**STATE EXAM SKILLS GUIDE**

**Introduction to the Michigan Certified Nurse Aide State Exam**

The Michigan Nurse Aide State Exam is a two-part exam that consists of a written portion as well as a clinical portion.

**Written portion –** You will take the Knowledge Test on a computer at the regional test site. You do not need computer experience to take the test. You will use a computer mouse to select answers. Before you begin the test, you will have the chance to answer several practice questions to make sure you know how to use the computer.

The Knowledge Test consists of 60 multiple-choice questions that evaluate your nurse aide knowledge and skills. You will have 90 minutes to take the test. The exam will consist of different categories including – role of the nurse aide (20%), promotion of safety (22%), promotion of function and health of residents (20%), basic nursing care provided by the nurse aide (24%), providing specialized care for resident’s changes in health (14%).

**Clinical Portion –**The Clinical Skills test is a timed test. You will be scored on five skills. While performing three assigned skills, you will also be scored on two additional skills - Handwashing and Indirect Care. Indirect Care is care related to resident rights, communication with the resident, resident safety and comfort, and infection control. The other possible skills that you may be asked to perform are on pages 5 – 38 in this packet.

Each test form has its own time limit based on the combination of skills being asked to perform. The instruction card you will be given will advise you of your time limit. You will be a patient for another student at the exam. During your exam you will have another student as your patient except for skills that require the use of a mannequin.

To pass the Clinical Skills test, you must pass all five skills. You are not required to perform the skill perfectly, but you are required to demonstrate competency of the skill. Each skill has a list of checkpoints. The Nurse Aide Evaluator (NAE) will watch you perform the skill and compare your performance to the checkpoints for the skill.

**ENTRY AND EXIT PROTOCOL**

**How To Enter Room (Entry Protocol)**

1. Knock before entering.
2. Greet Resident, address by name, introduce self, and explain what you are going to do.
3. Wash your hands (before you touch anything in the room).
4. Check ID.
5. Privacy Curtain.
6. Gather Equipment.
7. Raise bed to working height (hip level).

**How to Leave Room (Exit Protocol)**

1. Leave room clean and dry.
2. Open Privacy Curtain.
3. All belongings within reach (over bed table, tv remote, glasses, water, etc.).
4. Ask if they are comfortable and if they need anything?
5. Bed in the lowest position.
6. Call light in hand.
7. Wash hands (must be last thing you do before exiting the room).

**HANDWASHING**

**The candidate’s ability to wash hands correctly is evaluated through the handwashing skill. How the nurse aid washes his/her hands is ONLY evaluated at the beginning of the test, when the nurse aide begins to perform the first assigned skill. Later in the test, as part of Indirect Care, the candidate’s ability to know when hands should be washed is evaluated. The nurse aide is not given any instructions to wash hands but is expected to know that before any physical contact with the resident, that hands must be washed.**

1. Wet Hands before applying soap.
2. Apply soap.
3. Use friction throughout handwashing. Hands should be kept below the elbow with fingers pointing down.
4. Scrub palm of one hand using fingertip/nails of other hand.
5. Clean back of hand, side of hand, in between fingers, around cuticles and thumb continuing to use friction.
6. Clean at least 2 inches of wrist.
7. Repeat steps 4 through 6 for other hand.
8. Wash hands with soap for a minimum of 20 seconds (use watch to confirm time).
9. Don’t flick water off your hands or fingers.
10. Rinse hands without touching the sink or contaminating hands.
11. Use paper towel to dry hands from fingertips to wrist (only clean areas) and place in trash.
12. Use a dry piece of paper towel to turn off faucet and place in trash.

**INDIRECT CARE**

**Indirect Care –** is care related to resident rights, communication with the resident, resident safety and comfort, and infection control. Indirect care will be a part of every single skill, you must include all of these components in each skill you perform.

1. Greet resident, address by name, and introduce self.
2. Provide explanations to resident about care before beginning and during care.
3. Ask Resident about preferences during care. Give choices as much as possible during care.
4. Use Standard Precautions and infection control measures when providing care.
5. Ask resident about comfort or needs during care and before care is completed.
6. Promote resident rights during care.
7. Promote resident safety during care. **Safety is always our number one priority.**
8. Keep linen away from scrubs at all times.
9. Scrubs should never touch the floor (i.e. never sit or kneel on the floor).
10. Use barrier when setting clean linen and supplies on overbed table or any surface.
11. Upon entering room, before touching anything hands should be washed.
12. The very last thing you do when leaving a room will be wash hands and exit.
13. Always wear gloves when touching bodily fluids or broken skin.
14. Immediately wash hands after removing gloves.
15. The first thing you should touch after applying gloves is the patient.
16. Remove gloves once you are done touching bodily fluids.
17. Only collect linen with clean hands.
18. All basins should be rinsed, dried and stored in the proper place.
19. Any unused linen should always be placed in hamper.
20. Do not use medical terminology with the patient, speak in layman’s terms.

**PULSE**

**This skills test assesses the candidate’s ability to measure and record resident’s pulse. The candidate is asked to take the pulse for one full minute and to record the measurement on the measurement form. When the measurement form is given to candidates at the beginning of their test, they are asked to sign the form that it was proof it was given to them. It is the candidate’s responsibility to remember to use the form to document his/her measurement before completing the skill.**

Supplies –Pulse Measurement Form, Pen.

1. Knock before entering.
2. Greet Resident, address by name, introduce self, and explain what you are going to do.
3. Wash your hands (before you touch anything in the room).
4. Check ID.
5. Privacy Curtain.
6. Gather Equipment.
7. Raise bed to working height (hip level).
8. Find resident’s pulse using fingers (not thumb). Support resident’s arm throughout skill.
9. Place fingers on wrist at radial pulse (on wrist near thumb side).
10. Inform nurse evaluator when ready to begin counting.
11. Count pulse for one full minute.
12. Record resident’s pulse rate on Pulse Measurement Form. In order to successfully pass you must be within +/-4 beats per minute of nurse’s measurement.
13. Clean up.
14. Open Privacy Curtain.
15. All belongings within reach (over bed table, tv remote, glasses, water, etc.).
16. Ask if they are comfortable and if they need anything?
17. Bed in the lowest position.
18. Call light in hand.
19. Wash hands.

