



D&S Diversified Technologies LLP

Headmaster LLP

Michigan Nurse Aide Candidate Handbook

EFFECTIVE: January 1, 2025

Version 5

Contact Information

Questions regarding: testing process • test scheduling • eligibility to test **(888) 401-0462**

Questions regarding: Nurse Aide Registry- renewals, reciprocity • obtaining information on official regulations and guidelines for nurse aides • obtaining information regarding approved training programs

..... **Nurse Aide Phone (517) 284-8961**

Bureau Phone (517) 335-1980

Email: BCHS-CNA-Registry@michigan.gov

**D&S Diversified Technologies (D&SDT), LLP-
Headmaster, LLP**

PO Box 6609
Helena, MT 59604

Email: michigan@hdmaster.com

Website: www.hdmaster.com

Monday through Friday

7:00AM – 7:00PM

Central Time (CT)

8:00AM – 8:00PM

Eastern Time (ET)

Michigan TMU© Webpage:

mi.tmutest.com

Phone #: (888) 401-0462

Fax #: (406) 442-3357

**Michigan Department of Licensing and Regulatory
Affairs (LARA) - Bureau of Community and Health
Systems (BCHS)**

Health Facility Professional and Nurse Aide Section

PO Box 30664
Lansing, MI 48909

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

Monday through Friday

8:00AM – 5:00PM

Eastern Time (ET)

Phone #: (517) 284-8961

Nurse Aide

Phone #: (517) 335-1980

Bureau Phone

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
Self-Pay of Testing Fees in TMU©	9
Schedule/Reschedule a Test Event	11
Test Confirmation Letter.....	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
Demographic Updates / Changes / Corrections.....	17
INSTRUCTIONS FOR THE KNOWLEDGE EXAM, REMOTELY PROCTORED KNOWLEDGE EXAM, AND SKILL TESTS	17
TESTING POLICIES	18
Access the Candidate Handbook and Testing Instructions.....	20

SECURITY	21
RESCHEDULE A TEST EVENT.....	21
REFUND OF TESTING FEES PAID	22
<i>Scheduled in a Test Event</i>	22
<i>Not Scheduled in a Test Event</i>	22
UNFORESEEN CIRCUMSTANCES POLICIES.....	22
NO-SHOW STATUS	23
<i>No-Show Exceptions</i>	23
CANDIDATE FEEDBACK – EXIT SURVEY.....	24
TEST RESULTS.....	24
<i>Access your Test Results in your TMU© Account</i>	24
TEST ATTEMPTS.....	26
RETAKING THE NURSE AIDE EXAM.....	26
TEST REVIEW REQUESTS.....	27
THE KNOWLEDGE/AUDIO EXAM.....	28
KNOWLEDGE EXAM CONTENT	28
<i>Subject Areas</i>	28
KNOWLEDGE EXAM INFORMATION	28
THE AUDIO VERSION OF THE KNOWLEDGE EXAM	29
<i>Select an Audio Version of the Knowledge Exam</i>	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 Instructions</i>	32
<i>Remotely Proctored Knowledge Exam Check-In</i>	32
<i>Remotely Proctored Knowledge Exam Policies</i>	32
SELF-ASSESSMENT READING COMPREHENSION EXAM.....	33
KNOWLEDGE PRACTICE TEST	36
THE MANUAL SKILL TEST	36
SKILL TEST RECORDING FORM	37
SKILL TEST TASKS	38
SKILL TASKS LISTING	38
Apply a Knee-high Anti-embolic (Elastic) Stocking to a Resident's Leg	38
Assist a Resident to Ambulate using a Gait belt.....	39
Assist a Resident with the use of a Bedpan, Measure and Record Urine Output with Hand Washing	40
Catheter Care for a Female Resident with Hand Washing	41
Denture Care – Clean an Upper or Lower Denture	42
Donn [Put On] PPE (Gown and Gloves), Empty a Urinary Drainage Bag, Measure and Record Urine Output, and Doff [Remove] PPE with Hand Washing	42
Dress a Resident with an Affected (Weak) Side in Bed	44
Assist a Dependent Resident with a Meal in Bed.....	44
Foot Care for a Resident on One Foot.....	45
Modified Bed Bath- Whole Face and One Arm, Hand and Armpit	46
Mouth Care—Brush a Resident's Teeth	47
Passive Range of Motion for a Resident's Hip and Knee	47
Passive Range of Motion for a Resident's Shoulder	48
Perineal Care for a Female Resident with Hand Washing	49
Position a Dependent Resident in Bed on their Side	50
Transfer a Resident from their Bed to a Wheelchair using a Gait Belt	51
Vital Signs – Count and Record a Resident's Radial Pulse and Respirations.....	51
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	RHODE ISLAND
CONNECTICUT	NEBRASKA	SOUTH CAROLINA
GEORGIA	NEVADA	SOUTH DAKOTA
HAWAII	NEW	TENNESSEE
IDAHO	HAMPSHIRE	TEXAS
ILLINOIS	NEW JERSEY	UTAH
INDIANA	NEW MEXICO	WASHINGTON
IOWA	NEW YORK	WISCONSIN

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.

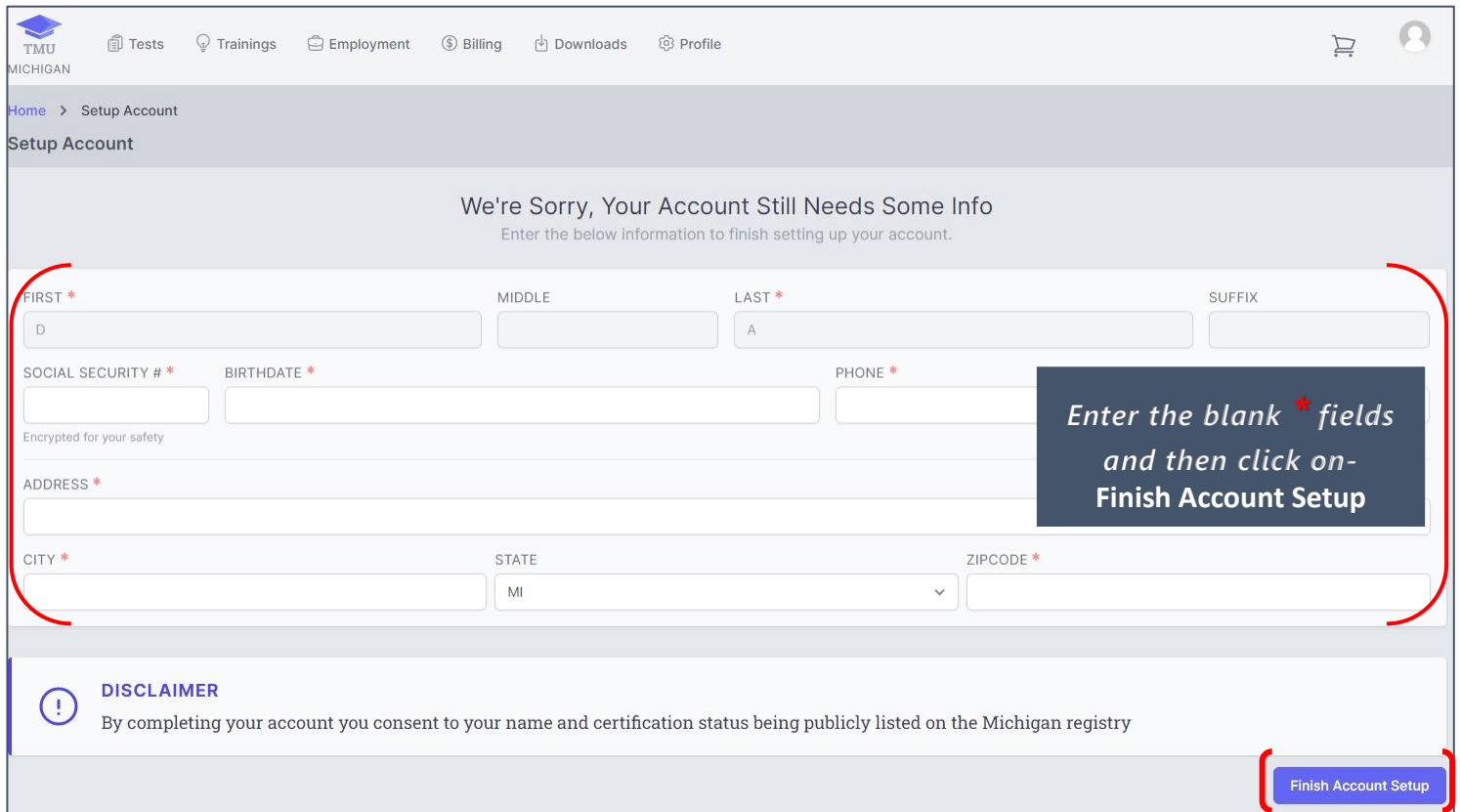
IMPORTANT: Before you can test, you must sign in to your TMU© account using your secure Email or Username and Password and complete the missing demographic information prior to testing. Failure to do so may result in you being turned away from testing. You will be a no-show status for your event and forfeit your testing fees.

