

## HEADMASTER STATE TESTING SKILL STEPS

If you have any questions regarding your test scheduling, call D&SDT-HEADMASTER at 888-401-0462

### Catheter Care with Hand Washing Required

(One of the possible mandatory first tasks)

1. Knock.
2. Introduce yourself to resident.
3. Perform hand hygiene. (Cover all surfaces of hands with hand sanitizer. Rub hands together until completely dry)
4. Explain the procedure to the resident.
5. Provide for privacy.
6. Put on gloves.
7. Avoid over exposure throughout the procedure. *Note: You should raise gown and lower top sheet*
8. Check to see that urine can flow, unrestricted, into the drainage bag.
9. Use soap and water to carefully wash around the catheter where it exits the urethra.

#### **10. Hold catheter where it exits the urethra with one hand.**

11. While holding catheter, clean 3-4 inches down the catheter tube.

#### **12. Clean with strokes only away from urethra (AT LEAST TWO STROKES)**

13. Use clean portion of washcloth for each stroke.
14. Rinse using a clean cloth with strokes away from urethra. *Note: Do NOT dip soapy wash cloth in basin*
15. Rinse using clean portion of washcloth for each stroke.
16. Pat dry.
17. Do not allow the tube to be pulled at any time during the procedure.
18. Replace gown over resident's peri area
20. Leave resident in a position of safety and comfort.
21. Place call light or signaling device within reach of resident.
22. Maintain respectful, courteous interpersonal interactions at all times.
23. Wash hands: Begin by wetting hands.
24. Wash hands: Apply soap to hands.
25. Wash hands: Rub hands together using friction.
26. Wash hands: Rub hands together for at least twenty (20) seconds.
27. Wash hands: Interlace fingers pointing downward.
28. Wash hands: Wash all surfaces of hands with soap.
29. Wash hands: Wash wrists with soap.
30. Wash hands: Rinse hands thoroughly under running water with fingers pointed downward.
31. Wash hands: Dry hands on clean paper towel(s).
32. Wash hands: Turn off faucet with a clean, dry paper towel.
33. Wash hands: Discard paper towels to trash container as used.
- 34. Washes hands: Does not re-contaminate hands by touching faucet or sink at any time during/after procedure.**

### Pulse and Respirations

1. Perform hand hygiene. (Cover all surfaces of hands with hand sanitizer. Rub hands together until completely dry)
2. Explain the procedure to resident.
3. Locate the radial pulse by placing tips of fingers on thumb side of the resident's wrist.
4. Count pulse for 60 seconds.

Tell the RN Test Observer when you start counting and tell him/her when you stop counting.

5. Record your reading on the previously signed recording form.
- 6. Recorded pulse rate is within 4 beats of RN Test Observer's recorded rate.**
7. Count respirations for 60 seconds.

Tell the RN Test Observer when you start counting and tell him/her when you stop counting.

8. Record your reading on the previously signed recording form.
- 9. Recorded respiratory rate is within 2 breaths of the RN Test Observer's recorded rate.**
10. Maintain respectful, courteous interpersonal interactions at all times.
11. Place call light or signal calling device within easy reach of the resident.
12. Perform hand hygiene. (Cover all surfaces of hands with hand sanitizer. Rub hands together until completely dry)

1. Knock.
2. Introduce yourself to the resident.
3. Perform hand hygiene. (Cover all surfaces of hands with hand sanitizer. Rub hands together until completely dry)
4. Explain the procedure to the resident. (manikin)
5. Provide for privacy.
6. Raise the bed height
7. Fill basin with warm water.
8. Put on gloves.
9. Direct RN Test Observer to stand on opposite side of the bed or raise side rail on opposite side of bed.

*RN Test Observer DOES NOT move into position unless directed to do so by the candidate.*

10. Turn resident or raise hips and place barrier under buttocks. (candidate chooses barrier such as a towel, chux, etc.)
11. Expose perineum only.
12. Separate labia.
13. Use water and soapy wash cloth.
14. Clean one side of labia from top to bottom.
15. Use a clean portion of a wash cloth, clean other side of labia from top to bottom.
- 16. Use a clean portion of a wash cloth, clean the vaginal area from top to bottom.**
17. Use a clean washcloth, rinse one side of labia from top to bottom.
18. Use a clean portion of a wash cloth, rinse other side of labia from top to bottom.
19. Use a clean portion of a wash cloth, rinse the vaginal area from top to bottom.
20. Pat dry.
21. Avoid over exposure throughout the procedure *Note: You should raise gown and lower top sheet*
22. Assist resident to turn onto side away from the candidate.