**RESPIRATIONS**

**This skills test assesses the candidate’s ability to measure and record resident’s respirations. The candidate is asked to take the respirations for one full minute and to record the measurement on the measurement form. When the measurement form is given to candidates at the beginning of their test, they are asked to sign the form that it was proof it was given to them. It is the candidate’s responsibility to remember to use the form to document his/her measurement before completing the skill.**

Supplies – Respirations Measurement Form, Pen.

1. Knock before entering.
2. Greet Resident, address by name, introduce self, and explain what you are going to do.
3. Wash your hands (before you touch anything in the room).
4. Check ID.
5. Privacy Curtain.
6. Gather Equipment.
7. Raise bed to working height (hip level).
8. Measure rate of respirations without providing instructions to resident about how to breathe. (I.e. don’t tell them you are there to record respirations, state I’m here to take your vital signs).
9. Do not stand over patient staring at them without pretending to take pulse while measuring respirations. Hold the wrist as though you are counting their pulse. This will allow you to obtain an accurate reading.
10. Inform nurse evaluator when ready to begin counting.
11. Count respirations for one full minute. One respiration is considered an inhale and an exhale. For example if a patient inhales at the minute mark but does not exhale, that does not count as a respiration.
12. Record resident’s respiration rate on Respiration Measurement Form. In order to pass this skill you must be within +/- 2 breaths per minute of nurse evaluator.
13. Clean up.
14. Open Privacy Curtain.
15. All belongings within reach (over bed table, tv remote, glasses, water, etc.).
16. Ask if they are comfortable and if they need anything?
17. Bed in the lowest position.
18. Call light in hand.
19. Wash hands.

**AMBULATION**

**The candidate is asked to ambulate the resident at least 10 steps. The resident is sitting in a chair wearing shoes when the skill begins. The resident requires a transfer-gait belt when ambulating.**

Supplies – gait belt

1. Knock before entering.
2. Greet Resident, address by name, introduce self, and explain what you are going to do.
3. Wash your hands (before you touch anything in the room).
4. Check ID.
5. Privacy Curtain.
6. Gather Equipment.
7. Explain to the Resident that you will be assisting them to stand up.
8. Apply gait belt around resident. Should be put on mid-waist, tight only allowing hand/flat- fingers to fit between the gait belt and the patient. The gait belt should be secured correctly.
9. Grab the gait belt by going under the arms of the resident and grasping the gait belt with your fingers in the back with palms against the back of the resident.
10. Allow the resident to use arm rests/side of chair/bed to assist in getting up. Do not have resident hang on to you or grab you while standing.
11. Place one foot in front of the patient’s feet, while your other foot is shoulder width apart to remain balanced. Use good body mechanics, using legs not back to lift resident.
12. Explain to the resident - “On the count of 3 we will stand up.” Count to 3 and assist the resident in one fluid motion to stand.
13. Ask the resident how they feel upon standing? (i.e., not lightheaded or dizzy). Give resident 5 to 10 seconds to adjust to the change of position before moving again.
14. Explain to the resident you will be walking them 10 steps forward and then turn around and come back to chair.
15. Stand slightly to the side and behind the resident and continue to grasp the gait belt with one hand in the center of the back and the other hand on the side closest to you, with palms against the resident while walking.
16. Continue to ask resident how they feel during ambulation.
17. When returning to the chair, have resident turn to face you. Ask resident to slowly back up until they feel the chair on the back of their knee’s.
18. Explain to resident on count of 3 they will sit all the way back in the chair. Explain to the resident they can reach back for the armrests as they sit down. Count to 3 and assist the resident to sit all the way back in the chair. Make sure resident is aligned properly in the chair and sitting all the way back in the chair.
19. Have resident lean forward and remove gait belt gently without harming the resident (causing friction/sheering).
20. Clean up.
21. Open Privacy Curtain.
22. All belongings within reach (over bed table, tv remote, glasses, water, etc.).
23. Ask if they are comfortable and if they need anything?
24. Bed in the lowest position.
25. Call light in hand.
26. Wash hands.

**PIVOT TRANSFER**

**In this skill, the resident is played by an actor. The candidate is asked to transfer the resident who is lying in bed into a wheelchair. The resident is able to bear weight and stand, but the resident is not able to take steps, so a pivot transfer is required with a gait-transfer belt.**

Supplies – wheelchair, gait belt.

1. Knock before entering.
2. Greet Resident, address by name, introduce self, and explain what you are going to do.
3. Wash your hands (before you touch anything in the room).
4. Check ID.
5. Privacy Curtain.
6. Gather Equipment.
7. Place wheelchair near resident’s bed, but out of the way so the resident doesn’t hit their feet on wheelchair when sitting up.
8. Swing footrests to the side of the chair or remove from wheelchair. Footrests should be in a position to the side of the wheelchair or removed where they are not a tripping hazard for you or the resident.
9. Raise HOB to sitting position. Support resident by placing one hand behind the back and one hand under the legs. Assist resident by slowly swiveling to a sitting position on the side of the bed on the count of 3. Do not pull on arms or legs. Must support.
10. Once sitting ask resident if they are okay, dizzy or lightheaded.
11. Place nonskid footwear on resident before standing.
12. Place wheelchair as close to bed as possible and as close to resident as possible at a slight angle.
13. Make sure wheelchair is locked.
14. Make sure feet are flat on floor, knees are at a 90-degree angle and resident is in good transfer position.
15. Apply gait belt around resident. Should be put on mid-waist, tight only allowing hand/flat fingers to fit and secured correctly.
16. Have resident use the bed to push up. Count to 3 and help resident stand and pivot into the wheelchair.
17. Make sure resident is in proper alignment and sitting all the way back in the wheelchair.
18. Remove gait belt without pulling, have resident lean forward.
19. Return footrests to original position with resident’s feet placed on footrests.
20. Clean up.
21. Open Privacy Curtain.
22. All belongings within reach (over bed table, tv remote, glasses, water, etc.).
23. Ask if they are comfortable and if they need anything?
24. Bed in the lowest position.
25. Call light in hand.
26. Wash hands.

**Provide Resident with Passive Range of Motion (ROM) to One Shoulder**

The resident is not able to help with his/her exercises, and the care plan requires 3 repetitions of each exercise. When instructions are provided, they include whether exercises are provided on the left or right side, and what exercise are ordered for each joint. You must provide range of motion to the shoulder. Played by a person.