- Upon receiving your confirmation email from TMU© (check your junk/spam mail) that your account has been created, you need to sign in to your account, update your password, and complete your demographic information. **This must be done before scheduling a test event.**

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 *

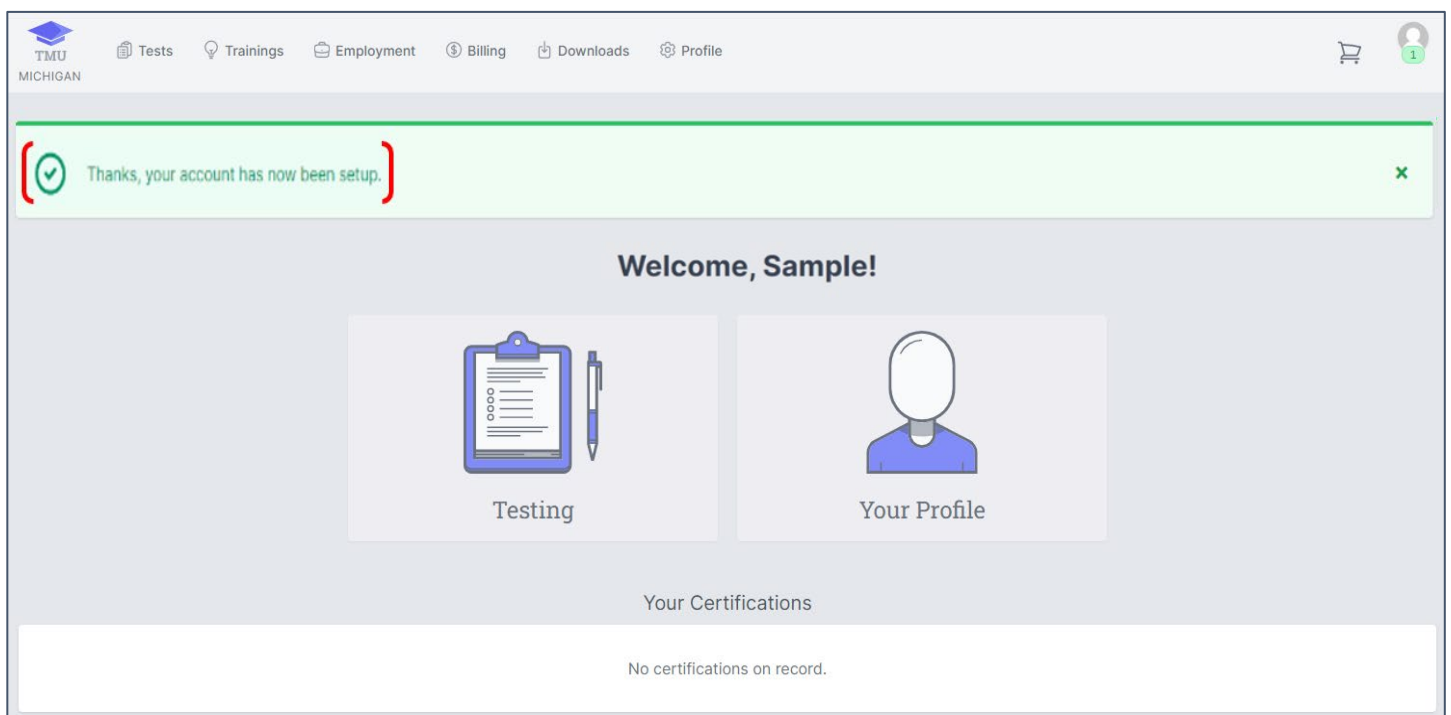
CITY * STATE ZIPCODE *

MI

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!

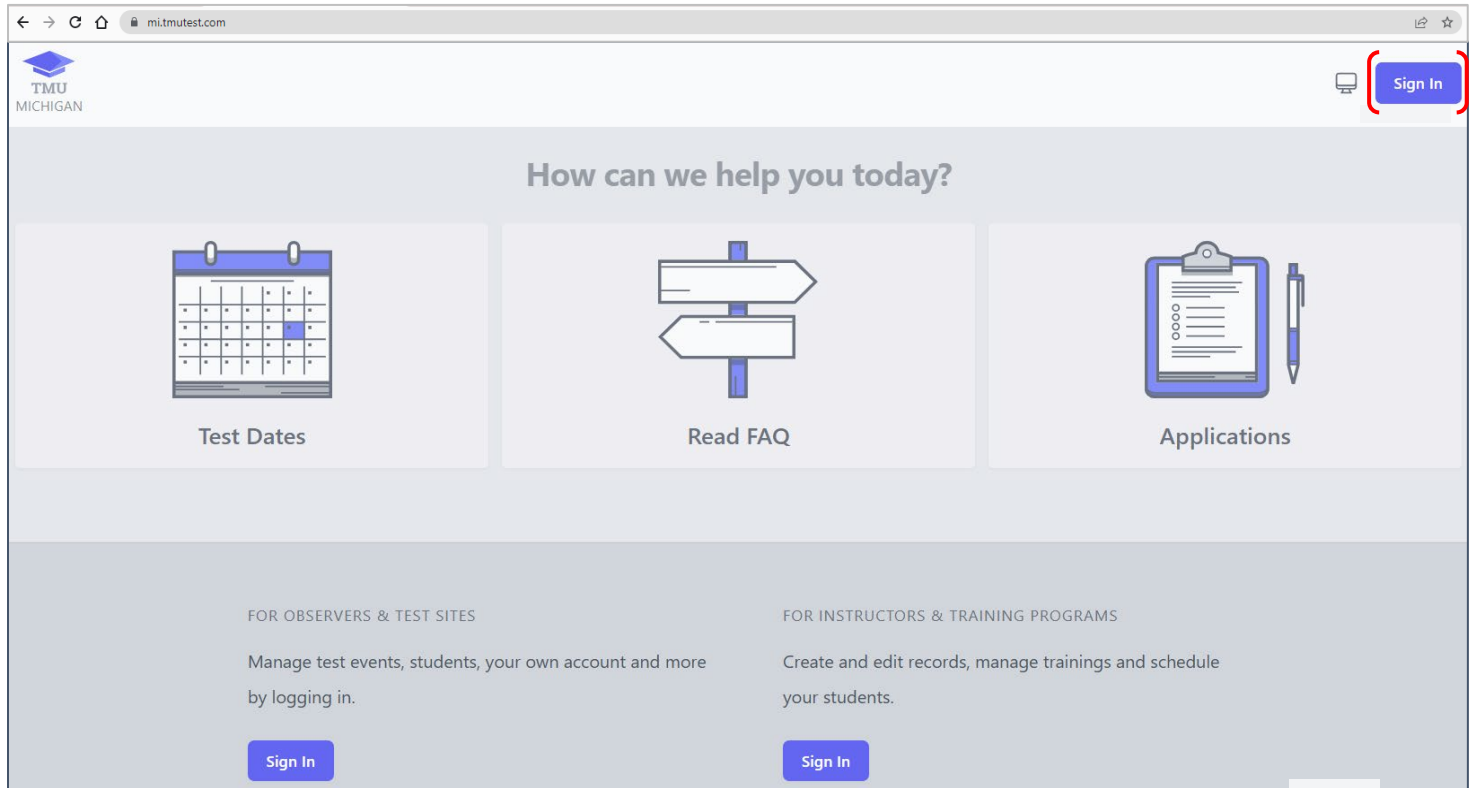
Testing

Your Profile

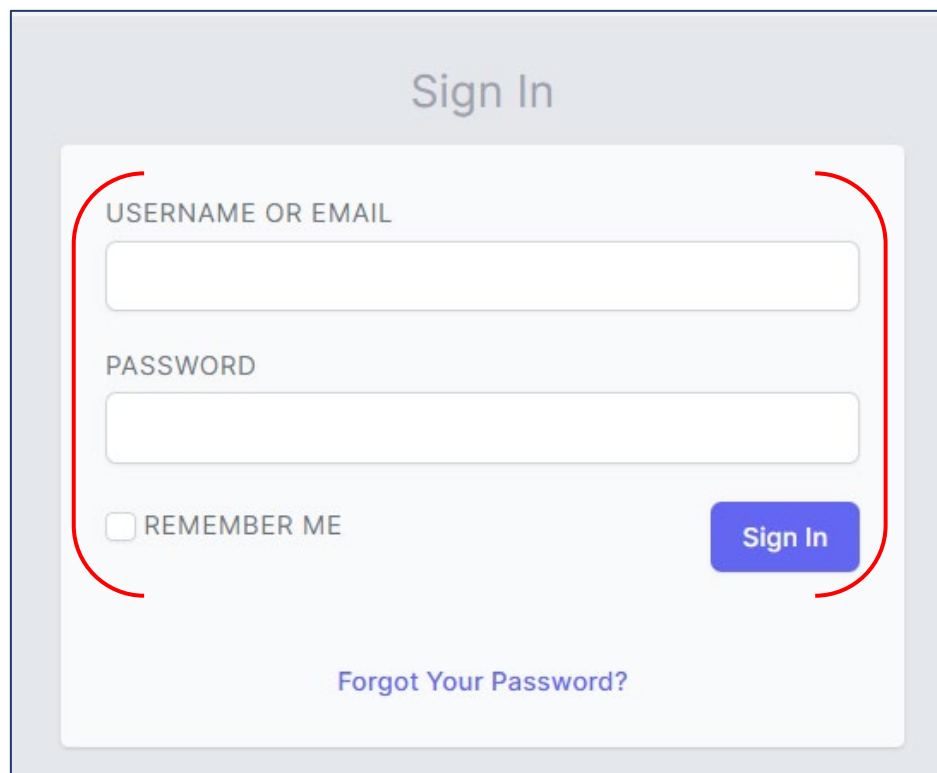
Your Certifications

No certifications on record.

This is the Michigan TMU@ main page:



The screenshot shows the Michigan TMU@ main page. At the top, there is a navigation bar with the TMU MICHIGAN logo on the left and a 'Sign In' button on the right. Below the navigation bar, the main content area is titled 'How can we help you today?'. This section contains three large, light blue rectangular buttons: 'Test Dates' (with a calendar icon), 'Read FAQ' (with a signpost icon), and 'Applications' (with a clipboard icon). Below these buttons, there are two columns of text. The left column is titled 'FOR OBSERVERS & TEST SITES' and contains the text 'Manage test events, students, your own account and more by logging in.' with a 'Sign In' button below it. The right column is titled 'FOR INSTRUCTORS & TRAINING PROGRAMS' and contains the text 'Create and edit records, manage trainings and schedule your students.' with a 'Sign In' button below it.

