

Providing CNA testing solutions throughout **South Dakota!**

South Dakota Nursing Assistant Candidate Handbook

EFFECTIVE: January 1, 2024

PLEASE DIRECT YOUR INQUIRIES AS FOLLOWS:

South Dakota Health Care Association (SDHCA)(800) 952-3052

- ☞ Test Dates & Location Options at www.sdhca.org/cna
- ☞ CNA Test Results
- ☞ Name, mailing or email changes

South Dakota Board of Nursing.....(605) 362-2760

- ☞ Nurse Aide Registry Questions
- Check Registry Status On-line (www.nursing.sd.gov)

South Dakota Department of Health.....(605) 995-8057

- ☞ State & Federal Regulations

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INTRODUCTION

In 1987, the Nursing Home Reform Act was adopted by Congress as part of the Omnibus Budget Reconciliation Act (OBRA '87). It was designed to improve the quality of care in long-term health care facilities and to define training and evaluation standards for nurse aides who work in such facilities. Each state is responsible for following the terms of this federal law.

The South Dakota Department of Health monitors approved OBRA nurse aide training programs which provide specific standards for nurse aide related knowledge, skills and abilities. Their purpose is to make sure that Candidates who are seeking nurse aide certification understand these standards, can competently and safely perform the job of an entry-level nurse aide and are prepared to test.

The South Dakota Health Care Association has contracted with D&S Diversified Technologies-Headmaster, LLP, to provide tests and scoring services for the Certified Nurse Aide Test. This handbook is designed to help prepare Candidates for the South Dakota approved Certified Nurse Aide Test. There are two parts to the Certified Nurse Aide Test—a multiple-choice Knowledge/Oral Test and a Skill Test. Candidates must pass both parts of the test to be certified and listed on the Nurse Aide Registry.

To learn how to apply to take the Certified Nurse Aide Test, please contact the South Dakota Health Care Association at (800)952-3052 or visit www.sdhca.org/cna. This handbook should be kept for future reference.

REQUESTS FOR SPECIAL TEST ACCOMMODATIONS (ADA)

If you have a qualified disability, you may request special accommodations for your examination. Accommodations must be approved by the South Dakota Health Care Association in advance of your examination. Please contact the SDHCA office to request an ACCOMMODATION FORM or download it from the www.sdhca.org website and submit it to SDHCA along with the rest of your application materials. If the ADA is not approved before testing the candidate will not receive the accommodations on testing day.

Candidates with Temporary Disabilities

Please note that the Test Observer has the authority to deny testing to any candidate that expresses or has a noticeable temporary disability. The Skill Test includes some strenuous physical tasks. If the candidate cannot perform even one of the skill tasks due to a temporary disability, they should not come to the test site. Temporary disabilities such as knee injury, back injury, pregnancy, recent surgery, etc., which would preclude the candidate from safely performing even one of the skill tasks are all reasons for denying testing unless the candidate has a specific doctor's okay. The South Dakota Health Care Association, Headmaster, the Test Observer and Actor do not cover personal bodily or physical injury. Therefore, you will not be allowed to test if you have a temporary disability.

If you are experiencing a temporary disability and does not test within four months from their date of hire, document the specifics of the situation and file the documentation in the candidate's personnel file. You may call Diana Weiland at the South Dakota Department of Health, phone number (605)773-3356, and obtain further information. Please remember, if a Test Observer denies testing to a candidate because of a temporary disability they are acting in the best interests of the candidate.

Candidates with Permanent Disabilities

If you have a permanent disability and need an ADA accommodation, South Dakota Health Care association must be informed and the ADA Accommodations form(s) must be submitted with the regular application to the South Dakota Health Care Association.

THE REGISTRY

The South Dakota Board of Nursing maintains information regarding the certification/registry of nurse aides in South Dakota. Your CNA Verification Card can be obtained by visiting the SD Board of Nursing's website and looking under the Certified Nurse Aide section. The Registry operates according to federal and state requirements and guidelines. Anyone may contact the Registry to inquire about his or her status as a nurse aide. Contact the South Dakota State Board of Nursing at (605)362-2760 with questions about lapsed certification and transfer of certification to or from another state.

THE SOUTH DAKOTA NURSE AIDE COMPETENCY EXAM

Knowledge/Skill Testing Fees

The costs for an organization and/or individual to take the above exams are as follows:

Knowledge Test	\$78.50
Oral Knowledge Test <i>(optional in place of knowledge test)</i>	\$89.00 <i>(test is computer read)</i>
Skill Test	\$99.00

NOTE: Individuals must take a Knowledge Test and Skill Test.

Exam Check-In

- You should arrive at your assigned test site twenty (20) minutes before the test is to start.

Required Identification

- You must bring a photo ID or an approved substitute ID form, and your test notification letter.

Testing Policies

- If you arrive late for your test appointment, you will not be admitted.
- Cell phones, beepers or any other electronic devices are not permitted during testing and there is no place for storage of personal belongings.
- You are not permitted to bring personal belongings such as briefcases, large bags, study materials, extra books, or papers into the testing room. Any such materials brought into the testing room will be collected and returned to you when you have completed the test.
- You may bring a basic calculator.
- You may not take any notes or other materials from the testing room.
- You are not permitted to eat, drink or smoke during the test.
- If you are discovered causing a disturbance of any kind or engaging in any kind of misconduct, you will be dismissed from the test and reported to your state licensing agency. Decisions regarding disciplinary measures are the responsibility of your state licensing agency.
- No visitors, guests, pets or children are allowed during testing.

Security

Anyone who removes or tries to remove test material or information from the test site will be prosecuted. Study materials may not be brought to the test or used during testing. If you give or receive help from anyone during testing, the test will be stopped, your test will not be scored, you will be dismissed from the testing room and your name will be reported to the appropriate agency.

Test Results

South Dakota Health Care Association will provide test results to you and your employer or organization. The report will indicate whether you have passed or failed the Knowledge/Oral Test and/or Skill Test. If you failed, the report will indicate the content areas where you need improvement. If you have failed a test (Knowledge/Skill Test) you will need to retake the test you failed. After you have successfully passed both the Knowledge/Oral Test and Skill Test, you will be placed on the South Dakota Nurse Aide Registry. **Duplicate Pass/Fail Letters may be requested from SDHCA for \$15.00.**

Reporting Irregularities

You may report any irregularity that may or may not have had bearing on the outcome of your Certified Nurse Aide Test by requesting and completing a Reporting Irregularities Form. Contact the SDHCA office within 24 hours of the test at (800)952-3052.

THE KNOWLEDGE/ORAL TEST

The Test Observer will hand out materials and give instructions to those taking the paper Knowledge/Oral Test. On-line testing is performed by entering your answers on a computer. You will have ninety (90) minutes to complete the test. You will be told when fifteen (15) minutes are left to finish. You MAY NOT ask questions about the content of the test (such as “What does this question mean?”). You must score at least a **75%** in order to pass the Knowledge Test.

An Oral Test may be taken in place of the Knowledge Test if you have difficulty reading English. If you want to take the Oral Test you must request it when you submit your application. The Oral Test can be taken online with the test questions read to you and you enter your answers on a computer.

