



D&S Diversified Technologies LLP

Headmaster LLP

Michigan Nurse Aide Candidate Handbook

EFFECTIVE: January 1, 2025

Version 5

Updates Effective January 1, 2025

The Skill Tasks have been updated. Changes are in **red** font.

The Vocabulary Words have been updated. Changes are in **red** font.

The Identification Section has been updated.

Contact Information

<p>Questions regarding: testing process • test scheduling • eligibility to test (888) 401-0462</p> <p>Questions regarding: Nurse Aide Registry- renewals, reciprocity • obtaining information on official regulations and guidelines for nurse aides • obtaining information regarding approved training programs</p> <p style="text-align: right;">..... <i>Nurse Aide Phone</i> (517) 284-8961 <i>Bureau Phone</i> (517) 335-1980 <i>Email:</i> BCHS-CNA-Registry@michigan.gov</p>		
<p><i>D&S Diversified Technologies (D&SDT), LLP- Headmaster, LLP</i> PO Box 6609 Helena, MT 59604</p> <p>Email: michigan@hdmaster.com Web Site: www.hdmaster.com</p>	<p><i>Monday through Friday 7:00AM – 7:00PM Central Standard Time (CST)</i></p> <p><i>8:00AM – 8:00PM Eastern Standard Time (EST)</i></p> <p>Michigan TMU© Webpage: mi.tmutest.com</p>	<p>Phone #: (888) 401-0462</p> <p>Fax #: (406) 442-3357</p>
<p><i>Michigan Department of Licensing and Regulatory Affairs (LARA) - Bureau of Community and Health Systems (BCHS)</i> <i>Health Facility Professional and Nurse Aide Section</i> PO Box 30664 Lansing, MI 48909</p> <p>Email: BCHS-CNA-Registry@michigan.gov Michigan Nurse Aide Web Site: https://www.michigan.gov/lara/0,4601,7-154-89334_63294_75200--_00.html</p>	<p><i>Monday through Friday 8:00AM – 5:00PM Central Standard Time (CST)</i></p>	<p>Phone #: (517) 284-8961 <i>Nurse Aide</i></p> <p>Phone #: (517) 335-1980 <i>Bureau Phone</i></p>

Table of Contents

INTRODUCTION	1
MICHIGAN NURSE AIDE REGISTRY REQUIREMENTS	1
OUT-OF-STATE TRAINING WAIVER FOR MICHIGAN TEST ELIGIBILITY	1
AMERICANS WITH DISABILITIES ACT (ADA)	2
ADA COMPLIANCE.....	2
THE MICHIGAN NURSE AIDE COMPETENCY EXAM	3
PAYMENT INFORMATION	3
COMPLETE YOUR ACCOUNT IN TMU©	3
FORGOT YOUR PASSWORD AND RECOVER YOUR ACCOUNT	6
SCHEDULE A MICHIGAN NURSE AIDE EXAM	8
<i>Self-Pay of Testing Fees in TMU©</i>	9
<i>Schedule/Reschedule a Test</i>	11
<i>Test Confirmation Letter</i>	13
CHECK/VIEW YOUR TMU© NOTIFICATIONS	14
TIME FRAME FOR TESTING FROM TRAINING PROGRAM COMPLETION.....	16
EXAM CHECK-IN	16
TESTING ATTIRE.....	16
IDENTIFICATION	16
INSTRUCTIONS FOR THE KNOWLEDGE EXAM, REMOTELY PROCTORED KNOWLEDGE EXAM, AND SKILL TESTS	17
TESTING POLICIES	18
<i>Access the Candidate Handbook and Testing Instructions</i>	19
SECURITY	20

RESCHEDULE A TEST	20
REFUND OF TESTING FEES PAID	21
<i>Scheduled in a Test Event</i>	21
<i>Not Scheduled in a Test Event</i>	21
UNFORESEEN CIRCUMSTANCES POLICIES.....	22
NO-SHOW STATUS	22
<i>No-Show Exceptions</i>	22
CANDIDATE FEEDBACK – EXIT SURVEY.....	23
TEST RESULTS.....	23
<i>Access your Test Results in your TMU© Account</i>	24
TEST ATTEMPTS.....	26
RETAKE THE NURSE AIDE EXAM.....	26
TEST REVIEW REQUESTS.....	27
THE KNOWLEDGE/AUDIO EXAM.....	28
KNOWLEDGE EXAM CONTENT	28
<i>Subject Areas</i>	29
SELECT AN AUDIO VERSION OF THE KNOWLEDGE EXAM.....	29
REMOTELY PROCTORED KNOWLEDGE EXAM OPTION.....	30
<i>Remotely Proctored Knowledge Exam Candidate Requirements</i>	30
<i>Schedule a Remotely Proctored Knowledge Exam</i>	31
<i>Remotely Proctored Knowledge Exam Check-In</i>	31
<i>Remotely Proctored Knowledge Exam Policies</i>	32
SELF-ASSESSMENT READING COMPREHENSION EXAM.....	32
KNOWLEDGE PRACTICE TEST	35
THE MANUAL SKILL TEST	36
SKILL TEST RECORDING FORM	36
SKILL TEST TASKS	37
SKILL TASKS LISTING	37
Apply a Knee-high Anti-embolic (Elastic) Stocking to a Resident’s Leg	37
Assist a Resident to Ambulate using a Gait belt.....	38
Assist a Resident with the use of a Bedpan, Measure and Record Urine Output with Hand Washing	39
Catheter Care for a Female Resident with Hand Washing	40
Denture Care – Clean an Upper or Lower Denture	41
Donn [Put On] PPE (Gown and Gloves), Empty a Urinary Drainage Bag, Measure and Record Urine Output, and Doff [Remove] PPE with Hand Washing	41
Dress a Resident with an Affected (Weak) Side in Bed	43
Assist a Dependent Resident with a Meal in Bed.....	43
Foot Care for a Resident on One Foot.....	44
Modified Bed Bath- Whole Face and One Arm, Hand and Underarm Armpit	45
Mouth Care—Brush a Resident’s Teeth	46
Passive Range of Motion for a Resident’s Hip and Knee	46
Passive Range of Motion for a Resident’s Shoulder	47
Perineal Care for a Female Resident with Hand Washing	48
Position a Dependent Resident in Bed on their Side	49
Transfer a Resident from their Bed to a Wheelchair using a Gait Belt	50
Vital Signs – Count and Record a Resident’s Radial Pulse and Respirations.....	50
KNOWLEDGE EXAM VOCABULARY LIST	52

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 healthcare facilities and to define training and evaluation standards for nursing aides who work in such facilities. Each state is responsible for following the terms of this federal law.

As defined in the OBRA regulations, a Nurse Aide Competency Evaluation program provides specific standards for nurse aide-related knowledge and skills. A nurse aide competency evaluation program aims to ensure that candidates seeking to be nurse aides understand these standards and can competently and safely perform the job of an entry-level nurse aide.

This handbook describes the nurse aide competency examination process and is designed to help prepare candidates for testing. The examination has a multiple-choice knowledge exam and a skill test. Candidates must pass both parts to be identified and listed on the Michigan Nurse Aide Registry.

The Michigan Department of Licensing and Regulatory Affairs Bureau of Community and Health Systems (LARA-BCHS) has approved D&S Diversified Technologies, LLP (D&SDT)-Headmaster, LLP to provide tests and scoring services for nurse aide testing. For questions not answered in this handbook, please contact D&SDT-HEADMASTER at (888)401-0462 or go to D&SDT-HEADMASTER's [Michigan Nurse Aide \(NA\) webpage](#) or at www.hdmaster.com and click on 'Michigan CNA'. The information in this handbook will help you prepare for your examination.

Michigan Nurse Aide Registry Requirements

The Michigan Nurse Aide Registry (MINAR) lists the names of nurse aides who, through training, testing, and experience, meet federal and/or state requirements to work as nurse aides in Michigan. The Registry includes substantiated findings of nurse aide abuse, neglect, misappropriation of resident property, or exploitation involving a nurse aide at a Michigan Department of Licensing and Regulatory Affairs (LARA) regulated facility.

Upon successful completion of training, passing both the knowledge and skills portions of the competency exam, and meeting federal and/or state requirements, a nurse aide candidate will be listed on the MINAR. A newly trained nurse aide candidate must pass the knowledge and skills exams within 24 months of completing a training program. To apply for your certificate and be placed on the registry, go to MI-NATES:

- Click here for a helpful guide to walk you through the account setup instructions: [MILogin/MI-NATES Account Setup Guide](#).
- Click here to view the [MI-NATES user guide for Nurse Aides](#).

Out-of-State Training Waiver for Michigan Test Eligibility

If you are a nurse aide candidate from one of the states listed below who has completed a training program that meets the Michigan requirements for reciprocity (see below) but has not successfully completed a nurse aide competency exam, you will be required to successfully complete the Michigan competency examination within 24 months of your documented completion of training in another state that Michigan has reciprocity with.

Michigan requirements for reciprocity include, but are not limited to:

- ❖ The training program is consistent with the Federal Code of Regulations,
- ❖ requires a minimum of 75 course hours before taking a competency evaluation examination and
- ❖ does not exempt candidates from the training course hours or testing.

MICHIGAN APPROVED STATES FOR RECIPROCITY

The following states meet or exceed the Michigan requirements:

ALABAMA	KANSAS	NORTH DAKOTA
ALASKA	KENTUCKY	OHIO
ARIZONA	LOUISIANA	OKLAHOMA
ARKANSAS	MAINE	OREGON
CALIFORNIA	MISSISSIPPI	PENNSYLVANIA
COLORADO	MISSOURI	SOUTH CAROLINA
CONNECTICUT	NEBRASKA	SOUTH DAKOTA
GEORGIA	NEVADA	TENNESSEE
HAWAII	NEW HAMPSHIRE	TEXAS
IDAHO	NEW JERSEY	UTAH
ILLINOIS	NEW MEXICO	WASHINGTON
INDIANA	NEW YORK	WISCONSIN
IOWA		

To apply for an Out-of-State Training Waiver for Test Eligibility, fill out the Out-of-State Training Waiver for Michigan Test Eligibility by browsing to the D&SDT-HEADMASTER’s [Michigan webpage](#). You will need to attach your proof of training when you submit the form.

Once your completed waiver and required documentation has been received, D&SDT-HEADMASTER staff will determine if you are eligible to test. You must have a valid email address in order to receive your TMU© login user name and temporary password. Once you have received your username and password, you must log into TMU© at mi.tmutest.com and pick a test event and location of your choosing. Upon passing both the knowledge and skill exams within three attempts, your name will be placed on the MINAR.

Americans with Disabilities Act (ADA)

ADA Compliance

The Michigan Department of Licensing and Regulatory Affairs (LARA) and D&SDT-HEADMASTER provide reasonable accommodations for candidates with disabilities or limitations that may affect their ability to perform the nurse aide competency examination. Accommodations are granted in accordance with the Americans with Disabilities Act (ADA).

If you have a qualified disability or limitation, you may request special accommodations for examination. D&SDT-Headmaster must approve accommodations in advance of examination. Complete the [ADA Accommodation Request Application](#) found on the Michigan TMU© main page under ‘APPLICATIONS’ to be reviewed for accommodation.

ADA Accommodation Request Applications submitted without the required supporting documentation of a diagnosed disability will not be reviewed until the required documentation is provided. D&SDT-HEADMASTER will email you if further documentation or information is required using the email in your TMU© account. **Please allow additional time for your request to be approved.** If you have questions regarding the ADA review process or specific required documentation, please call D&SDT-HEADMASTER at (888)401-0462.

The Michigan Nurse Aide Competency Exam

Payment Information

Exam Description	Price
INITIAL: Knowledge/Audio Exam AND Skill Test 1st Attempt: For both component pricing for first-time test takers	\$175.00
RETAKE: Knowledge/Audio Exam 2 nd & 3 rd Attempt(s) Retake	\$175.00
RETAKE: Skill Test 2 nd & 3 rd Attempt(s) Retake	\$175.00

Complete your Account in TMU©

Your initial information will be entered in D&SDT-HEADMASTER’s TestMaster Universe© (TMU©) software.

IMPORTANT: Before you can test, you must sign in to your TMU© account using your secure Email or Username and Password and complete/verify your demographic information.

- It is highly recommended that you sign in to your account, update your password, and complete/verify your demographic information when you receive your confirmation email from TMU© (check your junk/spam mail) that your account has been created.

If you do not know your Username and/or Password, enter your email address and click “Forgot Your Password?” You will be asked to re-enter your email and click “Recover Your Account.” A ‘reset password link’ will be sent to your email; make sure you check your junk/spam mail for this email (see instructions under ‘**Forgot your Password and Recover your Account**’). If you cannot sign in for any reason, contact D&SDT-HEADMASTER at (888)401-0462 during regular business hours, 8:00AM to 8:00PM ET/7:00AM to 7:00PM CT Monday through Friday, excluding holidays.

The screen you will see the first time you sign in to your TMU© account with the demographic information you need to enter to complete your TMU© account on the next page:

Screen you will see the first time you sign in to your TMU@ account with the **demographic information you need to enter to complete your account:**

TMU MICHIGAN

Tests Trainings Employment Billing Downloads Profile

Home > Setup Account

Setup Account

We're Sorry, Your Account Still Needs Some Info
Enter the below information to finish setting up your account.

FIRST * MIDDLE LAST * SUFFIX

SOCIAL SECURITY # * BIRTHDATE * PHONE *
Encrypted for your safety

ADDRESS *

CITY * STATE ZIPCODE *

MI

Enter the blank * fields and then click on Finish Account Setup

DISCLAIMER
By completing your account you consent to your name and certification status being publicly listed on the Michigan registry

Finish Account Setup

You will receive a message that your account has been set up.

TMU MICHIGAN

Tests Trainings Employment Billing Downloads Profile

Thanks, your account has now been setup.

Welcome, Sample!

Testing Your Profile

Your Certifications

No certifications on record.

This is the Michigan TMU© main page:

mi.tmutest.com

TMU
MICHIGAN

Sign In

How can we help you today?

Available Test Dates

Search Michigan Registry

Read FAQ

Sign In

USERNAME OR EMAIL

PASSWORD

REMEMBER ME

Sign In

Forgot Your Password?

Forgot Your Password and Recover your Account

If you do not remember your password, follow the 'Forgot Your Password and Recover Your Account' screenshots below to reset your password and recover your account:

Sign In

USERNAME OR EMAIL

PASSWORD

REMEMBER ME

Sign In

(Forgot Your Password?)

*Click on-
Forgot Your Password?*

TMU MICHIGAN

Sign In

Recover Your Account

Using your Email Address

E-MAIL ADDRESS *

Recover Account

OR

Using other Information

LAST 4 OF SSN *

DATE OF BIRTH *

LAST NAME *

ZIP CODE *

Recover Account

Type in your Email Address

Click on – Recover Account

You will receive an email with the reset link. Click on the link to reset your password.

-OR- If you have already completed your account, you can type in the requested data under Using other Information

Click on - Recover Account

You will receive a message that a password reset link has been emailed to you.

TMU MICHIGAN

Sign In

Recover Your Account

We have e-mailed your password reset link! Please allow a few minutes for the email to be delivered.

Using your Email Address

E-MAIL ADDRESS *

Recover Account

OR

Using other Information

LAST 4 OF SSN *

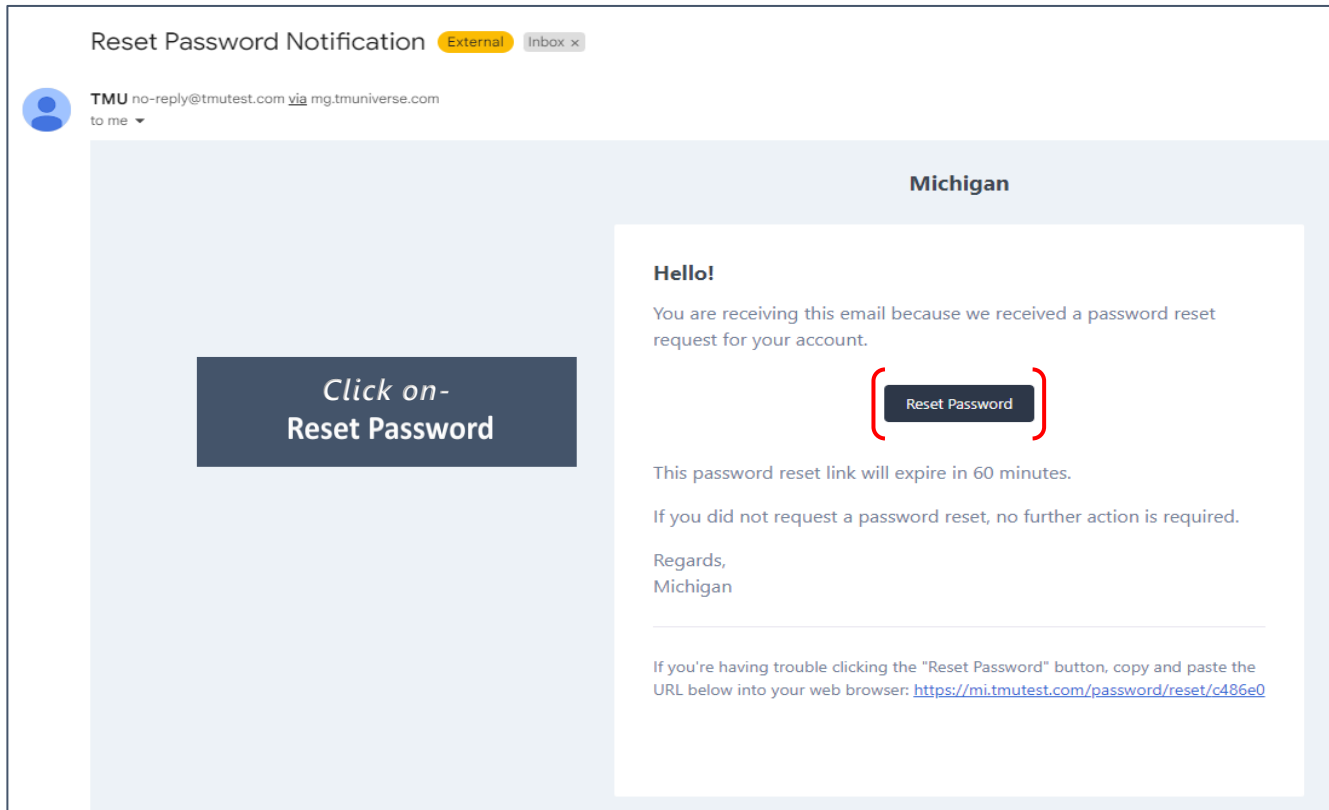
DATE OF BIRTH *

LAST NAME *

ZIP CODE *

Recover Account

This is what the email will look like (check your junk/spam folder for the email):



Note: If you do not reset your password right away, the link will expire in 60 minutes, and after that time, you will need to request a new link.