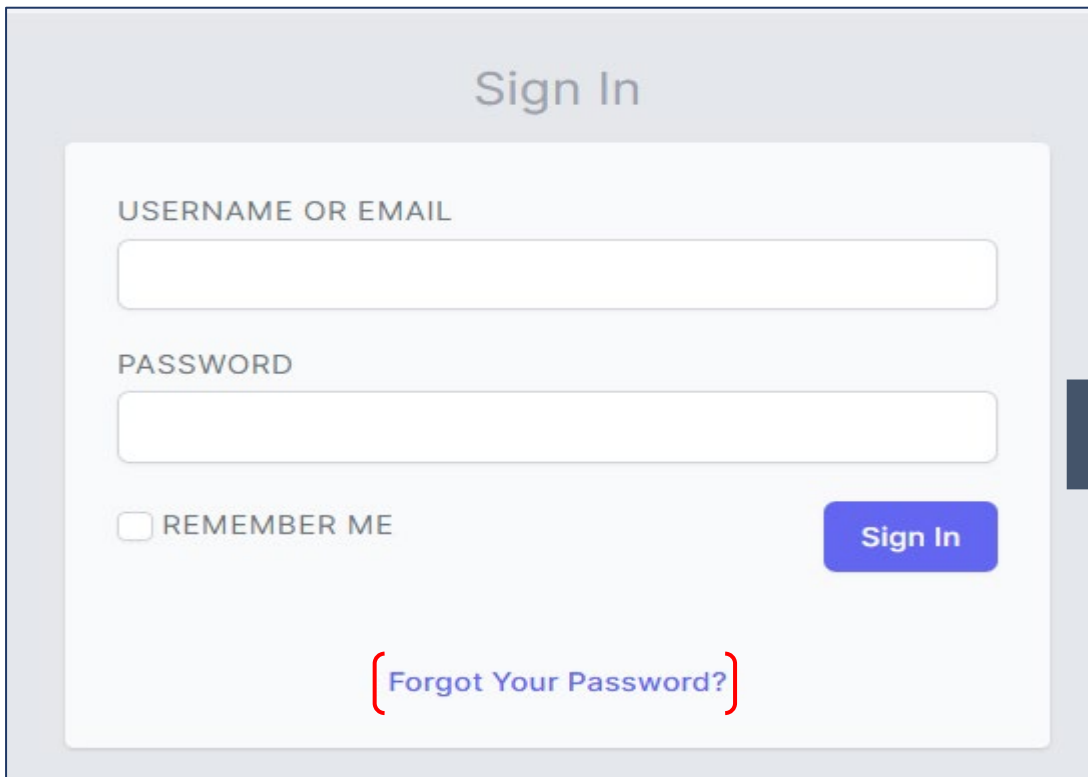


The screenshot shows the 'Sign In' page. The title 'Sign In' is centered at the top. Below the title, there is a white rectangular form area. Inside this form, there are two input fields: 'USERNAME OR EMAIL' and 'PASSWORD'. Below the 'PASSWORD' field, there is a checkbox labeled 'REMEMBER ME'. To the right of the 'REMEMBER ME' checkbox, there is a blue 'Sign In' button. At the bottom of the form area, there is a link that says 'Forgot Your Password?'. A red bracket is drawn around the 'USERNAME OR EMAIL' and 'PASSWORD' input fields.

- Click on 'Available Test Dates' to see the calendar of available test events and their location.
- Click on 'Read FAQ' for frequently asked questions.
- Click on 'Applications' for frequently used applications.

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

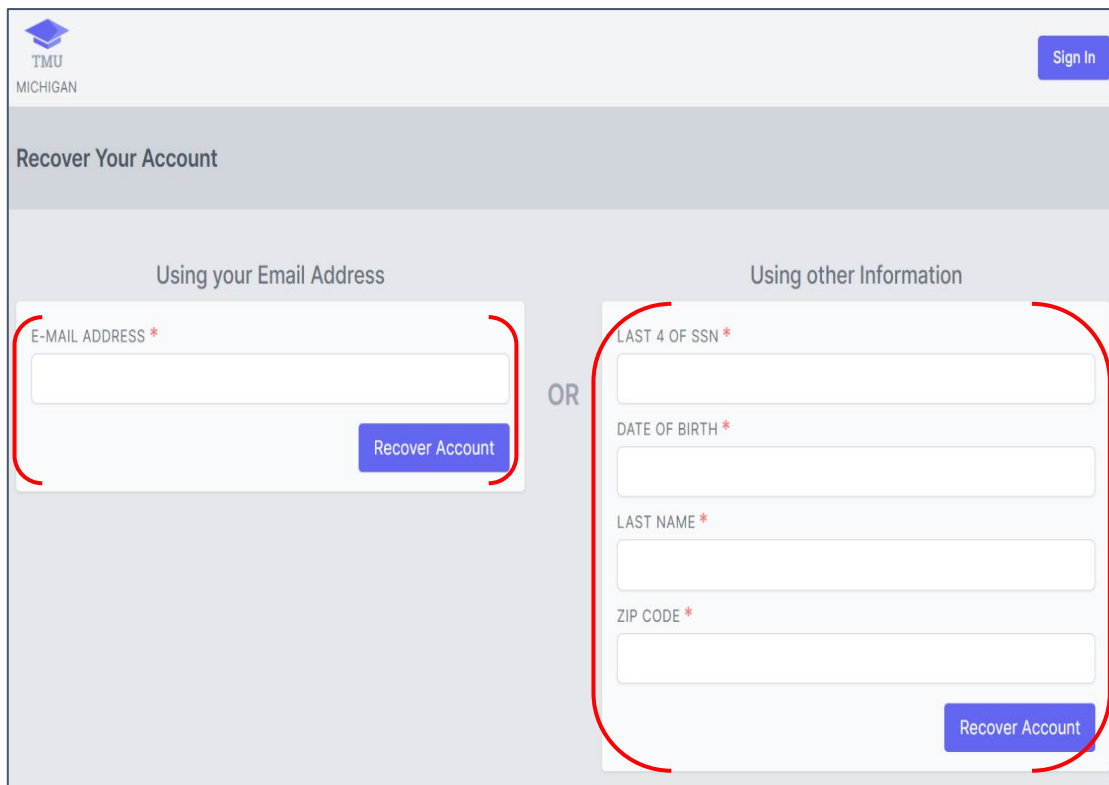
PASSWORD

☐ REMEMBER ME

Sign In

(Forgot Your Password?)

*Click on-
Forgot Your Password?*



TMU
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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
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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):

Reset Password Notification

External

Inbox x



TMU no-reply@tmutest.com via mg.tmuniverse.com
to me ▼

Click on-
Reset Password

Michigan

Hello!

You are receiving this email because we received a password reset request for your account.

Reset Password

This password reset link will expire in 60 minutes.

If you did not request a password reset, no further action is required.

Regards,
Michigan

If you're having trouble clicking the "Reset Password" button, copy and paste the URL below into your web browser: <https://mi.tmutest.com/password/reset/c486e0>

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


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:




[Tests](#)
[Trainings](#)
[Employment](#)
[Billing](#)
[Downloads](#)
[Profile](#)





✔ Logged in as Student ✕

Welcome, Sample!



Testing



Your Profile

Your Certifications

No certifications on record.

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 or reschedule your exam date online at the Michigan TMU© webpage,

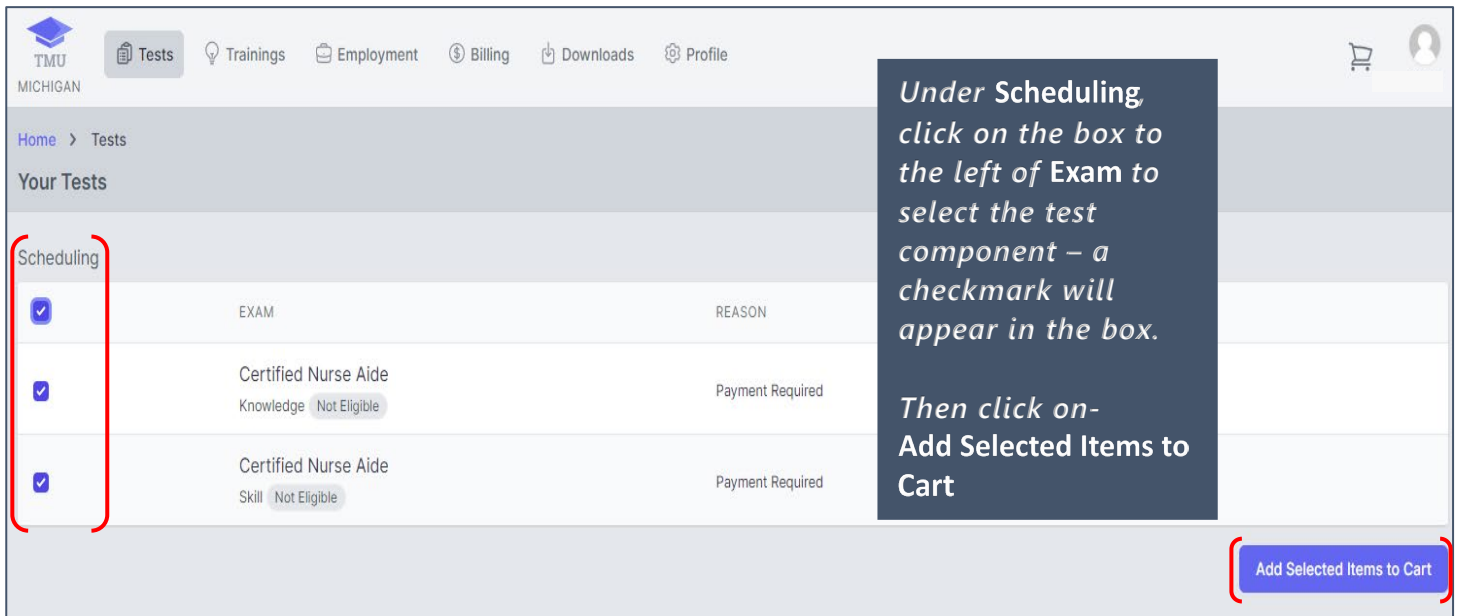
mi.tmutest.com, using your Email or Username and Password (see this handbook’s ‘**Schedule/Reschedule a Test Event**’ section). If you cannot sign in with your email or are unable to schedule/reschedule online, please call D&SDT-HEADMASTER for assistance at (888)401-0462 during regular business hours,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

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. Before scheduling a test, verify with your instructor if the training program has already prepaid for your test.

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



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

EXAM	REASON
Certified Nurse Aide Knowledge	Not Eligible
Certified Nurse Aide Skill	Not Eligible
Certified Nurse Aide	Payment Required

Add Selected Items to Cart

-Continued on the next page-



[Home](#) > [Cart](#)

Cart

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

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

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

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

You will receive a receipt of the transaction.