Your test may contain questions on which statistical information will be collected for use in constructing future tests. Your responses to these questions do not affect your score. They are mixed in with the scored questions and are not identified. All test materials must be left in the testing room. Anyone who takes or tries to take materials or information from the testing room is subject to prosecution.

Knowledge Test Content Outline

The knowledge test consists of 80 questions SELECTED from the nine (9) subject areas listed below:

- 1) **Safety— 7 questions**
 - Safety of residents, CNA's, organization safety issues and safety of organization personnel in general.
- 2) **Communication and Interpersonal Skills— 6 questions**
 - Any type communication, both verbal and nonverbal, written and spoken; any communication related to hearing, seeing, feeling, tasting or smelling.
- 3) **Infection Control— 7 questions**
 - Relating to the nature of infections; causes and prevention, correct methods and procedures for dealing with infection.

4) **Basic Rights— 6 questions**

- The rights residents are legally entitled to; organization and CNA roles in ensuring those rights; to include the promotion of resident's independence.

5) **Basic Nursing Skills, Data Collection and Personal Care— 24 questions**

- Broad subject area including any act or activity that would be considered a basic skill necessary to perform the job of a CNA, includes data acquisition, handling and routing.

6) **Role and Responsibility— 8 questions**

- Broad subject area including any act or activity or restorative services that would be considered part of the basic role or responsibility of a CNA in the workplace.

7) **Physical Health and Illness— 10 questions**

- Activities or acts performed by a CNA for or to residents that are personal in nature and accommodations necessary for functionally impaired residents.

8) **Mental Health and Illness— 7 questions**

- Mental processes of residents, signs and stages of mental states of residents both normal and care impaired; mental well-being and interaction of a CNA and co-workers.

9) **Aging Process— 5 questions**

- Awareness of developmental tasks associated with the aging process.

THE SKILL TEST

The purpose of the Skill Test is to assess your performance of nurse aide skills. You must score at least a 75% on each skill task without missing any key steps in order to pass the Skill Test. You will find a complete list of skill tasks printed later in this handbook. You will be assigned one of the following mandatory tasks as your first task:

- ❖ Emptying a Urinary Drainage Bag
- ❖ Toileting Using a Bedpan

You will also receive an additional two (2) or three (3) randomly selected tasks from the following list for you to perform on your Skill test. The steps that are listed for each skill are the steps required for a Nursing Assistant to completely demonstrate the skill task. You will be scored on these steps. If you fail the skill test you will have to take another skill test with three or four tasks on it, one of which will be one of the tasks you failed, one of the three mandatory tasks and 1 or 2 others that will be randomly chosen.

Latex / Powder Allergies

If you have an allergic reaction to latex or the powder in latex gloves, please bring latex/powder free gloves with you to the test site to use during your skill test.

What to Expect

- Each of the three or four scenarios associated with your three or four assigned tasks will be read to you immediately before you do each task.
- Listen carefully to all instructions given by the Test Observer. You may have the scenario repeated.
- Be sure you understand all instructions before you begin because you may not ask questions after the test begins.
- You will be given **thirty (30) minutes** to complete the three (3) or four (4) tasks. You must correctly perform all three (3) or four (4) tasks in order to pass the Skill Test. You will be told when 15 minutes remain.
- If you make a mistake while performing a task, say so and then repeat the required task. Once the Skill Test begins, the Tester Observer may not answer questions.

- If you fail one skill task, you will have to retest on three or four new skill tasks, one of which will be a task you failed.

Skill Test Instructions

The following instructions will be read by the Test Observer to each candidate before their skill test begins:

"I do not judge or evaluate your performance. I will be observing and recording whether or not you perform the steps on three or four tasks that make up your Skill Test. Headmaster staff in Helena, MT will score your test. I will not know whether or not you have passed or failed.

We are going to ask you to actually perform and demonstrate every step on three or four tasks that the computer has randomly chosen. You will have 30 minutes to complete three or four tasks (Observer only read number of tasks candidate has). I will let you know when 15 minutes remain.

You will begin with the first task of _____ (Observer read only the one that applies: Emptying Urinary Drainage Bag; Toileting Using Bedpan) followed by two or three other tasks, which will be read to you. You don't have to remember these tasks, because I will tell them to you again, one at a time, as you progress through the Skill Test. It may help you to talk yourself through each step as you perform your tasks.

Each task has its own scenario, which I will read to you before you begin. It may help you to relax if you picture yourself in your regular workplace and just demonstrate to me the way you normally perform each task. You may use any equipment necessary. You may move equipment as needed to accomplish your tasks. Try to relax, be calm, take charge and show me your best work.

I will read one scenario at a time to you. After I read the scenario to you, please actually demonstrate the task, beginning with entering the resident's room. I must see you perform each step. When you finish the task, tell me you are finished and move to the relaxation area. The Actor and I will set up for the next task and then I will come to the relaxation area to read the next scenario to you.

Any time during the Skill Test, until you run out of time or tell me you are finished, you may repeat or correct any task or any step on a task that you believe you did incorrectly. **You may ask me to reread any of the scenarios for you at any time during your Skill Test.**

When all tasks are finished, if you still have time remaining, you may go back and correct anything you think you performed incorrectly, or you may tell me you are finished with the Skill Test. I cannot answer any questions once we begin the test. Do you have any questions now?"

SKILL TASKS LISTING

Abdominal Thrust

1. Candidate is able to identify symptoms of choking. Evaluates choking by asking resident "Are you choking?"
2. Gets resident up out of wheelchair.
3. Stands behind resident and wraps arms around resident's waist.
4. Makes a fist with one hand.
5. Places the thumb side of the fist against the resident's abdomen.

6. Positions fist slightly above navel and below the xiphoid process.
7. Grasps fist with other hand, presses fist and hand lightly into the resident's abdomen and verbalizes an inward, upward thrust that is to be repeated at least 3-5 times.
8. Candidate stops and asks resident "Are you still choking?" Resident says, "I'm fine now."
9. Candidate should verbalize to the TO that they would repeat this procedure until it is successful or until victim loses consciousness.
10. Performs hand hygiene.
 - a. Applies hand sanitizer to palm of one hand.
 - b. Covers all surfaces of hands with hand sanitizer
 - c. Hands rubbed together until completely dry.

Ambulation with Cane or Walker

1. Knocks on door.
2. Introduces himself/herself appropriately to the resident.
3. Performs hand hygiene.
 - a. Applies hand sanitizer to palm of one hand.
 - b. Covers all surfaces of hands with hand sanitizer.
 - c. Hands rubbed together until completely dry.
4. Explains procedure to resident.
5. Assembles equipment as required.
6. Ensures chair is easily accessible.
7. Brings resident to sitting position.
8. Puts non-skid footwear on resident.
9. Places gait belt around resident below lower ribs and above waist to stabilize trunk.
10. Tightens gait belt so that the fingers of candidate's hand can be comfortably slipped up and under between the gait belt and resident.
11. Ensures safety by properly securing gait belt.
12. Positions cane or walker correctly.
13. Positions self appropriately to help resident stand always being aware to use correct body mechanics.
14. Assists resident to stand.
15. Stabilizes cane or walker. (Ensures resident stabilizes cane or walker.)
16. Positions self behind and slightly to side of resident.
17. Safely ambulates resident at least 10 steps.
18. Assists resident to pivot and sit in the chair.
19. Removes gait belt, if it was used.
20. Returns walker/cane to appropriate storage area.
21. Maintains respectful, courteous interpersonal interactions at all times.
22. Leaves call light or signal calling device within easy reach of the resident.
23. Performs hand hygiene.
 - a. Applies hand sanitizer to palm of one hand.
 - b. Covers all surfaces of hands with hand sanitizer
 - c. Hands rubbed together until completely dry.