*RN Test Observer may help hold the manikin on its side ONLY after the candidate has turned the manikin.*

23. Use a clean wash cloth.
24. Use water, washcloth and soap.
- 25. Clean from vagina to rectal area.**
26. Use a clean portion of a wash cloth with any stroke.
27. Use a clean wash cloth, rinse from vagina to rectal area.
28. Use a clean portion of a wash cloth with any stroke.
29. Pat dry.
30. Safely remove barrier from under buttocks.
31. Position resident (manikin) on her back.
32. Dispose of soiled linen in designated laundry hamper.
33. Empty, rinse AND dry equipment. *NOTE: This is worth 3 points. One for each step*
36. Return equipment to storage.
37. Remove gloves, turning inside out AND dispose into appropriate container *NOTE: This is worth 2 points*
39. Lower bed, if it was raised.
40. Maintain respectful, courteous interpersonal interactions at all times.
41. Place call light or signaling device within reach of resident.
42. Wash hands: Begin by wetting hands.
43. Wash hands: Apply soap to hands.
44. Wash hands: Rub hands together using friction.
45. Wash hands: Rub hands together for at least twenty (20) seconds.
46. Wash hands: Interlace fingers pointing downward.
47. Wash hands: Wash all surfaces of hands with soap.
48. Wash hands: Wash wrists with soap.
49. Wash hands: Rinse hands thoroughly under running water with fingers pointed downward.
50. Wash hands: Dry hands on clean paper towel(s).
51. Wash hands: Turn off faucet with a clean, dry paper towel.
52. Wash hands: Discard paper towels to trash container as used.
- 53. Washes hands: Does not re-contaminate hands by touching faucet or sink at any time during/after procedure.**

**Isolation Gown and Gloves and Empty Urinary Bag with Hand Washing Required**

(One of the possible mandatory first tasks)

- \_\_\_\_\_ 1. Perform hand hygiene. (Cover all surfaces of hands with hand sanitizer. Rub hands together until completely dry)
- \_\_\_\_\_ 2. Face the back opening of the gown.
- \_\_\_\_\_ 3. Unfold the gown.
- \_\_\_\_\_ 4. Place arms through each sleeve.
- \_\_\_\_\_ 5. Secure the neck opening.
- \_\_\_\_\_ 6. Secure the waist, making sure that the back flaps cover clothing as completely as possible.
- \_\_\_\_\_ 7. Put on gloves.
- \_\_\_\_\_ 8. Glove overlap gown sleeves at the wrist.
- \_\_\_\_\_ 9. Knock.
- \_\_\_\_\_ 10. Introduce yourself to resident.
- \_\_\_\_\_ 11. Explain the procedure to the resident.
- \_\_\_\_\_ 12. Place a barrier on the floor under the drainage bag.
- \_\_\_\_\_ 13. Place the graduate on the previously placed barrier.
- \_\_\_\_\_ 14. Open the drain to allow the urine to flow into the graduate.
- \_\_\_\_\_ 15. Avoid touching the graduate with the tip of the tubing.
- \_\_\_\_\_ 16. Close the drain.
- \_\_\_\_\_ 17. Wipe the drain with alcohol wipe AFTER emptying drainage bag.
- \_\_\_\_\_ 18. Replace drain in holder.
- \_\_\_\_\_ 19. Place graduate on level, flat surface
- \_\_\_\_\_ 20. With graduate at eye level, read output.
- \_\_\_\_\_ 21. Empty graduate into designated toilet.
- \_\_\_\_\_ 22. Rinse equipment emptying into designated toilet.
- \_\_\_\_\_ 23. Return equipment to storage.
- \_\_\_\_\_ 24. Leave resident in a position of comfort and safety.
- \_\_\_\_\_ 25. Place call light or signaling device within reach of the resident.
- \_\_\_\_\_ 26. Maintain respectful, courteous interpersonal interactions at all times.
- \_\_\_\_\_ 27. Remove gloves, turning inside out.
- \_\_\_\_\_ 28. Remove gloves BEFORE removing gown.
- \_\_\_\_\_ 29. Dispose of the gloves in appropriate container.
- \_\_\_\_\_ 30. Unfasten gown at the neck.
- \_\_\_\_\_ 31. Unfasten gown at the waist.
- \_\_\_\_\_ 32. Remove gown by folding soiled area to soiled area.
- \_\_\_\_\_ 33. Dispose of gown in an appropriate container.
- \_\_\_\_\_ 34. Record the output in ml on previously signed recording form.
- \_\_\_\_\_ **35. Candidate's recorded measurement is within 25ml of the RN Test Observer's measurement.**
- \_\_\_\_\_ 36. Wash hands: Begin by wetting hands.
- \_\_\_\_\_ 37. Wash hands: Apply soap to hands.
- \_\_\_\_\_ 38. Wash hands: Rub hands together using friction.
- \_\_\_\_\_ 39. Wash hands: Rub hands together for at least twenty (20) seconds.
- \_\_\_\_\_ 40. Wash hands: Interlace fingers pointing downward.
- \_\_\_\_\_ 41. Wash hands: Wash all surfaces of hands with soap.
- \_\_\_\_\_ 42. Wash hands: Wash wrists with soap.
- \_\_\_\_\_ 43. Wash hands: Rinse hands thoroughly under running water with fingers pointed downward.
- \_\_\_\_\_ 44. Wash hands: Dry hands on clean paper towel(s).
- \_\_\_\_\_ 45. Wash hands: Turn off faucet with a clean, dry paper towel.
- \_\_\_\_\_ 46. Wash hands: Discard paper towels to trash container as used.
- \_\_\_\_\_ **47. Washes hands: Does not re-contaminate hands by touching faucet or sink at any time during/after procedure.**