Reset Your Password

E-MAIL ADDRESS
sample@sampleemail.com

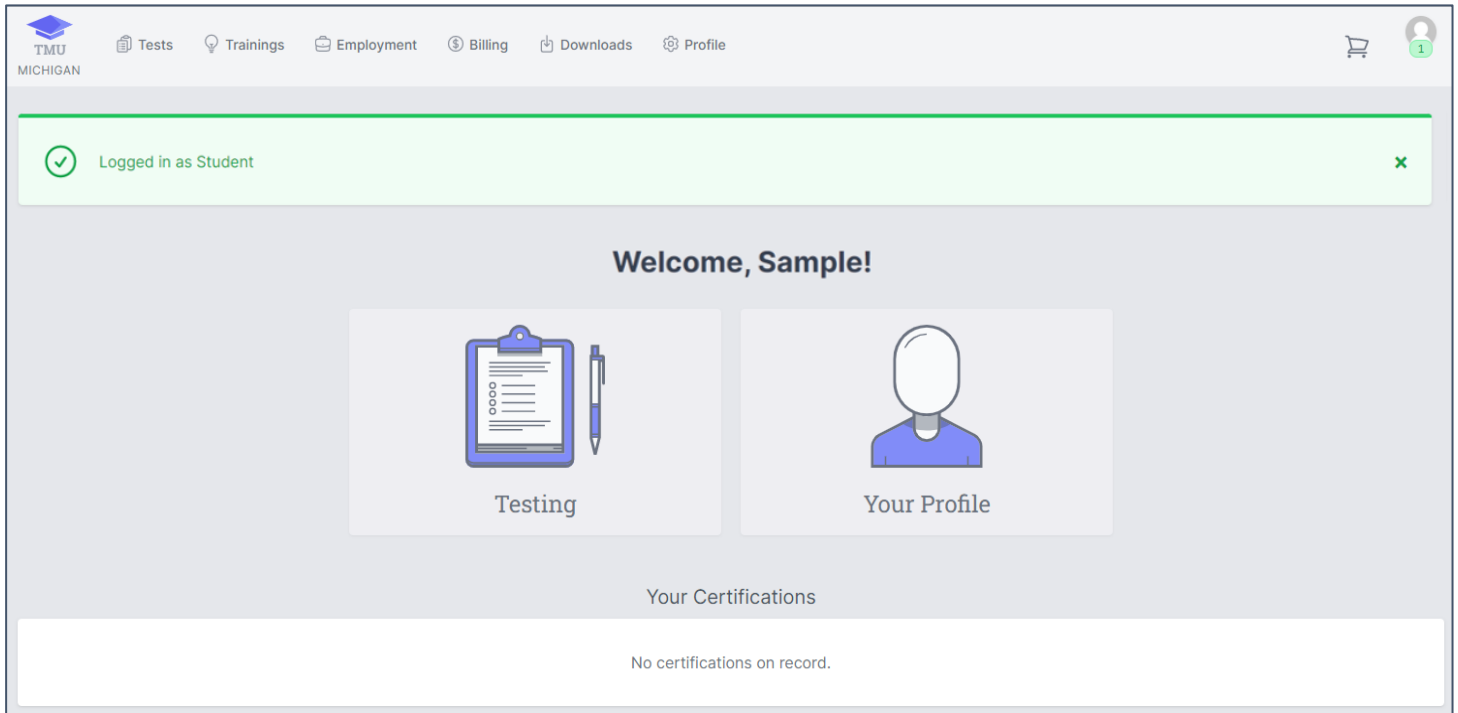
PASSWORD

CONFIRM PASSWORD

Reset Password

Type in your Password and Confirm Password, then click on – Reset Password

This is the home screen you will see once you have reset your password:



Schedule a Michigan Nurse Aide Exam

Once you have completed your program, your instructor has entered your training record in the D&SDT-HEADMASTER TestMaster Universe© (TMU©) database and your testing fee has been paid (see instructions under 'Self-Pay of Testing Fees'), you may schedule your exam date online at the Michigan TMU© webpage,

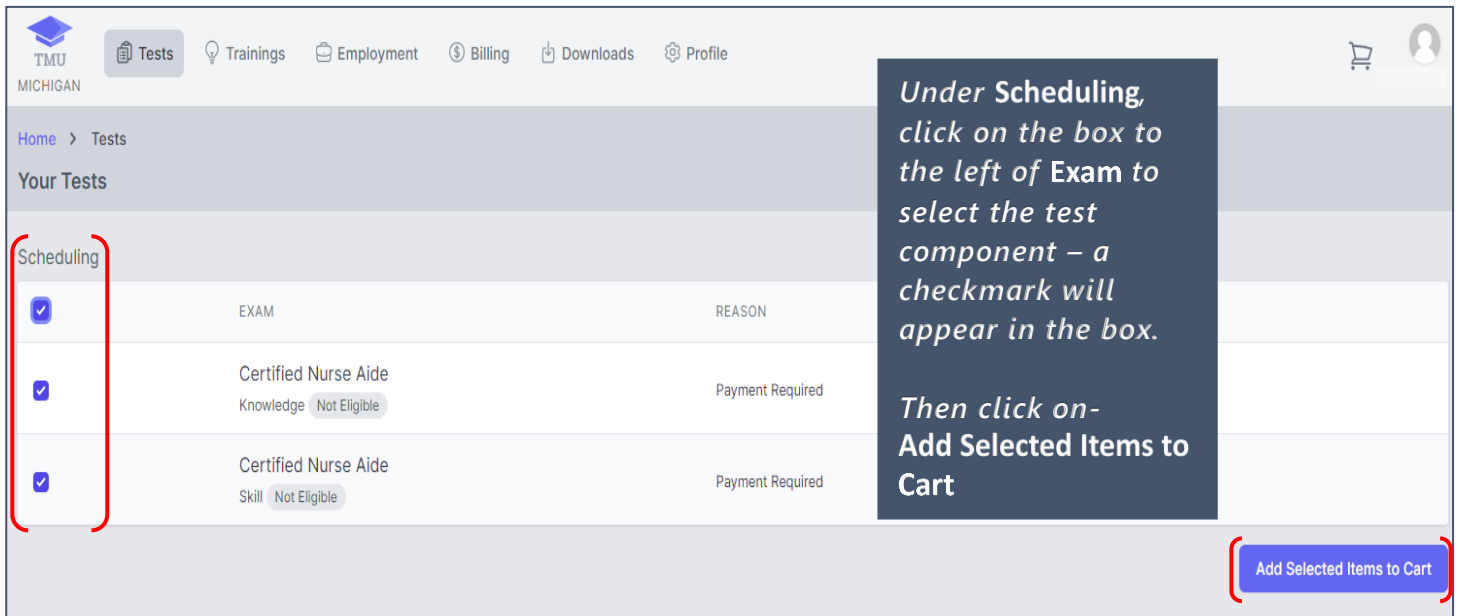
mi.tmutest.com, using your Email or Username and Password (see this handbook’s ‘**Schedule/Reschedule a Test Event**’ section). If you cannot sign in with your email, please call D&SDT-HEADMASTER for assistance at (888)401-0462 during regular business hours, 8:00AM to 8:00PM ET/7:00AM to 7:00PM CT, Monday through Friday, excluding holidays.

To schedule or reschedule your test date, sign in to the Michigan TMU© webpage at mi.tmutest.com with your email and password. If you are unable to schedule/reschedule online, please call D&SDT-HEADMASTER at (888)401-0462 during regular business hours, 8:00AM to 8:00PM ET/7:00AM to 7:00PM CT, Monday through Friday, excluding holidays, for assistance.

SELF-PAY OF TESTING FEES IN TMU©

Testing fees must be paid before you can schedule a test date. Once your training program has completed your training record with completion hours and date, you will receive an email and text message stating that you are eligible to schedule a test date. Some training programs pre-pay testing fees for their graduating students. Your program/instructor will inform you if this is the case. Prior to scheduling a test, verify with your instructor if the training program has already prepaid for your test.

Securely processed Visa or MasterCard credit card or debit card information is required when paying testing fees online.



The screenshot shows the TMU Michigan website interface. At the top, there are navigation tabs for Tests, Trainings, Employment, Billing, Downloads, and Profile. Below this is a breadcrumb trail: Home > Tests. The main content area is titled 'Your Tests' and features a table with columns for 'Scheduling', 'EXAM', and 'REASON'. The 'Scheduling' column has three rows, each with a blue checkmark in a box. The first row is for 'EXAM'. The second row is for 'Certified Nurse Aide Knowledge' with a 'Not Eligible' tag and 'Payment Required' reason. The third row is for 'Certified Nurse Aide Skill' with a 'Not Eligible' tag and 'Payment Required' reason. A dark blue callout box with white text is overlaid on the right side of the table, providing instructions: 'Under Scheduling, click on the box to the left of Exam to select the test component – a checkmark will appear in the box. Then click on- Add Selected Items to Cart'. At the bottom right of the page, there is a blue button labeled 'Add Selected Items to Cart' which is highlighted with a red box.

Home > Cart

Cart

You will get a message that the Knowledge and Skill tests have been added to your cart and the Knowledge and Skill Amounts

Added Certified Nurse Aide Skill to your cart.
Added Certified Nurse Aide Knowledge to your cart.

click on- Pay with Credit Card

DESCRIPTION	ITEM TYPE	AMOUNT	
Certified Nurse Aide for Michigan Test Candidate <small>Audio Test</small>	Knowledge	175.00	Remove
Certified Nurse Aide for Michigan Test Candidate	Skill	175.00	Remove
	Subtotal:	350.00	
	Bundle Discount:	- 175.00	
	Total:	\$ 175.00	

Pay with Credit Card

Home > Prepay

Prepay to Schedule

What You're Paying For

DESCRIPTION	COST
Certified Nurse Aide for Michigan Test Candidate <small>Audio Test</small>	175.00
Certified Nurse Aide for Michigan Test Candidate	175.00
	Subtotal: 350.00
	Bundle Discount: - 175.00
	Total: \$ 175.00

Enter the Credit Card information and then click on- Submit Payment

You will receive a receipt of the transaction.

Pay with a Card

CARDHOLDER NAME

CARD NUMBER

EXP MONTH EXP YEAR SECURITY CODE

CARDHOLDER ADDRESS

CITY STATE ZIP CODE

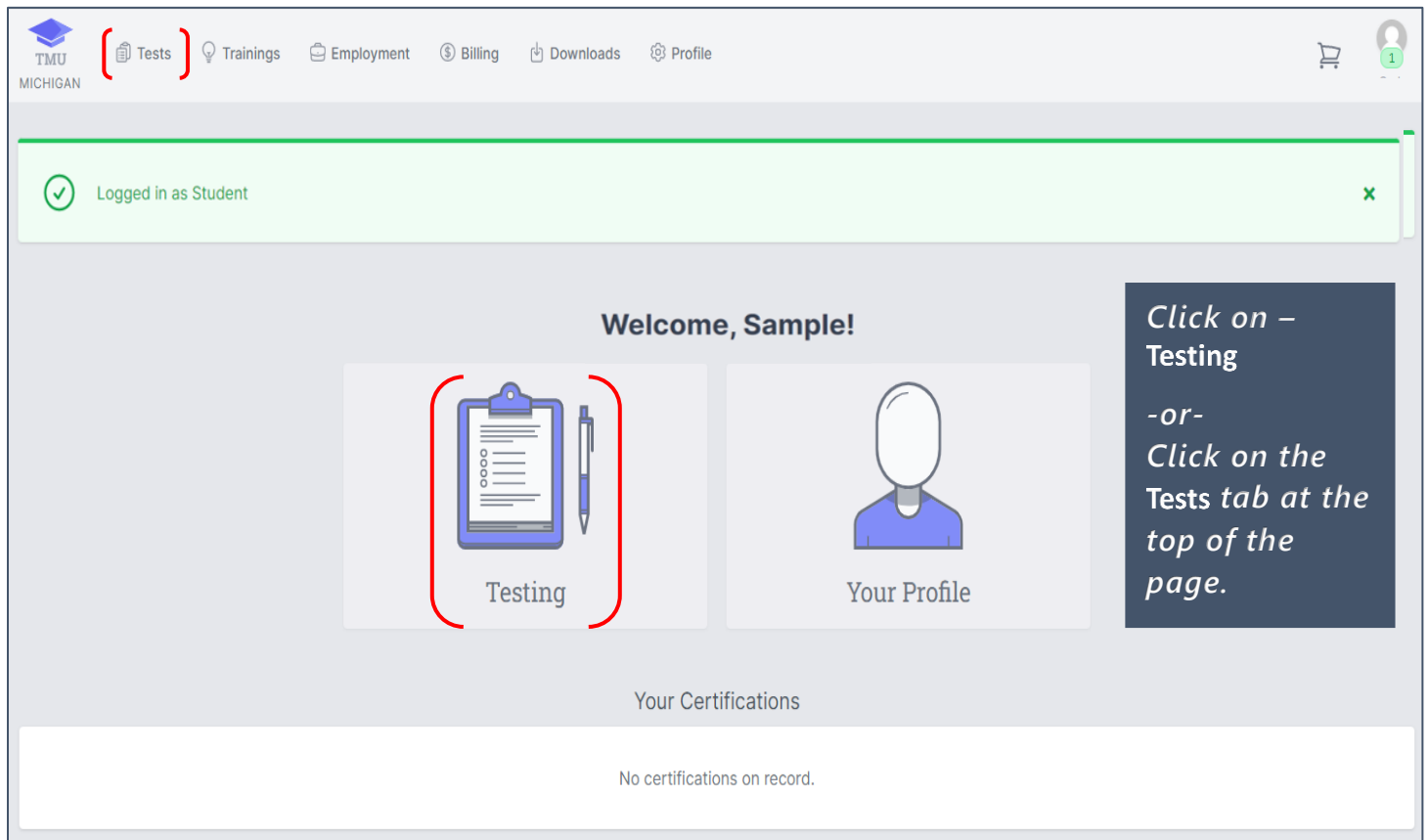
Payment refunds may be subject to a processing fee per your state's refund policy

Submit Payment

For special circumstances only: You may also pay your testing fees by requesting a paper Candidate Payment Form 1402CND-MI via email to michigan@hdmaster.com. Once we receive your payment form and process your payment, you will be notified via email and text that you are eligible to schedule a test event. If you do not receive an email or text message within 5 days of submitting your payment form, please call D&SDT-HEADMASTER at (888)401-0462 to check the status.

Once your testing fees are paid, you will be eligible to choose a test site and date. Follow the instructions in this handbook's **'Schedule/Reschedule a Test'** section.

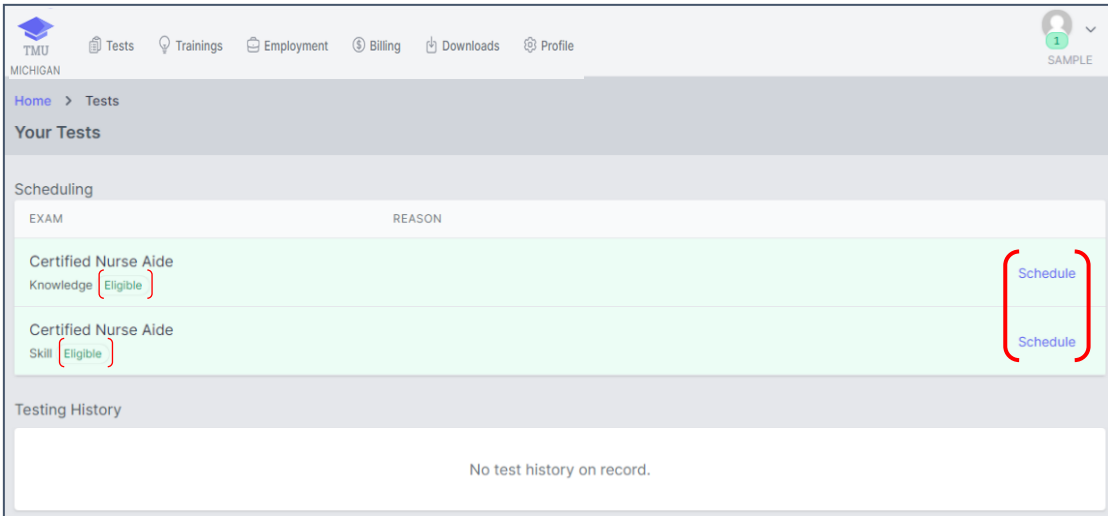
This is the screen you will see once you have signed in:



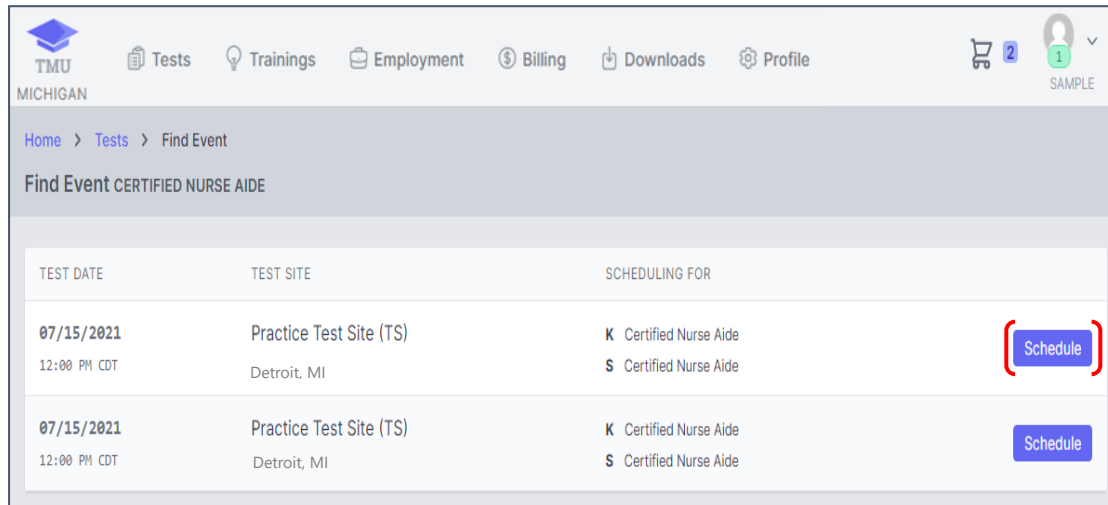
SCHEDULE/RESCHEDULE A TEST

After testing fees are paid (see instructions under **'Self-Pay of Testing Fees'**), you will be able to schedule and/or reschedule your test event up to the business day before a scheduled test date of your choice and receive your test confirmation notification online or on the screen while you are logged in. You may log in with any Internet-connected device.