Ambulation with Use of Gait Belt

1. Knocks on door.
2. Introduces himself/herself appropriately to the resident.
3. Performs hand hygiene.
 - a. Applies hand sanitizer to palm of one hand.
 - b. Covers all surfaces of hands with hand sanitizer
 - c. Hands rubbed together until completely dry.
4. Obtains gait belt.
5. Explains procedure to be performed to the resident.
6. Lowers bed to lowest position.
7. Puts non-skid footwear on resident.
8. Places gait belt around resident below lower ribs and above waist to stabilize trunk.
9. Tightens gait belt so that fingers of candidate's hand can be comfortably slipped up and under between the gait belt and resident.
10. Brings resident to standing position using proper body mechanics.
11. With one hand grasping gait belt, that stays in proper position, and the other stabilizing the resident by holding forearm, shoulder, or using other appropriate method to stabilize, ambulates resident 10 steps.
12. Assists resident to sit in the chair: Pivots, and sits resident using proper mechanics.
13. Removes gait belt.
14. Properly stores gait belt.
15. Maintains respectful, courteous interpersonal interactions at all times.
16. Leaves call light or signal calling device within easy reach of the resident.
17. Performs hand hygiene.
 - a. Applies hand sanitizer to palm of one hand.
 - b. Covers all surfaces of hands with hand sanitizer
 - c. Hands rubbed together until completely dry.

Applying Anti-embolic Stockings

1. Knocks on door.
2. Introduces himself/herself appropriately to the resident.
3. Performs hand hygiene.
 - a. Applies hand sanitizer to palm of one hand.
 - b. Covers all surfaces of hands with hand sanitizer
 - c. Hands rubbed together until completely dry.
4. Explains procedure to resident.
5. Elevates bed to appropriate working height.
6. Provide for resident's privacy by only exposing one leg.
7. Rolls, gathers or turns stocking down inside out to the heel.
8. Places stocking over the toes, foot, and heel.
9. Rolls OR pulls up the leg.
10. Ensures stocking is placed with the heel properly aligned.
11. Adjusts stocking as needed.
12. Lowers bed, if raised.
13. Applied stocking is smooth and wrinkle free.
14. Maintains respectful, courteous interpersonal interactions at all times.

15. Leaves call light or signal calling device within easy reach of the resident.
16. Treated resident gently during entire procedure.
17. Performs hand hygiene.
 - a. Applies hand sanitizer to palm of one hand.
 - b. Covers all surfaces of hands with hand sanitizer
 - c. Hands rubbed together until completely dry.

Blood Pressure

1. Knocks on door.
2. Introduces himself/herself appropriately to the resident.
3. Performs hand hygiene.
 - a. Applies hand sanitizer to palm of one hand.
 - b. Covers all surfaces of hands with hand sanitizer
 - c. Hands rubbed together until completely dry.
4. Explains procedure to resident.
5. Provides for resident's privacy.
6. Assists resident into a comfortable sitting or recumbent position with forearm relaxed and supported in a palm-up position, approximately at the level of the heart.
7. Rolls resident's sleeve up about 5 inches above the elbow and applies the appropriate size cuff around the upper arm just above the elbow.
8. Cleans earpieces of stethoscope appropriately and places in ears.
9. Locates brachial artery by feeling brachial pulse just above bend of elbow.
10. Places stethoscope over brachial artery and holds snugly in place.
11. Inflates cuff.
12. Attempts blood pressure reading no more than two times on an arm.
13. Slowly releases air from cuff to disappearance of pulsations.
14. Removes cuff.
15. Records reading on recording form provided.
16. Candidate's recorded systolic blood pressure is within 4 points of the Observer's.
17. Candidate's recorded diastolic blood pressure is within 4 points of the Observer's.
18. Utilizes appropriate equipment:
 - a. Correct size cuff
 - b. Two alcohol swabs
 - c. Recording form and pencil
19. Maintains respectful, courteous interpersonal interactions at all times.
20. Leaves call light or signal calling device within easy reach of the resident.
21. Performs hand hygiene.
 - a. Applies hand sanitizer to palm of one hand.
 - b. Covers all surfaces of hands with hand sanitizer
 - c. Hands rubbed together until completely dry.

Brushing Teeth

1. Knocks on door.
2. Introduces himself/herself appropriately to the resident.
3. Performs hand hygiene.
 - a. Applies hand sanitizer to palm of one hand.
 - b. Covers all surfaces of hands with hand sanitizer
 - c. Hands rubbed together until completely dry.
4. Explains procedure to the resident.
5. Provides for resident's privacy.
6. Drapes the chest/bed to protect from soiling.
7. Puts on disposable gloves.
8. Applies toothpaste to toothbrush.
9. Gently brushes resident's teeth, including the *inner surfaces* of all upper and lower teeth. If available, toothettes may be utilized instead of the toothbrush as long as all of the surfaces listed above are cleaned.
10. Gently brushes resident's teeth, including the *outer surfaces* of all upper and lower teeth.
11. Gently brushes resident's teeth, including the *chewing surfaces* of all upper and lower
12. Cleans tongue and gums.
13. Assists resident in rinsing mouth.
14. Wipes resident's mouth as needed.
15. Removes soiled drape.
16. Discards soiled drape in appropriate container.
17. Leaves resident in position of comfort and safety.
18. Empties emesis basin.
19. Cleans emesis basin.
20. Rinses toothbrush.
21. Returns all equipment to storage.
22. Places towel in linen hamper.
23. Removes gloves, turning gloves inside out as they are removed.
24. Disposes of gloves in an appropriate container. Utilizes appropriate equipment:
 - a. Toothbrush or toothette
 - b. Emesis basin
 - c. Glass of water
25. Maintains respectful, courteous interpersonal interactions at all times.
26. Leaves call light or signal calling within easy reach of the resident.
27. Performs hand hygiene.
 - a. Applies hand sanitizer to palm of one hand.
 - b. Covers all surfaces of hands with hand sanitizer
 - c. Hands rubbed together until completely dry.

