of juice, 4 oz. of milk and 8 oz. of coffee. You document:
  - a. 920ml
  - b. 240ml
  - c. 540ml
  - d. 685ml
5. Your elderly patient speaks a different language than you do. It would help you to:
  - a. Use very simple words and directions
  - b. Talk louder
  - c. Avoid any conversation
  - d. Make the patient speak their language
6. If a resident is retaining fluid in the tissue, he is said to have:
  - a. Hypertension
  - b. Distension
  - c. Hypothermia
  - d. Edema
7. Which response violates patient confidentiality?
  - a. Telling funny stories about your patients to your family and friends
  - b. Telling the nurse that your patient is taking extra medication
  - c. Talking about your patient's care to your relief on the next shift
  - d. Exchanging information about Mrs. Green with her physician
8. A microbe that is harmful and causes infection is a:
  - a. Reservoir
  - b. Pathogen
  - c. Microorganism
  - d. Flora
9. While dressing a post CVA resident with one-sided weakness, which arm should be put through the sleeve first?
  - a. Weak arm
  - b. Strong arm
  - c. It doesn't matter
  - d. Both arms at the same time
10. If a resident refuses to eat a certain food because of a religious preference, the CNA should:
  - a. Allow the resident to go hungry
  - b. Ask the family to bring in special foods
  - c. Respect the resident's religion and notify the dietician
  - d. Tell the resident to eat the food, no preference is given



11. Identify the one factor that is common to all communication:
- Words are being used
  - There is a transfer of a message
  - It occurs in one direction
  - The people feel comfortable
12. When nursing assistants find equipment in need of repair, they should:
- Throw it away
  - Fix it themselves
  - Continue to use the item
  - Report it to the appropriate personnel
13. Residents who lie in bed all day are at risk for:
- Pneumonia
  - Sensory stimulation
  - Myocardial infarction
  - Developmental disability
14. Aphasia is the loss of:
- Memory
  - Appetite
  - Ability to swallow
  - Ability to speak
15. You are giving mouth care to an unconscious resident. You must be especially careful to prevent the resident from:
- Eating the toothpaste
  - Aspirating any fluid
  - Talking during the procedure
  - Biting down on the toothbrush
16. An elderly Native American has been diagnosed as dying. Her family wishes to perform a ceremony with candles and incense. The facility should:
- Allow the ceremony with proper safety measures
  - Not allow the ceremony because of the fire code
  - Transfer her to a private facility for Native Americans
  - Teach the family that the ceremony will not help her condition
17. Misuse of Resident's money or property by family, friends or staff is known as:
- Malpractice
  - Chemical restraint
  - Misappropriation of property
  - Abetting & aiding
18. You observe two adult residents sharing the same bed after lunch. You know these residents are capable of exercising their own rights. This means that they:
- Can perform ROM for each other
  - Have the right to share the same bed
  - Have the right to privacy
  - Should be discharged for lewd conduct
19. Mrs. Sparks is an 83-year-old female patient with left sided hemiplegia. This is:
- Paralysis on the left side of the body
  - A rash on the left arm
  - A left arm contracture
  - Left arm and leg itching
20. When caring for a resident with an indwelling Foley catheter it is important to:
- Withhold fluids if the bag is too full
  - Tuck the tubing under the patient's leg to keep it off the floor
  - Pin the tubing to the resident gown
  - Check the bag and tubing for adequate urinary flow
21. The basic foundation of medical asepsis is:
- Hand washing
  - Wearing goggles
  - Wearing a mask
  - Sterile technique

22. Which of the following measurements obtained from Mrs. Shumway should be reported immediately to the charge nurse?
- B/P 190/114
  - Pulse 74
  - Respiration 20
  - Temperature 99F
23. The first aid treatment for bleeding is:
- Lower the arm below heart level
  - Put on a tourniquet
  - Run and get the nurse
  - Apply direct pressure
24. When a seizure occurs:
- Restrain the resident to prevent injury
  - Move objects away which may cause injury
  - Leave resident and immediately get the charge nurse
  - Hold their tongue in place with a tongue depressor
25. A resident with dementia needs:
- Increased activity to stay alert
  - To be isolated from others
  - A structured, safe environment
  - Freedom from rules
26. When you empathize with residents, you are:
- Putting yourself in their place
  - Feeling pity for them
  - Telling them to cheer up
  - Letting them stay in bed
27. Which of the following is an acceptable way for the CNA to cope with feelings of anger and frustration?
- Refuse to care for a frustrating resident
  - Call your best friend and vent
  - Discuss your feelings with several staff members during lunch
  - Talk with your supervisor
28. A good listening approach to use when communicating with residents is:
- Stay at least 6 feet away from the resident
  - Sit beside the resident
  - Give him advice
  - Avoid looking directly in his eyes
29. When giving perineal care to a female patient, always clean:
- Back to front
  - Front to back
  - Side to side
  - In a circular motion
30. The opening of the colostomy to the outside of the body is called the:
- Rectum
  - Insertion site
  - Stoma
  - Ileostomy

## Practice Knowledge Test - Answers

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1. B – Report it to the charge nurse
2. A – Hour of sleep
3. C – Living Will
4. C – 540ml
5. A – Use very simple words and directions
6. D – Edema
7. A – Telling funny stories about your patients to your family and friends
8. B – Pathogen
9. A – Weak arm
10. C – Respect the resident's religion and notify the dietician
11. B – There is a transfer of a message
12. D – Report it to the appropriate personnel
13. A – Pneumonia
14. D – Ability to speak
15. B – Aspirating any fluid
16. A – Allow the ceremony with proper safety measures
17. C – Misappropriation of property
18. C – Have the right to privacy
19. A – Paralysis on the left side of the body
20. D – Check the bag and tubing frequently for adequate urinary flow
21. A – Hand washing
22. A – B/P 190/114
23. D – Apply direct pressure
24. B – Move objects away which may cause injury
25. C – A structured, safe environment
26. A – Putting yourself in their place
27. D – Talk with your supervisor
28. B – Sit beside the resident
29. B – Front to back
30. C – Stoma