1. Knock before entering.
2. Greet Resident, address by name, introduce self, and explain what you are going to do.
3. Wash your hands (before you touch anything in the room).
4. Check ID.
5. Privacy Curtain.
6. Gather Equipment.
7. Raise bed to working height (hip level).
8. Make sure to stand on the correct side of resident’s body for skill as indicated by instructions at state test.
9. Explain and show resident you will be doing two exercises for the shoulder. The first exercise is flexion and extension (lifting the arm from directly next to the body on the mattress to above the head). Remember not to use medical terms.
10. Each exercise will be done three times. Provide smooth, slow-motion, non-forceful exercises.
11. While doing all exercises be sure to ask if there is any pain or discomfort. If you meet any resistance at any time do not try to force the arm any further.
12. Be sure to support arm at all times by using two hands. When supporting always hold extremities from underneath, never grabbing from top.
13. The second exercise is abduction and adduction (Take the arm away from side and back to side).
14. Be sure to explain/show the next exercise to resident before beginning.
15. Clean up.
16. Open Privacy Curtain.
17. All belongings within reach (over bed table, tv remote, glasses, water, etc.).
18. Ask if they are comfortable and if they need anything?
19. Bed in the lowest position.
20. Call light in hand.
21. Wash hands.

**Provide Resident with Passive Range of Motion to One Elbow and Wrist**

The resident is not able to help with his/her exercises, and the care plan requires 3 repetitions of each exercise. When instructions are provided, they include whether exercises are provided on the left or right side, and what exercise are ordered for each joint. must provide range of motion to the elbow and wrist. Played by a person.

1. Knock before entering.
2. Greet Resident, address by name, introduce self, and explain what you are going to do.
3. Wash your hands (before you touch anything in the room).
4. Check ID.
5. Privacy Curtain.
6. Gather Equipment.
7. Raise bed to working height (hip level).
8. Make sure to stand on the correct side of resident’s body for skill as indicated by instructions at state test.
9. Explain and show resident you will be doing two exercises for the elbow/wrist. The first exercise is flexion and extension of the elbow. Face palm up. Take fingertips to shoulder by bending the elbow.
10. Each exercise will be done three times. Provide smooth, slow-motion, non- forceful exercises.
11. While doing all exercises be sure to ask if there is any pain or discomfort. If you meet any resistance at any time do not try to force the arm any further.
12. Be sure to support arm at all times by using two hands. When supporting always hold extremities from underneath, never grabbing from top.
13. The second exercise is flexion and hyperextension of the wrist (taking fingertips towards the ceiling and then towards the floor). Be sure to explain the next exercise to resident before beginning.
14. Clean up.
15. Open Privacy Curtain.
16. All belongings within reach (over bed table, tv remote, glasses, water, etc.).
17. Ask if they are comfortable and if they need anything?
18. Bed in the lowest position.
19. Call light in hand.
20. Wash hands.

**Provide Resident with Passive Range of Motion to One Hip, Knee and Ankle**

The resident is not able to help with his/her exercises, and the care plan requires 3 repetitions of each exercise. When instructions are provided, they include whether exercises are provided on the left or right side, and what exercise are ordered for each joint. You must provide range of motion to the hip/knee/ankle. Played by a person.

1. Knock before entering.
2. Greet Resident, address by name, introduce self, and explain what you are going to do.
3. Wash your hands (before you touch anything in the room).
4. Check ID.
5. Privacy Curtain.
6. Gather Equipment.
7. Raise bed to working height (hip level).
8. Make sure to stand on the correct side of resident’s body for skill as indicated by instructions at state test.
9. Explain and show resident you will be doing two exercises for the hip/knee/ankle. The first exercise is flexion and extension of the hip and knee. Flex hip and knee by raising it toward torso and back to mattress. Making sure to lift entire leg off mattress and to not drag heel or any other body parts along mattress.
10. Each exercise will be done three times. Provide smooth, slow-motion, non- forceful exercises.
11. While doing all exercises be sure to ask if there is any pain or discomfort. If you meet any resistance at any time do not try to force the arm any further.
12. Be sure to support leg/ankle at all times by using two hands. When supporting always hold extremities from underneath, never grabbing from top.
13. The second exercise is dorsiflexion/plantarflexion (move resident’s toes towards head of bed and then towards foot of bed). Making sure to lift heel slightly off bed as to not drag it and cause friction or rubbing against mattress. Be sure to explain the next exercise to resident before beginning.
14. Clean up.
15. Open Privacy Curtain.
16. All belongings within reach (over bed table, tv remote, glasses, water, etc.).
17. Ask if they are comfortable and if they need anything?
18. Bed in the lowest position.
19. Call light in hand.
20. Wash hands.

**HAND AND FINGERNAIL CARE**

**This skill uses an actor sitting in a chair. For testing purposes, the candidate is asked to provide hand and nail care to just one hand.**

Supplies – wash basin, nail file, orange wood stick, soap, lotion, paper towel, one towel, two washcloths, gloves.

1. Knock before entering.
2. Greet Resident, address by name, introduce self, and explain what you are going to do.
3. Wash your hands (before you touch anything in the room).
4. Check ID.
5. Privacy Curtain.
6. Gather Equipment.
7. Raise bed to working height (hip level).
8. Ask resident what temperature water they would like. Fill basin with water. Wet washcloths.
9. Apply gloves.
10. Have resident test water before soaking hands.
11. Soak resident’s hand for 5 minutes. (verbalize the time, but actually soak fingers/hands in water).
12. Move emesis basin to the side and place hand on towel.
13. Make sure to support hand/wrist throughout care.
14. Take 1st washcloth and apply soap. Clean entire hand (top, bottom, fingers, wrist).
15. Take 2nd washcloth and rinse entire hand (top, bottom, fingers wrist).
16. Pat dry hand.
17. Take orange wood stick and clean under thumb, and wipe off any dirt onto paper towel, repeat for pointer finger, middle finger, ring finger and pinky. Making sure to wipe orange wood stick on paper towel between each finger.
18. Take nail file and ask resident how they would like their nails filed (round, square, etc.).
19. File nails and be sure to check for snags on every single nail before moving to next. Making sure nails are smooth and free of jagged edges. When filing nails, you should move the nail file against the nail in one direction, making sure to avoid rubbing the nail file against the resident’s skin.
20. Ask resident if they would like lotion. If they would like lotion, make sure to warm lotion in hand before applying. Apply lotion to entire hand. Pat dry excess lotion.
21. Place all linen in hamper, throw away orangewood stick and nail file.
22. Rinse and dry wash basin.
23. Remove gloves and wash hands.
24. Clean up, putting away basin and remaining equipment.
25. Open Privacy Curtain.
26. All belongings within reach (over bed table, tv remote, glasses, water, etc.).
27. Ask if they are comfortable and if they need anything?
28. Bed in the lowest position.
29. Call light in hand.
30. Wash hands.