Changing an Occupied Bed

1. Knocks on door.
2. Introduces himself/herself appropriately to the resident.
3. Performs hand hygiene.
 - a. Applies hand sanitizer to palm of one hand.
 - b. Covers all surfaces of hands with hand sanitizer
 - c. Hands rubbed together until completely dry.
4. Gathers clean linen and transports correctly away from the body.
5. Places clean linen on a barrier in the room or over the back of the chair.
 - a. One bottom fitted sheet
 - b. One top flat sheet
 - c. One pillowcase
 - d. One blanket
 - e. One bedspread
 - f. One dirty linen hamper provided in the room
6. Explains procedure to resident.
7. Provides privacy.
8. Elevates bed to appropriate working height.
9. Resident is to remain covered at all times with the sheet.
10. Raises side rail/ assist bar opposite working side of bed or asks Test Observer to stand on the opposite side of the bed.
11. Rolls or fan folds soiled linen, soiled side inside, to the center of the bed.
12. Places clean bottom sheet along the center of the bed and rolls or fanfolds linen against resident's back and unfolds remaining half. Pulls corners tightly in place and tucks sheet securely under the mattress as necessary.
13. Raises second side rail/ assist bar or asks Test Observer to stand opposite working side of the bed and assists the resident to roll over the bottom linen, preventing trauma and avoidable pain to resident.
14. Removes soiled linen without shaking. Avoids placing clean or dirty linen on the overbed table. Avoids touching linen to uniform.
15. Discards soiled linen in linen hamper.
16. Pulls through and smooths out the clean bottom linen.
17. Places clean top linen over covered resident. Removes used linen keeping resident unexposed at all times.
18. Tucks in top linen.
19. Makes toe pleat.
20. Applies clean pillowcase, with zippers and/or tags to inside.
21. Gently lifts resident's head to replace the pillow.
22. Leaves resident in position of comfort and safety.
23. Leave resident in a neatly made bed.
24. Maintains respectful, courteous interpersonal interactions at all times.
25. Leaves call light or signal calling device within easy reach of the resident.
26. Performs hand hygiene.
 - a. Applies hand sanitizer to palm of one hand.
 - b. Covers all surfaces of hands with hand sanitizer.
 - c. Hands rubbed together until completely dry.

Denture Care

1. Knocks on door.
2. Introduces himself/herself appropriately to the resident.
3. Performs hand hygiene.
 - a. Applies hand sanitizer to palm of one hand.
 - b. Covers all surfaces of hands with hand sanitizer.
 - c. Hands rubbed together until completely dry.
4. Explains procedure to resident.
5. Provides for resident's privacy.
6. Puts on disposable gloves.
7. Lines sink with a washcloth.
8. Removes dentures from cup while handling dentures carefully to avoid damage.
9. Thoroughly brushes dentures, *including the inner, outer, and chewing surfaces* of upper and lower dentures. Toothettes may be utilized instead of a toothbrush as long as all of the surfaces listed above are cleaned.
10. Rinses dentures using clean cool water.
11. Places dentures in rinsed cup.
12. Adds cool clean water to the cup.
13. Drapes resident with a towel.
14. Cleans and rinses resident's mouth.
15. Brushes gums/tongue with toothbrush and toothpaste.
16. Rinses thoroughly with water OR mouthwash.
17. Wipes residue from resident's face.
18. Returns resident to position of comfort and safety.
19. Cleans equipment and returns to storage.
20. Removes towel and disposes of used linen in linen hamper.
21. Removes gloves, turning gloves inside out as they are removed.
22. Disposes of gloves in an appropriate container.
23. Maintains respectful, courteous interpersonal interactions at all times.
24. Utilizes appropriate equipment:
 - a. Denture container/emesis basin
 - b. Denture brush or toothettes
 - c. Toothpaste
 - d. Glass of water or mouthwash
25. Leaves call light or signal calling device within reach of the resident.
26. Performs hand hygiene.
 - a. Applies hand sanitizer to palm of one hand.
 - b. Covers all surfaces of hands with hand sanitizer
 - c. Hands rubbed together until completely dry.

Emptying a Urinary Drainage Bag

1. Knocks on door.
2. Introduces himself/herself appropriately to the resident
3. Performs hand hygiene.
 - a. Applies hand sanitizer to palm of one hand.
 - b. Covers all surfaces of hands with hand sanitizer
 - c. Hands rubbed together until completely dry.
4. Explains procedure to resident.
5. Pulls curtain - provides for privacy.
6. Puts on disposable gloves.
7. Places a barrier on the floor under the drainage bag.
8. Places the graduate on the barrier.
9. Assures the bag is below the bladder at all times.
10. Assures the drainage tube is not kinked.
11. Opens the drain to allow the urine to flow into the graduate.
12. Allows all the urine to flow into the graduate.
13. Avoids touching the tip of the tubing to the graduate.
14. Clamps tubing.
15. Wipes the drain with alcohol.
16. Inserts a plug or protective cap into tubing or into holder.
17. Measures output.
18. Empties and cleans receptacle.
19. Removes gloves, turning gloves inside out as they are removed.
20. Disposes of gloves in an appropriate container.
21. Turns on clean running water.
22. Wets hands.
23. Applies soap to hands.
24. Rubs hands together using friction.
25. Lathers all surfaces of hands:
 - a. i.e.—palms, back of hands and between fingers
26. Rubs hands together, using friction, for at least 15 seconds
27. Cleans under fingernails
28. Interlaces fingers pointing downward.
29. Rinses hands thoroughly under running water with fingers pointed downward.
30. Dries hands on clean paper towel(s).
31. Turns off faucet with a clean, dry paper towel.
32. Discards paper towel(s) to trash container as used.
33. Does not recontamination hands at any time during handwashing procedure.
34. Records the output on the recording form provided.
35. Candidate's measurement is within 25 cc/ml of the correct amount.
36. Leaves resident in a position of safety and comfort.
37. Places call light within reach.
38. Maintains respectful, courteous interpersonal interactions.

Fluid Intake

1. Performs hand hygiene.
 - a. Applies hand sanitizer to palm of one hand.
 - b. Covers all surfaces of hands with hand sanitizer
 - c. Hands rubbed together until completely dry.
2. Candidate observes dinner tray. Uses recording form, pencil, and/or calculator to estimate the number of cc or ml consumed.
3. Candidate decides on cc or ml of fluid “consumed” from each container.
4. Candidate calculates grand total cc/ml “consumed” from all containers.
5. Candidate obtains total fluid “consumed” in cc or ml.
6. Candidate records the total cc or ml “consumed” from the tray on recording form provided.
7. Pre-measured total and candidate’s calculated total are within required range.
8. Equipment utilized:
 - a. **Two clear 8oz (240cc or ml) glasses: one clear 4oz (120cc or ml) placed on a tray**
 - b. Calculator optional (**candidate may bring if desired**).
 - c. Recording form and pencil for candidate
9. Performs hand hygiene.
 - a. Applies hand sanitizer to palm of one hand.
 - b. Covers all surfaces of hands with hand sanitizer
 - c. Hands rubbed together until completely dry.

Gown and Gloves

1. Performs hand hygiene.
 - a. Applies hand sanitizer to palm of one hand.
 - b. Covers all surfaces of hands with hand sanitizer
 - c. Hands rubbed together until completely dry.
2. Candidate faces the back opening of the gown.
3. Candidate unfolds the gown.
4. Candidate places arms through each sleeve.
5. Candidate secures the neck opening.
6. Candidate secures the waist, making sure that the back flaps completely cover clothing.
7. Candidate puts on gloves.
8. Wrists are covered by either gown or glove.
9. Removes gloves before removing the gown.
10. Removes gloves, and turns gloves inside out as they are removed.
11. Dispose of the gloves in an appropriate container.
12. Unfastens the gown at the neck.
13. Unfastens the gown at the waist.
14. Removes the gown by folding the soiled area to the soiled area.
15. Disposes of the gown in an appropriate container.
16. Performs hand hygiene.
 - a. Applies hand sanitizer to palm of one hand.
 - b. Covers all surfaces of hands with hand sanitizer
 - c. Hands rubbed together until completely dry.