## Bedpan and Output with Hand Washing Required

(One of the possible mandatory first tasks)

- \_\_\_\_\_ 1. Knock.
- \_\_\_\_\_ 2. Introduce yourself to resident.
- \_\_\_\_\_ 3. Perform hand hygiene. (Cover all surfaces of hands with hand sanitizer. Rub hands together until completely dry)
- \_\_\_\_\_ 4. Explain the procedure to the resident.
- \_\_\_\_\_ 5. Provide for privacy.
- \_\_\_\_\_ 6. Candidate puts on gloves.
- \_\_\_\_\_ 7. Position resident on bedpan/fracture pan correctly. (Pan not upside down, is centered, etc.)
- \_\_\_\_\_ 8. Position resident on bedpan/fracture pan using correct body mechanics.
- \_\_\_\_\_ 9. Raise head of bed to comfortable level.
- \_\_\_\_\_ 10. Leave tissue within reach of resident.
- \_\_\_\_\_ 11. Leave call light within reach of resident.
- \_\_\_\_\_ 12. Move to an area of the room away from the Actor.
- \_\_\_\_\_ 13. When the RN Test Observer indicates, candidate returns.
- \_\_\_\_\_ 14. Provide resident with soapy wash cloth.
- \_\_\_\_\_ 15. Provide resident with wet rinse washcloth.
- \_\_\_\_\_ 16. Provide resident with to dry washcloth.
- \_\_\_\_\_ 17. Discard soiled linen in designated laundry hamper.
- \_\_\_\_\_ 18. Gently remove bedpan/fracture pan.
- \_\_\_\_\_ 19. Hold the bedpan/fracture pan for the RN Test Observer while an unknown quantity of liquid is poured into it.
- \_\_\_\_\_ 20. Place graduate on level, flat surface.
- \_\_\_\_\_ 21. With graduate at eye level, read output.
- \_\_\_\_\_ 22. Empty equipment used into designated toilet. (Bedpan/Fracture Pan - Graduate)
- \_\_\_\_\_ 23. Rinse equipment used and empty rinse water into designated toilet. (Bedpan/Fracture Pan - Graduate)
- \_\_\_\_\_ 24. Remove gloves turning inside out.
- \_\_\_\_\_ 25. Properly dispose of gloves.
- \_\_\_\_\_ 26. Record output on recording form.
- \_\_\_\_\_ **27. Candidate's measured reading is within 25ml of RN Test Observer's reading.**
- \_\_\_\_\_ 28. Maintain respectful, courteous interpersonal interactions at all times.
- \_\_\_\_\_ 29. Place call light or signaling device within reach of the resident.
- \_\_\_\_\_ 30. Wash hands: Begin by wetting hands.
- \_\_\_\_\_ 31. Wash hands: Apply soap to hands.
- \_\_\_\_\_ 32. Wash hands: Rub hands together using friction.
- \_\_\_\_\_ 33. Wash hands: Rub hands together for at least twenty (20) seconds.
- \_\_\_\_\_ 34. Wash hands: Interlace fingers pointing downward.
- \_\_\_\_\_ 35. Wash hands: Wash all surfaces of hands with soap.
- \_\_\_\_\_ 36. Wash hands: Wash wrists with soap.
- \_\_\_\_\_ 37. Wash hands: Rinse hands thoroughly under running water with fingers pointed downward.
- \_\_\_\_\_ 38. Wash hands: Dry hands on clean paper towel(s).
- \_\_\_\_\_ 39. Wash hands: Turn off faucet with a clean, dry paper towel.
- \_\_\_\_\_ 40. Wash hands: Discard paper towels to trash container as used.
- \_\_\_\_\_ **41. Washes hands: Does not re-contaminate hands by touching faucet or sink at any time during/after procedure.**

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### TESTING NOTES

*Testing Fees are due on the last day of class via cash, MO, or CC. NO PERSONAL CHECKS ACCEPTED! Total fee is \$125.00*