**FOOT CARE**

**This skill uses an actor to play the role of the resident. The actor is sitting in a chair. The candidate is asked to use soap and water to provide foot care to one foot. The candidate is expected to replace the actor’s sock and shoe after foot care is completed.**

Supplies – wash basin, soap, lotion, two towels, two washcloths, gloves.

1. Knock before entering.
2. Greet Resident, address by name, introduce self, and explain what you are going to do.
3. Wash your hands (before you touch anything in the room).
4. Check ID.
5. Privacy Curtain.
6. Gather Equipment.
7. Place a barrier (towel) on the ground for the resident’s foot. The resident’s foot should never be placed on the bare ground only on the barrier.
8. Ask resident what temperature water, and fill basin with water. Get two washcloths wet at same time as filling basin.
9. Have resident test water with fingers before beginning. Place wash basin on barrier.
10. Apply gloves.
11. Remove resident’s socks and shoes, and place resident’s foot on barrier.
12. Roll up resident’s pant leg and place resident’s foot in basin. Soak for 5 minutes (at the state exam you can verbalize the amount of time).
13. Make sure to support resident’s foot/leg at all times throughout skill.
14. Take 1st washcloth and apply soap. Clean entire foot (top, bottom, ankle, between toes). Place foot back on barrier. Avoid adding soap directly into washbasin. Avoid washcloth touching the floor.
15. Take 2nd washcloth and rinse entire foot (top, bottom, ankle, and between toes). Avoid the washcloth touching the floor.
16. Pat dry foot (top, bottom, ankle and between toes). Avoid the towel touching the floor.
17. Apply lotion to foot, making sure to warm lotion in hands first. Avoid applying lotion between toes.
18. Pat any excess lotion off using towel.
19. Apply sock wrinkle free and apply shoe.
20. Place all linen in hamper.
21. Rinse and dry basin.
22. Remove gloves and wash hands.
23. Clean up, putting away basin and remaining equipment.
24. Open Privacy Curtain.
25. All belongings within reach (over bed table, tv remote, glasses, water, etc.).
26. Ask if they are comfortable and if they need anything?
27. Bed in the lowest position.
28. Call light in hand.
29. Wash hands.

**MOUTH CARE FOR RESIDENT WHO HAS TEETH**

**In this skill the role of the resident is played by an actor. The candidate is asked to provide mouth care for someone who is unable to do his/her own mouth care.**

Supplies – emesis basin, toothbrush, toothpaste, one cup, one towel, gloves.

1. Knock before entering.
2. Greet Resident, address by name, introduce self, and explain what you are going to do.
3. Wash your hands (before you touch anything in the room).
4. Check ID.
5. Privacy Curtain.
6. Gather Equipment.
7. Raise bed to working height (hip level).
8. Raise HOB so resident is sitting upright as possible before offering fluids.
9. Place towel over resident’s chest to protect clothing.
10. Ask resident what temperature what they want for rinsing their mouth out and fill cup with water at that temperature.
11. Apply gloves.
12. Ask resident if they would like water to rinse their mouth before beginning. Allow to spit into emesis basin.
13. Take toothbrush and ask resident how much toothpaste they would like. Apply that amount of toothpaste to resident’s toothbrush.
14. Wet toothbrush, by holding toothbrush over emesis basin and taking cup of water and pouring small amount of water over toothbrush.
15. Brush sides and biting surfaces of teeth and the gum line with gentle motions. Making sure to clean all parts of every tooth, top and bottom. Have resident stick tongue out and brush entire tongue.
16. Offer resident to rinse mouth and spit in emesis basin as needed throughout brushing teeth.
17. End by offering resident to rinse out mouth and spit into emesis basin.
18. Use towel covering chest to leave mouth clean and dry.
19. Put water in cup into emesis basin. Throw away cup and toothbrush.
20. Place all linen in hamper.
21. Rinse and dry emesis basin.
22. Remove gloves, wash hands.
23. Clean up, putting away basin and remaining equipment.
24. Open Privacy Curtain.
25. All belongings within reach (over bed table, tv remote, glasses, water, etc.).
26. Ask if they are comfortable and if they need anything?
27. Bed in the lowest position.
28. Call light in hand.
29. Wash hands.

**MOUTH CARE FOR RESIDENT WHO HAS DENTURES**

**In this skill the resident is played by an actor. The candidate will be cleaning the resident’s dentures and provide mouth care. The dentures are stored in a denture cup after cleaning. The dentures are in a denture cup placed on the over bed table.**

Supplies – emesis basin, two cups, denture brush, toothette/foam-tip applicator, toothpaste, one towel, gloves.