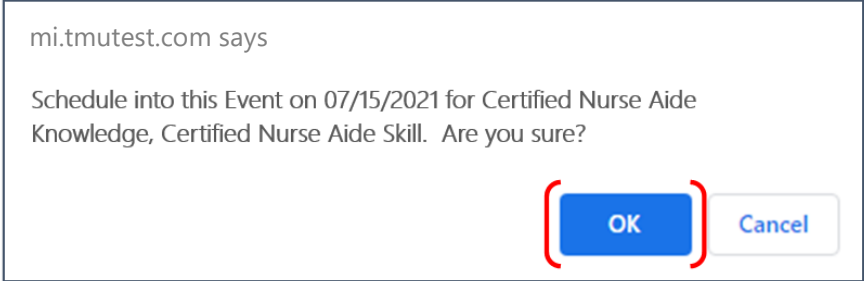
To schedule or reschedule your test date, sign in to the Michigan TMU@ webpage at mi.tmutest.com with your email and password. If you are unable to schedule/reschedule online, please call D&SDT-HEADMASTER at (888)401-0462 during regular business hours, 8:00AM to 8:00PM ET/7:00AM to 7:00PM CT Monday through Friday, excluding holidays, for assistance.



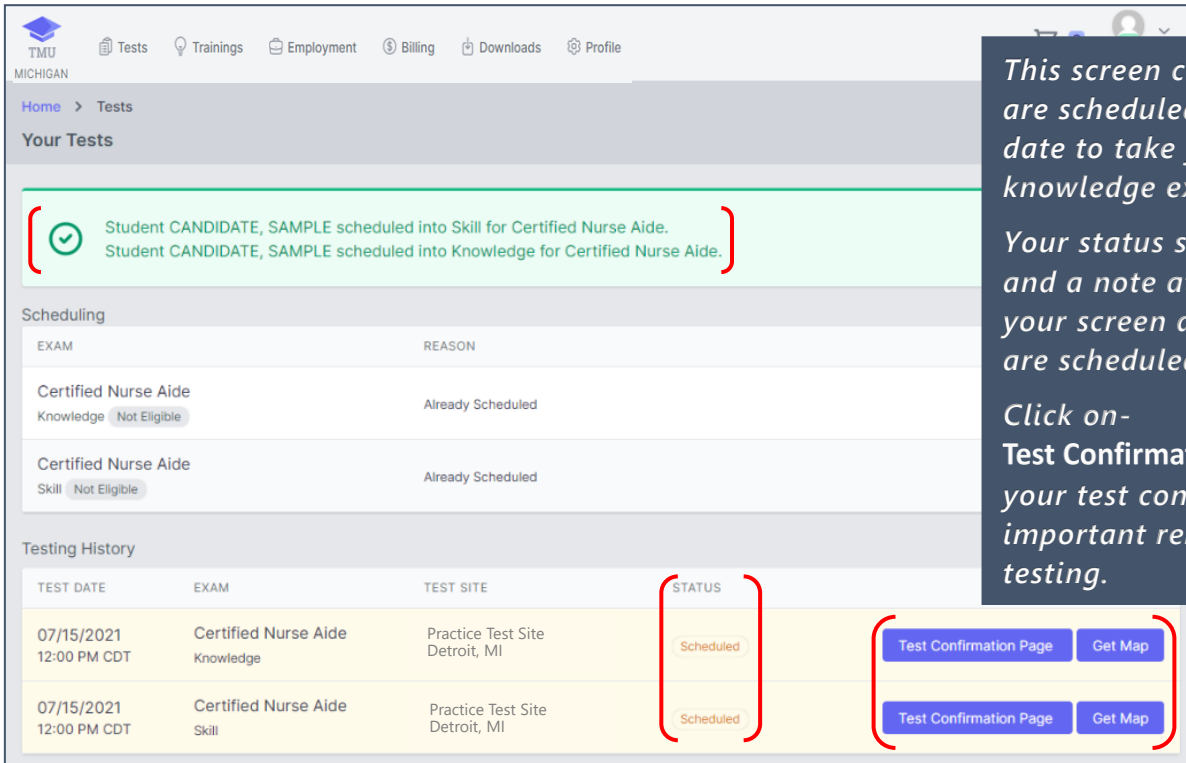
All eligible test events will appear in this format. To select a test site and test date, click on – Schedule to the right of the test date you want to schedule.



To select a test site and test date, click on – Schedule



To confirm this is the site and date you want to schedule into, click on – OK



TMU MICHIGAN
 Tests Trainings Employment Billing Downloads Profile

Home > Tests

Your Tests

Student CANDIDATE, SAMPLE scheduled into Skill for Certified Nurse Aide.
 Student CANDIDATE, SAMPLE scheduled into Knowledge for Certified Nurse Aide.

EXAM	REASON
Certified Nurse Aide Knowledge <small>Not Eligible</small>	Already Scheduled
Certified Nurse Aide Skill <small>Not Eligible</small>	Already Scheduled

TEST DATE	EXAM	TEST SITE	STATUS
07/15/2021 12:00 PM CDT	Certified Nurse Aide Knowledge	Practice Test Site Detroit, MI	Scheduled
07/15/2021 12:00 PM CDT	Certified Nurse Aide Skill	Practice Test Site Detroit, MI	Scheduled

Test Confirmation Page Get Map

Test Confirmation Page Get Map

This screen confirms you are scheduled into a test date to take your knowledge exam

Your status shows Scheduled and a note at the top of your screen also shows you are scheduled.

Click on- Test Confirmation Page to see your test confirmation with important reminders for testing.

TEST CONFIRMATION LETTER

Your test confirmation letter will provide important information regarding where you are scheduled to test (date, time, and address). It can be accessed at any time.

The body of the test confirmation letter directs you to read the Michigan Nurse Aide Candidate Handbook for important information about test day.

It is important you read this letter!

Failure to do so could result in your not being allowed to test, being a no-show status, and forfeiting all testing fees paid.

Candidates who self-schedule online, or those scheduled by their training programs, will receive their test confirmation at the time they are scheduled.

See a sample Test Confirmation Letter on the next page.

Scheduled Test Confirmation - Michigan Certified Nurse Aide

[Get Map](#) [Print Page](#)

Test Date: 05/06/2023
Test Time: 10:00 AM EDT
Test Exam: Skill - Certified Nurse Aide
Test Site: (TS)
Peck, MI 48466

SAMPLE CANDIDATE
123 Sunflower Lane
Detroit, MI 11111

- TESTING BEGINS AT 10:00 AM EDT: ARRIVE AT LEAST 20 MINUTES EARLY TO CHECK IN
- If you are unable to access your account, go to <https://mi.tmutest.com>, click on 'Forgot Password', enter your email, click on 'Send Reset Password Link' and follow the directions. If you need further assistance, please call D&SDT-Headmaster at 888.401.0462.

Refer to the **Nurse Aide Competency Exam** section of the **Michigan Candidate Handbook** regarding requirements for testing and what to expect on your test day. Failure to do so may result in you being turned away from testing and forfeiting your testing fees. Review this specific information prior to your testing date.

[Click to open the Candidate Handbook](#)

Many training programs host and pre-schedule in-facility test dates for their graduating students. Your program/instructor should inform you if this is the case. Before scheduling a test, verify with your instructor if the training program has already scheduled your test. Regional test seats are open to all candidates. Regional test dates are posted on D&SDT-HEADMASTER's [Michigan NA webpage](#).

Please see this handbook's '**Remotely Proctored Knowledge Exam Option**' section under the Knowledge/Audio Exam section if you are interested in taking your knowledge exam with a remote proctor from your home, etc. If you have any questions regarding your test scheduling, call D&SDT-HEADMASTER at (888)401-0462, Monday through Friday, excluding holidays, 8:00AM to 8:00PM ET/7:00AM to 7:00PM CT.

Check/View your TMU© Notifications

Remember to check your 'notifications' in your TMU© account for important notices regarding your selected test events and other information. See the instructions that follow:

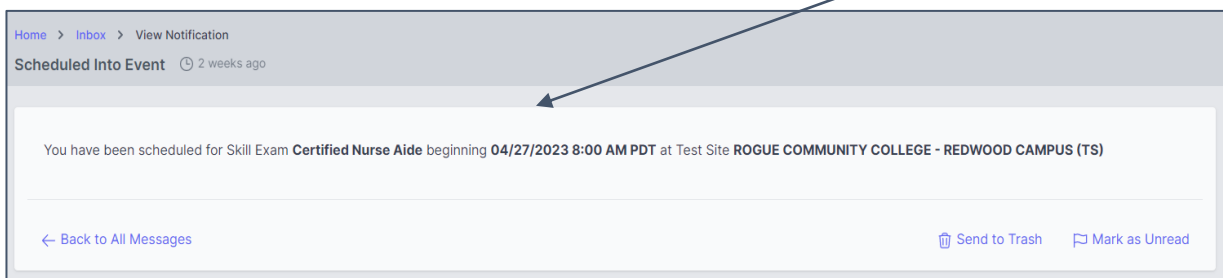
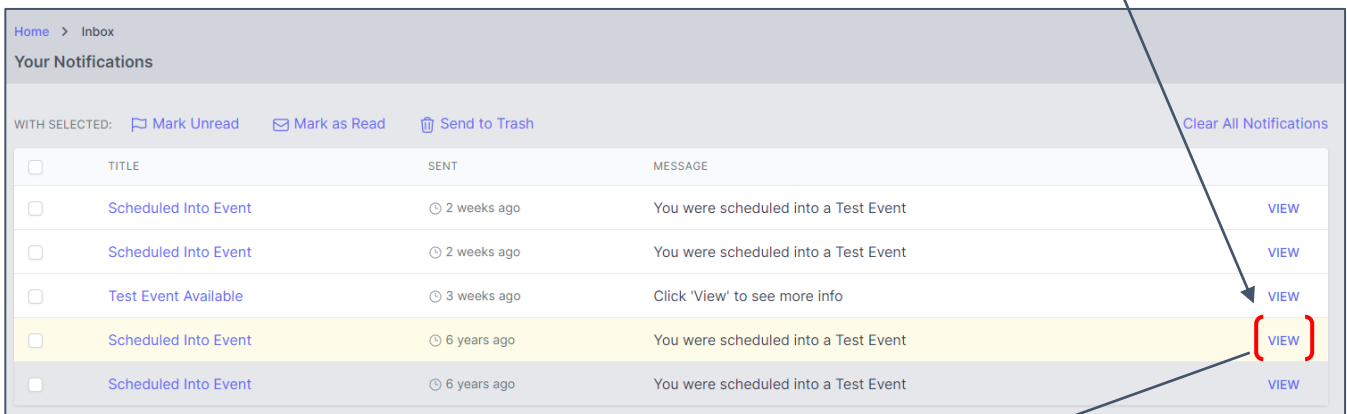
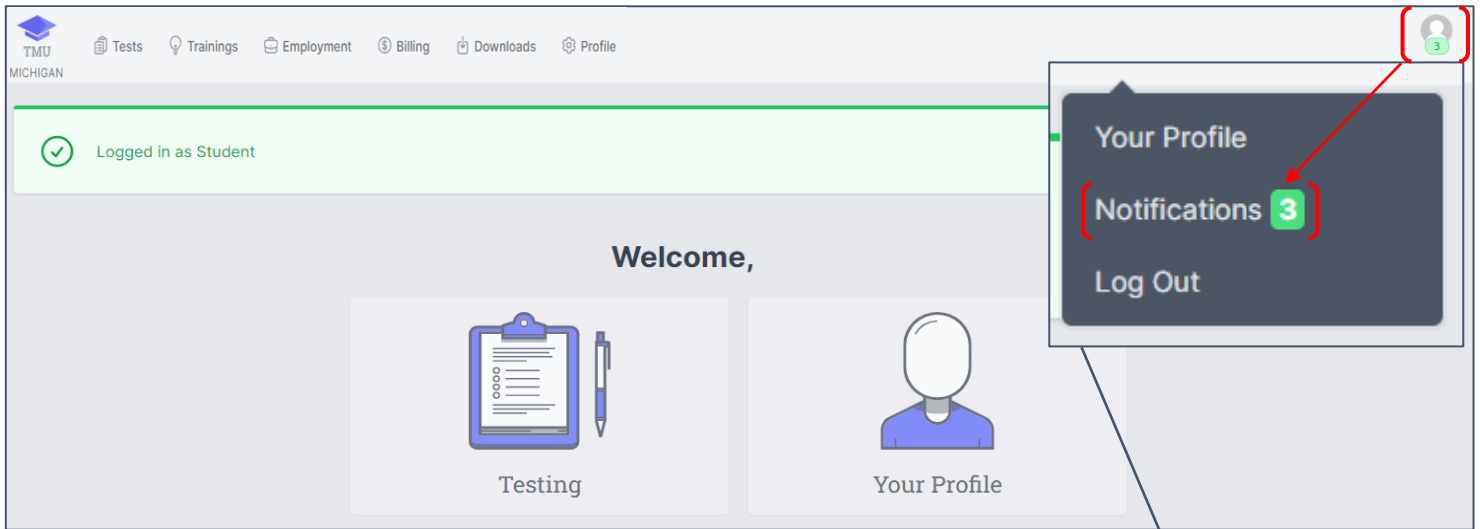
See the screenshots with instructions regarding notifications on the next page.

When you have 'notifications' they will show up when you click on your profile pic. The number represents the number of notifications you have to view.

Click on-
Your Profile Pic to open your profile and notifications.

Click on-
Notifications to view all of your notifications.

Click on-
VIEW to open each of your notifications.



Time Frame for Testing from Training Program Completion

You must schedule a test date **within 24 months of your date of training program completion**. After 24 months, you must complete another Michigan Department of Licensing and Regulatory Affairs (LARA) approved training program in order to be eligible to schedule testing.

Exam Check-In

You must arrive at your confirmed test site 20 to 30 minutes before your exam starts.

- Testing **begins** promptly at the start time noted.
- You need to ensure you are at the event ***no later than 20 minutes before*** the start time to allow time to get checked in with the RN Test Observer.
 - *For example*, if your test start time is 8:00AM, you must be at the test site for check-in **no later than** 7:40AM.

Note: If you arrive late, you will not be allowed to test. This is considered a no-show status; you must pay for another test date.

Testing Attire

The following testing attire requirements will be followed at testing sites:

- You must be in full clinical attire (scrubs).
 - *Scrubs and shoes can be any color/design.*
- No open-toed shoes are allowed.
- Long hair must be pulled back.



Please note: You will not be admitted for testing if you are not wearing scrubs attire and appropriate shoes. This is considered a no-show status; you must pay for another test date.

Identification

You must bring a-

UNITED STATES (US) GOVERNMENT ISSUED, *SIGNED, UNEXPIRED, PHOTO-BEARING FORM OF IDENTIFICATION

Only original IDs are accepted. Photocopies, images, faxes, emails, screenshots, and electronic or digitally stored forms (for example – Apple or Google Wallet, etc.) of identification ***will not be accepted***.

Examples of the forms of non-expired, US government-issued, *signed, acceptable photo IDs are:

- State-issued Driver's License
 - * *A current/valid temporary paper Michigan Secretary of State driver's license or state ID card without a photo or a Michigan SOS letter that may be issued to a person while they are awaiting their new or renewal photo ID driver's license/state ID card will be accepted.*
 - * *A temporary ID is accepted if accompanied by an old voided ID. If the Temporary ID misspells the name from the voided ID, the Temporary ID name must match the name in the candidate's TMU@ account. If the name changes from the voided ID to the Temporary ID, candidates must bring their name change document to testing (marriage certificate, divorce decree, or petition for name change). (To reiterate, the candidate's Temporary ID name must match the candidate's name in their TMU@ account).*
- State-issued Identification Card (*see notes above*)

- Signed U.S. Passport (Foreign Passports and Passport Cards *are not* acceptable)
 - * *Exception: A signed foreign passport with a US VISA within the passport is acceptable (the VISA does not have a signature)*
- Permanent Resident Card (Green Card or Alien Registration Card) / Employment-Work Authorization Card issued by the U.S. Citizenship and Immigration Services (USCIS)
 - * *Accepted without a signature or fingerprint IF ISSUED from January 30, 2023, to the present day. If issued before January 1, 2023, it may contain a fingerprint instead of a signature.*
- U.S. Military Identification Card
 - * *Accepted without a signature or fingerprint but will have a bar code or may contain a fingerprint in place of a signature*

NOTE: School IDs are NOT ACCEPTABLE as a form of identification for testing.

Identification Criteria = US Government issued, non-expired, *signed, photo-bearing form of identification.

The **FIRST** and **LAST** names listed on your ID presented to the RN Test Observer during check-in at your test event **MUST MATCH THE FIRST AND LAST NAMES** entered in the Michigan nurse aide TMU© database by your training program. You may call D&SDT-HEADMASTER at (888)401-0462 to confirm that your name of record matches your US government-issued ID or log in at mi.tmutest.com using your Email or Username and Password to check on or change your demographic information.