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

Pay with a Card

CARDHOLDER NAME

CARD NUMBER

EXP MONTH

EXP YEAR

SECURITY CODE

CARDHOLDER ADDRESS

CITY

STATE

ZIP CODE

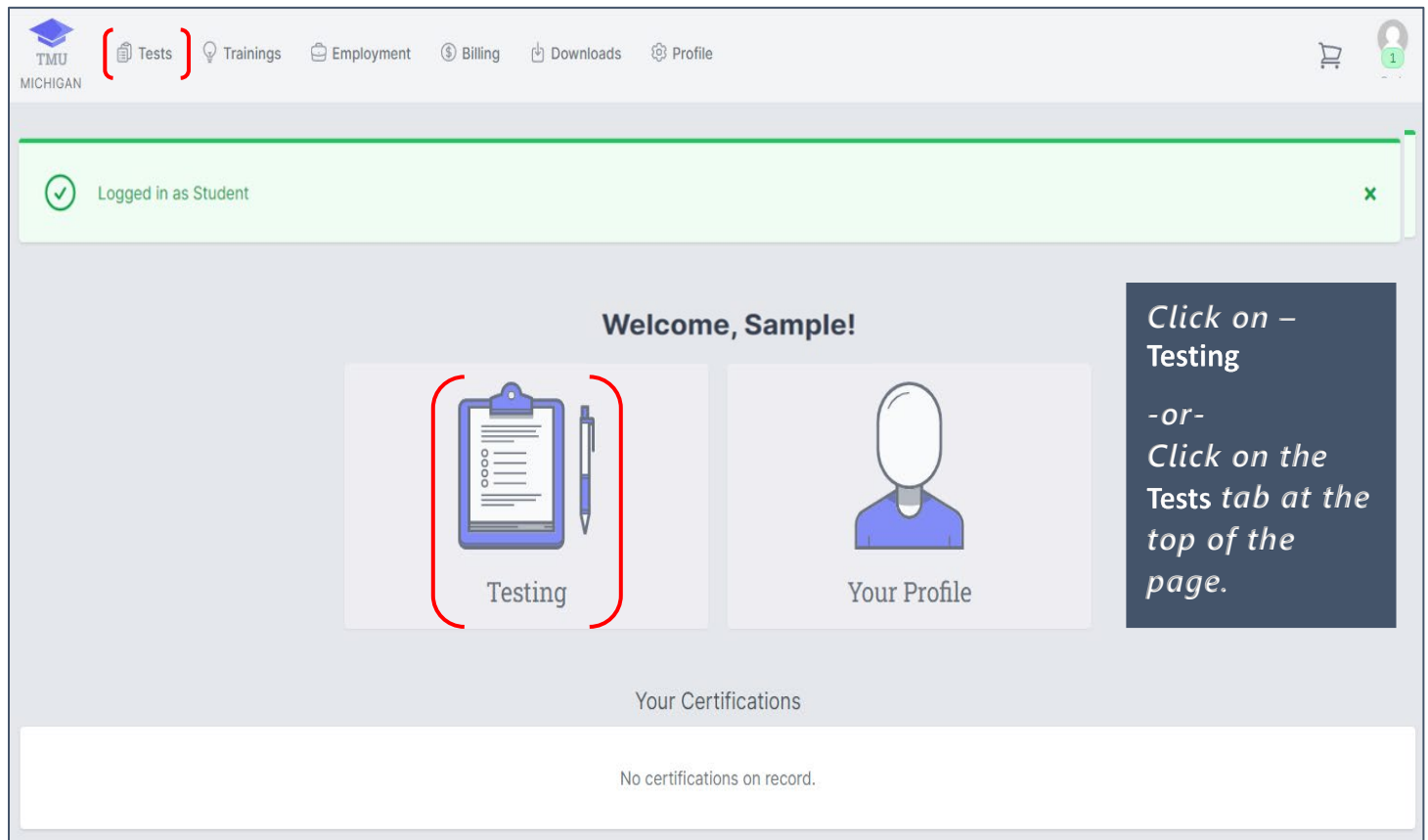
Payment refunds may be subject to a processing fee per your state's refund policy

[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 Event'** section.

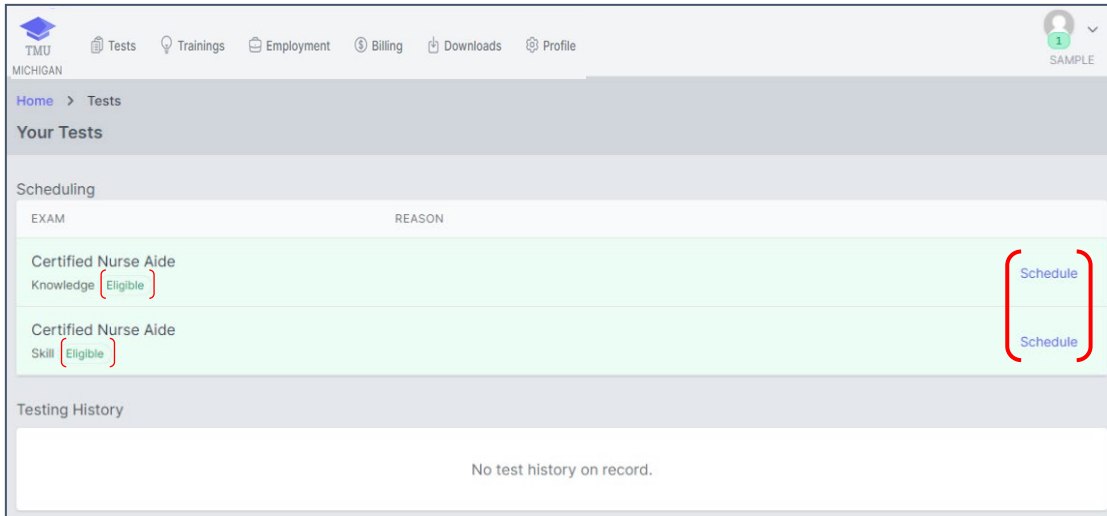
This is the screen you will see once you have signed in:



SCHEDULE/RESCHEDULE A TEST EVENT

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.



TMU MICHIGAN

Tests Trainings Employment Billing Downloads Profile

Home > Tests

Your Tests

Scheduling

EXAM	REASON	
Certified Nurse Aide Knowledge (Eligible)		Schedule
Certified Nurse Aide Skill (Eligible)		Schedule

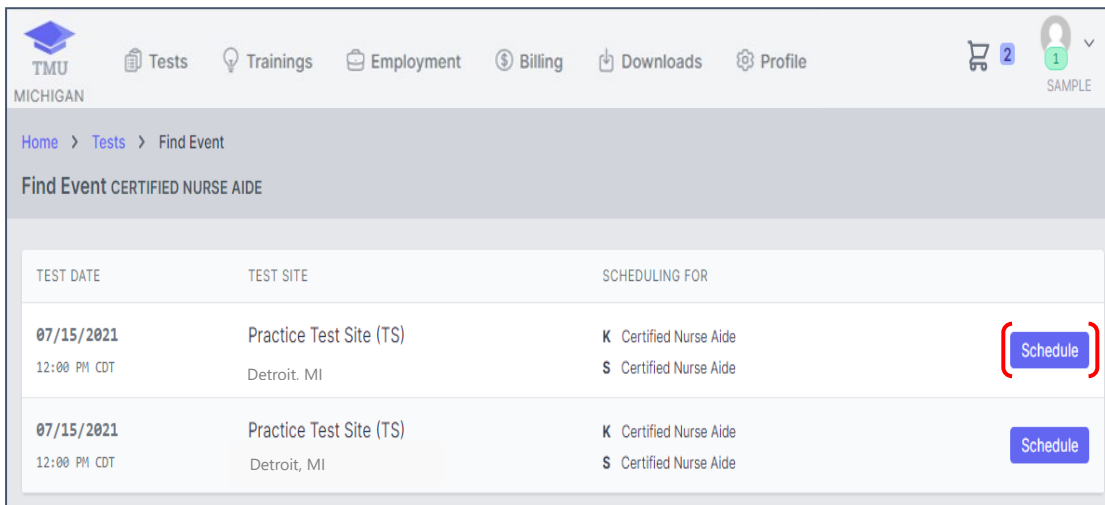
Testing History

No test history on record.

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.



TMU MICHIGAN

Tests Trainings Employment Billing Downloads Profile

Home > Tests > Find Event

Find Event CERTIFIED NURSE AIDE

TEST DATE	TEST SITE	SCHEDULING FOR	
07/15/2021 12:00 PM CDT	Practice Test Site (TS) Detroit, MI	K Certified Nurse Aide S Certified Nurse Aide	Schedule
07/15/2021 12:00 PM CDT	Practice Test Site (TS) Detroit, MI	K Certified Nurse Aide S Certified Nurse Aide	Schedule