1. Knock before entering.
2. Greet Resident, address by name, introduce self, and explain what you are going to do.
3. Wash your hands (before you touch anything in the room).
4. Check ID.
5. Privacy Curtain.
6. Gather Equipment.
7. Raise bed to working height (hip level).
8. Raise HOB so resident is sitting upright as possible before offering fluids.
9. Place towel over resident’s chest to protect clothing.
10. Ask resident what temperature what they want for rinsing their mouth out and fill both cups with water of that temperature. One cup is for the resident to use to rinse their mouth out, while the other cup is to dip the toothette/foam-tip applicator.
11. Apply gloves.
12. Ask resident if they would like water to rinse their mouth before beginning. Allow to spit into emesis basin.
13. Ask resident how much toothpaste they would like on toothette. Apply toothpaste to moist toothette.
14. Take foam-tip applicator and clean entire mouth, including the tongue using foam-tip applicator, allowing resident to rinse and spit as needed. You may need to dip the toothette into water cup to help add moisture while cleaning mouth.
15. Use towel covering chest to leave mouth clean and dry.
16. Keep towel.
17. Dump cup of water into emesis basin, and then throw away cup along with foam-tip applicator.
18. Take towel that you used across the chest while cleaning the mouth, denture brush, toothpaste, emesis basin, and dentures to the sink.
19. Place towel into bottom of sink and turn cold water on slightly. Leave water running.
20. If there is water in the denture cup, carefully dump dirty water into sink.
21. Take denture brush and get wet, apply toothpaste. Clean both top and bottom dentures one at a time. Rinse dentures.
22. Avoid placing or rinsing denture in the water at the bottom of the sink. Avoid placing dentures on surfaces unless barrier is in place. Best practice is to place directly back into denture cup. When cleaning dentures only hold them over the sink.
23. Fill denture cup with cool water.
24. Remove towel from sink, ring out and place in hamper.
25. Place all linen in hamper.
26. Rinse and dry the emesis basin.
27. Take off gloves, wash hands. Place dentures back in room, asking the resident where they would like them placed.
28. Clean up, putting away basin and remaining equipment.
29. Open Privacy Curtain.
30. All belongings within reach (over bed table, tv remote, glasses, water, etc.).
31. Ask if they are comfortable and if they need anything?
32. Bed in the lowest position.
33. Call light in hand.
34. Wash hands.

**CHANGE TO SIDE-LYING POSITION**

**In this skill the resident is played by an actor. The candidate is asked to change the position of a resident who is lying on their back in bed, to a side-lying position. The skill as tested also requires that support is provided so that the resident is able to remain on their side.**

Supplies – three pillows

1. Knock before entering.
2. Greet Resident, address by name, introduce self, and explain what you are going to do.
3. Wash your hands (before you touch anything in the room).
4. Check ID.
5. Privacy Curtain.
6. Gather Equipment.
7. Raise bed to working height (hip level).
8. Place resident’s arm (the arm closest to you) above their head, and the arm farthest from you across the body. Assist resident to a side-lying position, by rolling resident towards you. Keep resident a safe distance from edge of bed at all times as close to center as possible.
9. Adjust the pillow so that the pillow is only under the head and not the resident’s shoulder.
10. Place one pillow along the back and buttocks of resident to help support side-lying position. Asking patient to lean back onto pillow after placing pillow along back.
11. Place second pillow between top and bottom leg length wise, the pillow should be between both the knees and ankles. Make sure legs are bent, with upper leg bent in front of the lower leg.
12. Place third pillow horizontally under resident’s upper arm between elbow and ribs.
13. Check placement of shoulder, making sure the resident is not lying directly on the bottom shoulder, arm or hand. If resident is laying on shoulder/arm/hand, gently adjust resident to leave back on pillow slightly and slide shoulder out.
14. Clean up.
15. Open Privacy Curtain.
16. All belongings within reach (over bed table, tv remote, glasses, water, etc.).
17. Ask if they are comfortable and if they need anything?
18. Bed in the lowest position.
19. Call light in hand.
20. Wash hands.

**DRESSING**

**In this skill a mannequin is used for the role of the resident. The candidate is asked to dress a resident who has a weak arm. The resident needs to be dressed in a long-sleeve button-front shirt, pants, and socks. The resident is lying in bed and is unable to help with the dressing.**

Supplies – Long sleeve button-up shirt, pants, socks, bath blanket

1. Knock before entering.
2. Greet Resident, address by name, introduce self, and explain what you are going to do.
3. Wash your hands (before you touch anything in the room).
4. Check ID.
5. Privacy Curtain.
6. Gather Equipment.
7. Raise bed to working height (hip level).
8. Ask resident what clothing they would like to wear. Offer choices and descriptions.
9. Apply bath blanket over top sheet and pull top sheet to the bottom of the bed.
10. Collect all garments, before removing hospital gown.
11. Keep resident covered throughout skill to allow for privacy.
12. Apply pants, have resident lift hips to pull pants over buttocks.
13. Apply socks wrinkle free.
14. Raise head of bed. Assist resident in leaning forward to un-tie hospital gown.
15. Undress strong arm first, and then weak arm. Always support weak arm throughout entire skill.
16. Dress weak arm first. Gather up sleeve of shirt to ease pulling over affected arm.
17. Assist resident to lean forward, pull shirt through to other side.
18. Walk around to other side of the bed and assist resident in dressing strong arm.
19. Dress arms without overextending or force. Button the shirt and adjust to fit properly.
20. Pull top sheet over bath blanket and remove bath blanket.
21. Place all linen in hamper.
22. Clean up.
23. Open Privacy Curtain.
24. All belongings within reach (over bed table, tv remote, glasses, water, etc.).
25. Ask if they are comfortable and if they need anything?
26. Bed in the lowest position.
27. Call light in hand.
28. Wash hands.

**FEEDING**

**In this skill, the role of the resident is played by an actor. The candidate is asked to feed the resident a snack which is provided set up on the overbed table. The snack consists of a food item such as apple sauce or pudding and water to drink. The resident is not able to feed him/herself. The resident is sitting in the chair in a slumped position. The skill includes a requirement for documentation on a Food and Fluid Intake form, that requires the intake be recorded as a percentage (%).**

Supplies – Snack, Spoon, handwipes, clothing protector, cup, napkin, food and fluid intake form.

1. Knock before entering.
2. Greet Resident, address by name, introduce self, and explain what you are going to do.
3. Wash your hands (before you touch anything in the room).
4. Check ID.
5. Privacy Curtain.
6. Gather Equipment.
7. Assist resident to sit upright in chair before feeding. Must in safe position before offering food or fluid.
8. Offer hand wipe to resident to wash hands.
9. Apply clothing protector.
10. Sit while feeding resident.
11. Use spoon to feed.
12. If available offer choices for the type of drink and type of snack. (ie, water or juice, pudding or yogurt)
13. Offer something to drink before beginning.
14. Offer first bite and allow resident the opportunity to chew and swallow before feeding next bite.
15. Offer fluids to drink throughout feeding, at least every 2-3 bites of food.
16. Converse with resident throughout the meal. Encourage resident to eat.
17. Once resident is finished, clean area around mouth with a napkin.
18. Remove clothing protector.
19. Place all linen in hamper.
20. Record the amount of the resident’s food intake on the Food and Fluid intake form. In order to pass this skill, you must be within 25% of the nurse’s measurement.
21. Clean up, put away all equipment.
22. Open Privacy Curtain.
23. All belongings within reach (over bed table, tv remote, glasses, water, etc.).
24. Ask if they are comfortable and if they need anything?
25. Bed in the lowest position.
26. Call light in hand.
27. Wash hands.