*You are going to receive a text message and an email address from wi.tmuniverse.com. This message will have your user name and password on it. Guard it! You WILL need this when you take your state exam.*

*TEST DAY: You should arrive fifteen to twenty (20) minutes before your scheduled start time. (For example: if your test start time is 8:00 AM, you will need to be at the test site for check-in no later than 7:40 AM)*

**Range of Motion Hip & Knee***NOTE: Critical steps moved*

1. Perform hand hygiene. (Cover all surfaces of hands with hand sanitizer. Rub hands together until completely dry)
2. Explain the procedure to the resident.
- 3. Do not cause discomfort/pain anytime during ROM.**
4. Raise bed height.
5. Provide for privacy.
6. Position resident supine (bed flat).
7. Position resident in good body alignment.
8. Place one hand under the knee.
9. Place the other hand under the ankle.
10. ROM for Hip: Move the entire leg away from the body = ABDUCTION
11. Move the entire leg toward the body = ADDUCTION
12. Complete abduction and adduction of the hip at least three times.  
ankle.
14. Bend the resident's knee and hip toward the resident's trunk = FLEXION
15. Straighten the knee and hip = EXTENSION
16. Complete flexion and extension of the knee and hip at least three times.
17. Do not force any joint beyond the point of free movement.
- 18. You must ask at least once during the ROM exercise if there is/was any discomfort/pain.**
19. Leave resident in a comfortable position.
20. Lower bed, if raised.
21. Maintain respectful, courteous interpersonal interactions at all times.
22. Place call light or signaling device within easy reach of the resident
23. Perform hand hygiene. (Cover all surfaces of hands with hand sanitizer. Rub hands together until completely dry)

**Range of Motion Shoulder***NOTE: Critical steps moved*

1. Perform hand hygiene. (Cover all surfaces of hands with hand sanitizer. Rub hands together until completely dry)
2. Explain the procedure to the resident.
- 3. Do not cause discomfort/pain at any time during ROM.**
4. Provide for privacy.
5. Raise bed height.
6. Position resident supine (bed flat).
7. Position resident in good body alignment.
8. Place one hand under the elbow.
9. Place other hand under the resident's wrist.
10. Raise the resident's arm up and over the resident's head = FLEXION
11. Bring the resident's arm back down to the resident's side = EXTENSION
12. Complete flexion and extension of shoulder at least three times.
13. Continue same support for shoulder joint.
14. Move the resident's entire arm out away from the body = ABDUCTION
15. Return arm to the resident's side = ADDUCTION
16. Complete abduction and adduction of the shoulder at least three times.
17. Do not force any joint beyond the point of free movement.
- 18. You must ask at least once during the ROM exercise if there is/was any discomfort/pain.**
19. Leave resident in a comfortable position.
20. Lower bed, if raised.
21. Maintain respectful, courteous interpersonal interactions at all times.
22. Place call light or signaling device within easy reach of the resident.
23. Perform hand hygiene. (Cover all surfaces of hands with hand sanitizer. Rub hands together until completely dry)

**MORE TESTING NOTES**


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*No visitors, guests, pets (including companion animals) or children are allowed*

*If you NO SHOW for your testing day, any test fees paid will not be refunded. You must login to TMU© using your username and password to REPAY and reschedule your test date.*

**Bed Bath – Whole Face and One Arm, Hand and Underarm**

- \_\_\_\_\_ 1. Perform hand hygiene. (Cover all surfaces of hands with hand sanitizer. Rub hands together until completely dry)
- \_\_\_\_\_ 2. Explain the procedure to the resident.
- \_\_\_\_\_ 3. Provide for privacy.
- \_\_\_\_\_ 4. Fill basin with warm water.
- \_\_\_\_\_ 5. Raise bed height.
- \_\_\_\_\_ 6. Cover resident with a bath blanket.
- \_\_\_\_\_ 7. Fanfold bed linens at least down to waist or move linens to opposite side.
- \_\_\_\_\_ 8. Remove resident's gown without exposing resident.
- \_\_\_\_\_ 9. Dispose of gown in designated laundry hamper.
- \_\_\_\_\_ 10. Wash face WITHOUT SOAP.
- \_\_\_\_\_ 11. Pat dry face.
- \_\_\_\_\_ 12. Place towel under arm, exposing one arm.
- \_\_\_\_\_ 13. Wash arm with soap.
- \_\_\_\_\_ 14. Wash hand with soap.
- \_\_\_\_\_ 15. Wash underarm soap.
- \_\_\_\_\_ 16. Rinse arm.
- \_\_\_\_\_ 17. Rinse hand.
- \_\_\_\_\_ 18. Rinse underarm.
- \_\_\_\_\_ 19. Pat dry arm.
- \_\_\_\_\_ 20. Pat dry hand.
- \_\_\_\_\_ 21. Pat dry underarm.
- \_\_\_\_\_ 22. Assist resident to put on a clean gown.
- \_\_\_\_\_ 23. Empty equipment.
- \_\_\_\_\_ 24. Rinse equipment.
- \_\_\_\_\_ 25. Dry basin.
- \_\_\_\_\_ 26. Return equipment to storage.
- \_\_\_\_\_ 27. Dispose of soiled linen in designated laundry hamper.
- \_\_\_\_\_ 28. Lower bed, if raised.
- \_\_\_\_\_ 29. Maintain respectful, courteous interpersonal interactions at all times.
- \_\_\_\_\_ 30. Place call light or signal calling device within reach of the resident.
- \_\_\_\_\_ 31. Perform hand hygiene. (Cover all surfaces of hands with hand sanitizer. Rub hands together until completely dry)