Note:

- **You will not be admitted for testing if you do not bring proper/valid identification.**
 - Be sure your identification is not expired.
 - Check to ensure that the FIRST and LAST printed names on your identification card match your current name of record in your TMU© account.
- A driver's license or state-issued ID card with a hole punched in it is **NOT VALID** and will not be accepted as an acceptable form of ID.
- A school ID **is not** an acceptable form of ID.
- In the cases where names do not match, or your ID is not proper/valid or has a hole punched in it, this is considered a no-show status, and you will have to reschedule and pay for another test and date.

You will be required to re-present your ID when entering the knowledge test room and the skills lab for your skills exam. Please keep your ID with you during the entire exam day.

Instructions for the Knowledge Exam, Remotely Proctored Knowledge Exam, and Skill Tests

Test instructions for the knowledge and skills exams will be provided in written format in the waiting area when you check in for your test. If you are taking a remotely proctored knowledge exam, the instructions are in your TMU© account under the 'Downloads' tab.

These instructions detail the process and what you can expect during your exam. Please read the instructions **before** taking the knowledge exam or skills test. The instructions will be left in the waiting area during testing for you to refer to throughout your time at the test site. The RN Test Observer and Knowledge Test Proctor will ask questions about the instructions you read when entering the testing rooms.

The **Knowledge, Remotely Proctored Knowledge, and Skill Exam Instructions** are also available under the '**DOWNLOADS**' tab in your TMU© account. *Refer to the '**Access the Candidate Handbook and Testing Instructions**' section of this handbook for instructions.

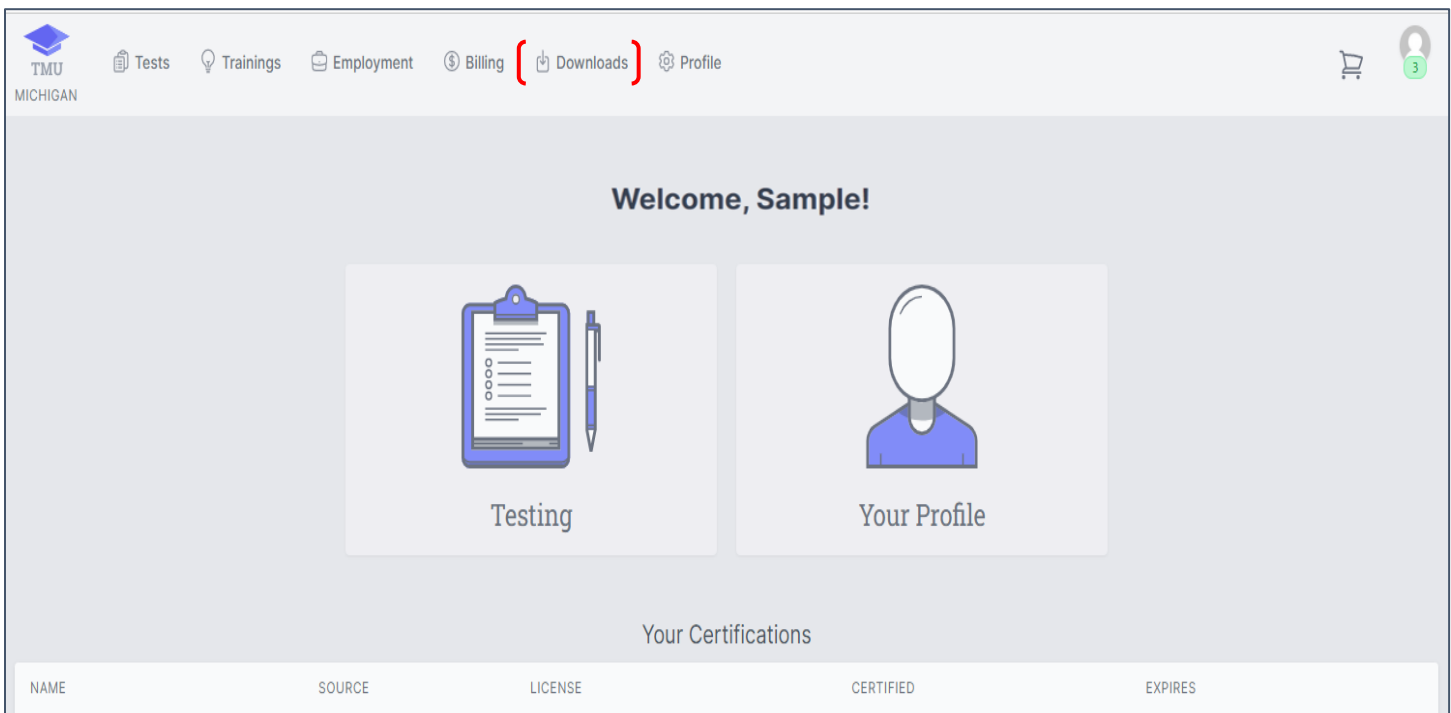
Testing Policies

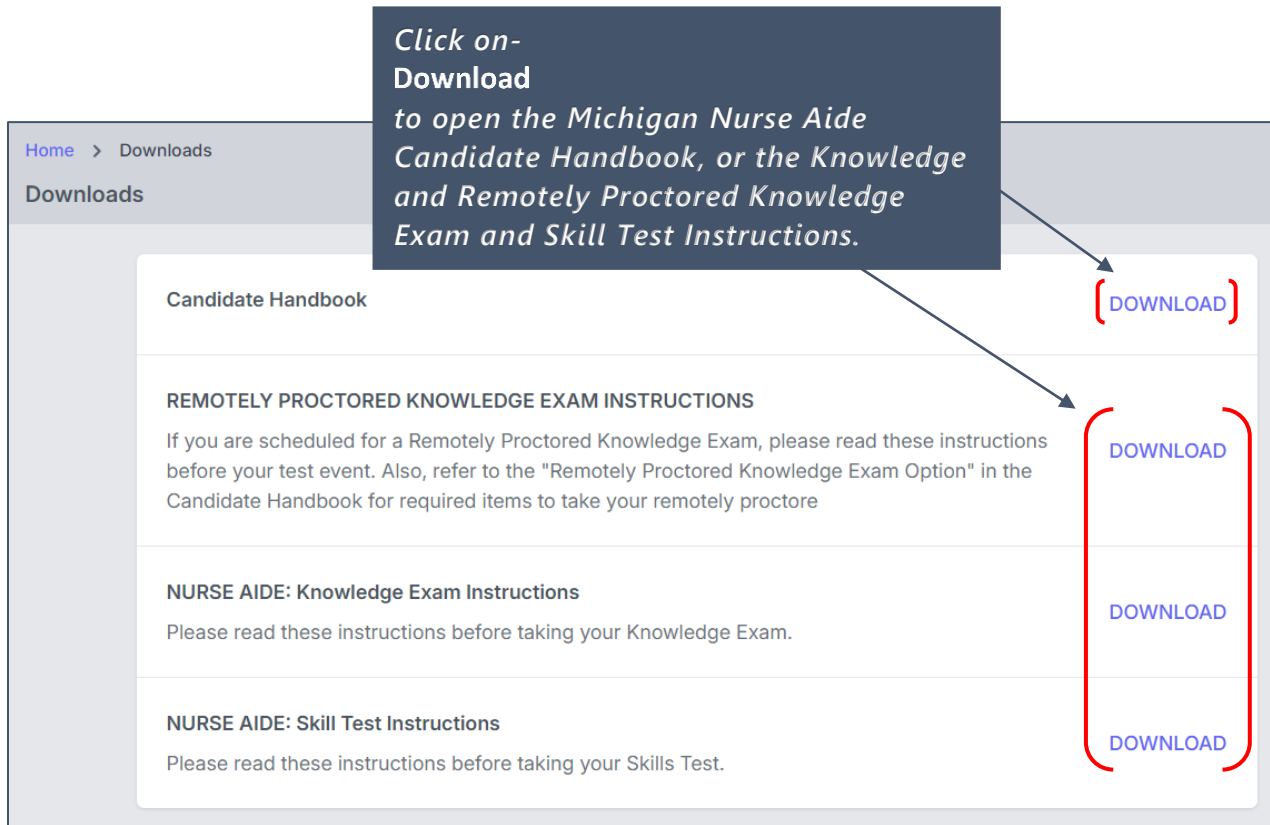
The following policies are observed at each test site:

- Make sure you have signed in to your TMU© account at mi.tmutest.com before your test date to update your password and complete your demographic information. Refer to this handbook's '**Complete Your TMU© Account**' section for instructions and information.
 - **If you have not signed in and completed/updated your TMU© account when you arrive for your test, you may not be admitted to the exam, and any exam fees paid will NOT be refunded.**
- Plan to be at the on-site test site for up to five (5) hours in the worst-case scenario.
- Testing begins promptly at the start time noted on your confirmation. If you arrive late for your confirmed exam (you need to be at the test site to **check in at least 20 to 30 minutes before your scheduled start time** – if your test start time is 8:00AM, you need to be at the test site **by 7:40AM at the latest**), you will not be admitted to the exam. Any exam fees paid *will NOT be refunded*.
- If you do not bring a valid and appropriate United States (US) government-issued, *signed, non-expired photo-bearing form of identification, you will not be admitted to the exam, and any exam fees paid *will NOT be refunded*.
 - If the FIRST and LAST printed names on your ID do not match your current name of record in your TMU© account, you will not be admitted to the exam, and any exam fees paid *will NOT be refunded*.
- If you do not wear full clinical attire, appropriate shoes, and long hair pulled back and conform to all testing policies, you will not be admitted to the exam, and any exam fees paid *will NOT be refunded*.
- If you NO-SHOW for your exam day, any test fees paid *will NOT be refunded*. You must re-pay your testing fees online in your TMU© account using your Email or Username and Password to schedule another exam date.
- **PERSONAL ITEMS:** Such as water bottles, briefcases, large bags, study materials, extra books, or papers) are not permitted to be on or near you in either testing room. The testing team will inform you of the designated area to place your personal items, and you are to collect these items when you complete your test(s).
- **ELECTRONIC DEVICES:** Cell phones, smart watches, fitness monitors, electronic recording devices, and Bluetooth-connected devices are not permitted on or near you in either testing room. The testing team will inform you of the designated area to place your electronic devices, and you are to collect these items when you complete your test(s).
 - All electronic devices must be **turned off**, including smartwatches, fitness monitors, and Bluetooth-connected devices, which must be removed from your wrist or body.
- **If you are taking the remotely proctored knowledge exam, please refer to this handbook's 'Remotely Proctored Knowledge Exam Option' section.**
- Anyone caught cheating or using any electronic recording device during testing will be removed from the testing room(s), have their test scored as a failed attempt, forfeit all testing fees, and will be reported to their training program and the Michigan Department of Licensing and Regulatory Affairs (LARA). You may, however, use personal devices in the waiting area during your free time.
- You are encouraged to bring a jacket, snack, drink, or study material to have while waiting to test.
- Foreign language translation dictionaries, translating devices, and non-approved language translators **are not permitted** to be used during testing.
- You may not remove any notes or other materials from the testing room.
- You are not permitted to eat, drink, or smoke (e-cigarettes or vape) during the exam.

- You are not allowed to leave the testing room (knowledge test on-site or remotely proctored room or skills lab) once the exam has begun **for any reason**. If you do leave during your test event, you will not be allowed back into the testing room to finish your exam.
 - If you are discovered causing a disturbance, engaging in misconduct, visibly impaired, or trying to take notes or testing materials from the testing room, you will be dismissed from the exam, your test will be scored as a failed attempt, and you will be reported to your training program and the Michigan Department of Licensing and Regulatory Affairs (LARA).
 - Test sites, RN Test Observers, Knowledge Test Proctors, and Actors are not responsible for the candidate's personal belongings at the test site.
 - No visitors, guests, pets (including companion animals), or children are allowed.
 - Service animals with an approved ADA accommodation in place are allowed.
 - **You may not test if you are ill (sick).** Call D&SDT-HEADMASTER at (888)401-0462 immediately to reschedule (see the **note** below).
 - **You may not test** if you have any physical limitation (excluding pre-arranged ADAs) that would prevent you from performing your duties as a nurse aide. (Examples: cast, arm/leg braces, crutches, etc.). Call D&SDT-HEADMASTER at (888)401-0462 immediately if you are on doctor's orders to reschedule (see the **note** below).
- NOTE:** Please see this handbook's '**Reschedule a Test Event**' and '**No-Show Exceptions**' sections.
 → Reschedules will not be granted less than one (1) full business day before a scheduled test date.
- **Please refer to this Michigan NA Candidate Handbook before your test day for testing and/or policy updates.**
 - The Candidate Handbook and Testing Instructions can also be accessed within your TMU© account under your 'Downloads' tab.

ACCESS THE CANDIDATE HANDBOOK AND TESTING INSTRUCTIONS





Security

If you refuse to follow directions, use abusive language, are visibly impaired, or disrupt the examination environment, your test will be stopped and scored as a failed attempt. You will be dismissed from the testing room and will forfeit any testing fees paid. A report of your behavior will be given to your training program and the Michigan Department of Licensing and Regulatory Affairs (LARA). You will not be allowed to retest for a minimum period of six (6) months.

Anyone who removes or tries to remove test material or takes notes or information from the test site will be reported to their training program and LARA and is subject to prosecution to the full extent of the law. Your test will be scored as a failed attempt, and you will forfeit any testing fees paid. You will not be allowed to retest for a minimum period of six (6) months. You may need to obtain permission from LARA in order to be eligible to test again.

If you are caught cheating, give or receive help from anyone during testing (which also includes the use of any electronic recording devices such as cell phones, smart watches, or navigating to other browsers/sites during an electronic exam, etc.), your test will be stopped, you will be dismissed from the testing room, and your test will be scored as a failed attempt. You will forfeit any testing fees paid. You will be reported to your training program and LARA, and you may need to obtain permission from LARA in order to be eligible to test again.

Reschedule a Test

All candidates may reschedule for a new test date up until one (1) business day preceding the scheduled test day, excluding Saturdays, Sundays, and holidays.

If you must reschedule your exam date, please do so as soon as possible. You may reschedule an exam date by signing in to your TMU© account using your Email or Username and Password. (See instructions with screen shots under **'Schedule/Reschedule a Test Event'**.)

- ❖ **Example:** If you are scheduled to take your exam on a Friday, you would need to reschedule by the close of business on Wednesday before your scheduled exam. D&SDT-HEADMASTER's regular business hours are 8:00AM to 8:00PM ET/7:00AM to 7:00PM CT, Monday through Friday, excluding holidays.

The scheduled test date is on a:	Reschedule before 8:00PM ET/7:00PM CT the previous:
Monday	The previous Thursday
Tuesday	The previous Friday
Wednesday	The previous Monday
Thursday	The previous Tuesday
Friday	The previous Wednesday
Saturday	The previous Thursday
Sunday	The previous Thursday

Note: Reschedules will not be granted less than one (1) full business day prior to a scheduled test date.

Refund of Testing Fees Paid

Requesting a refund of testing fees paid is different than rescheduling a test date. Requesting a refund means that you are not interested in taking the Michigan Nursing Aide Competency exam at all.

SCHEDULED IN A TEST EVENT

- 1) If you are scheduled in a test event, a refund request of testing fees paid must be made by filling out and submitting the [Refund Request Form](#) on D&SDT-HEADMASTER's main webpage at www.hdmaster.com at least **one (1) full business day** before your scheduled test event (excluding Saturdays, Sundays and holidays). No phone calls will be accepted.
 - **Example:** If you are scheduled to take your exam on a Friday, you would need to request a refund by submitting the Refund Request Form by close of business (D&SDT-HEADMASTER is open until 8:00PM EST/7:00PM CST Monday through Friday excluding holidays) the Wednesday before your scheduled exam.
- 2) Refund requests made in the required time frame qualify for a full refund of any testing fees paid minus a \$35 refund fee.
- 3) Refund requests must be made within thirty (30) days of paying the original testing fees with D&SDT. Requests for refunds made after 30 days will not be issued.

NOT SCHEDULED IN A TEST EVENT

- 1) Refund requests must be made within thirty (30) days of the original payment of testing fees with D&SDT. Requests for refunds made after 30 days will not be issued.
- 2) A refund request for testing fees paid must be made by submitting the [Refund Request Form](#) on D&SDT-HEADMASTER's main webpage at www.hdmaster.com. No phone calls will be accepted.

- 3) Refund requests made in the required time frame qualify for a full refund of any testing fees paid minus a \$35 refund processing fee.

Unforeseen Circumstances Policies

If an exam date is canceled due to an unforeseen circumstance, D&SDT-HEADMASTER staff will make every effort to contact you using the contact information (phone number/email) we have on file to reschedule you for no charge to a mutually agreed upon new test date.

Therefore, you must keep your contact information up to date in case we need to contact you (**see examples below for reasons we may not be able to contact you that you are responsible for.*)

If D&SDT-HEADMASTER is unable to reach you via phone call or email with the information in your TMU© account (**see examples below*) due to an unforeseen circumstance for a test event you are scheduled for, you will be removed from the test event, and D&SDT-HEADMASTER will not reschedule you until we hear back from you.

NOTE: The *examples listed below are your responsibility to check and/or keep updated.

- If D&SDT-HEADMASTER leaves you a message or emails you at the phone number or email in your TMU© account and:
 - you do not call us back in a timely manner
 - your phone number is disconnected/your voice mailbox is full
 - you do not check your messages in a timely manner
 - you do not check your email or reply to our email in a timely manner
 - your email is invalid, or you are unable to access your email for any reason

See more information under **'No Show Exceptions'**.

No-Show Status

If you are scheduled for your exam and do not show up without notifying D&SDT-HEADMASTER at least one (1) full business day before your scheduled testing event, **excluding** Saturdays, Sundays, and holidays, OR if you are turned away for lack of proper identification, proper attire, or any other reason to deem you ineligible to test, you will be considered a **NO-SHOW STATUS**. You will forfeit all fees paid and must sign in to your TMU© account to repay or submit a new testing fee to schedule yourself into a new test event.

These fees partially offset D&SDT-HEADMASTER's costs incurred for services requested and resulting work that is performed. If a reschedule or refund request is not done or received before the one (1) full business day preceding a scheduled test event, excluding Saturdays, Sundays, and holidays (see examples under **'Reschedule a Test'** and **'Refund of Testing Fees Paid'**), a no-show status will exist. You will forfeit your testing fees and must repay the full testing fee to secure a new test event.