**PARTIAL BED BATH**

**This skill uses a mannequin for the role of the resident. The candidate is asked to bathe a resident who is in bed and who is not able to help with his/her bathing. For testing purposes only, the candidate is asked to wash just part of the bode so that technique can be evaluated. Instructions ask the candidate to wash the resident’s face, neck, back, one hand and arm, and the chest and abdomen. The resident also needs a back rub. Soap and water should be used for bathing. When completing the skill, the mannequin is dressed in a clean hospital gown.**

Supplies – wash basin, soap, lotion, two towels, five washcloths, hospital gown, bath blanket, gloves.

1. Knock before entering.
2. Greet Resident, address by name, introduce self, and explain what you are going to do.
3. Wash your hands (before you touch anything in the room).
4. Check ID.
5. Privacy Curtain.
6. Gather Equipment.
7. Raise bed to working height (hip level).
8. Ask resident what temperature water they would like for their bath. Fill basin with that temperature water. Have resident test water with fingers before beginning.
9. Apply gloves.
10. Take bath blanket, and place over top sheet, pull top sheet down to bottom of the bed.
11. Place towel over upper chest.
12. No soap used on face. Take 1st washcloth using 4 corners technique

a. 1st Corner - Wash one eye from inside to outside.  
b. 2nd Corner – Wash other eye from inside to outside  
c. 3rd Corner – Wash entire face excluding the nostrils and upper lip

d. 4th Corner – Wash upper lip and nostrils

1. Pat dry face.
2. Move towel from chest to under the arm closest to you and tucked under the side of the body.
3. Remove old hospital gown.
4. Take 2nd washcloth and apply soap and use the mitt technique to wash neck, the entire chest, entire abdomen, one arm and armpit. (be sure to clean under breasts and in any skin folds). Use the back of your hand to lift and clean under the breast.
5. Take 3rd washcloth and rinse neck, chest, abdomen, arm and armpit. (be sure to rinse under breasts and in any skin folds).
6. Pat dry especially under breasts and any skin folds.
7. Remove towel from under the arm and place on over bed table to the side.
8. Apply new hospital gown.
9. Roll resident towards you, so resident is safely on their side.
10. Place towel under back.
11. Take 4th washcloth, apply soap, wash the entire back.
12. Take 5th washcloth, rinse entire back.
13. Pat dry.
14. If the water becomes cold or soapy at any time, you must change the water.
15. Apply lotion to hands, warm lotion in hands and massage back for 5 minutes (you may verbalize that you would do it for 5 minutes but need to apply lotion to mannequin to show technique).
16. Pat off any excess lotion.
17. Tie hospital gown.
18. Roll resident onto back.
19. Pull top sheet over bath blanket and remove bath blanket.
20. Placing all linen directly into hamper.
21. Take wash basin to sink. Rinse and dry wash basin.
22. Remove gloves, wash hands.
23. Clean up, putting away basin and remaining equipment.
24. Open Privacy Curtain.
25. All belongings within reach (over bed table, tv remote, glasses, water, etc.).
26. Ask if they are comfortable and if they need anything?
27. Bed in the lowest position.
28. Call light in hand.
29. Wash hands.

**CHANGE AN OCCUPIED BED**

**This skill has an actor playing the role of the resident. The candidate is asked to change the top and bottom sheets and the pillow care when the resident stays in bed.**

Supplies – Bath blanket, Top sheet, Bottom sheet, Pillowcase, gloves.

1. Knock before entering.
2. Greet Resident, address by name, introduce self, and explain what you are going to do.
3. Wash your hands (before you touch anything in the room).
4. Check ID.
5. Privacy Curtain.
6. Gather Equipment.
7. Raise bed to working height (hip level).
8. Apply gloves.
9. Untuck top sheet at the foot of the bed. Place bath blanket over top sheet. Gently pull top sheet out from under bath blanket, avoiding friction or skin shearing.
10. Have resident roll towards you, and keep resident positioned a safe distance from the edge of the bed at all times.
11. Walk around to other side of the bed and untuck the bottom sheet on that side of the bed. Roll the sheet inside out, towards the resident and tuck under Resident.
12. Place new bottom sheet on that side of the bed, roll inside out towards you and tuck under dirty bottom sheet.
13. Have Resident roll towards you (stating “You will feel a bump as you roll over”), keeping the resident positioned a safe distance from the edge of the bed. Resident should be on their side.
14. Walk over to the other side of the bed and pull out dirty bottom sheet. Roll inside out from the head of the bed to the foot of the bed. (When pulling sheets do so in a manner that doesn’t create friction or put the resident at risk of skin shearing. i.e. lift leg to remove sheet if stuck under leg).
15. Pull through clean bottom sheet and place on bed, leaving bottom sheet free of creases or wrinkles.
16. Have Resident roll over on their back. Apply clean top sheet over bath blanket with seams facing up. Gently remove bath blanket from under top sheet, avoiding friction or shearing of skin.
17. Fold over the top sheet near the head of the Resident. Make sure to keep Resident covered up to shoulders throughout the skill.
18. Tuck top sheet under foot of mattress.
19. Miter corners at foot of bed.
20. Provide a toe pleat by pulling slightly on top sheet at the toes to decrease pressure on toe’s.
21. Remove pillow from under Resident’s head and take off dirty pillowcase.
22. Replace with clean pillowcase by turning pillowcase inside out. Roll up pillowcase and place hand inside pillowcase at center and grabbing the end of the pillow in the center. Pull pillowcase over the pillow, until nice and smooth and pillow is completely in pillowcase. Place pillow under Resident’s head.
23. If clean linens touch the floor at any point in time throughout skill, it is considered dirty. All dirty linen should be placed directly in hamper.
24. Place all linen in hamper.
25. Remove gloves and wash hands.
26. Clean up.
27. Open Privacy Curtain.
28. All belongings within reach (over bed table, tv remote, glasses, water, etc.).
29. Ask if they are comfortable and if they need anything?
30. Bed in the lowest position.
31. Call light in hand.
32. Wash hands.

