MISSOURI NURSE AIDE COMPETENCY AND EVALUATION WEBINAR

OCTOBER 2020
FOR TESTING EFFECTIVE DECEMBER 2020

PRESENTED BY D&S DIVERSIFIED TECHNOLOGIES – HEADMASTER, LLP
The purpose of the webinar is to provide nurse aide training programs with insight into the testing day so they can better prepare their candidates for their nurse aide exam.

Remember, testing is not all inclusive care, but a spot check on minimum competency for each task tested.

Candidates are less anxious when they are well prepared and familiar with the format, equipment used and what is being read to them during testing.

Take the tools and tips we give you in this webinar and use them in your labs and during mock testing as you prepare your candidates for their nurse aide competency exam.
ENTERING CANDIDATES IN TMU© AT THE START OF TRAINING

❖ Candidates must be entered into TMU© by Instructors: **WITHIN 14 DAYS OF STARTING TRAINING**

❖ The four fields that are required to be entered are:

  - First and Last Name
  - Phone Number
  - Email
  - Training Start Date

❖ Candidates will be sent an email and text (those that have texting capabilities) informing them to sign in and complete their records.
  - Username and temporary password will be provided in the email/text.
Instructors will enter training completion information when candidates successfully complete training:

- Change status from ‘attending’ to ‘completed’
- Class hours
- Clinical hours
- Completion date
How can we help you today?

See Available Test Dates
Search Missouri Registry
Read FAQ
Mandatory ID Requirements for Testing

United States (US) Government Issued, Non-Expired, Photo-Bearing and Signed Form of Identification and a Social Security Card

(A signature is not required and a photo copy of the Social Security Card is acceptable)

Examples of acceptable forms of US Government Issued, Non-Expired, Photo-Bearing and Signed Form of Identification:

- State or Other United States Government Issued Driver’s License
  - You may use your letter issued from the Department of Motor Vehicles (DMV) that you receive when you apply for or renew your driver’s license while waiting to receive your new license.
- State issued Identification Card (that meets all identification criteria)
- Signed US Passport (Foreign Passports and Passport Cards are not acceptable)
- Military Identification Card (that meets all identification criteria)

Please note: *A driver’s license or state-issued ID card that has a hole punched in it is NOT VALID and will not be accepted as an acceptable form of ID. You will not be admitted for testing and you will be considered a NO SHOW. You will forfeit your testing fees and have to pay for another exam date.*

The candidate’s FIRST and LAST names on the sign-in sheet at testing **must exactly match** the FIRST and LAST names printed on the candidate’s ID and social security card.
Required Testing Attire

Full Clinical Attire

❖ Scrubs and close-toed shoes
   (Scrubs and shoes can be any color/design)

❖ Long hair needs to be pulled back
TEST ATTEMPTS

❖ Candidates will be allowed **three (3) attempts** within one year of start of training to pass the knowledge and/or skill test portions of the exam.

   - If a candidate does not pass or complete testing within one year from start of training, the candidate must retrain.
Cell phones, smart watches, fitness monitors and any other electronic devices are not allowed to be on or near candidates and MUST BE TURNED OFF during testing.

Candidates will be directed by the testing team of the designated area in the testing rooms where they will place their electronic devices and personal belongings (purse, backpack, etc.) Testing teams and test sites are not responsible for candidate’s personal belongings or electronic devices.

Candidates will be reminded to collect their electronic devices and personal belongings as they exit the testing rooms when done testing.
This information is on the TMU© Knowledge Test and Skill Test Instructions that candidates will read while in the waiting area before testing:

- Candidates are not allowed to leave the testing rooms until finished with their test.
- Candidates are reminded to use the restroom before entering the testing rooms.
- If a candidate does leave the testing room during their test, they are not allowed to return to the testing room to finish their test.
Available for candidates/instructors/programs to download to their smart phones, print or refer to on the Missouri webpage at: www.hdmaster.com

Click on Missouri
Click on Candidate Handbook

The newest version will always be updated with a note in the banner of the page
MISSOURI CANDIDATE HANDBOOK

Missouri Nursing Assistant Candidate Handbook

D&S Diversified Technologies LLP
Headmaster LLP

EFFECTIVE: December, 2020
Version: 1
Signs Candidates will see at the Test Site to become familiar with
A ‘Quiet’ sign will be posted in the waiting/holding area at the test site.