NO-SHOW EXCEPTIONS

Exceptions to the no-show status exist; if you are a no-show for any test component for any of the following reasons, a free reschedule will be authorized to the remitter of record, providing **the required documentation is received within the appropriate time frames outlined below:**

- **Car breakdown or accident:** D&SDT-HEADMASTER must be contacted within one business day via phone call, fax, or email. A tow bill, police report, or other appropriate documentation showing your name and the provider of service name must be submitted within **three (3) business days** of the exam date. If we do not receive proof within three (3) business days, you will have to pay as though you were a no-show status.
- **Weather or road condition-related issue:** D&SDT-HEADMASTER must be contacted within one business day via phone, fax, or email, and a road report, weather report, or other appropriate documentation must be submitted within **three (3) business days** of the exam date. If we do not receive proof within three (3) business days, you will have to pay as though you were a no-show status.
- **Medical emergency or illness:** D&SDT-HEADMASTER must be contacted within one business day via phone, fax, or email, and a doctor's note showing your name and the provider of service name (or on the provider's letterhead) must be submitted within **three (3) business days** of the missed exam date. If we do not receive proof within three (3) business days, you will have to pay as though you were a no-show status.
- **Death in the family:** D&SDT-HEADMASTER must be contacted within one business day via phone call, fax, or email, and an obituary showing your name and the provider of service name or a letter on your behalf from the funeral home for immediate family only be submitted within **seven (7) business days** from a missed exam date. If we do not receive proof within seven (7) business days, you will have to pay as though you were a no-show status. (The immediate family includes the parent, grand and great-grandparent, sibling, children, spouse, or significant other.)
- **Remotely proctored testing issues:** D&SDT-HEADMASTER must be contacted within one business day via phone, fax, or email, and appropriate documentation showing your name and the provider of service name must be submitted within **three (3) business days** of the exam date. If we do not receive proof within three (3) business days, you will have to pay as though you were a no-show status.
 - **Internet outage or issue:** Documentation showing your name and the provider of service name from the Internet provider showing outage date and times.
 - **Computer or cell phone issue:** If the computer or cell phone fails to work, documentation showing your name and the provider of service name from a computer repair technician/shop or other appropriate documentation is required.

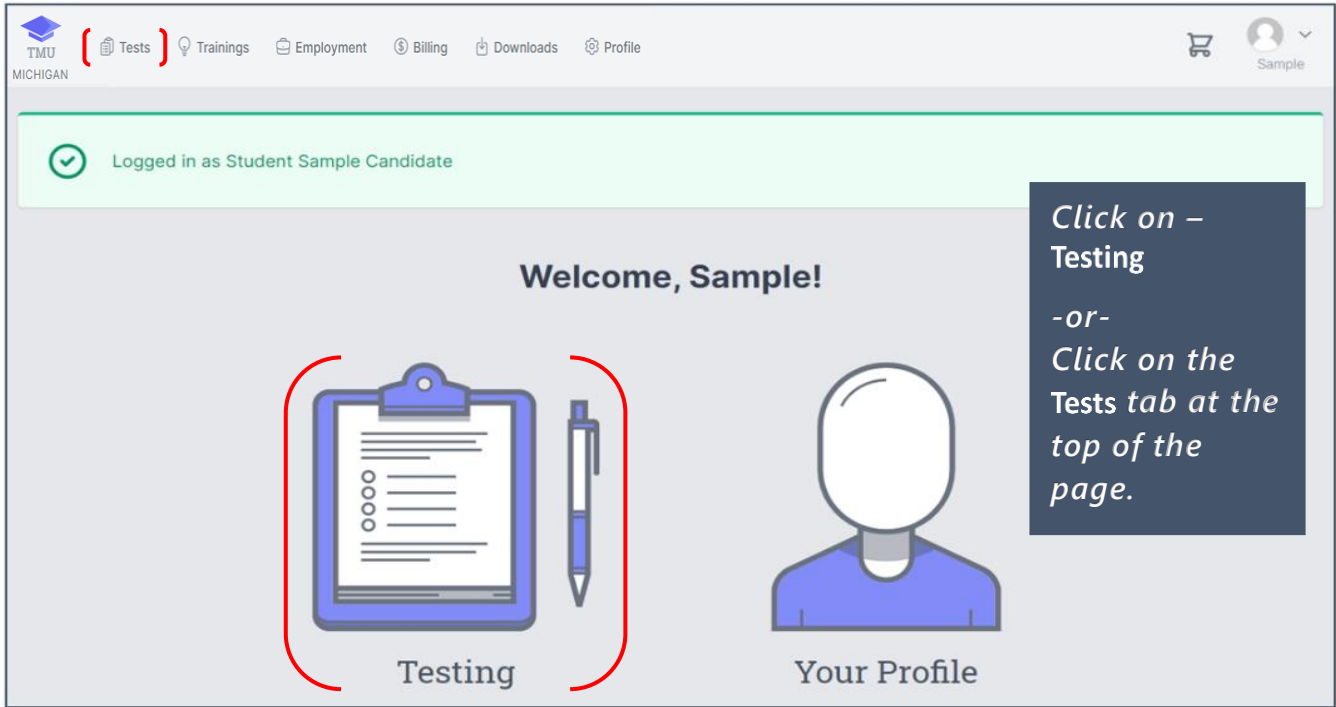
Candidate Feedback – Exit Survey

Candidates can complete an exit survey via a link when checking their test results in their TMU© account. The survey is confidential and will not have any bearing on the outcome of any test. You are encouraged to complete the survey questions with honest feedback regarding the examination process to help improve the testing process.

Test Results

After you have completed both the Knowledge and Skill Test components of the competency exam, your test results will be officially scored and double-checked by D&SDT-HEADMASTER scoring teams. Official test results will be available by signing in to your TMU© account after 8:00PM ET/7:00PM CT) the business day after your test event.

ACCESS YOUR TEST RESULTS IN YOUR TMU© ACCOUNT



Click on - Details to view your results.

Click on - Print Test Results to print your results.

Click on - Please take our satisfaction survey to complete the exit survey.

Testing History

TEST DATE	EXAM	TEST SITE	STATUS	
05/03/2023 12:40 PM EDT	Certified Nurse Aide Skill	Professional Education Services (N21-00001) (TS) Grand Rapids, MI	Failed	Please take our satisfaction survey Details Print Test Results
05/01/2023 8:00 PM EDT	Certified Nurse Aide Knowledge	Remotely Proctored Test (TS) Remote,	Passed	Details Print Test Results

Knowledge Exam Test Results Example:

[← Back](#) [Print](#)

HEADMASTER, LLP
P.O. BOX 6609, HELENA, MT 59604-6609
800-393-8664 — FAX: 406-442-3357 WWW.HDMASTER.COM

MICHIGAN CERTIFIED NURSE AIDE EXAM RESULTS REPORT

IMPORTANT TEST RESULTS
TEST DATE: Wednesday, May 3, 2023

Dear

You have **passed** the knowledge portion of the Certified Nurse Aide exam.
Your overall knowledge test score is 86.15%.

Any weaknesses indicated in your test results are listed below:

Knowledge Exam Results By Subject Area

Safety	86%
Communication	100%
Infection Control	71%
Client Rights	67%
Data Collection	100%
Basic Nursing Skills	100%
Role / Responsibility	86%
Disease Process	67%
Mental Health	100%
Personal Care	100%
Care Impaired	100%
Aging Process and Restorative Care	50%

(Vocabulary words to study: restraint, microorganism, reposition, assistive devices, rights, MSDS, reminiscing, central nervous system, infection control)

Skills Exam Test Results Example:

← Back Print

HEADMASTER, LLP
P.O. BOX 6609, HELENA, MT 59604-6609
800-393-8664 — FAX: 406-442-3357 WWW.HDMASTER.COM

MICHIGAN CERTIFIED NURSE AIDE EXAM RESULTS REPORT

IMPORTANT TEST RESULTS
TEST DATE: Wednesday, May 3, 2023

Dear

You have **failed** the skill portion of the Certified Nurse Aide exam.
80% or better on each skill task without missing any **Key Steps** to pass the skills test.

Any weaknesses indicated in your test results are listed below:

Skill Exam Incomplete Steps

Denture Care - Cleaning Upper or Lower Denture
Rinses denture under cool running water.

Foot Care One Foot
Uses water and soapy wash cloth.
Washes entire foot.
Washes between toes.
Rinses entire foot. (A soapy wash cloth...
Rinses between toes.
Dries foot thoroughly.
Dries thoroughly between toes.
Applies lotion to top and bottom of foot...
Avoids getting lotion between the toes.
Replaces sock on resident's foot.
Empties equipment.
Rinses equipment.
Dries equipment.
Returns equipment to storage.
Places soiled linens in designated laund...
Performs hand hygiene. (Covers all surf...
Places call light or signaling device wi...

Catheter Care for a Female w/Hand Washing
Pats dry.

Manual Skill Task(s) Failed: Foot Care One Foot

NOTE: Federal and State regulations allow healthcare facilities to employ students for up to 120 days from the day employment and training is offered in an approved facility-based nurse aide training and competency evaluation program. However, if you fail three (3) attempts on either portion of the state competency exam, the facility is no longer allowed to employ you to perform nurse aide duties.

Test Attempts

You have **three (3) attempts** to pass the knowledge and skill test portions of the exam **within twenty-four (24) months** from your date of nursing aide training program completion. If you do not complete testing within 24 months from completion of training, you must complete a new Michigan Department of Licensing and Regulatory Affairs (LARA) approved training program to become eligible to further attempt Michigan NA examinations.

Retaking the Nurse Aide Exam

In the event that you fail the knowledge and/or skill portion of the examination, when you want to apply for a retest, you will need to repay for the portion that you failed before you can schedule a new exam date.

You can schedule a test or re-test in your TMU© account with your Email or Username and Password online at mi.tmutest.com. You will need to pay with a Visa or Master Card before you can schedule. (See instructions with screen shots under ‘[Schedule/Reschedule a Test Event](#)’.) Call D&SDT-HEADMASTER at (888)401-0462 during regular business hours, 8:00AM to 8:00PM ET/7:00AM to 7:00PM CT, Monday through Friday, excluding holidays, if assistance is needed. We can assist you in scheduling a test or re-test date as long as your fees have been paid first.

Test Review Requests

You may request a review of your test results or dispute any other testing condition.

***PLEASE READ BEFORE FILLING OUT THE TEST REVIEW REQUEST:** Please call D&SDT-HEADMASTER at (888)401-0462 during regular business hours, Monday through Friday, 8:00AM to 8:00PM ET/7:00AM to 7:00PM CT, excluding Saturdays, Sundays, and holidays, and discuss the test outcome you are questioning before committing to sending the \$25 test review request deposit fee. Once you have further details about the scoring of your test, you will often understand the scoring process and learn how to better prepare yourself for subsequent exam attempts. If, after discussion with D&SDT-HEADMASTER staff, you still have a concern with your testing process that affected the outcome of your exam, you may submit a Test Review Request.

There is a \$25 non-refundable test review deposit fee. To request a review, complete the [Test Review Request and Payment Application](#), available on the Michigan TMU© main page under ‘APPLICATIONS’ (before you log in to your account) at mi.tmutest.com. Test Review Requests must be received within three (3) business days from the official scoring of your test (excluding Saturdays, Sundays, and holidays). Late requests will be denied and will not be considered.

Since one qualification for certification as a nurse aide in Michigan is demonstrated by examination of minimum nurse aide knowledge and skills, the likely outcome of your review will determine who pays for any re-tests granted. The purpose of this review process is to ensure fairness and accuracy in the evaluation of your test. If, after investigation, the review finding is in your favor, you will be refunded the \$25 test review deposit. If the finding of the review is not in your favor, the \$25 test review deposit will stand, and the fee is non-refundable. D&SDT-HEADMASTER will review your detailed recollection, your knowledge test markings, and any skill task measurements you recorded at the time of your test, in addition to reviewing markings, notations, and measurements recorded by the RN Test Observer at the time of your test. We will interview the RN Test Observer, Actor, or Knowledge Test Proctor about the facts detailed in your dispute documentation. D&SDT-HEADMASTER will re-check the scoring of your test and may contact you and/or the RN Test Observer, Actor and/or Knowledge Test Proctor, and other candidates who were on-site at your test event for any additional information about the test event.

D&SDT-HEADMASTER cannot review test results or reviews with the candidate’s instructor/training program. After a candidate reaches the age of 18, D&SDT-HEADMASTER will only discuss test results or test reviews with the candidate. D&SDT-HEADMASTER will not review test results or reviews with family members or anyone else on behalf of the candidate once the candidate is 18. D&SDT-HEADMASTER will complete your review request within ten business days of receiving your timely review request and will email the review results to your email address and the Michigan Department of Licensing and Regulatory Affairs (LARA).

The Knowledge/Audio Exam

You will be required to re-present your ID when you enter the knowledge test room and the skills lab for your skills exam. Please keep your ID with you throughout the exam day.

The Knowledge Test Proctor will hand out materials and give instructions for taking the Knowledge Exam. You will have a maximum of **60 minutes** to complete the **65-question** Knowledge Exam. You will be told when fifteen (15) minutes remain. You may not ask questions about the content of the Knowledge Exam (such as “What does this question mean?”). The Knowledge Test Proctor will have scratch paper and a basic calculator available for use during your knowledge exam.

You must have a 74% or better score to pass the knowledge portion of the exam.

Electronic TMU© testing using Internet-connected computers is utilized at all test sites in Michigan. The Knowledge test portion of your exam will be displayed on a computer screen for you to read and key in your answers.

NOTE: You will need your TMU© Username or Email and Password to sign in to your knowledge test. The Knowledge Test Proctor will provide you with a code at the test event to start your test.

An audio (oral) version of the knowledge exam is available. However, you must request an audio version of the knowledge exam before you submit your testing fee payment. The questions are neutrally read to you and can be heard through earbuds or headphones plugged into the computer. When taking an electronic audio exam, the audio control buttons will be displayed on the computer screen, enabling you to play, rewind, or pause questions as needed. For instructions, please see the **‘Select an Audio Version of the Knowledge Exam’** section.

- ❖ *Foreign language translation dictionaries, translator devices of any type, or non-approved language translators **are not permitted to be used during testing.***

All test materials, including scratch paper and calculator, must be left in the testing room. Anyone who takes or tries to take materials, notes, or information from the testing room is subject to prosecution and will be reported to their training program and the Michigan Department of Licensing and Regulatory Affairs (LARA).

Knowledge Exam Content

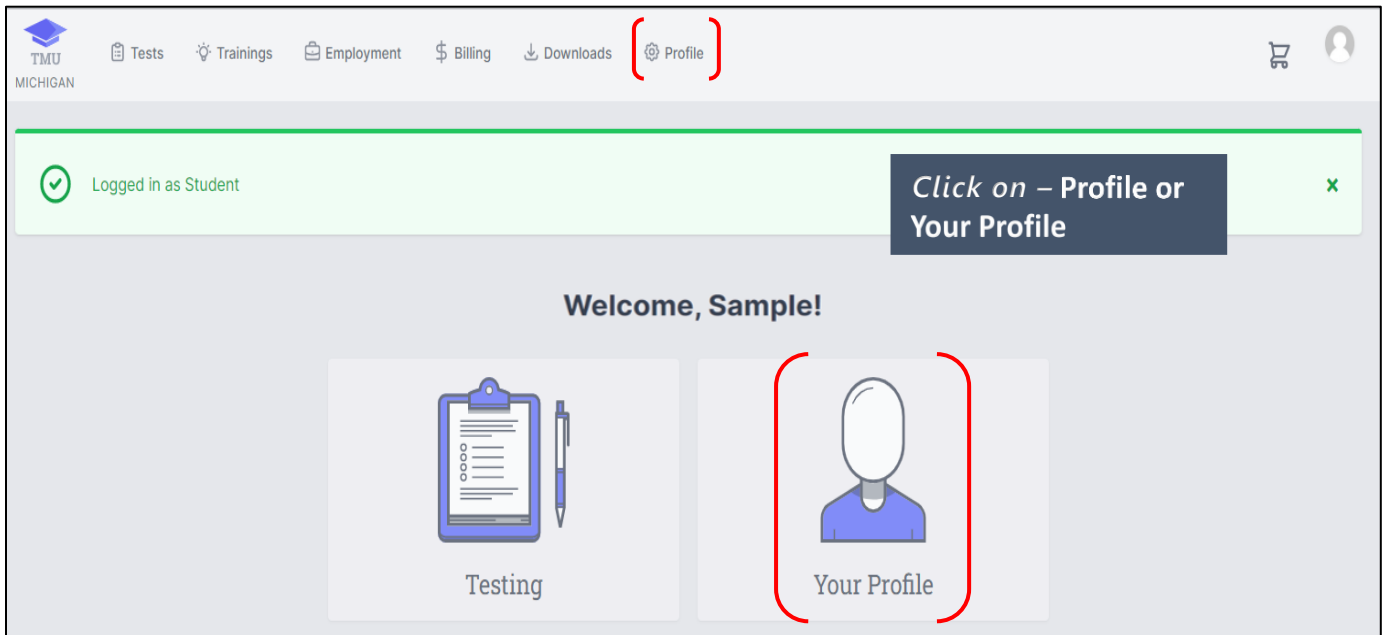
The Knowledge Test consists of 65 multiple-choice questions. Questions are selected from subject areas based on the Michigan Department of Licensing and Regulatory Affairs (LARA) approved Michigan test plan and include questions from all the required categories as defined in the federal regulations. The subject areas are as follows on the next page:

SUBJECT AREAS

SUBJECT AREA	NUMBER OF QUESTIONS	SUBJECT AREA	NUMBER OF QUESTIONS
Aging Process and Restorative Care	4	Infection Control	7
Basic Nursing Skills	10	Mental Health	4
Care Impaired	3	Personal Care	5
Communication	6	Resident Rights	6
Data Collection	3	Role and Responsibility	7
Disease Process	3	Safety	7