**PERINEAL CARE**

**This skill uses a mannequin for the role of the resident. The candidate is asked to provide perineal care to a female resident who has been incontinent of urine. The resident is lying in bed and is on a bed pad. The resident is wearing a hospital gown which is dry. Soap and water are used to provide the perineal care.**

Supplies – Wash Basin, Soap, two towels, six washcloths, two bed pads, bath blanket, gloves.

1. Knock before entering.
2. Greet Resident, address by name, introduce self, and explain what you are going to do.
3. Wash your hands (before you touch anything in the room).
4. Check ID.
5. Privacy Curtain.
6. Gather Equipment.
7. Raise bed to working height (hip level).
8. Apply gloves.
9. Put bath blanket over top sheet. Pull top sheet to foot of bed.
10. Change bed pad due to resident being incontinent. Roll resident towards you and walk to the other side of the bed. Roll up dirty bed pad inside out rolling it towards the resident and tuck under resident. Place new bed pad on bed and roll inside out towards you and tuck under dirty bed pad. Roll the resident all the way towards you so they are safely on their side and walk to other side of bed. Pull through dirty bed pad and place directly in hamper. Then pull through clean bed pad, and have resident lay on back. Make sure to keep resident a safe distance from edge of bed at all times when rolling.
11. Remove gloves wash hands.
12. Ask resident what temperature water they would like. Fill wash basin with water. Have resident test water with fingertips.
13. Apply gloves.
14. Adjust bath blanket and top sheet to provide as much privacy as possible.
15. Place towel between resident’s legs and slightly tucked under the buttocks.
16. Take 1st washcloth and use four corners. Apply soap to each corner. Front to back only. After using four corner wash cloth should be placed in hamper.  
    a. 1st corner – first touch at urinary meatus and straight down.  
    b. 2nd corner – start at the urinary meatus on side of the labia furthest away from you front to back.

c. 3rd corner – start at the urinary meatus on side of the labia closest to you, front to back.  
d. 4th corner – over whole perineal area front to back.

1. Take 2nd washcloth and use four corners. Rinse the same exact way you washed. When done rinsing place washcloth in hamper.

a. 1st corner – first touch at urethra and straight down.  
b. 2nd corner – start at the urinary meatus on side of the labia furthest away from you front to back.

c. 3rd corner – start at the urinary meatus on side of the labia closest to you, front to back.  
d. 4th corner – over whole perineal area front to back.

1. Pat dry, front to back only.
2. Take 3rd washcloth and use mitt. Apply soap, and wash pubis bone and groin.
3. Take 4th washcloth and use mitt. Rinse pubis bone and groin.
4. Pat dry.
5. Gently remove towel from between legs and place on overbed table to the side.
6. Roll resident towards you, making sure they are a safe distance from the edge of the bed.
7. Place towel under residents’ buttocks.
8. Take 5th washcloth and use mitt technique. Apply soap, wash the buttocks area, and lastly wash anus front to back only.
9. Take 6th washcloth and use mitt Rinse buttocks area and lastly anus front to back only.
10. Pat dry buttocks and lastly anus front to back only.
11. State that the bed pad is clean and dry.
12. Roll resident onto their back.
13. If the water becomes cold or soapy at any time, you must change the water.
14. Pull top sheet over bath blanket. Pull bath blanket out from under top sheet.
15. Place all linen in hamper.
16. Take wash basin to sink, rinse, and dry basin.
17. Remove gloves and wash hands.
18. Clean up putting basin and remaining equipment away.
19. Open Privacy Curtain.
20. All belongings within reach (over bed table, tv remote, glasses, water, etc.).
21. Ask if they are comfortable and if they need anything?
22. Bed in the lowest position.
23. Call light in hand.
24. Wash hands.

**BEDPAN**

**This skill uses an actor for the role of the resident. The candidate is told the resident needs a bedpan and that the resident is able to wipe self.**

Supplies – Bed pad, bedpan, bath blanket, toilet paper, handwipe, gloves.

1. Knock before entering.
2. Greet Resident, address by name, introduce self, and explain what you are going to do.
3. Wash your hands (before you touch anything in the room).
4. Check ID.
5. Privacy Curtain.
6. Gather Equipment (wait to collect bedpan until gloves are applied).
7. Raise bed to working height (hip level).
8. Apply gloves.
9. Place bath blanket over the patient and pull sheet to the bottom of the bed.
10. Collect bedpan at this time. Bedpan should only be placed on a barrier, bed, toilet or storage area.
11. Slightly pull the bath blanket over the side of the patient.
12. Apply bed pad under resident. For the test, you may ask the resident if they are able to lift their hips and place the bed pad under them.
13. Place bedpan under resident by having resident lift hips. Make sure bedpan is in correct position and allows for collection. Hospital gown should be moved out of the way, so the gown is not in the bedpan.
14. Pull bath blanket over resident to allow for privacy.
15. Remove gloves and wash hands.
16. Raise head of bed (HOB) until resident is comfortable, preferably they should be in a seated position as if they are sitting on an actual toilet.
17. Place toilet paper and call light within reach.
18. Explain to resident that when they are finished to use their call light and you will return to assist them.
19. Ask if they are comfortable and if they need anything?
20. Bed in the lowest position.
21. Call light in hand.
22. Wash hands.
23. Exit room and allow for privacy while using bedpan.
24. Knock before entering.
25. Greet Resident, address by name, introduce self, and explain what you are going to do.
26. Wash your hands (before you touch anything in the room).
27. Check ID.
28. Raise bed to working height (hip level).
29. Ask resident if they could wipe/clean themselves with toilet paper.
30. Lay resident flat, by putting the HOB down before removing bedpan.
31. Put gloves on.
32. Slightly pull the bath blanket over patient’s side.
33. Remove bedpan from underneath resident by having resident lift hips and slide bedpan and bed pad out.
34. Cover resident with bath blanket to allow for privacy.
35. Take bedpan to toilet. Empty contents into toilet. Rinse bedpan with water and empty into toilet. Dry bedpan with paper towel.
36. Take a piece of paper towel and open drawer/cabinet to place the bedpan back in its storage area.
37. Remove gloves, wash hands, apply new gloves.
38. Pull top sheet over bath blanket and remove bath blanket.
39. Wash resident’s hands using a hand wipe. Throw away used hand wipe.
40. Place all linen in hamper.
41. Remove gloves, wash hands.
42. Clean up.
43. Open Privacy Curtain.
44. All belongings within reach (over bed table, tv remote, glasses, water, etc.).
45. Ask if they are comfortable and if they need anything?
46. Bed in the lowest position.
47. Call light in hand.
48. Wash hands.