Candidates need to be mindful while in the waiting area to keep the noise level to a minimum for those in the testing rooms.
‘Testing has started’ signs will be posted on the knowledge test room and skills test room doors when the door is closed and the tests are started.

If candidates see these signs on the closed doors, they are not to interrupt the test event in progress!
Skill Tasks
Mandatory First Skill Tasks with Required Hand Washing with Soap and Water

- Catheter Care for a Female
  with Required Hand Washing

- Changing an Adult Brief and Perineal Care for a Male
  with Required Hand Washing

- Isolation Gown & Gloves – Emptying a Urinary Drainage Bag
  with Required Hand Washing

- Perineal Care for a Female
  with Required Hand Washing
**SKILL TASKS**

- Abbreviated Bed Bath (whole face and one arm, hand and underarm)
- Ambulation from Bed to Wheelchair using a Gait Belt
- Ambulation from Wheelchair to Bed to using a Gait Belt
- Denture Care
- Dressing Dependent Resident
- Feeding the Dependent Resident
- Foot Care One Foot
- Mouth Care – Brushing Teeth
- Mouth Care of Comatose Resident
- Nail Care One Hand
- Pivot Transfer a Weight Bearing, Non-Ambulatory Resident from Bed to Wheelchair Using a Gait Belt
- Pivot Transfer a Weight Bearing, Non-Ambulatory Resident from Wheelchair to Bed using a Gait Belt
- Positioning Resident on Side
- Range of Motion – Hip/Knee
- Range of Motion – Shoulder
- Vital Signs – Blood Pressure
- Vital Signs - Pulse and Respirations
TMUD© KNOWLEDGE EXAM
When candidates sign in for their test event, they will be directed to read the TMU© Knowledge Test Instructions provided in the waiting area.

They may also listen to an audio version of the instructions by clicking on the link available on the Missouri webpage at: www.hdmaster.com
THE KNOWLEDGE EXAM CHECKLIST
FOR KNOWLEDGE TEST PROCTORS (KTP)

KTP’s will follow the instructions on the checklist at every event.
Copies of the TMU© Knowledge Test Instructions will be placed between the work stations for candidates to refer to during testing.

Candidates have **60 minutes** to complete 75 questions.

Candidates will be given a 15 minute warning when 45 minutes have elapsed.

If a candidate has requested and paid for an ORAL version of the knowledge exam:
- Only the first 67 questions will be read orally.
- The remaining 8 questions will have to be answered without oral assistance to assess English reading comprehension.
Candidates do have the option to take the knowledge test virtually.

If the candidate signs up for a virtual knowledge test, they will receive information on their confirmation letter to download a facetime app on their phone.

The proctor will sign them in on their smartphone which will be used to monitor the candidate and their environment while they take the exam on their home computer or laptop using their own internet.

The night before, the candidate will receive a reminder with the password protected link to join the test event on their smartphone through TMU© via text and email.
VIRTUAL KNOWLEDGE EXAM

Proctored Exam the Entire Duration of the Knowledge Test

Check ID
Knowledge Test Proctors must recheck candidate ID’s as candidates rotate into the knowledge test before signing candidates into their exam.

The KTP will ask the candidates if they have any questions regarding the TMU© Knowledge Test Instructions they read in the waiting area, specifically:

- “Do you understand the knowledge test is timed?”
- “Do you know you will have sixty (60) minutes to complete the test?”
- “Do you understand that you may not have any form of electronic device on your person while taking the knowledge test?”