To select a test site and test date,

click on –
Schedule

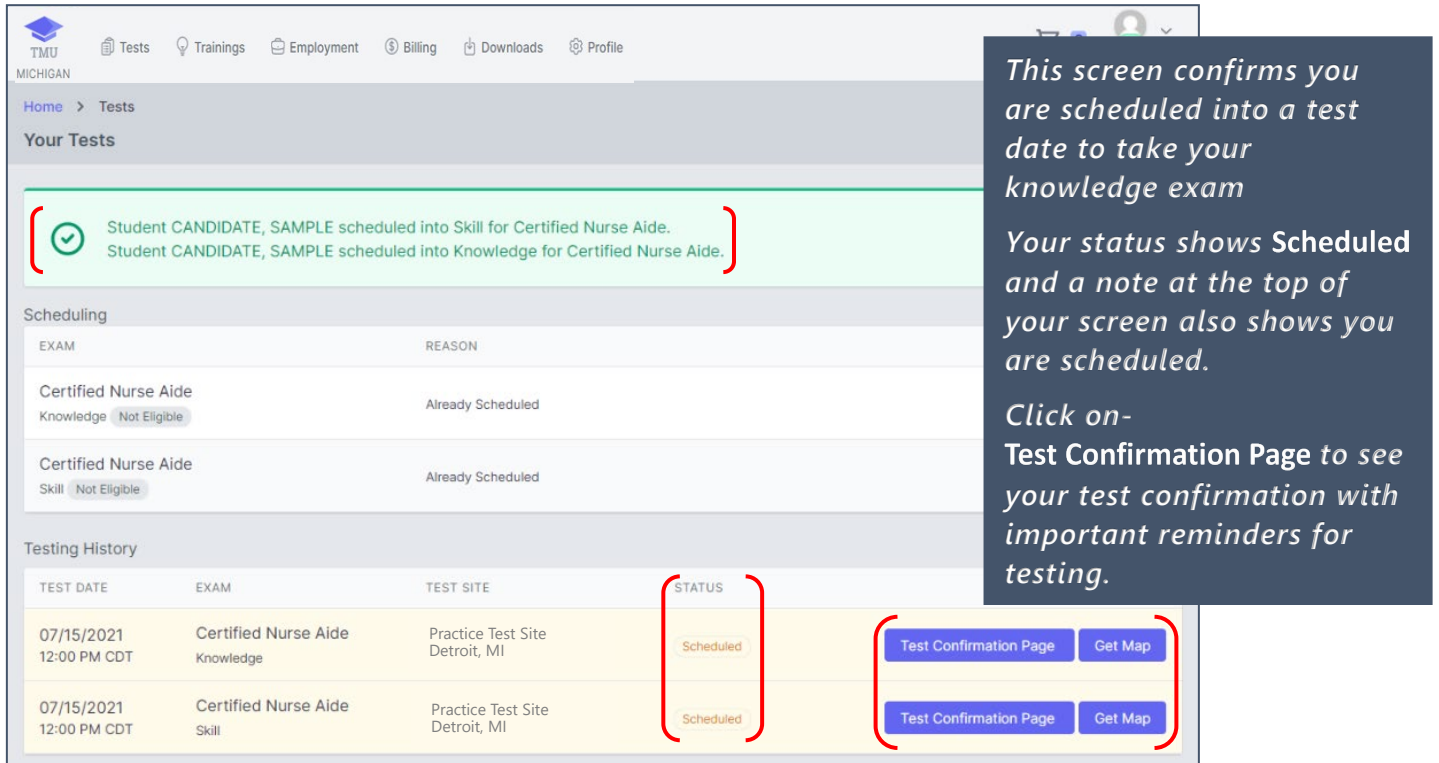
mi.tmutest.com says

Schedule into this Event on 07/15/2021 for Certified Nurse Aide Knowledge, Certified Nurse Aide Skill. Are you sure?

OK Cancel

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 Not Eligible	Already Scheduled
Certified Nurse Aide Skill Not Eligible	Already Scheduled

Testing History

TEST DATE	EXAM	TEST SITE	STATUS	
07/15/2021 12:00 PM CDT	Certified Nurse Aide Knowledge	Practice Test Site Detroit, MI	Scheduled	Test Confirmation Page Get Map
07/15/2021 12:00 PM CDT	Certified Nurse Aide Skill	Practice Test Site Detroit, MI	Scheduled	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: 01/28/2025

Test Time: 8:00 AM EST

Test Exam: Knowledge - Certified Nurse Aide

Test Site:

SAMPLE CANDIDATE
123 Sunflower Lane
Detroit, MI 11111

TESTING BEGINS AT 8:00 AM EST on 01/28/2025: **ARRIVE AT LEAST 20 MINUTES EARLY TO CHECK IN**

- If you cannot access your account, go to <https://mi.tmutest.com>, click 'Forgot Password', enter your Email, click 'Send Reset Password Link' and follow the directions. If you need further assistance, please call D&SDT-Headmaster at 888.401.0462.

NURSE AIDE: Refer to the **Nurse Aide Competency Exam** section of the **Michigan Nurse Aide Candidate Handbook** for 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 before your testing date.

MEDICATION AIDE: Refer to the **Medication Aide Competency Exam** section of the **Michigan Medication Aide-Certified Candidate Handbook** for 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 before your testing date.

[Click to open the Michigan Nurse Aide Candidate Handbook](#)

[Click to open the Michigan MA-C Candidate Handbook](#)

Driving Directions
Comply LLC is at the corner of I

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:

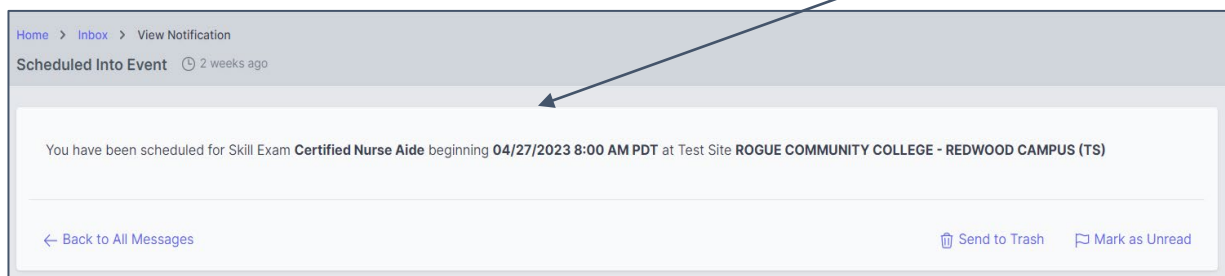
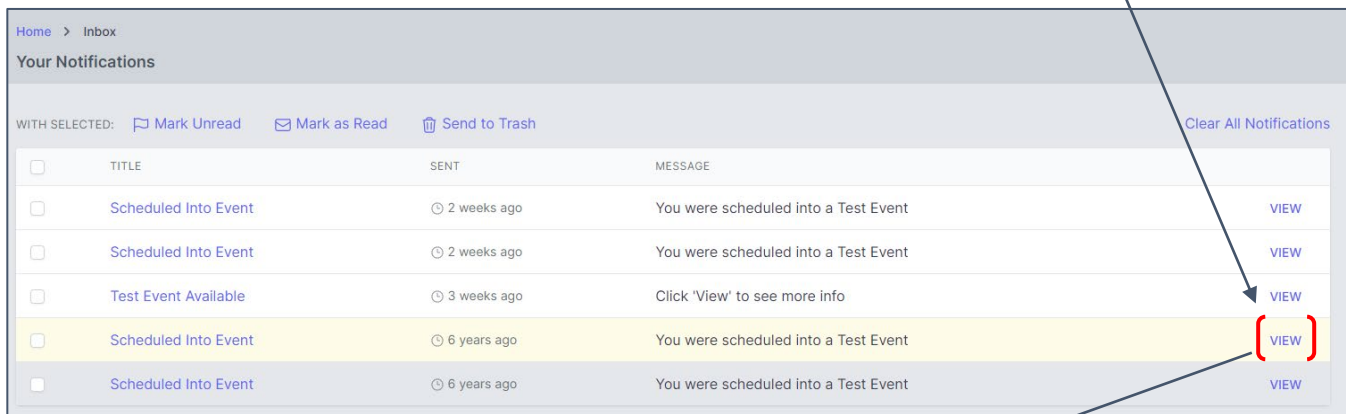
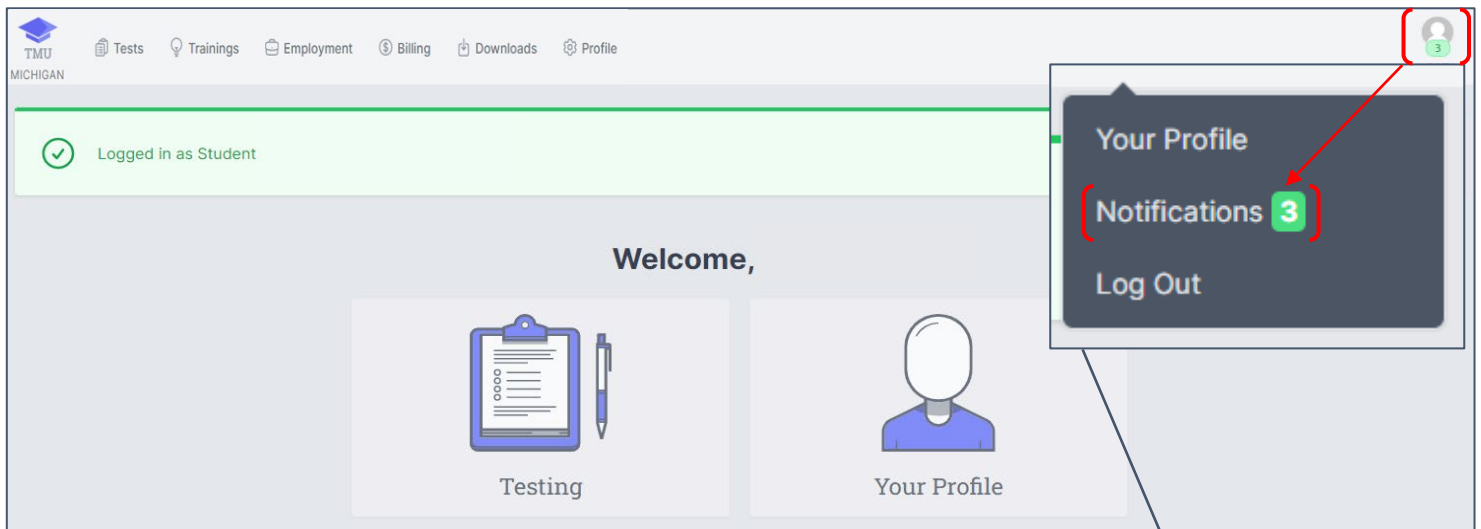
See the screenshots with instructions regarding notifications on the next page.

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 starts at 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. See more information under '**Demographic Updates / Changes / Corrections**'.

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 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.

DEMOGRAPHIC UPDATES / CHANGES / CORRECTIONS

Name changes (marriage/divorce, etc.), date of birth changes, social security number corrections, etc., must be verified with appropriate documentation. Please complete the [DEMOGRAPHIC CHANGE/CORRECTION REQUEST FORM](#) and upload your demographic change/correction documentation. The form is under 'APPLICATIONS' on the Michigan TMU© main web page (before you log in to your account), or click on this link: <https://mi.tmutest.com/apply/5>.

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 well 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 do not show up for your exam day, or are considered a NO-SHOW STATUS (*see details in this handbook's 'No-Show Status' section*) for any reason, any test fees paid will NOT be refunded. You must repay 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



Tests
Trainings
Employment

Click on-Download
to open the Michigan Nurse Aide Candidate Handbook, or the Knowledge and Remotely Proctored Knowledge Exam and Skill Test Instructions.


Testing


Your Profile

Your Certifications

NAME	SOURCE	LICENSE	CERTIFIED	EXPIRES
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Home > Downloads

Downloads

Candidate Handbook

REMOTELY PROCTORED KNOWLEDGE EXAM INSTRUCTIONS

If you are scheduled for a Remotely Proctored Knowledge Exam, please read these instructions before your test event. Also, refer to the "Remotely Proctored Knowledge Exam Option" in the Candidate Handbook for required items to take your remotely proctore

NURSE AIDE: Knowledge Exam Instructions

Please read these instructions before taking your Knowledge Exam.