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**CATHETER CARE**

**In this skill a mannequin is used for the role of the resident. The candidate is asked to provide catheter care using soap and water.**

Supplies – wash basin, soap, bath blanket, two towels, six washcloths, gloves.

1. Knock before entering.
2. Greet Resident, address by name, introduce self, and explain what you are going to do.
3. Wash your hands (before you touch anything in the room).
4. Check ID.
5. Privacy Curtain.
6. Gather Equipment.
7. Raise bed to working height (hip level).
8. Ask resident what temperature water they would like. Fill wash basin with water. Have resident test water with fingertips.
9. Apply gloves.
10. Put bath blanket over top sheet. Pull top sheet to foot of bed.
11. Adjust bath blanket and top sheet to provide as much privacy as possible.
12. Place towel between resident’s legs and tuck under buttocks
13. Take 1st wash cloth and use four-corners. Apply soap to each corner. Always start with each wipe closest to urinary meatus. Clean at least 3-4 inches’ down catheter. When finished with washing, put washcloth in hamper. (the catheter has four sides – front, left side, right side, back).
    1. 1st corner – wash catheter front side from area closest to urinary meatus to furthest away from body.
    2. 2nd corner – wash catheter left side from area closest to urinary meatus to furthest away from body.
    3. 3rd corner – wash catheter right side from area closest to urinary meatus to furthest away from body.
    4. 4th corner – wash catheter back side from area closest to urinary meatus to furthest away from body.
14. Take 2nd washcloth and use four-corners. Rinse the same exact way you washed catheter. When finished rinsing place washcloth in hamper.
    1. 1st corner – rinse catheter front side from area closest to urinary meatus to furthest away from body.
    2. 2nd corner – rinse catheter left side from area closest to urinary meatus to furthest away from body.
    3. 3rd corner – rinse catheter right side from area closest to urinary meatus to furthest away from body.
    4. 4th corner – rinse catheter back side from area closest to urinary meatus to furthest away from body.
15. Pat dry catheter with towel from area closest to urinary meatus away from body.
16. Take 3rd washcloth and use four-corners. Apply soap to each corner. Front to back only. After using, the four-corner washcloth should be placed in hamper.
    1. 1st corner – first touch at the urinary meatus, going in a small circle around the urinary meatus and straight down.
    2. 2nd corner – start at the urinary meatus on the side of the labia furthest away from you front to back.
    3. 3rd corner – start at the urinary meatus on the side of the labia closest to you, front to back.
    4. 4th corner – over whole perineal area front to back.
17. Take 4th washcloth and use four-corners. Rinse the same exact way you washed. When done rinsing place washcloth in hamper.
    1. 1st corner – first touch at urinary meatus, small circle around the urinary meatus and straight down.
    2. 2nd corner – start at the urinary meatus on the side of the labia furthest away from you front to back.
    3. 3rd corner – start at the urinary meatus on the side of the labia closest to you, front to back.
    4. 4th corner – over whole perineal area front to back.
18. Pat dry, front to back only.
19. Take 5th washcloth and use mitt. Apply soap, and wash pubis bone and groin.
20. Take 6th and final washcloth and rinse area.
21. Pat dry.
22. Remove towel from between legs.
23. Leave tubing free of kinks or obstructions. Keep urinary drainage bag off floor and positioned below level of bladder at all times.
24. Pull top sheet over bath blanket. Pull bath blanket out from under top sheet.
25. Place all linen in hamper.
26. Take wash basin to sink, rinse, and dry basin.
27. Remove gloves and wash hands.
28. Clean up, put away basin and any remaining equipment.
29. Open Privacy Curtain.
30. All belongings within reach (over bed table, tv remote, glasses, water, etc.).
31. Ask if they are comfortable and if they need anything?
32. Bed in the lowest position.
33. Call light in hand.
34. Wash hands.

**MEASURE AND RECORD URINE OUTPUT**

**In this skill the role of the resident is either a mannequin or an actor. A urinary drainage bag is filled with colored water to simulate urine. The candidate is provided and Intake and Output (I&O) form at the beginning of the test and is asked to sign the form at that time as proof that the form was given to the candidate. It is the candidate’s responsibility to remember to record his/her measurements on the form.**

Supplies – Graduate container, paper towels, pen and Intake and Output form, gloves.

1. Knock before entering.
2. Greet Resident, address by name, introduce self, and explain what you are going to do.
3. Wash your hands (before you touch anything in the room).
4. Check ID.
5. Privacy Curtain.
6. Gather Equipment (wait to grab graduate cylinder until after gloves are applied).
7. Raise bed slightly to allow for the urinary drainage bag to avoid touching the graduate container.
8. Apply gloves.
9. Grab graduate cylinder at this time. Get a piece of paper towel.
10. Place paper towel on floor below urinary drainage bag. Place graduate container on paper towel directly below urinary drainage bag.
11. Empty full contents of drainage bag into graduate container. Do not allow drainage tube to touch graduate container.
12. Close and protect drain.
13. Pick up graduate container and with other hand pick up paper towel. Throw away paper towel.
14. Take graduate container into bathroom. Place on flat surface with a new paper towel barrier.
15. Measure urine in graduate container at eye level.
16. Empty urine into the toilet after measuring. Rinse graduate container, pouring rinse water into toilet. Flush toilet. Dry graduate container. Place back on barrier.
17. Put away graduate container using paper towel to open drawer. Remove gloves and wash hands.
18. Record output of urine on Intake and Output form in output section. You must be within +/- 50 mL of Nurse Evaluator’s measurement in order to pass this skill. You also must be recorded with clean hands on Intake and Output form.
19. Leave Urinary drainage bag hanging from bed frame, with drainage bag and tubing off the floor.
20. Keep urinary drainage bag positioned lower than the bladder through care.
21. Clean up.
22. Open Privacy Curtain.
23. All belongings within reach (over bed table, tv remote, glasses, water, etc.).
24. Ask if they are comfortable and if they need anything?
25. Bed in the lowest position.
26. Call light in hand.
27. Wash hands.

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