Hair Care

1. Knocks on door.
2. Introduces himself/herself appropriately to the resident.
3. Performs hand hygiene.
 - a. Applies hand sanitizer to palm of one hand.
 - b. Covers all surfaces of hands with hand sanitizer
 - c. Hands rubbed together until completely dry.
4. Utilizes appropriate equipment:
 - a. Brush, comb or hair pick
5. Explains procedure to the resident.
6. Asks resident how they would like their hair combed.
7. Combs/brushes hair gently and completely.
8. Leaves hair neatly brushed, combed and/or styled.
9. Ensures that clothing is free of dandruff and hair.
10. Maintains respectful, courteous interpersonal interactions at all times.
11. Leaves call light or signal calling device within easy reach of the resident.
12. Performs hand hygiene.
 - a. Applies hand sanitizer to palm of one hand.
 - b. Covers all surfaces of hands with hand sanitizer
 - c. Hands rubbed together until completely dry.

Mouthcare of a Comatose Resident

1. Knocks on door.
2. Introduces himself/herself appropriately to the resident.
3. Performs hand hygiene.
 - a. Applies hand sanitizer to palm of one hand.
 - b. Covers all surfaces of hands with hand sanitizer
 - c. Hands rubbed together until completely dry.
4. Explains procedure to the resident.
5. Provides for resident's privacy.
6. Ensures resident's safety.
7. Positions resident upright with head turned well to one side, as appropriate to avoid choking or aspiration –OR– positions resident on side, as appropriated to avoid choking or aspiration.
8. Drapes chest/bed as needed to protect from soiling.
9. Puts on disposable gloves.
10. Uses toothettes.
11. Uses diluted mouthwash.
12. Uses water or diluted mouthwash with a clean toothette to rinse.
13. Gently and thoroughly cleans inside of mouth, including the *gums*.
14. Gently and thoroughly cleans inside of mouth, including the *tongue*.
15. Gently and thoroughly cleans inside of mouth, including the *inner surfaces of all upper and lower teeth*.
16. Gently and thoroughly cleans inside of mouth, including the *outer surfaces of all upper and lower teeth*.
17. Gently and thoroughly cleans inside of the mouth, including the *chewing surfaces of all upper and lower teeth*.
18. Cleans and dries face.
19. Returns resident to position of comfort and safety.

20. Cleans and replaces equipment.
21. Discards disposable items in waste can.
22. Removes drape.
23. Discards towel(s) and washcloth(s) in linen hamper.
24. Removes gloves, turning gloves inside out as they are removed.
25. Disposes of gloves in an appropriate container.
26. Maintains respectful, courteous interpersonal interactions at all time.
27. Leaves call light or signal calling device within easy reach of the resident.
28. Performs hand hygiene.
 - a. Applies hand sanitizer to palm of one hand.
 - b. Covers all surfaces of hands with hand sanitizer
 - c. Hands rubbed together until completely dry.

Nail Care

1. Knocks on door.
2. Introduces himself/herself appropriately to the resident.
3. Performs hand hygiene.
 - a. Applies hand sanitizer to palm of one hand.
 - b. Covers all surfaces of hands with hand sanitizer
 - c. Hands rubbed together until completely dry.
4. Explains procedure to the resident.
5. Ensures resident's safety. Locks wheelchair brakes.
6. Obtains warm water.
7. Immerses nails in comfortably warm water and soaks for at least five (5) minutes. The five minutes may be verbalized after the nails have been placed in warm water.
8. Gently cleans under nails with file or nailbrush. Nails may be cleaned as they soak.
9. Dries hands thoroughly, being careful to dry between fingers.
10. Gently pushes cuticle back with towel or orange stick.
11. Offers to cut nails.
12. Cleans equipment and returns to storage.
13. Discards towel in linen hamper.
14. Utilizes appropriate equipment:
 - a. Basin with warm water
 - b. Nail file
15. Maintains respectful, courteous interpersonal interactions at all times.
16. Leaves call light or signal calling device within easy reach of the resident.
17. Performs hand hygiene.
 - a. Applies hand sanitizer to palm of one hand.
 - b. Covers all surfaces of hands with hand sanitizer
 - c. Hands rubbed together until completely dry.

Modified Partial Bed Bath

1. Knocks on door.
2. Introduces himself/herself appropriately to the resident.
3. Performs hand hygiene.
 - a. Applies hand sanitizer to palm of one hand.
 - b. Covers all surfaces of hands with hand sanitizer
 - c. Hands rubbed together until completely dry.
4. Explains procedure to the resident.
5. Provides privacy.
6. Ensures resident safety as appropriate.
7. Raises bed to appropriate working height, between mid-thigh and waist.
8. Covers resident with a bath blanket. Removes top bed linens. Fanfolds to bottom of the bed or places aside.
9. Removes resident's gown.
10. Fills basin with comfortably warm water.
11. Puts on disposable gloves.
12. Washes face first (WITHOUT SOAP).
13. Dries face.
14. Washes hands using soap.
15. Rinses hands.
16. Dries hands.
17. Washes underarm with soap.
18. Rinses underarm.
19. Dries underarm.
20. Assists resident to put on a clean gown.
21. Properly cleans and stores all equipment used.
22. Disposes of dirty laundry in linen hamper.
23. Removes gloves, turning gloves inside out as they are removed.
24. Disposes of gloves in an appropriate container.
25. Maintains respectful, courteous interpersonal interactions at all times.
26. Utilizes appropriate equipment:
 - a. Wash cloth
 - b. Bath towel
 - c. Basin of warm water
27. Leaves call light or signal calling device within easy reach of the resident.
28. Performs hand hygiene.
 - a. Applies hand sanitizer to palm of one hand.
 - b. Covers all surfaces of hands with hand sanitizer
 - c. Hands rubbed together until completely dry.

Partial Dressing of Resident

1. Knocks on door.
2. Introduces himself/herself appropriately to the resident.
3. Performs hand hygiene.
 - a. Applies hand sanitizer to palm of one hand.
 - b. Covers all surfaces of hands with hand sanitizer
 - c. Hands rubbed together until completely dry.
4. Explains the procedure to the resident.
5. While removing gown, provides for the resident's privacy by appropriately keeping resident covered.
6. Removes gown from strong (unaffected) side first.
7. Places used gown in laundry hamper.
8. When dressing the resident in a shirt or sweater, the candidate inserts their hand through the sleeve of the shirt or sweater and grasps the hand of the resident, dressing from the weak (affected) side first.
9. Leaves the resident comfortably and properly dressed.
10. Leaves call light or signaling device within easy reach of the resident.
11. Performs hand hygiene.
 - a. Applies hand sanitizer to palm of one hand.
 - b. Covers all surfaces of hands with hand sanitizer
 - c. Hands rubbed together until completely dry.