NURSE AIDE: Skill Test Instructions

Please read these instructions before taking your Skills Test.

DOWNLOAD

DOWNLOAD

DOWNLOAD

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 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 to be eligible to test again.

Reschedule a Test Event

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 screenshots 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 before 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 the close of business (D&SDT-HEADMASTER is open until 8:00PM ET/7:00PM CT 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) To request a refund for testing fees paid, submit 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 a mutually agreed-upon new test date at no charge.

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 **'Schedule/Reschedule a Test Event'** 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, provided **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, and a tow bill, police report, or other appropriate documentation showing your name and the service provider's name must be submitted **within three (3) business days** of the exam date. If we do not receive proof within three business days, you will be required to pay as if you were a no-show.
- **Weather or road condition-related issue**: D&SDT-Headmaster must be contacted within one business day via phone call, 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 business days, you will be required to pay as if you were a no-show.
- **Medical emergency or illness**: D&SDT-Headmaster must be contacted within one business day via phone call, fax, or email, and a doctor's note showing your name and the provider's 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 business days, you will be required to pay as if you were a no-show.
- **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's 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 business days, you will be required to pay as if you were a no-show. (Immediate family includes parents, grandparents, great-grandparents, siblings, children, spouse, or significant other.)

- **Remotely proctored testing issues:** D&SDT-Headmaster must be contacted within one business day via phone call, fax, or email, and appropriate documentation showing your name and the service provider's name must be submitted within **three (3) business days** of the exam date. If we do not receive proof within three business days, you will be required to pay as if you were a no-show.
 - **Internet outage or issue:** Documentation showing your name and the service provider's name from the Internet provider, including the date and times of the outage.
 - **Computer or cell phone issue:** If the computer or cell phone fails to function for any reason, provide documentation that includes your name and the name of the service provider, obtained from a computer repair technician or shop, or other relevant documentation.

Candidate Feedback – Exit Survey

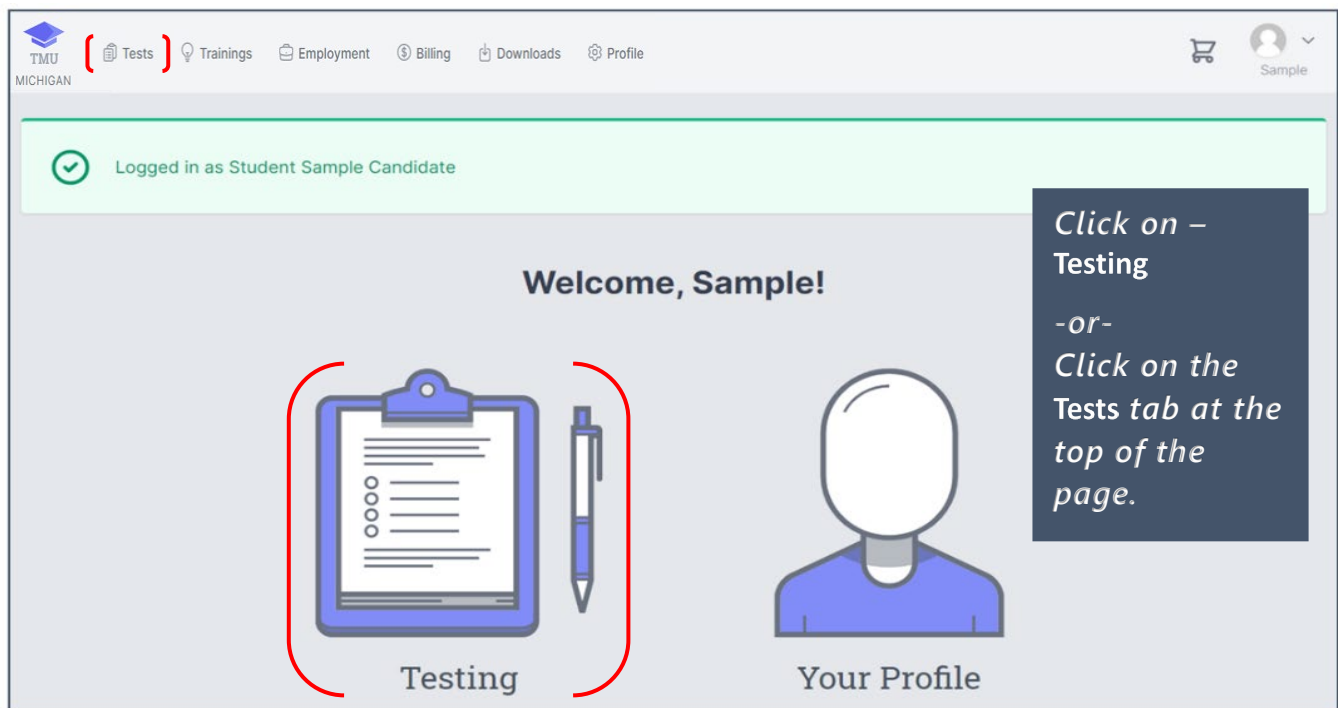
Candidates can complete an exit survey via a link when checking their test results in their TMU© account. The survey is confidential and will not have any bearing on the outcome of any test. You are encouraged to complete the survey questions with honest feedback regarding the examination process to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

Note: D&SDT-HEADMASTER does not email or send postal mail test result letters to candidates.

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				Please take our satisfaction survey	
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	Details	Print Test Results
05/01/2023 8:00 PM EDT	Certified Nurse Aide Knowledge	Remotely Proctored Test (TS) Remote, AR	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 Megan,

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
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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 laundry...
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 pay 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 screenshots 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. The purpose of this review process is to ensure fairness and accuracy in the evaluation of your test.

PLEASE READ BEFORE FILLING OUT THE TEST REVIEW REQUEST: 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, to discuss the test outcome you are questioning before committing to paying the \$25 non-refundable test review request deposit. Once you have further details about the scoring of your test, you will often gain a better understanding of the scoring process and learn how to prepare more effectively for subsequent exam attempts. If, after discussing your concerns with D&SDT-Headmaster staff, you still have concerns about 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 passing an examination of minimum nurse aide knowledge and skills, the likely outcome of your review will determine who pays for any retests that may be granted. 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 remain, and the fee is non-refundable.

D&SDT-Headmaster will review your detailed recollection, knowledge test markings, and any skill task measurements you recorded during your test, as well as review the 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, the RN Test Observer, the Actor, and/or the Knowledge Test Proctor, as well as other candidates who were on-site at your test event, for any additional information about the test event.

After a candidate reaches the age of 18, D&SDT-Headmaster will only discuss test results or test disputes with the candidate. D&SDT-Headmaster will not review test results or disputes with instructors, training programs, family members, or anyone else on behalf of the candidate once the candidate reaches the age of 18.

D&SDT-Headmaster will complete your review request within ten business days of receiving it within the required timeframe. The final determination of the review results will be sent to the email address listed in your TMU© account, along with a notification to the Michigan Department of Licensing and Regulatory Affairs (LARA).

The Knowledge/Audio Exam

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:

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

Knowledge Exam Information

You will be required to 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?”).

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

All test sites in Michigan utilize electronic TMU© testing using Internet-connected computers. 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 exam. Please see the information under **‘Complete Your Account in TMU©’** to sign in to your TMU© account.

- The Knowledge Test Proctor will provide you with a code at the test event to start your test.

TRANSLATION DICTIONARIES/DEVICES

Translators, foreign language dictionaries of any kind, using language translators that are not pre-approved, and electronic dictionaries **are not allowed**.

SCRATCH PAPER AND BASIC CALCULATOR

If needed, you may do math calculations on the scratch paper provided by the KTP. If you need a calculator, please quietly alert the Knowledge Test Proctor; one will be provided.

- Any scratch paper and/or provided calculator must be left with the KTP when finished with your test.

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).

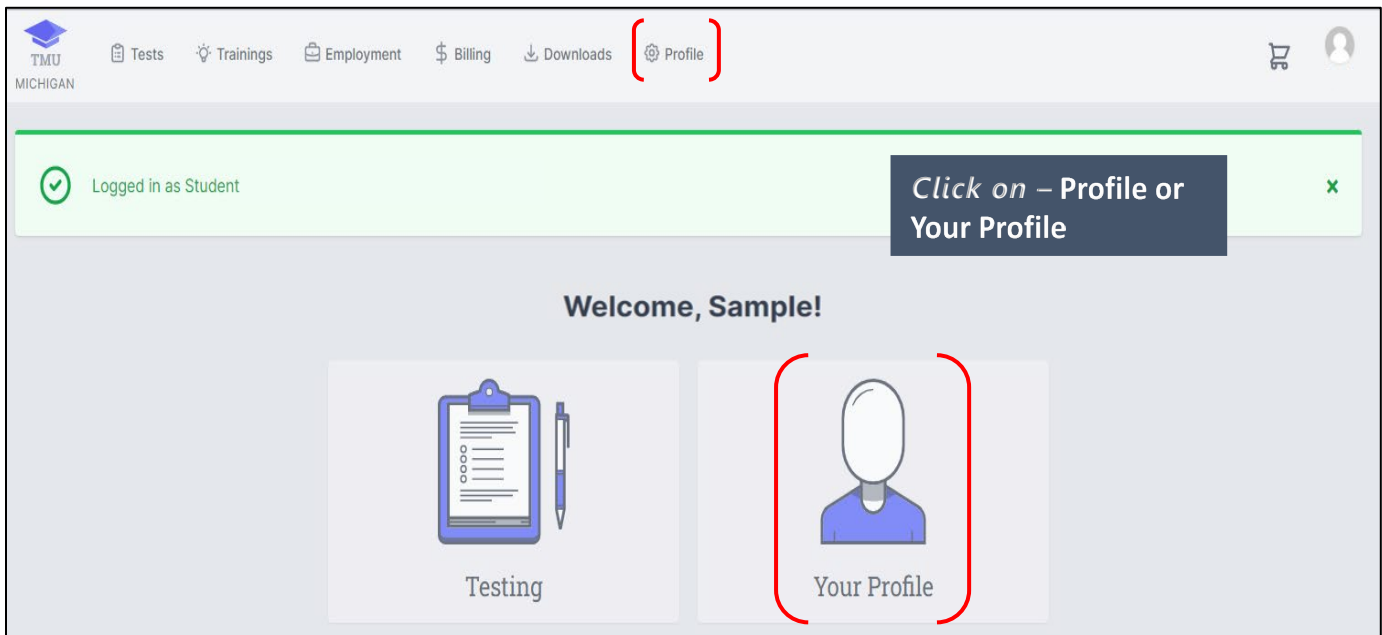
The Audio Version of the Knowledge Exam

An audio (oral) version of the knowledge exam is available. However, you must request an Audio version before you submit your testing fee payment.