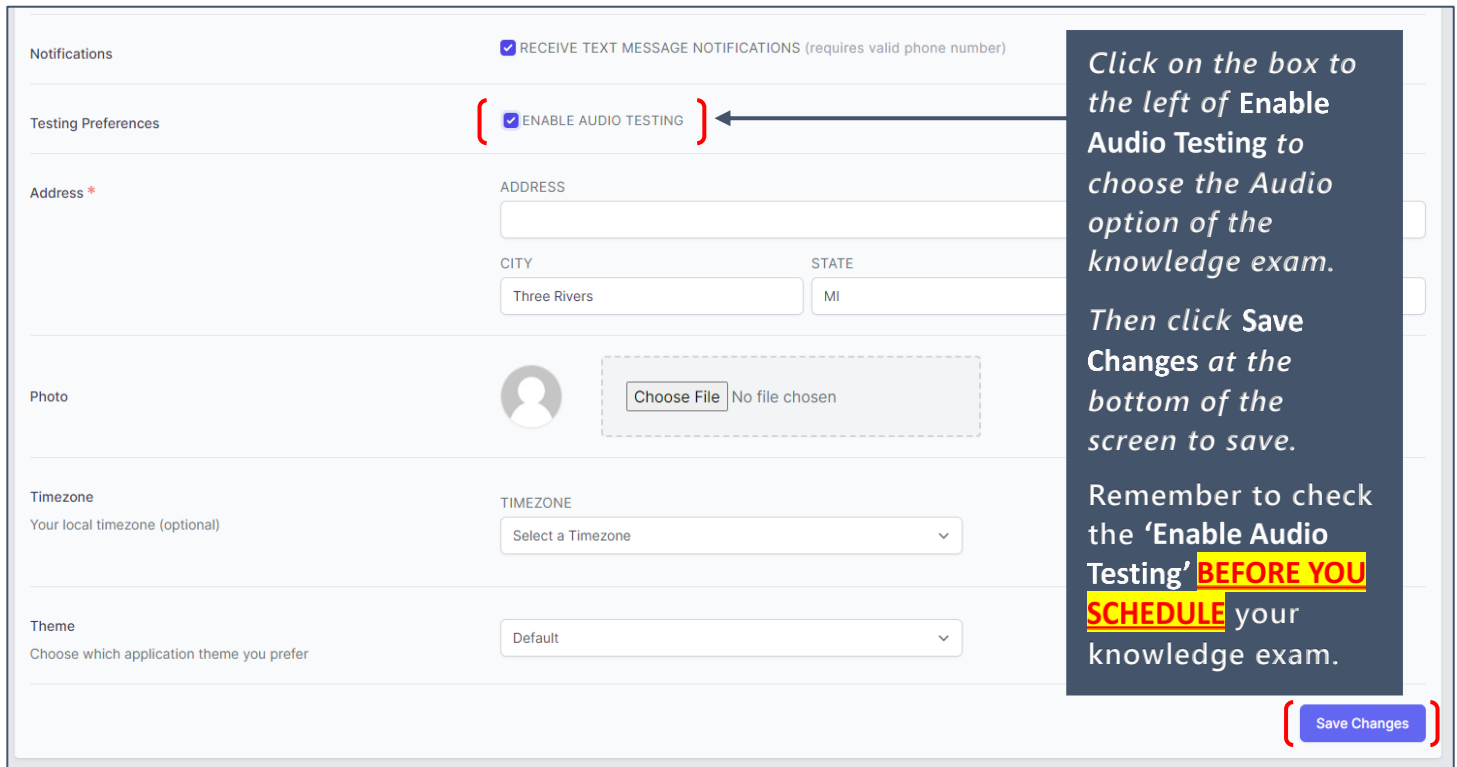
Select an Audio Version of the Knowledge Exam

To select the audio version of the knowledge test, follow the instructions with screenshots on the next page.



-continued on the next page-

Check the 'Enable Audio Testing' to receive an Audio version of the Knowledge Exam:



The screenshot shows a user profile settings page with the following sections:

- Notifications:** RECEIVE TEXT MESSAGE NOTIFICATIONS (requires valid phone number)
- Testing Preferences:** ENABLE AUDIO TESTING (highlighted with a red bracket and an arrow pointing to it from the annotation box)
- Address *:** ADDRESS (text input), CITY (Three Rivers), STATE (MI)
- Photo:** Profile picture icon and a "Choose File" button (No file chosen)
- Timezone:** Your local timezone (optional), TIMEZONE (Select a Timezone dropdown)
- Theme:** Choose which application theme you prefer (Default dropdown)
- Save Changes:** A blue button at the bottom right, highlighted with a red bracket.

Annotation Box (Dark Blue):

Click on the box to the left of Enable Audio Testing to choose the Audio option of the knowledge exam. Then click Save Changes at the bottom of the screen to save. Remember to check the 'Enable Audio Testing' **BEFORE YOU SCHEDULE** your knowledge exam.

Remotely Proctored Knowledge Exam Option

You will have the option to take the knowledge exam with a remote proctor from home, etc.

REMOTELY PROCTORED KNOWLEDGE EXAM CANDIDATE REQUIREMENTS

Candidates must have the following:

- An updated version of Google Chrome as your Internet browser.
 - **TMU@ does not support Internet Explorer.**
- A reliable Internet (Wi-Fi) connection.
- A personal computer/tablet/laptop to log into TMU@ to access the knowledge exam.
- **Your Email or Username and Password to take the remotely proctored TMU@ Knowledge exam.**
- A smartphone to access the 'video conferencing app' (e.g., Zoom) that you must download.
 - You will receive email information about the 'video conferencing app' (for example, Zoom, etc.) you will need before test day.
 - The night before your scheduled remotely proctored knowledge exam, you will receive an email reminder with the password-protected link to join the test event.
 - The smartphone must be positioned so the remote Proctor can clearly see you and the entire screen of your computer/tablet/laptop screen during your test.
- A distraction and interruption-free area of your home, etc., where you will be testing.
- If you have selected the Audio version of the knowledge exam, you will provide your own wired earbuds or headphones, which you must show to the remote proctor at check-in. Earbuds or headphones cannot be Bluetooth-connected devices.
 - The questions are neutrally read to you and will be heard through wired headphones or earbuds plugged into the computer.

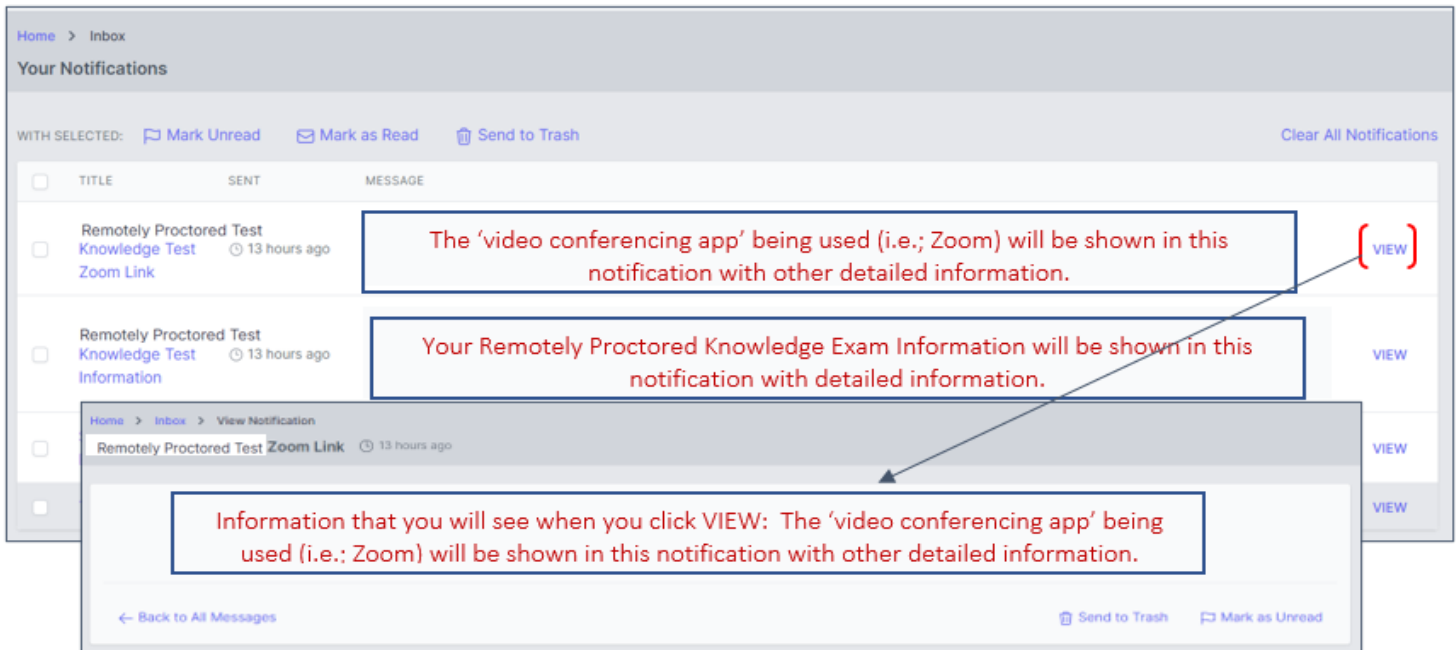
- When taking an Audio exam, the audio control buttons will be displayed on the computer screen, enabling you to play, rewind, or pause questions as needed.

SCHEDULE A REMOTELY PROCTORED KNOWLEDGE EXAM

You must sign in to your TMU© account using your Username or Email and Password and follow the instructions to **'Schedule/Reschedule a Test Event'**. Please ensure you have met the **'Remotely Proctored Knowledge Exam Candidate Requirements'** above before scheduling a remotely proctored knowledge exam.

- The test site location for a remotely proctored knowledge exam will be **"Remotely Proctored Knowledge Test Site"**.
- Once scheduled, a test confirmation will be sent via email and/or text. A notification will be generated in your TMU© account to view (see the **'Schedule/Reschedule a Test Event'**, **'Check/View your TMU© Notifications'**, and the **'Test Confirmation Letter'** sections for information to access your test confirmation.)
- Instructions and the link to download the 'video conferencing app' (for example, Zoom, etc.), including the meeting ID and Password for the remotely proctored knowledge event you are scheduled for, will be emailed to you and in your notifications.
 - Remember that for this information, check your 'NOTIFICATIONS' under your profile pic in your TMU© account. Please refer to the **'Check/View your Notifications'** section.

See the screenshots showing an example of what a notification regarding your remotely proctored knowledge exam will entail:



REMOTELY PROCTORED KNOWLEDGE EXAM CHECK-IN

You must be signed in to the remotely proctored link (for example, Zoom waiting room) for the check-in process with the remote proctor prior, **at least 10 minutes**, to the start time listed on your test confirmation. If you are not signed into the remotely proctored waiting room link prior (at least 10 minutes) to the time listed on your test confirmation, you will not be allowed to test, you will be considered a No-Show, and you will forfeit your testing fees paid and have to pay for another test date.

- You must show the remote proctor your mandatory form of identification at check-in before starting your remotely proctored knowledge exam. Please see the **'Identification'** section for specifics.
- You must show your surroundings to the remote proctor during check-in before starting your remotely proctored knowledge exam.

REMOTELY PROCTORED KNOWLEDGE EXAM POLICIES

All **'Testing Policies'** and **'Security'** measures are followed during the remotely proctored knowledge exam. Please refer to those sections for information.

- The 'video conferencing app' link (for example, Zoom, etc.) must be maintained during the entire knowledge exam.
- If the 'video conferencing app' (for example, Zoom, etc.) connection is lost, you must immediately reconnect or be subject to being exited from the test by the remote Proctor, and your test will be scored as a failed attempt.
- Your device must **not be muted** during testing so that the remote Proctor can hear if there are any distractions or other interruptions during your test. **REMEMBER:** *You need to test in a distraction and interruption-free area just like you would if you were sitting in the knowledge test room at a test site.*
- If the remote Proctor has any inclination that you are cheating or not following instructions, your test will be ended and scored as a failed attempt.
- Please see the information on remotely proctored knowledge testing issues under the 'No Show Exceptions' section.
- If needed, you may do math calculations on scratch paper or with a basic calculator. Before starting your exam, you will be asked to show both sides of the scratch paper and the basic calculator to the remote Proctor.
 - At the end of your test, you will be asked to show both sides of the scratch paper and the basic calculator to the remote Proctor **again**. Once checked, you will be directed to tear up the scratch paper in view of the remote Proctor. You will be informed to mute yourself while tearing up the scratch paper.
- Foreign word-for-word translation, translating devices of any type, or non-approved language translators **are not allowed** during the remotely proctored knowledge exam.

Please call D&SDT-Headmaster at (888)401-0462 if you have any questions or concerns or need assistance scheduling a remotely proctored knowledge exam.

Self-Assessment Reading Comprehension Exam

The following passages and corresponding questions will assess your reading comprehension required for the knowledge portion of the state competency evaluation. If you miss more than three (3) questions, you should consider utilizing the audio version option for the knowledge exam.

PASSAGE 1

Paul and Ben are twins. They are identical in features, but opposite in personality. Paul likes to wear dark colors. Ben likes to wear bright colors. Paul likes to read quietly. Ben likes to attend football games with friends.

1. Paul can be classified as an
 - a. omnivert
 - b. extrovert
 - c. introvert
 - d. ambivert

2. Ben can be classified as an
 - a. omnivert
 - b. extrovert
 - c. introvert
 - d. ambivert

3. Paul and Ben have the same
 - a. noses
 - b. shoes
 - c. earrings
 - d. tattoos

PASSAGE 2

Amy is from the state of Montana. Amy lives in an apartment with her parents and her brother, Nick. Tomorrow, Amy is flying to the state of Oregon. Amy is bringing three books of 3 different colors with her. Nick doesn't understand why she needs three books. The yellow one is a Spanish-English dictionary. The red one is a tourist guide to Oregon. The blue one is about horses, which Amy feels is the most important.

Amy will not need her United States of America passport because she won't be leaving the country.

4. Amy is from
 - a. Wisconsin
 - b. Montana
 - c. Oregon
 - d. Wyoming

5. Amy resides in a(n)
 - a. house
 - b. farm
 - c. condo
 - d. apartment

6. Amy lives in
 - a. Canada
 - b. America
 - c. Mexico
 - d. Peru

7. Amy lives with her
 - a. aunt
 - b. grandmother
 - c. father
 - d. sister

8. Amy's brother's name is
 - a. Nick
 - b. Loren
 - c. Chad
 - d. Jared

9. Tomorrow, she is going to
 - a. Montana
 - b. Canada
 - c. Wisconsin
 - d. Oregon

10. The type of book that is yellow is a(n)
 - a. dictionary
 - b. animal interest
 - c. tourist
 - d. guidebook

11. Amy believes the most important book is the color
 - a. red
 - b. black
 - c. yellow
 - d. blue

PASSAGE 3

Katherine did not like being called by her full name. Katherine preferred to be called Katie. Katherine's mother wanted her to understand why she was given that legal name. Her mother shared a story about a strong-willed woman who overcame adversities, and her name was Katherine. Katherine then embraced her given name.

12. Katherine is a
 - a. last name
 - b. middle name
 - c. legal name
 - d. nickname

13. The purpose of Katherine’s mother sharing the story with Katherine is to
- entertain
 - persuade
 - inform
 - describe

Answers: 1. C | 2. B | 3. A | 4. B | 5. D | 6. B | 7. C | 8. A | 9. D | 10. A | 11. D | 12. C | 13. C

Knowledge Practice Test

D&SDT-HEADMASTER offers a free knowledge test question of the day and a ten-question online static practice test available on our website at www.hdmaster.com. Candidates may also purchase complete practice tests that are randomly generated based on the state test plan. A mastery learning method is used, and each practice test will be unique. This means candidates must get the question they are attempting correct before they move on to the next question. A first-attempt percentage score and vocabulary feedback are supplied upon completion of the practice test. A list of vocabulary words to study is provided at the end of each test. Single or group purchase plans are available.

NOTE: Make sure you select **MICHIGAN** from the drop-down list.

The following is a sample of the kinds of questions that you will find on the Knowledge/Audio exam:

- Clean linens that touch the floor should be:**
 - Picked up quickly and placed back on the clean linen cart
 - Used immediately on the next resident bed
 - Considered dirty and placed in the soiled linen hamper
 - Used only in the room with the floor the linen fell on
- When you are communicating with residents, you need to remember to:**
 - Face the resident and make eye contact
 - Speak rapidly and loudly
 - Look away when they make direct eye contact
 - Finish all their sentences for them
- A resident’s psychological needs:**
 - Should be given minor consideration
 - Make the resident withdrawn and secretive
 - Are nurtured by doing everything for the resident
 - Are nurtured when residents are treated like individuals

ANSWERS: 1-C | 2-A | 3-D

The Manual Skill Test

- The Skill Test aims to evaluate your performance when demonstrating LARA-approved nurse aide skill tasks. You will find a complete list of skill tasks in this handbook.
- You will be asked to re-present your ID that you showed the RN Test Observer at check-in.
- Be sure you understand all instructions you read while in the waiting area before you begin your skill task demonstrations. You may not ask questions once the Skill Test begins and the timer starts. Once the Skill Test begins, the RN Test Observer may not answer questions.
- Each of your randomly selected three (3) or four (4) tasks will have scenarios associated with them. The scenarios will be read to you by the RN Test Observer immediately before you are asked to do each task.
- You will be allowed **thirty (30) minutes** to complete your three or four tasks. After fifteen (15) minutes have elapsed, you will be alerted that 15 minutes remain.
- Listen carefully to all instructions given by the RN Test Observer. You may request to have any of the scenarios repeated **at any time** during your Skill Test up until you run out of time or tell the RN Test Observer that you are finished with your skill task demonstrations.
- You must correctly perform all **key** steps (in **bold** font) and 80% of all non-key steps on each task assigned to pass the Skill Test.
- If you believe you made a mistake while performing a task, tell the RN Test Observer you would like to make a correction. You will need to correctly demonstrate the step or steps on the task you believe you performed incorrectly to receive credit for the correction.
- You may repeat or correct **any step** or **steps** on any task you believe you have performed incorrectly at **any time** during your allotted 30 minutes or until you tell the RN Test Observer you are finished with the Skill Test.
- The skill task steps are not order dependent unless the words *BEFORE* or *AFTER* are used in a step.
- When you finish each task, verbally tell the RN Test Observer you are finished and move to the designated “relaxation area.” When the RN Test Observer and actor have set up and are ready for your next skill task demonstration, the RN Test Observer will read the scenario for your next task.
- **All steps must actually be demonstrated. Steps that are only verbalized WILL NOT COUNT.**

Skill Test Recording Form

The RN test observer will provide a recording form similar to the one displayed below if your skill test includes a skill task that requires recording a count or measurement.