Passing Fresh Water

1. Knocks on door.
2. Introduces himself/herself appropriately to the resident.
3. Performs hand hygiene.
 - a. Applies hand sanitizer to palm of one hand.
 - b. Covers all surfaces of hands with hand sanitizer
 - c. Hands rubbed together until completely dry.
4. Assembles equipment as required:
 - a. Ice (marbles used as simulated ice)
 - b. Scoop
 - c. Pitcher, other appropriate equipment
5. Scoops ice (marbles used as simulated ice) into water pitcher.
6. Properly uses and stores ice scoop:
 - a. Does not allow ice to touch hand and fall back into container.
 - b. Scoop placed in appropriate receptacle after each use.
 - c. Or uses ice dispenser without contaminating water.
7. Adds water to pitcher.
8. Returns pitcher to resident.
9. Does not bring ice/water source into the resident's room.
10. No contamination occurred at any time during the task.
11. Maintains respectful, courteous interpersonal interactions at all times.
12. Leaves call light or signal calling device within easy reach of the resident.
13. Performs hand hygiene.
 - a. Applies hand sanitizer to palm of one hand.
 - b. Covers all surfaces of hands with hand sanitizer
 - c. Hands rubbed together until completely dry.

Position Resident on their Side in Bed

1. Knocks on door.
2. Introduces himself/herself appropriately to the resident.
3. Performs hand hygiene.
 - a. Applies hand sanitizer to palm of one hand.
 - b. Covers all surfaces of hands with hand sanitizer
 - c. Hands rubbed together until completely dry.
4. Explains what is to be done and how the resident may help.
5. Provides privacy.
6. Raises bed to working height. (Between mid-thigh and waist level.)
7. Positions bed flat.
8. Removes pillow from under resident's head.
9. Ensures resident safety as appropriate by checking that the bed brakes are locked.
10. Raises side rail/assist bar on _____ side of the bed, if bed has side rail/assist bar.
11. From working side of the bed moves upper body toward self.
12. From working side of the bed moves hips toward self.
13. From working side of the bed moves legs toward self.
14. Crosses upper leg over lower leg.
15. Assists/turns resident on side, either toward raised side rail /assist bar or physically moves to opposite side of the bed and turns resident toward self.
16. Resident is placed on the correct side that was read to him/her in the scenario.
17. Places support devices, (examples: pillows, wedges, blankets, etc.), to maintain correct body alignment and protect bony prominences.
18. Support devices should be placed under the resident's head.
19. Support devices should be placed under the resident's upside arm.
20. Support devices should be placed behind the resident's back.
21. Support devices should be placed between the resident's knees.
22. Lowers bed, if it was raised.
23. Maintains respectful, courteous interpersonal interactions at all times.
24. Leaves call light or signal calling device within easy reach of the resident.
25. Performs hand hygiene.
 - a. Applies hand sanitizer to palm of one hand.
 - b. Covers all surfaces of hands with hand sanitizer
 - c. Hands rubbed together until completely dry.

Range of Motion Exercise

1. Knocks on door.
2. Introduces himself/herself appropriately to the resident.
3. Performs hand hygiene.
 - a. Applies hand sanitizer to palm of one hand.
 - b. Covers all surfaces of hands with hand sanitizer
 - c. Hands rubbed together until completely dry.
4. Explains procedure to the resident.
5. Provides for resident's privacy.
6. Positions resident supine and in good body alignment.
7. Correctly supports the extremity/joint being exercised.

8. Moves the shoulder joint through flexion, extension, rotation, abduction, and adduction as appropriate for each joint.
9. Moves the shoulder joint through flexion, extension, rotation, abduction, and adduction at least three times.
10. Moves the elbow joint through flexion, extension as appropriate for each joint.
11. Moves the elbow joint through flexion, extension at least three times.
12. Moves the wrist joint through flexion, extension, rotation as appropriate for each joint.
13. Moves the wrist joint through flexion, extension, rotation at least three times.
14. Moves the hip joint through flexion, extension, rotation, abduction, and adduction as appropriate for each joint.
15. Moves the hip joint through flexion, extension, rotation, abduction, and adduction at least three times.
16. Moves the knee joint through flexion, extension as appropriate for each joint.
17. Moves the knee joint through flexion, extension at least three times.
18. Moves the ankle joint through flexion, extension as appropriate for each joint.
19. Moves the ankle joint through flexion, extension at least three times.
20. Does not cause discomfort or pain and does not force any joint beyond the point of free movement.
21. Maintains respectful, courteous interpersonal interactions at all times.
22. Leaves call light within easy reach of the resident.
23. Performs hand hygiene.
 - a. Applies hand sanitizer to palm of one hand.
 - b. Covers all surfaces of hands with hand sanitizer
 - c. Hands rubbed together until completely dry.

Resident Requiring Dining Assistance

1. Knocks on door before entering room.
2. Performs hand hygiene.
 - a. Applies hand sanitizer to palm of one hand.
 - b. Covers all surfaces of hands with hand sanitizer
 - c. Hands rubbed together until completely dry.
3. Explains procedure to the resident.
4. Looks at diet card to check that the resident has received the correct tray.
5. Positions the resident in an upright position, at least 45 degrees.
6. Protects clothing from soiling by using napkin or clothing protector.
7. Provides hand hygiene for resident BEFORE feeding.
 - a. Candidate may use hand sanitizer by covering all surfaces of resident's hand and rubbing until completely dry.
 - b. Or Candidate may wash resident's hands using a wet soapy wash cloth.
8. Dries resident's hands BEFORE feeding, if a wet wash cloth was used.
9. Sits down facing the resident while feeding the resident or assumes other posture so candidate is at eye level with the resident.
10. Describes the foods being offered to the resident.
11. Offers fluid frequently.
12. Offers small amounts of food at a reasonable rate.
13. Allows resident time to chew and swallow.
14. Wipes resident's hands and face during meal utilizing napkin, not the clothing protector.

15. Provides hand hygiene for resident AFTER feeding.
 - a. Candidate may use hand sanitizer by covering all surfaces of resident's hands and rubbing until completely dry.
 - b. Or Candidate may wash resident's hands using a wet soapy washcloth.
16. Dries resident's hands AFTER feeding, if wet wash cloth was used.
17. Leaves resident clean and in a position of comfort.
18. Discards soiled linens correctly, if used.
19. Records intake in percentage of total solid food eaten on recording form provided.
20. Candidate's calculation must be within 25 percentage points of the Observers.
21. Candidate records fluid intake in cc/ml's on recording form provided.
22. The candidate's calculation must be within 40cc/ml's of the Observers.
23. Performs hand hygiene.
 - a. Applies hand sanitizer to palm of one hand.
 - b. Covers all surfaces of hands with hand sanitizer
 - c. Hands rubbed together until completely dry.
24. Maintains respectful, courteous interpersonal interactions at all times.
25. Leaves call light or signaling device within easy reach of the resident.

Toileting Using a Bedpan

1. Knocks on door.
2. Introduces himself/herself appropriately to the resident.
3. Performs hand hygiene.
 - a. Applies hand sanitizer to palm of one hand.
 - b. Covers all surfaces of hands with hand sanitizer
 - c. Hands rubbed together until completely dry.
4. Explains the procedure to the resident.
5. Ensures resident safety at all times.
6. Provides privacy for resident.
7. Does not contaminate or cross contaminate at any point during task.
 - a. Such as: touch bedrail, call light, over bed table.
8. Puts on disposable gloves.
9. Positions resident on bedpan correctly.
10. Uses correct body mechanics when placing resident on bedpan.
11. Leaves call light and tissue within reach of resident and moves to a pre-designated area in the room.
12. When signaled, candidate returns.
13. Verbalizes procedure for perineal care. Verbalization MUST include wiping from front to back.
14. Safely removes the bedpan from under the resident.
15. Empties bedpan into a graduate.
16. Washes/assists resident to wash and dry hands.
17. Measures output.
18. Empties and cleans receptacle. Flushes toilet if used.
19. Removes gloves; turning gloves inside out as they are removed.
20. Disposes of gloves in an appropriate container.
21. Turns on clean running water
22. Wets hands.
23. Applies soap to hands.