**Dressing Bedridden Resident**

- \_\_\_\_\_ 1. Perform hand hygiene. (Cover all surfaces of hands with hand sanitizer. Rub hands together until completely dry)
- \_\_\_\_\_ 2. Explain the procedure to the resident.
- \_\_\_\_\_ 3. Provide for privacy.
- \_\_\_\_\_ 4. Raise bed height
- \_\_\_\_\_ 5. Keep resident covered while removing gown.
- \_\_\_\_\_ 6. Remove gown from unaffected side first.
- \_\_\_\_\_ 7. Place used gown in designated laundry hamper.
- \_\_\_\_\_ 8. Dress the resident in a button-up shirt. Insert hand through the sleeve of the shirt and grasp resident's hand.
- \_\_\_\_\_ **9. When dressing the resident in a button-up shirt, always dress from the weak side first.**
- \_\_\_\_\_ 10. Assist the resident to raise his/her buttocks or turn the resident from side to side and draw the pants over the buttocks and up to the resident's waist.
- \_\_\_\_\_ **11. When dressing the resident in pants, always dress the weak side leg first.**
- \_\_\_\_\_ 12. Put on the resident's socks. Draw the socks up the resident's foot until they are smooth.
- \_\_\_\_\_ 13. Put on the resident's non-skid footwear, slip each non-skid footwear on the resident's feet.
- \_\_\_\_\_ 14. Leave the resident comfortably/properly dressed.
- \_\_\_\_\_ 15. Leave the resident in a position of safety.
- \_\_\_\_\_ 16. Lower bed, if raised.
- \_\_\_\_\_ 17. Maintain respectful, courteous interpersonal interactions at all times.
- \_\_\_\_\_ 18. Place call light or signaling device within easy reach of the resident
- \_\_\_\_\_ 19. Perform hand hygiene. (Cover all surfaces of hands with hand sanitizer. Rub hands together until completely dry)

**Foot Care One Foot**

- \_\_\_\_\_ 1. Perform hand hygiene. (Cover all surfaces of hands with hand sanitizer. Rub hands together until completely dry)
- \_\_\_\_\_ 2. Explain the procedure to the resident.
- \_\_\_\_\_ 3. Fill foot basin with warm water.
- \_\_\_\_\_ 4. **Put on Gloves**
- \_\_\_\_\_ 5. Remove a sock from the (right/left) foot. (The scenario read to you will specify right or left.)
- \_\_\_\_\_ 6. Immerse foot in warm water THEN verbalize that you would soak the foot 5 - 20 minutes.
- \_\_\_\_\_ 7. Use water and soapy washcloth.
- \_\_\_\_\_ 8. Wash entire foot.
- \_\_\_\_\_ 9. Wash between toes.
- \_\_\_\_\_ 10. Rinse entire foot. (Soapy wash cloth dipped in basin and wrung out is okay for rinsing.)
- \_\_\_\_\_ 10. Rinse between toes.
- \_\_\_\_\_ 12. Dry foot thoroughly.
- \_\_\_\_\_ **13. Dry thoroughly between toes.**
- \_\_\_\_\_ 14. Warm lotion by rubbing it between hands.
- \_\_\_\_\_ 15. Massage lotion over entire foot.
- \_\_\_\_\_ 16. Avoid getting lotion between the toes.
- \_\_\_\_\_ 17. If any excess lotion, wipe with a towel.
- \_\_\_\_\_ 18. Replace sock on foot.
- \_\_\_\_\_ 19. Empty basin & Rinse basin.
- \_\_\_\_\_ 20. Dry basin.
- \_\_\_\_\_ 21. Return basin to storage area.
- \_\_\_\_\_ 22. Place dirty linen in designated laundry hamper.
- \_\_\_\_\_ 23. Leave resident in position of safety in proper alignment in the chair.
- \_\_\_\_\_ 24. **Remove Gloves**
- \_\_\_\_\_ 25. Maintain respectful, courteous interpersonal interactions at all times.
- \_\_\_\_\_ 26. Place call light or signaling device within reach of resident.
- \_\_\_\_\_ 27. Perform hand hygiene. (Cover all surfaces of hands with hand sanitizer. Rub hands together until completely dry)