Knowledge Test Proctors are responsible for monitoring the knowledge portion of the exam to guard against cheating.
Logging Candidates into and giving the Knowledge Test

Each candidate will log in to their own record to take the Knowledge Exam with their Username or Email and Password:

Candidates will click on BEGIN TESTING (either one is fine)

The START CODE will need to be typed in under Start Code *
Have candidates verify that their demographic information is correct.
1. There is a countdown of time remaining for candidates to watch their own time.
2. Questions remaining to be answered will show up here.
3. Click on NEXT to go to the next question.
4. Questions can be bookmarked to go back to.
5. Any bookmarked question numbers will show up here.
6. Candidates can type in a question number they want to “jump” to here.
7. There are keyboard shortcuts to help navigate the test as well that are found here.
When candidates are finished with their exam, they need to raise their hand and let the proctor know they are done. The test proctor needs to check that there are no **Questions Remaining** (if there are any numbers left, direct the candidate to go back and answer the questions), then the proctor will click on **END TEST**.
TMU © Knowledge Test - Navigating the Exam

When END TEST is clicked, this message will pop up and you must click the box to the left of I UNDERSTAND, STOP MY TEST. Then I WANT TO END THIS TEST box will be active and you will click on it.

This is what the screen looks like after the knowledge test has been ended.
SKILLS EXAM
ROLE OF THE RN TEST OBSERVER

❖ RN Test Observers are to be positive, confident, completely unbiased and professional in their words, actions and appearance.

❖ RN Test Observers will remain impartial during testing.

❖ RN Test Observers must give their complete and full attention to the candidate while the candidate is demonstrating her/his tasks.

❖ RN Test Observers are to set up a testing environment that will give each candidate a fair, nonbiased, equal opportunity to demonstrate s(he) knows how to perform the tasks.

❖ RN Test Observers will recheck each candidate’s ID as they enter the testing room to ensure s(he) has the correct candidate’s skill test up on her/his computer/tablet/laptop screen.
When candidates check-in for their test event, they will be directed to read the Skill Test Instructions provided in the waiting area.

They may also listen to an audio version of the instructions by clicking on the link available on the Missouri webpage at www.hdmaster.com.
SKILLS EXAM CHECKLIST
FOR RN TEST OBSERVERS

RN Test Observers will follow the instructions on the checklist at every event.

MISSOURI NURSE AGENCY – RN TEST OBSERVER

SKILL TEST CHECKLIST

TEST RESULTS: READ OUT LOUD TO GROUP IN WAITING/HOLDING AREA
*TEST RESULTS WILL BE AVAILABLE ONLINE NO LATER THAN 7:00PM (CENTRAL TIME) ON THE BUSINESS DAY THE TESTS ARE SCORED. SIGN IN TO YOUR RECORD IN MISSOURI TINDB USING YOUR USER ID OR EMAIL AND PASSWORD TO SEE YOUR RESULTS.*

WHEN THE CANDIDATE ENTERS THE SKILL TEST AREA, THE RN TEST OBSERVER WILL:
1. Show the candidate the designated area to place their personal belongings, making sure all electronic devices are turned off.
2. Sit beside the candidate in the designated relaxation area.
3. Check the candidate's ID against the candidate's name on the skill test you have in front of you.
4. Ask the candidate if they have any questions about the skill test instructions they read before coming into the skill test area. Specifically ask:
   - "Do you understand that you can ask me to reread any scenario at any time?"
   - "Do you know that you can correct anything you think you demonstrated incorrectly, at any time?"

5. Tell the candidate the tasks they are to demonstrate.
6. Show the candidate the equipment supplies location and demonstrate the use of just the equipment the candidate will need for his/her tasks.
7. Ask the candidate if they have any questions.
8. Read the first scenario.
9. Start both timers (or one multiple timer) when the candidate begins the first task. Record the start time in the candidate's task on the screen.