Recording Form: _____ →

Candidate's Name: _____	
PLEASE PRINT	
PULSE: _____	beats RESPIRATIONS: _____
breaths	
URINE OUTPUT: _____ ml	
GLASS 1: _____	
GLASS 2: _____	
TOTAL FLUID INTAKE: _____ ml	FOOD INTAKE: _____ %
Candidate's Signature: _____	

Skill Test Tasks

You will be assigned one of the following mandatory tasks with embedded hand washing using soap and water as your first task:

- Assist a Resident with the use of a Bedpan, Measure and Record Urine Output with Hand Washing
- Catheter Care for a Female Resident with Hand Washing [DEMONSTRATED ON A MANIKIN]
- Donn [PUT ON] PPE (Gown and Gloves), Empty a Urinary Drainage Bag, Measure and Record Urine Output, and Doff [REMOVE] PPE with Hand Washing
- Perineal Care for a Female Resident with Hand Washing [DEMONSTRATED ON A MANIKIN]

You will also receive an additional two (2) or three (3) randomly selected tasks from the Skill Task listing below. These selected tasks will make up your personalized and unique skill test. Each skill test randomly assigned by the TMU© skill test assignment algorithm will be comparable in overall difficulty.

Skill Tasks Listing

Every step must actually be performed and demonstrated during your skill test demonstration to receive credit.

The steps listed for each task are required for a nurse aide candidate to successfully demonstrate minimum proficiency in the skill task for the RN Test Observer. The steps will be performed on a live resident actor for all of the tasks, with the exception of the catheter care for a female task and the perineal care for a female task, which will be demonstrated on a manikin.

You will be scored only on the steps listed.

To pass the skill component of your competency evaluation, you must score 80% or better on each task without missing any key steps (the bolded steps).

If you fail the Skill Test, one of the tasks on your retest will be a task you previously failed. This will always be one of the first mandatory tasks to start each skill test. The other tasks on your Skill Test are randomly chosen so that every Skill Test is comparable in difficulty and average length of time to complete. The RN Test Observer will observe your demonstrations of your skill tasks and record what they see you do. D&SDT-Headmaster scoring teams will officially score and double-check your test.

Please note: The skill task steps included in this handbook are offered as guidelines to help prepare candidates for the Michigan nurse aide skill test. The steps included herein are not intended to provide complete care that would be all-inclusive of best care practiced in an actual work setting.

Apply a Knee-high Anti-embolic (Elastic) Stocking to a Resident's Leg

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Raise bed height.
4. Provide for the resident's privacy; *pull the privacy curtain*.
5. Provide for resident's privacy by only exposing one leg.
6. Roll, gather, or turn the stocking down inside out to at least the heel.

7. Place the foot of the stocking over the resident's toes, foot, and heel.
8. Roll -or- pull the top of the stocking over the resident's foot, heel, and up the leg.
9. Check toes for possible pressure from stocking.
10. Adjust stocking as needed.
- 11. Leave the resident with a stocking that is smooth/wrinkle-free.**
12. Lower bed.
13. Place call light or signal calling device within easy reach of the resident.
14. Maintain respectful, courteous interpersonal interactions at all times.
15. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.

Assist a Resident to Ambulate using a Gait belt

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Obtain a gait belt for the resident.
4. **Lock bed brakes to ensure resident's safety.**
5. **Lock wheelchair brakes to ensure resident's safety.**
6. Bring the resident to a sitting position *by raising the head of the bed.*
7. Assist the resident in putting on non-skid shoes/footwear.
8. Adjust the bed height to ensure that the resident's feet are flat on the floor when the resident is sitting on the edge of the bed. *(If needed, assist the resident in scooting to the edge of the bed.)*
- ~~Lock bed brakes to ensure resident's safety.~~
- ~~Lock wheelchair brakes to ensure resident's safety.~~
- ~~Bring the resident to a sitting position.~~
9. Place a gait belt around the resident's waist to stabilize the trunk.
10. Tighten the gait belt.
11. Check the gait belt for tightness by slipping fingers between the gait belt and the resident.
12. Face the resident.
13. Grasp the gait belt on both sides with an upward grasp.
14. Bring the resident to a standing position.
15. Stabilize the resident.
16. Ambulate the resident at least ten (10) steps to the wheelchair.
17. Assist the resident in pivoting/turning and sitting the resident in the wheelchair in a controlled manner that ensures safety.
18. Use proper body mechanics at all times.
19. Remove gait belt.
20. Place the call light or signaling device within easy reach of the resident.
21. Maintain respectful, courteous interpersonal interactions at all times.
22. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.

MOVED STEPS

MOVED STEPS UP

Assist a Resident with the use of a Bedpan, Measure and Record Urine Output with Hand Washing

(One of the possible first mandatory tasks.)

1. **Knock on the door.** ADDED
2. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.
3. Explain the procedure to the resident.
4. Provide for the resident's privacy; *pull the privacy curtain.*
5. Put on gloves.
6. Position the resident on the bedpan safely and correctly. *(Pan is not upside down, it is centered, etc.)*
7. Raise the head of the bed to a comfortable level.
8. Leave tissue within reach of the resident.
9. Leave the call light or signaling device within reach of the resident.
10. Step behind the privacy curtain to provide privacy for the resident.
11. When the RN Test Observer indicates the candidate returns.
12. Lower the head of the bed.
13. Gently remove the bedpan.
14. Hold the bedpan for the RN Test Observer while an unknown quantity of liquid is poured into the bedpan.
15. Place the graduate on a level, flat surface.
16. Pour bedpan contents into the graduate.
17. With the graduate at eye level, measure output.
18. Empty equipment used into the designated toilet/commode.
19. Rinse equipment used and empty rinse water into the designated toilet/commode.
20. Return equipment to storage.
21. Wash/assist the resident in washing with soap and water.
22. Dry/assist the resident in drying hands.
23. Place soiled linen in a designated laundry hamper.
24. Remove gloves, turning them inside out as they are removed, and dispose in a trash container.
25. Record the output in ml on the previously signed recording form.
- 26. The candidate's recorded measurement is within 25mls of the RN Test Observer's reading.**
27. Place the call light or signaling device within easy reach of the resident.
28. Maintain respectful, courteous interpersonal interactions at all times.
29. Turn on water.
30. Wet hands and wrists thoroughly.
31. Apply soap to hands.
32. Rub hands together using friction with soap.
- 33. Scrub/wash hands together with soap for at least twenty (20) seconds.**
34. Scrub/wash with interlaced fingers pointing downward with soap.
35. Wash all surfaces of your hands with soap.
36. Wash wrists with soap.
37. Clean fingernails by rubbing fingertips against the palm of the opposite hand.
38. Rinse fingers, hands, and wrists thoroughly under running water with fingers pointed downward.
39. Starting at the fingertips, dry fingers, hands, and wrists with a clean paper towel(s).

40. Discard paper towels to trash container as used.
41. Turn off the faucet with a clean, dry paper towel, and discard it in a trash container as used.
42. **Do not re-contaminate hands at any time during the hand-washing procedure.** *(Such as touching the sides of the sink during the procedure or crumpling up the paper towel used to turn off the faucet with both hands before discarding, using a wet paper towel to turn off the faucet, etc.)*

Catheter Care for a Female Resident with Hand Washing

(One of the possible first mandatory tasks.) [DEMONSTRATED ON A MANIKIN]

1. **Knock on the door.** ADDED
2. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.
3. Explain the procedure to the resident.
4. Provide for the resident's privacy; *pull the privacy curtain.*
5. Fill a basin with comfortably warm water.
6. Put on gloves.
7. Expose the area surrounding the catheter, only exposing the resident between the hip and knee.
8. **Hold the catheter where it exits the urethra with one hand.**
9. **Use a clean washcloth with water and soap.** ADDED
10. While holding the catheter, clean at least 3-4 inches down the drainage tube.
11. **Clean with strokes only away from the urethra. (At least two strokes)**
12. Use a clean portion of the washcloth for each stroke.
13. While holding the catheter, rinse at least 3-4 inches down the drainage tube.
14. Rinse using strokes only away from the urethra.
15. Rinse using a clean portion of the washcloth for each stroke.
16. Pat dry.
17. **Do not allow the tube to be tugged/pulled at any time during the procedure.**
18. Replace the top cover over the resident.
19. Place soiled linen in a designated laundry.
20. Empty equipment.
21. Rinse equipment.
22. Dry equipment.
23. Return equipment to storage.
24. Remove gloves, turning them inside out as they are removed, and dispose in a trash container.
25. Place the call light or signaling device within easy reach of the resident.
26. Maintain respectful, courteous interpersonal interactions at all times.
27. Turn on water.
28. Wet hands and wrists thoroughly.
29. Apply soap to hands.
30. Rub hands together using friction with soap.
31. **Scrub/wash hands together with soap for at least twenty (20) seconds.**
32. Scrub/wash with interlaced fingers pointing downward with soap.
33. Wash all surfaces of your hands with soap.
34. Wash wrists with soap.
35. Clean fingernails by rubbing fingertips against the palm of the opposite hand.
36. Rinse fingers, hands, and wrists thoroughly under running water with fingers pointed downward.

37. Starting at the fingertips, dry fingers, hands, and wrists with a clean paper towel(s).
38. Discard paper towels to trash container as used.
39. Turn off the faucet with a clean, dry paper towel, and discard it in a trash container as used.
40. **Do not re-contaminate hands at any time during the hand-washing procedure.** (*Such as touching the sides of the sink during the procedure or crumpling up the paper towel used to turn off the faucet with both hands before discarding, using a wet paper towel to turn off the faucet, etc.*)

Denture Care – Clean an Upper or Lower Denture

(ONLY ONE PLATE, EITHER AN UPPER OR LOWER, IS USED IN TESTING)

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. **Line the bottom of the sink with a protective lining that would help prevent damage to the denture.** (*Towel, washcloth, or paper towels are all acceptable.*)
4. Put on gloves.
5. Apply denture cleanser (paste) to denture brush (or toothbrush).
6. Remove the denture from the cup.
7. Handle the denture carefully to avoid damage.
8. Rinse the denture under cool/tepid running.
9. Thoroughly brush the inner surfaces of the denture.
10. Thoroughly brush the outer surfaces of the denture.
11. Thoroughly brush the chewing surfaces of the denture.
12. Rinse all surfaces of the denture under cool/tepid running water.
13. Rinse the denture cup and lid.
14. Place the denture in the rinsed cup.
15. Add cool/tepid clean water to the denture cup and replace the lid on the denture cup.
16. Rinse equipment.
17. Return equipment to storage.
18. Discard the sink protective lining in an appropriate container.
19. Remove gloves, turning them inside out as they are removed, and dispose in a trash container.
20. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.
21. Place the call light or signaling device within easy reach of the resident.
22. Maintain respectful, courteous interpersonal interactions at all times.

Donn [Put On] PPE (Gown and Gloves), Empty a Urinary Drainage Bag, Measure and Record Urine Output, and Doff [Remove] PPE with Hand Washing

(*One of the possible first mandatory tasks.*)

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.
2. Unfold the gown.
3. Face the back opening of the gown.

4. Place arms through each sleeve.
5. Secure the neck opening.
6. Secure the gown at the waist, making sure that the back flaps cover the clothing as completely as possible.
7. Put on gloves.
8. The cuffs of the gloves overlap the cuffs of the gown.
9. *Knock on the door.* ADDED
10. Explain the procedure to the resident.
11. Provide for the resident's privacy; *pull the privacy curtain.*
12. *Place the call light or signaling device within easy reach of the resident.*
13. Place a barrier on the floor under the drainage bag.
14. Place the graduate on the previously placed barrier.
15. Open the drain to allow the urine to flow into the graduate until the bag is completely empty.
16. Avoid touching the graduate with the tip of the tubing.
17. Close the drain.
18. Wipe the drain with an alcohol wipe AFTER emptying the drainage bag.
19. Place the graduate on a level, flat surface.
20. With the graduate at eye level, measure output.
21. Empty graduate into the designated toilet/commode.
22. Rinse equipment, emptying rinse water into the designated toilet/commode.
23. Return equipment to storage.
 - ~~Record the output in ml on the previously signed recording form.~~ MOVED BOTH STEPS TO THE END
 - ~~The candidate's recorded measurement is within 25mls of the RN Test Observer's measurement.~~
 - ~~Place call light or signaling device within easy reach of resident.~~ MOVED UP UNDER PROVIDE PRIVACY
24. Maintain respectful, courteous interpersonal interactions at all times.
25. **Remove gloves BEFORE removing the gown with one glove hand, and grasp the other glove at the palm to remove it.**
26. **Slip fingers from the ungloved hand underneath the cuff of the remaining glove at the wrist and remove the glove, turning it inside out as it is removed.**
27. Dispose of gloves in the trash container without contaminating yourself.
28. Unfasten the gown at the waist.
29. Unfasten the gown at the neck.
30. Remove the gown without touching the outside of the gown.
31. While removing the gown, turn the gown inward and keep it inside out.
32. Dispose of the gown in a designated container without contaminating yourself.
33. Turn on the water.
34. Wet hands and wrists thoroughly.
35. Apply soap to hands.
36. Rub hands together using friction with soap.
37. **Scrub/wash hands together with soap for at least twenty (20) seconds.**
38. Scrub/wash with interlaced fingers pointing downward with soap.
39. Wash all surfaces of your hands with soap.
40. Wash wrists with soap.
41. Clean fingernails by rubbing fingertips against the palm of the opposite hand.
42. Rinse fingers, hands, and wrists thoroughly under running water with fingers pointed downward.
43. Starting at the fingertips, dry fingers, hands, and wrists with a clean paper towel(s).
44. Discard paper towels to trash container as used.
45. Turn off the faucet with a clean, dry paper towel, and discard it in a trash container as used.

46. Do not re-contaminate hands at any time during the hand-washing procedure. (Such as touching the sides of the sink during the procedure or crumpling up the paper towel used to turn off the faucet with both hands before discarding, *using a wet paper towel to turn off the faucet, etc.*)

47. Record the output in ml on the previously signed recording form.

48. The candidate's recorded measurement is within 25mls of the RN Test Observer's measurement.

Dress a Resident with an Affected (Weak) Side in Bed

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Provide for the resident's privacy; *pull the privacy curtain.*
4. Raise bed height.
5. Keep the resident covered while removing the gown.
6. Remove the gown from the unaffected side first.
7. Place the soiled gown in a designated laundry hamper.
8. Dress the resident in a button-up shirt. Insert your hand through the shirt sleeve and grasp the resident's hand.
9. **Always dress from the affected (weak) side first when dressing the resident in a button-up shirt.**
10. Assist the resident to raise their 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 affected (weak) side leg first.**
12. Put on the resident's socks. Draw the socks up the resident's foot until they are smooth.
13. Leave the resident comfortably/properly dressed (pants pulled up to the waist, front and back, and shirt completely buttoned).
14. Lower bed.
15. Place the call light or signaling device within easy reach of the resident.
16. Maintain respectful, courteous interpersonal interactions at all times.
17. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.

Assist a Dependent Resident with a Meal in Bed

(THE MEAL PROVIDED IS PER THE RESIDENT'S CARE PLAN)

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Ask the resident to state the name and verify that the name matches the name on the diet card.
4. **Position the resident in an upright, sitting position, at least 75-90 degrees, BEFORE *assisting the resident with the meal.***
5. Protect clothing from soiling using a napkin, clothing protector, or towel.
6. Provide hand hygiene for the resident BEFORE *assisting the resident with the meal.* (Candidate may use a disposable wipe and dispose of it in a trash can –or– wash resident's hands with soap and a wet washcloth –or– they may rub hand sanitizer over all surfaces of the resident's hands until dry.)

7. Ensure the resident's hands are dry BEFORE *assisting the resident with the meal*. (If a wet washcloth with soap was used, the candidate will need to dry the resident's hands. The hands must be dry if a disposable wipe or hand sanitizer is used.)
8. Place soiled linen in a designated laundry hamper or dispose of it in an appropriate container.
9. Sit in a chair, facing the resident, while *assisting the resident with the meal*.
10. Describe the food and fluid being offered to the resident.
11. Offer each fluid frequently.
12. Offer small amounts of food at a reasonable rate.
13. Allow resident time to chew and swallow.
14. Wipe the resident's hands and mouth AFTER *assisting the resident with the meal*.
15. Remove the clothing protector and place it in a designated laundry hamper. If a napkin is used, dispose of it in a trash container.
16. Leave the resident sitting upright in bed with the head of the bed set up to at least 45 degrees.
17. Record intake as a percentage of total solid food eaten on the previously signed recording form.
- 18. The candidate's calculation must be within 25 percentage points of the RN Test Observer's calculation.**
19. Record estimated intake as the sum total fluid consumed in ml on the previously signed recording form.
- 20. The candidate's calculation must be within 30mls of the RN Test Observer's calculation.**
21. Place the call light or signaling device within easy reach of the resident.
22. Maintain respectful, courteous interpersonal interactions at all times.
23. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.

Foot Care for a Resident on One Foot

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Fill a basin with comfortably warm water.
4. Remove a sock from the resident's (right/left) foot. (The scenario read to you will specify right or left.)
5. Immerse the resident's foot in warm water.
 - a. You may verbalize the 5 to 20 minutes of soaking time after you begin soaking the foot.
6. Use water and a soapy washcloth.
7. Wash the resident's entire foot.
8. Wash between the resident's toes.
9. Rinse the resident's entire foot.
10. Rinse between the resident's toes.
11. Dry the resident's foot thoroughly.
- 12. Dry thoroughly between the resident's toes.**
13. Apply lotion to the top and bottom of the resident's foot.
14. Avoid getting lotion between the resident's toes.
15. If excess lotion is on the resident's foot, wipe it with a towel/washcloth.
16. Replace the sock on the resident's foot.
17. Empty equipment.
18. Rinse equipment.
19. Dry equipment.