**Ambulation with Gait Belt**

- \_\_\_\_\_ 1. Perform hand hygiene. (Cover all surfaces of hands with hand sanitizer. Rub hands together until completely dry)
- \_\_\_\_\_ 2. Explain the procedure to the resident.
- \_\_\_\_\_ 3. Obtain gait belt for the resident.
- \_\_\_\_\_ **4. Lock bed brakes to ensure resident's safety.**
- \_\_\_\_\_ **5. Lock wheelchair brakes to ensure resident's safety.**
- \_\_\_\_\_ 6. Position bed so the resident's feet will rest comfortably flat on the floor when sitting on the bed.
- \_\_\_\_\_ 7. Bring resident to sitting position with resident's feet flat on the floor.
- \_\_\_\_\_ 8. Properly place gait belt around resident's waist.
- \_\_\_\_\_ 9. Tighten gait belt.
- \_\_\_\_\_ 10. Check gait belt for tightness by slipping fingers between gait belt and resident.
- \_\_\_\_\_ 11. Assist resident to put on non-skid footwear BEFORE standing.
- \_\_\_\_\_ 12. Bring resident to standing position.
- \_\_\_\_\_ 13. Use proper body mechanics at all times.
- \_\_\_\_\_ 14. Grasp gait belt.
- \_\_\_\_\_ 15. Stabilize resident.
- \_\_\_\_\_ 16. Ambulate resident at least 10 steps.
- \_\_\_\_\_ 17. Assist resident to pivot/turn.
- \_\_\_\_\_ 18. Sit resident in the wheelchair.
- \_\_\_\_\_ 19. Sit resident in a controlled manner.
- \_\_\_\_\_ 20. Ensure safety at all times.
- \_\_\_\_\_ 21. Remove gait belt.
- \_\_\_\_\_ 22. Maintain respectful, courteous interpersonal interactions at all times.
- \_\_\_\_\_ 23. Place call light or signal device within easy reach of the resident.
- \_\_\_\_\_ 24. Perform hand hygiene. (Cover all surfaces of hands with hand sanitizer. Rub hands together until completely dry)

**Mouth Care – Brushing Teeth**

- \_\_\_\_\_ 1. Perform hand hygiene. (Cover all surfaces of hands with hand sanitizer. Rub hands together until completely dry)
- \_\_\_\_\_ 2. Explain the procedure to the resident.
- \_\_\_\_\_ 3. Provide for privacy.
- \_\_\_\_\_ 4. Put on gloves only AFTER supplies have been gathered.
- \_\_\_\_\_ 5. Drape resident's chest with a towel (cloth or paper) to prevent soiling.
- \_\_\_\_\_ 6. Wet toothbrush.
- \_\_\_\_\_ 7. Apply toothpaste to toothbrush.
- \_\_\_\_\_ **8. Brush resident's teeth, including inner surfaces of upper & lower teeth, while verbalizing the surfaces you're cleaning.**
- \_\_\_\_\_ **9. Brush resident's teeth, including outer surfaces of upper & lower teeth, while verbalizing the surfaces you're cleaning.**
- \_\_\_\_\_ **10. Brush resident's teeth, including chewing surfaces of upper & lower teeth, while verbalizing the surfaces you're cleaning.**
- \_\_\_\_\_ 11. Clean resident's tongue.
- \_\_\_\_\_ 12. Assist the resident in rinsing mouth.
- \_\_\_\_\_ 13. Wipe resident's mouth.
- \_\_\_\_\_ 14. Remove soiled chest barrier.
- \_\_\_\_\_ 15. Place soiled chest barrier (cloth or paper) in the appropriate container.
- \_\_\_\_\_ 16. Empty emesis basin.
- \_\_\_\_\_ 17. Rinse emesis basin.
- \_\_\_\_\_ 18. Dry emesis basin.
- \_\_\_\_\_ 19. Rinse toothbrush.
- \_\_\_\_\_ 20. Return equipment to storage.
- \_\_\_\_\_ 21. Remove gloves turning inside out.
- \_\_\_\_\_ 22. Dispose of gloves in appropriate container.
- \_\_\_\_\_ 23. Leave resident in position of comfort.
- \_\_\_\_\_ 24. Place call light or signaling device within easy reach of the resident.
- \_\_\_\_\_ 25. Maintain respectful, courteous interpersonal interactions at all times.
- \_\_\_\_\_ 26. Perform hand hygiene. (Cover all surfaces of hands with hand sanitizer. Rub hands together until completely dry)