The questions are read neutrally to you and can be heard through wired headphones or earbuds plugged into the computer. **Bluetooth-connected devices are not allowed.** When taking an Audio version of the Knowledge exam, the audio control buttons are displayed on the computer screen, enabling you to play, rewind, or pause questions as needed.

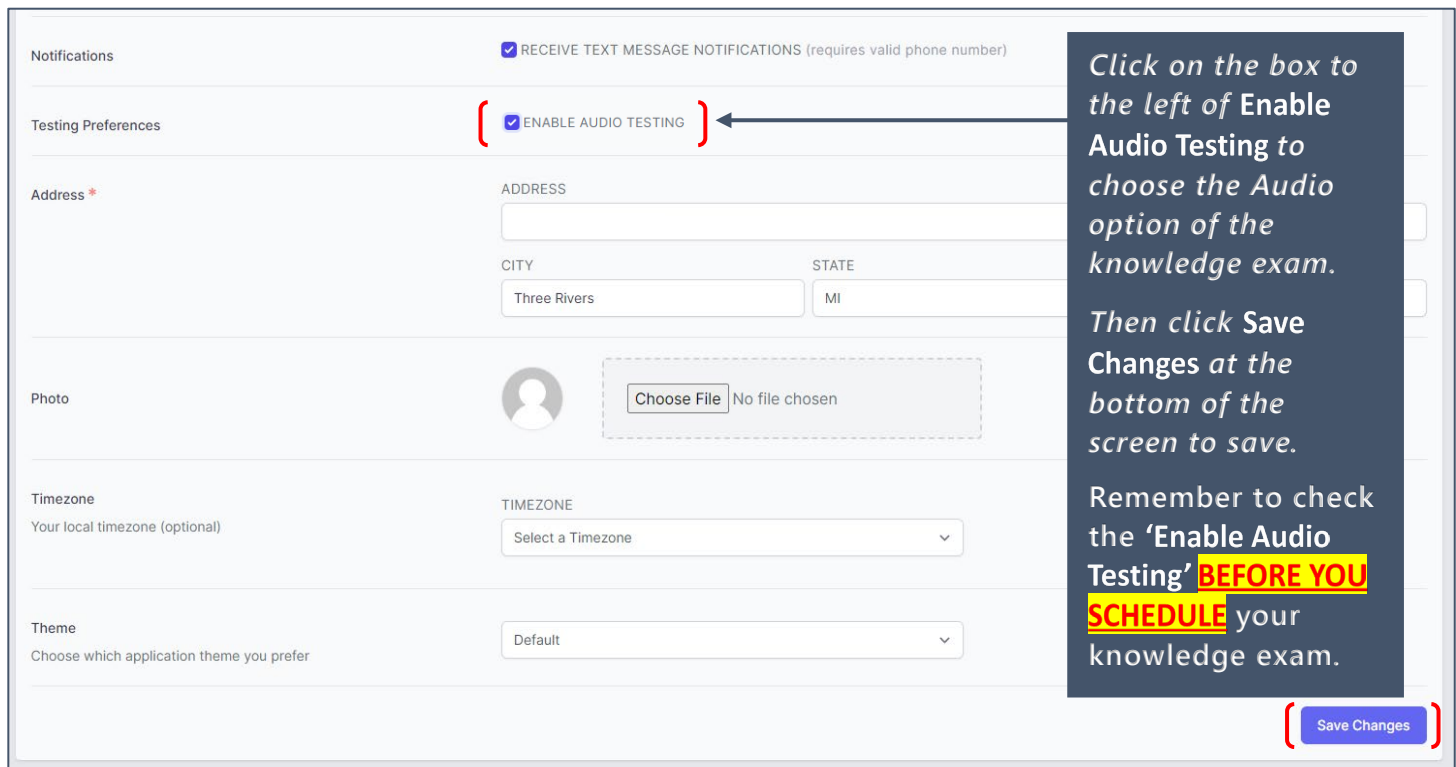
SELECT AN AUDIO VERSION OF THE KNOWLEDGE EXAM

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



-continued on the next page-

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



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:

- 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. The remote Proctor will give you a 'code' to start your test.**
- A smartphone to access the 'video conferencing app' (for example, Zoom, etc.) that you **must download**.
 - An email will be sent to you and in your notifications (in your TMU@ account) with information about the 'video conferencing app' (for example, Zoom, etc.) you will need to download before test day.
 - The night before your scheduled remotely proctored knowledge exam, you will be emailed, along with a notification (in your TMU@ account), a reminder with the password-protected link to join the test event.
- During your test, your smartphone must be positioned so that the remote Proctor can clearly see you, your keyboard, mouse (if used), and the entire screen of your computer/tablet/laptop.
- You may not use a video filter such as a background or blurring your screen.
- **IMPORTANT NOTE:** On testing day, you will not be allowed to receive any assistance with your setup from anyone in your environment (room/area).

- You must be **alone (by yourself during the entire time while testing)** in a quiet, isolated, secured room/area free of distractions, interruptions, and any other people, children, or pets.
- Along with showing the remote Proctor your surroundings/entire room during check-in, the remote Proctor may also ask you to show your room/entire surroundings at any time during your test. You are not allowed to use video filters such as a background or blurring your screen.
- 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 read neutrally 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.
- Failure to adhere to any of these remote testing conditions will require the remote Proctor to stop your test, which will be scored as a failed attempt.

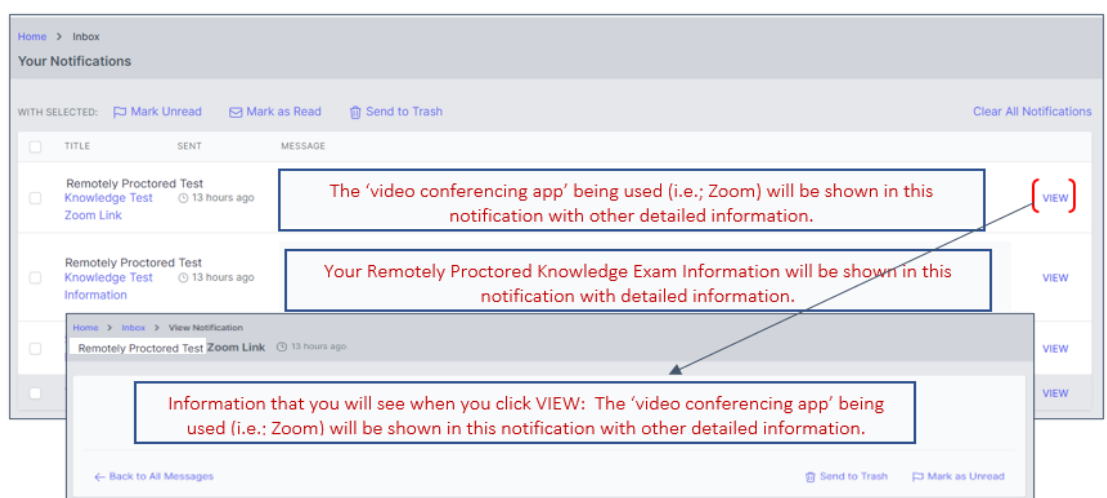
SCHEDULE A REMOTELY PROCTORED KNOWLEDGE EXAM

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 **'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.

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.

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



REMOTELY PROCTORED KNOWLEDGE EXAM INSTRUCTIONS

It is important that you read the Remotely Proctored Knowledge Exam Instructions before signing in to your remotely proctored knowledge exam. Please see the instructions for the Remotely Proctored Knowledge Exam under **'Access the Candidate Handbook and Testing Instructions'**.

REMOTELY PROCTORED KNOWLEDGE EXAM CHECK-IN

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

- You must show your mandatory forms of identification to the remote Proctor at check-in before starting your remotely proctored knowledge exam. Please see the **'Identification'** section for specifics.
- You must show your surroundings/entire room to the remote Proctor during check-in before starting your remotely proctored knowledge exam.
 - Along with showing the remote Proctor your surroundings/entire room during check-in, the remote Proctor may also ask you to show your room/entire surroundings at any time during your test.
- Then, you must position your smartphone so the remote Proctor can clearly see you, your keyboard, mouse (if used), and the entire screen of your computer/tablet/laptop.
 - *You may not use a video filter such as a background or blurring your screen.*
- **NOTE:** On testing day, you will not be allowed to receive any assistance with your setup from anyone in your environment (room/area).
- Failure to adhere to any of these remote testing conditions will require the remote Proctor to stop your test, which will be scored as a failed attempt.

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.

- On testing day, you **will not be allowed to receive any assistance with your setup** from anyone in your environment (room/area). **If someone else is in the room with you, the remote Proctor will remove you from the meeting, and you will be considered a no-show status.** You will forfeit any testing fees paid and must repay to schedule a new test.
- You must be **alone (by yourself during the entire time while testing)** in a quiet, isolated, secured room/area free of distractions, interruptions, and any other people, children, or pets.
- Along with showing the remote Proctor your surroundings/entire room during check-in, the remote Proctor may also ask you to show your room/entire surroundings at any time during your test.
- During your test, your smartphone must be positioned so that the remote Proctor can clearly see you, your keyboard, mouse (if used), and the entire screen of your computer/tablet/laptop.
 - *You may not use a video filter, such as a background or blurring your screen.*

- The ‘video conferencing app’ (for example, Zoom, etc.) link 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 you will be disconnected from the test event 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 an isolated, secure/room that is distraction and interruption-free, 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 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 exam, you will be asked to show both sides of the scratch paper and the calculator to the remote Proctor ***again***. You will then be told you must tear up the scratch paper in view of the remote Proctor and to mute your phone before tearing up the scratch paper.
- Translators, foreign language dictionaries of any kind, using language translators that are not pre-approved, and electronic dictionaries **are not allowed**.
- If you have requested an AUDIO version of the Knowledge Exam, you will need to have wired earbuds or headphones (*Bluetooth-connected devices are not allowed*) that plug into the computer.

Failure to adhere to any of these remote testing conditions/policies will require the remote Proctor to stop your test, which will be scored as a failed attempt.