REMEMBER TO:
• Always demonstrate locking the bed brakes and bed control (and side rails if bed has side rails), privacy curtain, where to knock and any other things unique to the task site. Point out the location of the call bell or signaling device, gloves, hand sanitizer, laundry hampers, overhead table and garbage cans.
• Tell the candidate that they may use or move any equipment or supplies necessary to accomplish the assigned tasks. Point out where the supplies are for only the tasks the candidate will be performing. Demonstrate how to lock the wheelchair brakes or open/close the drain on the urinary drainage bag if the candidate has one of these skill tasks.
• Be sure the candidate signs the recording form on which you have already printed his/her name, if it will be needed for one or more of the tasks. Make sure the recording form is on a small clipboard.
• Be sure you have instructed the candidate as to the location of the designated relaxation “relaxing” area.
• Answer any remaining questions the candidate may have, remind the candidate that you may not answer any questions once the skill test begins.
• Begin the skill test by reading the first task scenario word-for-word (the first task will be one of the following: Catheter Care for a Female with required Hand Washing, Changing an Adult Brief and Perineal Care for a Male with required Hand Washing, Isolation Gown and Gloves-Emptying a Urinary Drainage Bag with required Hand Washing or Perineal Care for a Female with required Hand Washing).
• Start your timer(s) when the candidate makes his/her move to start his/her first task.

CLOSURE WHEN FINISHED WITH SKILL TEST:
If time is remaining (candidate completed in less than 30 minutes), say:
• "You have _ minutes remaining. You have just completed the tasks of _____, _____, and/or _____ (Read the tasks assigned). Are you finished? (When you get the "yes," say "Thank you for coming.)
• Direct the candidate to the holding area if (s)he needs to take a knowledge exam, or if finished with (his/her) exams (s)he is free to leave the testing site. (Let candidate know Exit Survey information in box below.)
• When time is up and the 30 minute audible buzzer sounds, say:
• "Your allotted time has elapsed. Thank you for showing us your skill demonstrations today.
• Direct the candidate to the holding area if (s)he needs to take a knowledge exam, or if finished with (his/her) exams (s)he is free to leave the testing site. (Let candidate know Exit Survey information in box below.)

EXIT SURVEY INFORMATION: Inform candidates they will receive a link to fill out the Exit Survey when they sign in to their record in TINDB to see their results. The Exit Survey is optional and we value their honest feedback regarding their testing experience.
The relaxation area is two chairs placed in an area in the skills testing room away from the demonstration work area.

Candidates will be directed to go to the relaxation area in between tasks so that the testing team can set up for the next task.

Setting up between tasks takes a matter of seconds.
The Skills Exam

- Candidates are allowed **30 minutes** to demonstrate 3 or 4 tasks.
  - First task will be one of the four mandatory tasks with hand washing required:
    - Catheter Care of a Male with Required Hand Washing
    - Changing an Adult Brief and Perineal Care for a Male with Required Hand Washing
    - Isolation Gown and Gloves, Emptying a Urinary Drainage Bag with Required Hand Washing
    - Perineal Care for a Female with Required Hand Washing

- RN Test Observers will read a scenario to the candidate at the beginning of each task.
  - Candidates can request to have a scenario re-read to them at any time and as many times as needed.
The Skills Exam

- Two timers will be set when the candidate starts their skill test (after the first mandatory task scenario is read):
  - One set for 20 minutes – warning that 10 minutes remain
  - One set for 30 minutes – time up (candidate not allowed to complete any steps remaining)

- Candidates can make corrections to any step they feel they did incorrectly at any time during their exam within their 30 minute time frame:
  - Candidates need to tell the RN Test Observer the specific task and step(s) they are correcting.
  - Candidates must actually demonstrate the correction(s), i.e.:
    - Candidate tells the RN Test Observer s(he) missed locking the bed brakes in the ambulation task-
      - Candidate must actually lock the bed brakes and then the correction is made and noted by the RN Test Observer.
THE SKILLS EXAM

❖ Steps that are only verbalized **DO NOT COUNT!**
   ▪ All steps must be demonstrated to receive credit.