24. Rubs hands together, using friction.
25. Lathers all surfaces of hands:
 - a. i.e. --- palms, back of hands and between fingers
26. Lathers wrists using soap.
27. Rubs hands together for at least 15 seconds.
28. Cleans under fingernails.
29. Interlaces fingers pointing downward.
30. Rinses hands thoroughly under running water with fingers pointed downward.
31. Dries hands on clean paper towel(s).
32. Turns off faucet with a clean, dry paper towel.
33. Discards paper towel(s) to trash container as used.
34. Does not re-contaminate hands at any point during the procedure.
35. Records output on recording form provided.
36. Candidate's measurement reading is within 25cc/ml's of Observer's reading.
37. Maintains respectful, courteous interpersonal interactions at all times.
38. Leaves call light or signal calling device within reach of the resident.
39. Utilizes appropriate equipment:
 - a. Washcloth or disposable peri-cloth
 - b. Graduated cylinder

Transfer from Bed to Wheelchair Using a Gait Belt

1. Knocks on door.
2. Introduces himself/herself appropriately to the resident.
3. Performs hand hygiene.
 - a. Applies hand sanitizer to palm of one hand.
 - b. Covers all surfaces of hands with hand sanitizer
 - c. Hands rubbed together until completely dry.
4. Obtains a gait belt.
5. Explains the procedure to be performed to the resident.
6. Positions wheelchair next to the bed.
7. Ensures resident's safety. Locks wheelchair brakes.
8. Ensures resident's safety. Locks bed brakes.
9. Ensures the resident's feet are flat on the floor.
10. Brings resident to a sitting position using proper body mechanics.
11. Assists resident in putting on non-skid footwear. (Slippers or socks)
12. Places gait belt around resident below lower ribs and above waist to stabilize trunk.
13. Tightens gait belt so that four fingers of candidate's hand can be slipped up and under between gait belt and resident.
14. Brings resident to a standing position using proper mechanics.
15. Grasps the gait belt that stays in proper position, with one hand placed up and under the gait belt and the other hand stabilizing resident by holding forearm, shoulder, or using another appropriate method to stabilize the resident, transfers resident from bed to wheelchair.
16. Assists resident to pivot and sit in a controlled manner that ensures safety.
17. Does not ambulate resident.
18. Removes gait belt.

19. Maintains respectful, courteous interpersonal interactions at all times.
20. Leaves call light or signal calling device within easy reach of the resident.
21. Performs hand hygiene.
 - a. Applies hand sanitizer to palm of one hand.
 - b. Covers all surfaces of hands with hand sanitizer
 - c. Hands rubbed together until completely dry.

Transfer from Wheelchair to Bed Using a Gait Belt

1. Knocks on door.
2. Introduces himself/herself appropriately to the resident.
3. Performs hand hygiene.
 - a. Applies hand sanitizer to palm of one hand.
 - b. Covers all surfaces of hands with hand sanitizer
 - c. Hands rubbed together until completely dry.
4. Obtains a gait belt.
5. Explains the procedure to be performed to the resident.
6. Positions wheelchair next to the bed.
7. Ensures resident's safety. Locks wheelchair brakes.
8. Ensures resident's safety. Locks bed brakes.
9. Assists resident in putting on non-skid footwear (slippers or socks).
10. Places gait belt around resident below lower ribs and above waist to stabilize trunk.
11. Tightens gait belt so that four fingers of candidate's hand can be slipped up and under between gait belt and resident.
12. Brings resident to standing position using proper body mechanics.
13. Grasps the gait belt, that stays in proper position, with one hand placed up and under the gait belt and the other hand stabilizing resident by holding forearm, shoulder, or using another appropriate method to stabilize the resident, transfers resident from bed to wheelchair.
14. Assists resident to pivot and sit on bed in a controlled manner that ensures safety.
15. Does not ambulate resident.
16. Removes gait belt.
17. Assists resident in removing non-skid footwear. (slippers or socks)
18. Assists resident to move to center of bed and lie, supporting extremities as necessary.
19. Makes sure resident is comfortable and in good body alignment.
20. Maintains respectful, courteous interpersonal interactions at all times.
21. Leaves call light or signal calling device within easy reach of the resident.
22. Performs hand hygiene.
 - a. Applies hand sanitizer to palm of one hand.
 - b. Covers all surfaces of hands with hand sanitizer
 - c. Hands rubbed together until completely dry.

Vital Signs - Pulse and Respiration

1. Knocks on door.
2. Introduces himself/herself appropriately to the resident.
3. Performs hand hygiene.
 - a. Applies hand sanitizer to palm of one hand.
 - b. Covers all surfaces of hands with hand sanitizer
 - c. Hands rubbed together until completely dry.
4. Explains procedure to resident.
5. Ensures resident's safety.
6. Locates the radial pulse by placing tips of fingers on thumb side of the resident's wrist.
7. Counts pulse for 60 seconds.
8. Candidate records pulse on the recording form provided.
9. Candidate's recorded pulse rate is within 4 beats of Observer's recorded rate.
10. Candidate counts respirations for 60 seconds.
11. Candidate records respirations on the recording form provided.
12. Candidate's recorded respiratory rate is within 2 breaths of the Observer's recorded rate.
13. Utilizes appropriate equipment:
 - a. Recording form and pen
14. Maintains respectful, courteous interpersonal interactions at all times.
15. Leaves call light or signal calling device within easy reach of the resident.
16. Performs hand hygiene.
 - a. Applies hand sanitizer to palm of one hand.
 - b. Covers all surfaces of hands with hand sanitizer
 - c. Hands rubbed together until completely dry.

SAMPLE QUESTIONS

The following questions are samples of the kinds of questions that you will find on the Knowledge/ Oral Test. Check your answers to these questions in the box below. Also see practice tests on line at www.sdhca.org/cna.