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.

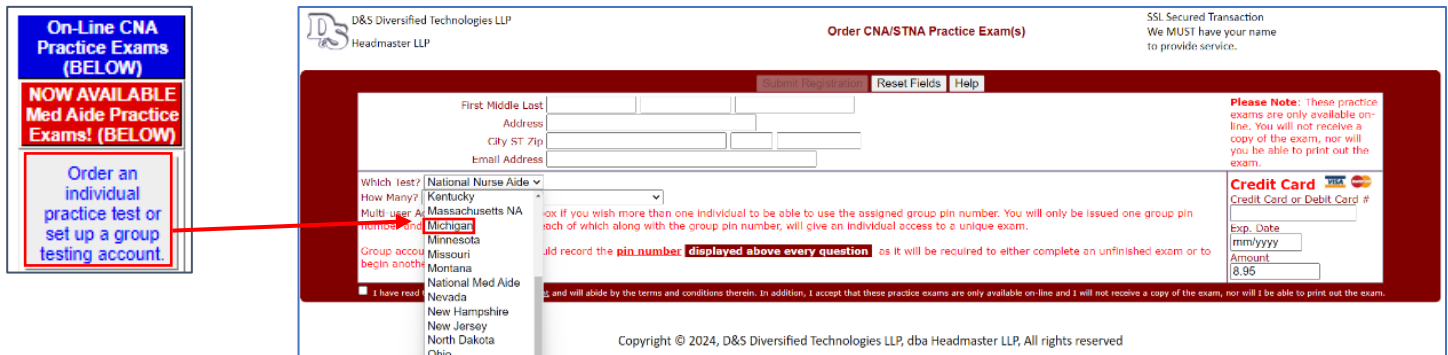
12. Katherine is a
- a. last name
 - b. middle name
 - c. legal name
 - d. nickname
13. The purpose of Katherine's mother sharing the story with Katherine is to
- a. entertain
 - b. persuade
 - c. inform
 - d. describe

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 screenshot shows the 'Order CNA/STNA Practice Exam(s)' form. On the left, a sidebar contains a box that says 'On-Line CNA Practice Exams (BELOW)' and 'NOW AVAILABLE Med Aide Practice Exams! (BELOW)'. Below this is a button that says 'Order an individual practice test or set up a group testing account.' A red arrow points from this button to the 'Which test?' dropdown menu in the main form. The dropdown menu is currently set to 'Michigan'. Other options visible include Kentucky, Massachusetts NA, Minnesota, Missouri, Montana, National Med Aide, Nevada, New Hampshire, New Jersey, North Dakota, and Ohio. The form also includes fields for 'First Middle Last', 'Address', 'City ST Zip', 'Email Address', and a 'Credit Card' section with fields for 'Exp. Date', 'mm/yyyy', and 'Amount'.

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

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

If your skill test includes a skill task that requires recording a count or measurement, the RN test observer will provide a recording form similar to the one displayed below that you will be required to sign during the equipment and supplies demonstration.

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

To receive credit, you must actually perform and demonstrate every step during your skill test demonstration.

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. For all of the tasks, the steps will be performed on a live resident actor, 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.

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 the 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 the stocking.
10. Adjust the stocking as needed.
- 11. Leave the resident with a stocking that is smooth/wrinkle-free.**
12. Lower bed.
13. Place the 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 the bed brakes to ensure the resident's safety.**
5. **Lock wheelchair brakes to ensure the 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.)*
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 the 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.

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.
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 the equipment into the designated toilet/commode.
19. Rinse the equipment and empty the 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 of them 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 the 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 in the 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.
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.
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 of them 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 the 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 in the 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.** *(A 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 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 running water.
13. Rinse the denture cup and lid.
14. Place the denture in the rinsed cup.
15. Add cool, 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 of them 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.
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 the graduate into the designated toilet/commode.
22. Rinse equipment, emptying rinse water into the designated toilet/commode.
23. Return equipment to storage.
24. Maintain respectful, courteous interpersonal interactions at all times.
- 25. Remove gloves BEFORE removing the gown.**
- 26. With one gloved hand, grasp the other glove at the palm to remove it.**
- 27. 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.**
28. Dispose of gloves in the trash container without contaminating yourself.
29. Unfasten the gown at the waist.
30. Unfasten the gown at the neck.
31. Remove the gown without touching the outside of the gown.
32. While removing the gown, turn the gown inward and keep it inside out.
33. Dispose of the gown in a designated container without contaminating yourself.
34. Turn on the water.
35. Wet hands and wrists thoroughly.
36. Apply soap to hands.
37. Rub hands together using friction with soap.
- 38. Scrub/wash hands together with soap for at least twenty (20) seconds.**
39. Scrub/wash with interlaced fingers pointing downward with soap.
40. Wash all surfaces of your hands with soap.
41. Wash wrists with soap.
42. Clean fingernails by rubbing fingertips against the palm of the opposite hand.
43. Rinse fingers, hands, and wrists thoroughly under running water with fingers pointed downward.
44. Starting at the fingertips, dry fingers, hands, and wrists with a clean paper towel(s).
45. Discard paper towels in the trash container as used.

46. Turn off the faucet with a clean, dry paper towel, and discard it in a trash container as used.
- 47. 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.)*
48. Record the output in ml on the previously signed recording form.
- 49. 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 must 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 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.
9. Beginning with the eyes, wash the eyes **WITHOUT SOAP.**
10. **Wash the resident's eyes from the inner to the outer aspect.**
11. Use a clean portion of the washcloth for each stroke.
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 armpit with soap.
18. Rinse the resident's arm.
19. Rinse the resident's hand.
20. Rinse the resident's armpit.
21. Pat dry the resident's arm.
22. Pat dry the resident's hand.
23. Pat dry 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 of them 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 the 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 the hip and knee at the same time.*
12. Gently straighten the resident's knee and hip.
 - a. *Extension of the 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 the bed height.
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.
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 and place a waterproof pad under the resident's buttocks.
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 buttocks.
27. Position the 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 of them 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 the 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 in the trash container as used.
49. Turn off the faucet with a clean, dry paper towel and discard it 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 to ensure 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 the bed brakes to ensure the resident's safety.**
6. **Lock wheelchair brakes to ensure the resident's safety.**
7. Bring the resident to a sitting position 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.
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 touching the side of the bed.
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	apical	body systems
abdominal thrust	apnea	body temperature
abductor wedge	arthritis	bone loss
abnormal vital signs	aspiration	bowel program
absorption	assault	brain stem
abuse	assistive device(s)	break time
accidents	atrophy	breathing
accountable	audiologist	brittle bones
activities	authorized duty	burnout
acute	autoclave	calculate intake
adaptive	axillary temperature	call light
adduction	basic needs	cancer
ADL	bath water temperature	cardiac arrest
admitting resident	bathing	cardiopulmonary resuscitation
advance directives	bed cradle	cardiovascular system
affected side	bed height	care impaired
aging process	bed making	care plan
agitation	bedrest	cataract
AIDS	behavior	catheter
Alzheimer's	behavioral care plan	ccs in an ounce
ambulation	beliefs	central nervous system
Amyotrophic Lateral Sclerosis (ALS)	biohazard	chain of command
angina	bladder training	charge nurse
anterior	bleeding	chemical disinfection
anti-embolic (elastic) stocking	blindness	chest pain
antisepsis	blood pressure	choking
anxiety	bodily fluid	chronic
aphasia	body alignment	circulatory system
	body language	cleaning
	body mechanics	

clear liquid diet	diet	facility policy
clergy	dietitian	falls
cognitively impaired	digestion	fasting
cold application	dignity	fecal impaction
colostomy care	dilate	feces
coma	dirty linen	feeding
combative resident	discharging resident	fire safety
communicable	disease process	first aid
communication	disinfection	flatus
competency evaluation	disoriented	foot care
conduct	disposing of contaminated materials	foot drop
confidentiality	disrespect	Fowler's
conflict resolution	dizziness	fractures
confused resident	DNR	fraud
congestive heart failure	documentation	frayed cord
constipation	domestic abuse	gait belt
constrict	dressing	gangrene
contact precautions	dry skin	gastric feedings
contracture	dysphagia	gastrostomy tube
converting measures	dyspnea	geriatrics
COPD	dysuria	gerontology
coughing excessively	edema	gestures
cultural	elderly	gifts
CVA	electrical equipment	gloves
dangling	elimination	grand mal seizure
de-escalation	emesis	grieving process
death and dying	emesis basin	group settings
decubitus ulcer	emotional abuse	hair care
deeper tissue	emotional needs	hand care
dehydration	emotional stress	hand washing
delegation	emotional support	health-care team
demanding resident	empathy	hearing aid
dementia	emphysema	hearing impaired
dentures	enema	heart muscle
dependability	essential behaviors	heat application
developmental disability	ethics	helping residents
diabetes	etiquette	hemiplegia
dialysis	eyeglasses	hip prosthesis
diastolic		HIPAA

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

rectal
refusal
regulation
rehabilitation
religious service
reminiscing
renewal
reporting
reposition
resident abuse
resident belongings
resident independence
resident pictures
resident rights
resident treatment
resident trust
resident unit
Resident's Bill of Rights
resident's chart
resident's environment
resident's family
residents
respectful treatment
respiration
respiratory system
responding to resident
behavior
responsibility
restorative care
restraint
rigor mortis
risk factor
rotation
safety
sanitizer
scale
seclusion
secretions
security

seizure
self-esteem
semi-Fowlers
sensory system
sexual abuse
sexual harassment
sexual needs
sharing information
sharps container
shaving
shearing
side rails
Sitz bath
skin integrity
slander
smoking
social needs
social worker
soiled linen
specimen
spiritual needs
sputum specimen
stages of grief
standard precautions
STAT
state tested
stealing
sterilization
stethoscope
stress
stroke
subjective
sundowning
supplemental feedings
suprapubic
survey
swelling
tachycardia
temperature

tendons
terminal illness
terminology
thickened liquids
threatening resident
tips
toenails
transfers
transporting food
transporting linens
tub bath
twice daily
tympanic temperature
unaffected
unconscious
uniform
unsteady
urethral
urinary catheter
urinary system
urination
UTI
validation therapy
varicose veins
vision change
vital signs
vomit
walker
wandering resident
warm application
water faucets
water pitcher
weakness
weighing
well-being
wheelchair safety
withdrawn resident

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