**Positioning Resident on Side**

- \_\_\_\_\_ 1. Perform hand hygiene. (Cover all surfaces of hands with hand sanitizer. Rub hands together until completely dry)
- \_\_\_\_\_ 2. Explain the procedure to resident.
- \_\_\_\_\_ 3. Provide for privacy.
- \_\_\_\_\_ 4. Position bed flat.
- \_\_\_\_\_ 5. Raise bed height.
- \_\_\_\_\_ **6. Raise side rail on side of the bed opposite working side of bed to provide safety.**
- \_\_\_\_\_ 7. From the working side of bed - move resident's upper body toward self.
- \_\_\_\_\_ 8. From the working side of the bed - move resident's hips toward self.
- \_\_\_\_\_ 9. From the working side of the bed - move resident's legs toward self.
- \_\_\_\_\_ 10. Assist/turn resident on his/her left/right side.(Side will be read to candidate by RN Test Observer.)
- \_\_\_\_\_ 11. Ensure that the resident's face never becomes obstructed by the pillow.
- \_\_\_\_\_ 12. Check to be sure resident is not lying on down side arm.
- \_\_\_\_\_ 13. Ensure resident is in correct body alignment.
- \_\_\_\_\_ 14. Place support devices under the resident's head.
- \_\_\_\_\_ 15. Place support devices under the resident's up side arm.
- \_\_\_\_\_ 16. Place support devices behind back.
- \_\_\_\_\_ 17. Place support devices between knees.
- \_\_\_\_\_ 18. Leave resident in a position of comfort and safety.
- \_\_\_\_\_ 19. Lower bed, if raised.
- \_\_\_\_\_ 20. Maintain respectful, courteous interpersonal interactions at all times.
- \_\_\_\_\_ 21. Place call light or signaling device within easy reach of the resident.
- \_\_\_\_\_ 22. Perform hand hygiene. (Cover all surfaces of hands with hand sanitizer. Rub hands together until completely dry)

### Assist Resident who is Dependent with a Meal

1. Perform hand hygiene on your hands. (Cover all surfaces of hands with hand sanitizer. Rub hands together until completely dry)
2. Explain the procedure to the resident.
3. Ask resident to state name and verify name matches the name on the diet card.
4. Position the resident in an upright position, at least 45 degrees.
5. Protect clothing from soiling by using napkin, clothing protector, or towel.
6. Perform hand hygiene for resident before assisting with their meal. (This means to give them a wet washcloth and towel)
7. Ensure resident's hands are dry BEFORE assisting with meal.
8. Position yourself at eye level facing the resident while assisting the resident with their meal.
9. Describe the foods being offered to the resident.
10. Offer each fluid frequently.
11. Offer small amounts of food at a reasonable rate.
12. Allow resident time to chew and swallow.
13. Wipe resident's face during meal at least one time.  
 \_\_\_\_\_ Actor will say, "I'm full" before all the solid food and fluids are gone.
14. Leave resident clean.
15. Leave resident in bed with head of bed set up to at least 30 degrees.
16. Record intake as a percentage of total solid food eaten on the previously signed recording form.
17. **Candidate's calculation must be within 25 percentage points of the RN Test Observer's.**
18. Record sum of estimated fluid intakes in ml on the previously signed recording form.
19. **Candidate's calculation must be within 60ml of the RN Test Observer's.**
20. Maintain respectful, courteous interpersonal interactions at all times.
21. Place call light or signaling device within easy reach of the resident.
22. Perform hand hygiene. (Cover all surfaces of hands with hand sanitizer. Rub hands together until completely dry)

### Stand and Pivot Transfer a Weight Bearing Resident from Bed to Wheelchair Using a Gaitbelt

1. Perform hand hygiene. (Cover all surfaces of hands with hand sanitizer. Rub hands together until completely dry)
2. Explain the procedure to the resident.
3. Obtain a gait belt.
4. **Lock bed brakes to ensure resident's safety.**
5. Assist resident in putting on non-skid footwear.
6. Position bed so resident's feet will be flat on floor when resident is sitting on the bed.
7. Assist resident to a sitting position.
8. Position wheelchair arm/wheel touching the side of the bed.
9. **Lock wheelchair brakes to ensure resident's safety.**
10. Place gait belt around waist to stabilize trunk.
11. Tighten gait belt.
12. Check gait belt for tightness by slipping fingers between gait belt and resident.
13. Face resident.
14. Grasp gait belt with both hands.
15. Bring resident to standing position.
16. Use proper body mechanics.
17. **Assist resident to pivot in a controlled manner that ensures safety.**
18. Sit resident in the wheelchair in a controlled manner that ensures safety.
19. Remove gait belt.
20. Maintain respectful, courteous interpersonal interactions at all times.
21. Place call light or signaling device within easy reach of the resident.
22. Perform hand hygiene. (Cover all surfaces of hands with hand sanitizer. Rub hands together until completely dry)