1. Linen from an isolated room should be placed:

- (a) in a wastepaper basket lined with a red bag
- (b) with all other linens
- (c) in a laundry hamper, at least two doors away
- (d) in a hamper lined with a yellow biohazard laundry bag

2. Before giving a back rub, the bottle of lotion can be placed in a basin of warm water for several minutes so that:

- (a) the bottle is sanitary
- (b) the lotion will not be cold
- (c) the lotion will be easier to apply
- (d) the lotion will relieve itching

3. Clean linens that touch the floor should be:

- (a) picked up quickly and placed back on the clean linen cart
- (b) used immediately on the next resident's bed
- (c) considered dirty and placed in the soiled linen hamper
- (d) used only in the room whose floor the linen fell on

4. A soft, synthetic fleece pad placed beneath the client:

- (a) takes pressure off the back
- (b) provides warmth for the client
- (c) gives the client a sense of security
- (d) should only be used with bedridden clients

5. A client's psychological needs:

- (a) should be given minor consideration
- (b) make the client withdrawn and secretive
- (c) are nurtured by doing everything for the client
- (d) are nurtured when clients are treated like individuals

Answers: 1D | 2B | 3C | 4A | 5D

KNOWLEDGE EXAM VOCABULARY STUDY LIST

abandonment	anger
abdominal thrust	antibacterial
abduction pillow	anti-embolitic stocking
abnormal vital signs	anxiety
abuse	aphasia
accidents	apical
accountable	apnea
activities	applying gloves
adaptive	appropriate response
adaptive devices	arteries
adduction	arthritis
ADLs	aspiration
admission	assistive device
admitting resident	atrophy
advance directives	authorized duty
affected side	axillary temperature
aging process	bacteria
agitation	bargaining
AIDS	basic needs
alarms	bath water temperature
Alzheimer's	bathing
ambulation	bed cradle
amputees	bed height
anatomy	bed making

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bed position	catastrophic reactions
bedpan	catheter
bedrails	catheter care
bedrest	cc's in an ounce
behavior	central nervous system
behavioral care plan	cerebral vascular accident
beliefs	certification suspension
biohazard	chain of command
bipolar	charge nurse
bipolar disorder	charting
bladder training	chemical restraint
blindness	chemical safety
blood borne pathogen	choking
blood pressure	chronic
body alignment	circulation
body fluids	clarification
body mechanics	cleaning spills
body systems	clear liquid diet
body temperature	clergy
bowel program	cold application
BP	cold compress
breathing	cold pack
broken equipment	colostomy bag
burnout	colostomy care
burns	coma
call light	combative resident
cancer	comfort care
cane	communicable
cardiac arrest	communication
cardiovascular system	compensation
care impaired	competency evaluation program
care plan	conduct
care planning	confidentiality
cares	conflict
cast	
cataracts	

conflict resolution
confused resident
congestive heart failure
constipation
constrict
contaminated equipment
contamination
continuity
contracture
converting measures
COPD
Coronary Artery Disease
cueing
cultural
CVA
data collection
death & dying
decubitus ulcer
de-escalation
dehydration
delegation
dementia
denial
denture care
dentures
depression
development
developmental disability
diabetes
dialysis
diastolic
diet
digestion
dilate
disability
discharging resident

disease
disease process
disinfection
disoriented
disposing of contaminated materials
disrespect
dizziness
DNR
documentation
domestic abuse
draw sheet
dressing
droplets
drowsy
drug tolerance
dry skin
dying
dysphagia
edema
elastic stockings
elderly
elevate head
elimination
emergency
emesis
emesis basin
emotional abuse
emotional stress
emotional support
empathy
emphysema
end of life care
epilepsy
ethics
etiquette

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evacuation

exercise

extremity

eye glasses

falls

fasting

fecal impaction

feces

feeding

financial abuse

fire

fire safety

first aid

flexed

fluid

Foley catheter

foot board

foot care

foot drop

Fowler's

fractures

fraud

frayed cord

free from disease

frequent urination

gait belt

gastric feedings

gastrostomy tube

geriatrics

germ transmission

gerontology

gestures

gifts

gloves

grand mal seizure

grieving process

guardian

hair care

hallucination

hand care

hand washing

hazardous substance

hazardous waste

health-care team

hearing aid

hearing impaired

hearing loss

heart

heart muscle

heat application

height

Heimlich maneuver

helping residents

hepatitis A

hepatitis B

hip prosthesis

HIPAA

HIV

hoarding

holistic care

hormones

hospice

hydration

hyperventilation

I&O

immune system

impaired

impairment

incident report

incontinence

indwelling catheter

infection

infection control

infection prevention

infectious disease

informed consent

initial observations

in-service programs

insomnia

intake

intake and output

integumentary system

inter-generational care

interpersonal skills

intoxicated resident

invasion of privacy

isolation

IV care

jaundice

kidney failure

legal ethics

liability

life support

lift/draw sheet

linen

liquid diet

listening

living will

log roll

loose teeth

low sodium diet

making occupied bed

male perineal care

mandatory reporting of
allegations

Maslow

masturbation

material safety data
sheets

MDS

measuring height

mechanical lift

mechanical soft diet

medication
administration

medications

memory

memory loss

mental health

mental retardation

mentally impaired

metastasis

microorganism

military time

minerals

misappropriation of
property

mistreatment

mobility

mouth care

moving

MSDS

multiple sclerosis

muscle spasms

musculoskeletal

nail care

needles

neglect

negligence

new resident

nonverbal
communication

nosocomial

South Dakota Nursing Assistant Candidate Handbook

NPO
nurse's station
nursing assistant's role
nutrition
objective
OBRA
obsessive compulsive
official records
ombudsman
open-ended questions
oral care
oral hygiene
oral temperature
orientation
oriented
osteoporosis
ostomy bag
output
oxygen
pain
pain management
palliative care
paralysis
paranoia
Parkinson's
partial assistance
partial bath
passive
pathogens
patience
perineal care
personal belongings
personal care
personal items
personal protective equipment

personal values
pet therapy
phantom pain
phone etiquette
physical change
physical needs
physiology
pillaging
pill-rolling
plaque
plate rim
policy book
positioning
positioning devices
positioning resident
post mortem care
post-operative pneumonia
post-surgical care
PPE
pressure ulcer
preventing falls
preventing injury
privacy
progressive
prone
prosthesis
prothesis
psychological needs
pulmonary disease
pulse
quadrant
quality of life
RACE (acronym)
radial
ramps

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range of motion	restraint alternative
rationalization	resume
reality orientation	rights
rectal	safety
refusal	safety procedures
regulation	sanitizer
rehabilitation	scale
religious service	scope of practice
reminiscence therapy	seclusion
reminiscing	security
renewal	seizure
renewal of certification	self-esteem
reporting	semi fowlers
reporting abuse	sensory system
repositioning	sexual harassment
resident abuse	sexual needs
resident belongings	sexuality
resident identification	sharps container
resident independence	shaving
resident pictures	shearing of skin
resident right	side rails
residents	skin
Resident's Bill of Rights	skin integrity
resident's chart	slander
resident's environment	smoking
resident's families	social needs
respectful treatment	social worker
respiration	soiled linen
respiratory symptoms	specimen
respiratory system	spills
responding to resident behavior	spiritual needs
responsibility	sputum
restorative	stages of pressure ulcer
restorative care	standard precautions
restraint	stealing
	stereotypes

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stethoscope
stool specimen
stress
stroke
strong side
subjective
substance abuse
suicide
sundowning
supine
supplemental feedings
survey
swelling
systolic
task
telephone etiquette
temperature
terminal illness
terminology
threatening resident
tips
toenails
trachea
transfers
transport bag
transporting
transporting food
treating residents with respect
tub bath

tube feeding
tubing
twice daily
tympanic
types of care
unaffected
unconscious
unethical behavior
unsteady
urinary catheter bag
urinary system
urine
violent behavior
vision change
vital signs
vitamins
vocabulary
vomit
walker
wandering resident
warm application
water faucets
water intake
water temperature
weighing
weight
wheelchair safety
white blood cells
withdrawn resident
workplace violence