20. Return equipment to storage.
21. Place soiled linens in a designated laundry hamper.
22. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry
23. Place the call light or signaling device within easy reach of the resident.
24. Maintain respectful, courteous interpersonal interactions at all times.

Modified Bed Bath- **Whole Face and One Arm, Hand and Underarm Armpit**

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Provide for the resident’s privacy; *pull the privacy curtain.*
4. Raise bed height.
5. Cover the resident with a bath blanket.
6. Remove the remaining top covers. Fold to the bottom of the bed or place aside.
7. Remove the resident's gown without exposing the resident and place the soiled gown in a designated laundry hamper.
8. Fill a basin with comfortably warm water.

~~Beginning with eyes, wash eyes WITHOUT SOAP using a clean portion of the washcloth for each stroke, washing inner aspect to outer aspect.~~ SPLIT OUT INTO THREE STEPS
9. Beginning with eyes, wash eyes WITHOUT SOAP. NOT A KEY STEP
10. **Wash the resident’s eyes from the inner to the outer aspect.** NOT A KEY STEP
11. Use a clean portion of the washcloth for each stroke. NOT A KEY STEP
12. Wash the resident’s *whole* face WITHOUT SOAP. (*Note: Wash the entire face, including the mouth and nose.*)
13. Pat dry face.
14. Place a towel under the resident’s arm, exposing one arm.
15. Wash the resident’s arm with soap.
16. Wash the resident’s hand with soap.
17. Wash the resident’s *underarm armpit* with soap.
18. Rinse the resident’s arm.
19. Rinse the resident’s hand.
20. Rinse the resident’s *underarm armpit*.
21. Pat dry the resident’s arm.
22. Pat dry the resident’s hand.
23. Pat dry *underarm armpit*.
24. Assist the resident in putting on a clean gown.
25. Empty equipment.
26. Rinse equipment.
27. Dry equipment.
28. Return equipment to storage.
29. Place soiled linen in a designated laundry hamper.
30. Lower bed.

31. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.
32. Place the call light or signaling device within easy reach of the resident.
33. Maintain respectful, courteous interpersonal interactions at all times.

Mouth Care—Brush a Resident’s Teeth

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Provide for the resident’s privacy; *pull the privacy curtain*.
4. Drape the resident's chest with a towel to prevent soiling.
5. **Put on gloves BEFORE cleaning the resident’s mouth.**
6. Wet the toothbrush and apply a small amount of toothpaste.
7. Gently brush the inner surfaces of the resident’s upper and lower teeth.
8. Gently brush the outer surfaces of the resident’s upper and lower teeth.
9. Gently brush the chewing surfaces of the resident’s upper and lower teeth.
10. Gently brush the resident's tongue.
11. Assist the resident in rinsing their mouth.
12. Wipe the resident's mouth.
13. Remove soiled linen.
14. Place soiled linen in a designated laundry hamper.
15. Empty container. *(The container may be an emesis basin or a disposable cup.)*
16. Rinse the emesis basin, if used, or discard disposable items in a trash can.
17. Dry emesis basin, if used.
18. Rinse the toothbrush.
19. Return equipment to storage.
20. Remove gloves, turning them inside out as they are removed, and dispose in a trash container.
21. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.
22. Place the call light or signaling device within easy reach of the resident.
23. Maintain respectful, courteous interpersonal interactions at all times.

Passive Range of Motion for a Resident’s Hip and Knee

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Provide for the resident’s privacy; *pull the privacy curtain*.
4. Raise bed height.
5. Position resident supine (bed flat).
6. Correctly support joints at all times by placing one hand under the resident’s knee and the other hand under the resident’s ankle.

7. Gently move the resident's entire leg away from the body.
 - a. *Abduction*
8. Gently return the resident's leg toward the body.
 - a. *Adduction*
9. Gently complete abduction and adduction of the hip at least three times.
10. Continue correctly supporting joints by placing one hand under the resident's knee and the other hand under the resident's ankle.
11. Gently bend the resident's knee and hip toward the resident's trunk.
 - a. *Flexion of hip and knee at the same time.*
12. Gently straighten the resident's knee and hip.
 - a. *Extension of hip and knee at the same time.*
13. Gently complete flexion and extension of the knee and hip at least three times.
14. Do not force any joint beyond the point of free movement.
- 15. The candidate must ask at least once during the PROM exercise if there is/was any discomfort/pain.**
16. Lower bed.
17. Place the call light or signaling device within easy reach of the resident.
18. Maintain respectful, courteous interpersonal interactions at all times.
19. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.

Passive Range of Motion for a Resident's Shoulder

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Provide for the resident's privacy; *pull the privacy curtain.*
4. Raise bed height.
~~Position resident supine (bed flat).~~ REMOVED STEP
5. Correctly support joints at all times by placing one hand under the resident's elbow or upper arm and the other hand under the resident's wrist.
6. Gently raise the resident's straightened arm up and over the resident's head to ear level.
 - a. *Flexion*
7. Gently bring the resident's arm back down to the side of the resident's body.
 - a. *Extension*
8. Gently complete flexion and extension of the shoulder at least three times.
9. Continue correctly supporting shoulder joints by placing one hand under the resident's elbow or upper arm and the other hand under the resident's wrist.
10. Gently move the resident's entire arm away from the side of the resident's body to shoulder level.
 - a. *Abduction*
11. Gently return the resident's arm to the side of the resident's body.
 - a. *Adduction*
12. Gently complete abduction and adduction of the shoulder at least three times.
13. Do not force any joint beyond the point of free movement.
- 14. The candidate must ask at least once during the PROM exercise if there is/was any discomfort/pain.**
15. Lower bed.

16. Place the call light or signaling device within easy reach of the resident.
17. Maintain respectful, courteous interpersonal interactions at all times.
18. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.

Perineal Care for a Female Resident with Hand Washing

(One of the possible first mandatory tasks.) [DEMONSTRATED ON A MANIKIN]

1. **Knock on the door.** ADDED
2. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.
3. Explain the procedure to the resident.
4. Provide for the resident's privacy; *pull the privacy curtain.*
5. Fill a basin with comfortably warm water.
6. Raise bed height.
7. Put on gloves.
8. Turn the resident ~~or raise hips~~ and place a waterproof pad under the resident's buttocks. REMOVED
'RAISING
HIPS'
9. Expose the perineal area only.
10. Separate labia. *(It is helpful if you verbalize separating labia as you demonstrate separating labia.)*
11. Use water and a soapy washcloth (*peri-wash and no-rinse soaps are not allowed*).
12. Clean one side of the labia from front to back.
13. Use a clean portion of the washcloth and clean the other side of the labia from front to back.
- 14. Use a clean portion of the washcloth, clean the vaginal area from front to back.**
15. Use a clean washcloth and rinse from one side of the labia from front to back.
16. Use a clean portion of the washcloth and rinse the other side of the labia from front to back.
17. Use a clean portion of the washcloth, rinse the vaginal area from front to back.
18. Pat dry.
19. Assist resident (manikin) to turn onto the side, away from the candidate, toward the center of the bed.
 - a. *RN Test Observer may help hold the manikin on their side ONLY after the candidate has turned the manikin.*
20. Use a clean washcloth with water and soap (*peri-wash and no-rinse soaps are not allowed*).
- 21. Wash from vagina to rectal area.**
22. Use a clean portion of the washcloth with any stroke.
23. Use a clean washcloth and rinse the rectal area from front to back.
24. Use a clean portion of the washcloth with any stroke.
25. Pat dry.
26. Safely remove the waterproof pad from under the resident's buttock.
27. Position resident on their back.
28. Place soiled linen in a designated laundry hamper.
29. Empty equipment.
30. Rinse equipment.
31. Dry equipment.
32. Return equipment to storage.
33. Remove gloves, turning them inside out as they are removed, and dispose in a trash container.
34. Lower bed.

35. Place the call light or signaling device within easy reach of the resident.
36. Maintain respectful, courteous interpersonal interactions at all times.
37. Turn on water.
38. Wet hands and wrists thoroughly.
39. Apply soap to hands.
40. Rub hands together using friction with soap.
- 41. Scrub/wash hands together with soap for at least twenty (20) seconds.**
42. Scrub/wash with interlaced fingers pointing downward with soap.
43. Wash all surfaces of your hands with soap.
44. Wash wrists with soap.
45. Clean fingernails by rubbing fingertips against the palm of the opposite hand.
46. Rinse fingers, hands, and wrists thoroughly under running water with fingers pointed downward.
47. Starting at the fingertips, dry fingers, hands, and wrists with a clean paper towel(s).
48. Discard paper towels to trash container as used.
49. Turn off the faucet with a clean, dry paper towel and discard the paper towel in a trash container as used.
- 50. Do not re-contaminate hands at any time during the hand-washing procedure.** *(Such as touching the sides of the sink during the procedure or crumpling up the paper towel used to turn off the faucet with both hands before discarding, using a wet paper towel to turn off the faucet, etc.)*

Position a Dependent Resident in Bed on their Side

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Provide for the resident's privacy; *pull the privacy curtain.*
4. Position the bed flat.
5. Raise bed height.
- 6. Direct the RN Test Observer to stand on the side of the bed opposite the working side of the bed to provide safety.**
7. From the working side of the bed – gently move the resident's upper body toward self.
8. From the working side of the bed – gently move the resident's hips toward self.
9. From the working side of the bed – gently move the resident's legs toward self.
10. Gently assist/turn the resident to slowly roll onto the correct side that the RN Test Observer read to the candidate in the scenario at the start of the task.
11. Place or adjust the pillow under the resident's head for support.
12. Reposition the resident's arm and shoulder so that the resident is not lying on their arm.
13. Place a support device under the resident's upside arm.
14. Place a support device behind the resident's back.
15. Place a support device between the resident's knees.
16. Lower bed.
17. Place the call light or signaling device within easy reach of the resident.
18. Maintain respectful, courteous interpersonal interactions at all times.
19. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.

Transfer a Resident from their Bed to a Wheelchair using a Gait Belt

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Provide for the resident’s privacy; *pull the privacy curtain.*
4. Obtain a gait belt for the resident.
5. **Lock bed brakes to ensure resident’s safety.**
6. **Lock wheelchair brakes to ensure resident’s safety.**
7. *Bring the resident to a sitting position by raising the head of the bed.* ADDED ‘BY RAISING THE HEAD OF THE BED’
8. Assist the resident in putting on non-skid shoes/footwear.
9. Adjust the bed height to ensure that the resident’s feet are flat on the floor when the resident is sitting on the edge of the bed.

~~Lock bed brakes to ensure resident’s safety.~~

~~Lock wheelchair brakes to ensure resident’s safety.~~

~~Bring the resident to a sitting position.~~

MOVED STEPS UP UNDER OBTAIN A GAIT BELT
10. Place a gait belt around the resident’s waist to stabilize the trunk.
11. Tighten the gait belt.
12. Check the gait belt for tightness by slipping fingers between the gait belt and the resident.
13. Position the wheelchair ~~arm/wheel~~ touching the side of the bed. REMOVED ‘ARM/WHEELCHAIR’
14. Face the resident.
15. Grasp the gait belt on both sides with an upward grasp.
16. Bring the resident to a standing position.
17. Assist the resident in pivoting in a controlled manner that ensures safety.
18. Lower the resident into the wheelchair in a controlled manner that ensures safety.
19. Remove gait belt.
20. Place the call light or signaling device within easy reach of the resident.
21. Maintain respectful, courteous interpersonal interactions at all times.
22. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.

Vital Signs – Count and Record a Resident’s Radial Pulse and Respirations

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Locate the resident’s radial pulse by placing fingertips on the thumb side of the resident's wrist.
4. Count the resident’s radial pulse for one full minute.
 - a. *Tell the RN Test Observer when you start counting and tell them when you stop counting.*
5. Record the resident’s radial pulse rate reading on the previously signed recording form.
6. **The candidate’s recorded radial pulse rate is within four (4) beats of the RN Test Observer's recorded rate.**
7. Count the resident’s respirations for one full minute.
 - a. *Tell the RN Test Observer when you start counting and tell them when you stop counting.*

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

Knowledge Exam Vocabulary List

abandonment	atrophy	cardiopulmonary
abdominal thrust	audiologist	resuscitation
abductor wedge	authorized duty	cardiovascular system
abnormal vital signs	autoclave	care impaired
absorption	axillary temperature	care plan
abuse	basic needs	cataract
accidents	bath water temperature	catheter
accountable	bathing	ccs in an ounce
activities	bed cradle	central nervous system
acute	bed height	chain of command
adaptive	bed making	charge nurse
adduction	bedrest	chemical disinfection
ADL	behavior	chest pain
admitting resident	behavioral care plan	choking
advance directives	beliefs	chronic
affected side	biohazard	circulatory system
aging process	bladder training	cleaning
agitation	bleeding	clear liquid diet
AIDS	blindness	clergy
Alzheimer's	blood pressure	cognitively impaired
ambulation	bodily fluid	cold application
Amyotrophic Lateral Sclerosis (ALS)	body alignment	colostomy care
angina	body language	coma
anterior	body mechanics	combative resident
anti-embolic (elastic) stocking	body systems	communicable
antibiotics	body temperature	communication
antisepsis	bone loss	competency evaluation
anxiety	bowel program	conduct
aphasia	brain stem	confidentiality
apical	break time	conflict resolution
apnea	breathing	confused resident
arthritis	brittle bones	congestive heart failure
aspiration	burnout	constipation
assault	calculate intake	constrict
assistive device(s)	call light	contamination
	cancer	contact precautions
	cardiac arrest	contracture

converting measures	dressing	gangrene
COPD	dry skin	gastric feedings
coughing excessively	dysphagia	gastrostomy tube
CPR	dyspnea	geriatrics
cultural	dysuria	gerontology
CVA	edema	gestures
dangling	elderly	gifts
de-escalation	electrical equipment	gloves
death and dying	elimination	grand mal seizure
decubitus ulcer	emesis	grieving process
deeper tissue	emesis basin	group settings
dehydration	emotional abuse	hair care
delegation	emotional needs	hand care
demanding resident	emotional stress	hand tremors
dementia	emotional support	hand washing
dentures	empathy	health-care team
dependability	emphysema	hearing aid
depression	enema	hearing impaired
developmental disability	essential behaviors	heart muscle
diabetes	ethics	heat application
dialysis	etiquette	Heimlich maneuver
diastolic	eyeglasses	helping residents
diet	facility policy	hemiplegia
dietitian	falls	hip prosthesis
digestion	fasting	HIPAA
dignity	fecal impaction	HIV
dilate	feces	holistic care
dirty linen	feeding	hormones
discharging resident	fire safety	hospice
disease process	first aid	hyperglycemia
disinfection	flatus	hypertension
disoriented	Foley catheter	hyperventilation
disposing of contaminated materials	foot care	immobility
disrespect	foot drop	impaired
dizziness	Fowler's	in-house transfer
DNR	fractures	in-service programs
documentation	fraud	incontinence
domestic abuse	frayed cord	indwelling catheter
	gait belt	infection

input and output (I&O)	mucous membrane	personal values
initial observations	Multiple Sclerosis	pet therapy
insomnia	muscle spasms	phantom pain
intake and output	musculoskeletal	phone etiquette
integumentary system	nail care	physical needs
inter-generational care	nasal cannula	physical therapist
interpersonal skills	neglect	physician's authority
invasion of privacy	non-contagious disease	plaque
isolation	non-verbal communication	plate rim
IV care	nosocomial	podiatrist
jaundice	NPO	positioning
job description	nurse	postmortem care
lactose intolerance	nursing assistant's role	precautions
lift/draw sheet	nutrition	prefix
linen	objective	pressure injury
living will	obsessive-compulsive	preventing falls
log roll	occupied bed	privacy
loose teeth	ombudsman	pronation
male perineal care	oral care	prostate gland
Maslow	oral temperature	prosthesis
masturbation	orientation	psychological needs
material safety data sheets (MSDS)	orthostatic hypotension	psychosocial
measuring height	osteoporosis	PTSD
measuring temperature	ostomy bag	pulse
mechanical lift	overbed table	quadriplegia
medical asepsis	oxygen	quality of life
medical record	palliative care	RACE (acronym)
medications	paralysis	radial
memory loss	paranoia	range of motion
mental health	Parkinson's	reality orientation
mentally impaired	passive	rectal
metastasis	pathogen	refusal
microorganism	patience	regulation
military time	perineal care	rehabilitation
mistakes	peristalsis	religious service
mobility	personal care	reminiscing
mouth care	personal items	renewal
moving	personal protective equipment (PPE)	reporting
		reposition

resident abuse	sexual needs	thickened liquids
resident belongings	shampoo tray	threatening resident
resident independence	sharing information	tips
resident pictures	sharps container	toenails
resident rights	shaving	transfers
resident treatment	shearing	transporting food
resident trust	side rails	transporting linens
resident unit	Sitz bath	tub bath
Resident's Bill of Rights	skin integrity	twice daily
resident's chart	slander	tympanic temperature
resident's environment	smoking	unaffected
resident's family	social needs	unconscious
residents	social worker	uniform
respectful treatment	soiled linen	unsteady
respiration	specimen	urethral
respiratory system	spiritual needs	urinary catheter
responding to resident behavior	sputum specimen	urinary system
responsibility	stages of grief	urination
restorative care	standard precautions	UTI
restraint	STAT	validation therapy
resuscitation	state tested	varicose veins
rigor mortis	stealing	vision change
risk factor	sterilization	vital signs
rotation	stethoscope	vocabulary
safety	stress	vomit
sanitizer	stroke	walker
scale	subjective	wandering resident
seclusion	sundowning	warm application
secretions	supplemental feedings	water faucets
security	suprapubic	water pitcher
seizure	survey	weakness
self-esteem	swelling	weighing
semi-Fowlers	tachycardia	well-being
sensory system	temperature	wheelchair safety
sexual abuse	tendons	withdrawn resident
sexual harassment	terminal illness	
	terminology	