**Denture Care**

- \_\_\_\_\_ 1. Perform hand hygiene. (Cover all surfaces of hands with hand sanitizer. Rub hands together until completely dry)
- \_\_\_\_\_ 2. Explain the procedure to the resident.
- \_\_\_\_\_ 3. Line bottom of the sink with a WASH CLOTH to prevent damage to the dentures. (3 papertowels are ok too)
- \_\_\_\_\_ 4. Put on gloves.
- \_\_\_\_\_ 5. Apply denture cleanser.
- \_\_\_\_\_ 6. Remove denture from cup.
- \_\_\_\_\_ 7. Handle denture carefully to avoid damage.
- \_\_\_\_\_ 8. Handle denture carefully to avoid contamination.
- \_\_\_\_\_ 9. Thoroughly brush denture inner surfaces of upper or lower dentures. (Denture brush or toothbrush)
- \_\_\_\_\_ 10. Thoroughly brush denture outer surfaces of upper or lower dentures. (Denture brush or toothbrush)
- \_\_\_\_\_ 11. Thoroughly brush denture chewing surfaces of upper or lower dentures. (Denture brush or toothbrush)
- \_\_\_\_\_ 12. Rinse denture using clean cool water.
- \_\_\_\_\_ 13. Place denture in rinsed cup.
- \_\_\_\_\_ 14. Add cool clean water to denture cup.
- \_\_\_\_\_ 15. Rinse equipment. (Denture brush or toothbrush)
- \_\_\_\_\_ 16. Return equipment to storage.
- \_\_\_\_\_ 17. Discard protective lining in an appropriate container.
- \_\_\_\_\_ 18. Remove gloves, turning inside out as they are removed.
- \_\_\_\_\_ 19. Dispose of gloves in an appropriate container.
- \_\_\_\_\_ 20. Maintain respectful, courteous interpersonal interactions at all times.
- \_\_\_\_\_ 21. Place call light or signaling device within easy reach of the resident.
- \_\_\_\_\_ 22. Perform hand hygiene. (Cover all surfaces of hands with hand sanitizer. Rub hands together until completely dry)

**Apply an Anti- embolic Stocking to One Leg**

- \_\_\_\_\_ 1. Perform hand hygiene. (Cover all surfaces of hands with hand sanitizer. Rub hands together until completely dry)
- \_\_\_\_\_ 2. Explain the procedure to the resident.
- \_\_\_\_\_ 3. Raise bed height
- \_\_\_\_\_ 4. Provide for privacy.
- \_\_\_\_\_ 5. Provide for resident's privacy by only exposing one leg.
- \_\_\_\_\_ 6. Roll, gather or turn stocking down inside out to the heel.
- \_\_\_\_\_ 7. Place stocking over the resident's toes, foot, and heel.
- \_\_\_\_\_ 8. Roll OR pull stocking up the leg.
- \_\_\_\_\_ 9. Check toes for possible pressure from stocking.
- \_\_\_\_\_ 10. Adjust stocking as needed.
- \_\_\_\_\_ **11. Leave resident with stocking that is smooth/wrinkle free.**
- \_\_\_\_\_ 12. Lower bed, if it was raised.
- \_\_\_\_\_ 13. Maintain respectful, courteous interpersonal interactions at all times.
- \_\_\_\_\_ 14. Place call light or signal calling device within easy reach of the resident.
- \_\_\_\_\_ 15. Perform hand hygiene. (Cover all surfaces of hands with hand sanitizer. Rub hands together until completely dry)

**MORE TESTING NOTES**

On testing day you will need to bring your photo ID. It must be a non-foreign government issued, signed, unexpired, photo bearing, ID. Please note: You will not be admitted for testing if you do not bring proper identification. Be sure your ID is not expired. Check to be positive that both your FIRST and LAST names on your identification card match your current name of record in TMU. In the case where names do not match, this is considered a NO SHOW and you will have to reschedule and pay for another test and date. This includes hyphanated last names. Your entire name has to be IDENTICAL.

Testing Attire: You must be in full clinical attire (scrubs). No opened toed shoes are allowed. Scrubs and shoes can be any color/design. You may bring a standard watch with a second hand. No smart watches or fitness monitors are allowed. Long hair must be pulled back. Fingernails need to be short (no longer than ¼ inch in length), well-kept (filed, no jagged edges) and clean. Body piercings that are not covered by scrubs are not acceptable and must be removed or covered. Ear Gauges are not acceptable and must be replaced by flesh or clear plugs.