❖ Steps are not order dependent unless the step specifically states something must be done “*BEFORE” or “*AFTER”:
   ▪ Candidates can perform the steps in whatever order flows for them, or how you have trained them to complete the steps with the *EXCEPTION:
     • If a step states something must be done **BEFORE** or **AFTER**, then the candidate must demonstrate that step exactly as stated.
     • *Example: Candidate must remove gloves **BEFORE** gown.*
THE SKILLS EXAM

❖ **CLOSURES:** Candidates have to verbally state to the RN Test Observer that they are finished when done with each task so the RN Test Observer has closure before setting up for the next task.

❖ Once the candidate has completed all 3 or 4 tasks, the candidate needs to verbally state to the RN Test Observer that they are finished. The candidate will then be read a closure:

- **If time is remaining** (candidate completed in less than 30 minutes):
  “You have _ minutes remaining. You have just completed the tasks of __, __, __, and/or __. Are you finished?”

- **When time is up and the 30 minute audible buzzer sounds:**
  “Your allotted time has elapsed. Thank you for showing us your skill demonstrations today.”
Equipment/Supplies Demonstration

❖ Every candidate, whether they trained at the site they are testing at or not, will get the same consistent, complete equipment and supplies demonstration.

❖ The equipment and supplies demonstration is the time for the candidate to become familiar with the items they will be using for their 3 or 4 tasks:
  • If there is only one basin on the supplies table and the candidate uses two, the candidate just needs to ask the RN Test Observer for another basin and one will be placed on the table.
All supplies will be on a centrally located table, counter, etc.

- The RN Test Observer will show the candidate just the supplies and equipment the candidate will need for their 3 or 4 tasks (i.e. basins, toothbrush, lotion etc.).
  - Linens may be in a cabinet or closet within the skills testing room and would be shown to the candidate.
  - No supplies will be in the bedside stands.

- And candidates will be shown where other supplies are located throughout the room:
  - Hand sanitizer(s)
  - Gloves
Candidates will sign the recording form (if they have a task requiring recordings) during the equipment/supplies demonstration.

Candidates can take the recording form (on the clipboard) anywhere in the testing room as needed.

RN Test Observers cannot remind or cue candidates to write their recordings on the recording form.
Equipment/Supplies Demonstration

- Candidates will be shown:
  - How to lock the bed and wheelchair brakes
    - Brakes must be fully engaged on the bed and both wheelchair brakes must be locked
  - Bed Controls
    - The RN Test Observer will show the candidate how to raise and lower the bed and head of the bed as well as how to operate the side rails (if side rails on bed)
  - Where the hand washing sink is
    - Where soap and paper towels are located
  - The designated toilet for testing
    - It may be an actual toilet or a commode by the sink
  - The RN Test Observer will also point out where other equipment is throughout the testing room
    - Garbage cans
    - Designated linen hampers
    - The RN Test Observer will show the candidate how they are providing privacy (pulling a curtain or other method of providing privacy)
    - Where to knock
**Role of the Actor**

- Actors must remain test neutral and not impact the test in any way.
- Actors are not to start or engage in a conversation with candidates.
- Actors cannot answer any questions that would impact the test with anything other than:
  - "Whatever you think" – putting the action needed back on the candidate.
    - Example: In the Feeding Task, “Is the head of your bed high enough?” The Actor will answer “whatever you think” as it is a step in the Candidate Handbook that the candidate is to raise the head of the bed to at least 45 degrees.
- Actors must provide the exact same simulation for every candidate.
The Diet Card will have the Actor’s name on it and the actual food and fluid being served:

**Example:**
- Applesauce
- Water
- Juice
When candidates sign in to their records in TMU© to check their test results, they will get a link to complete the Exit Survey.

The Exit Survey is completely voluntary and we appreciate candidates’ honest feedback.
Training Tools to Help Prepare Candidates for Testing
**Ideas to Help Students Prepare for Testing**

- Review the Candidate Handbook in class, covering testing policies, vocabulary words for the knowledge test and skill steps for the skill test.
- Complete a practice knowledge test with class.
- Hangmen with vocabulary words: put the class into teams and play hangmen by using vocabulary words. Once a team guesses the word correctly, have them then explain the meaning.
- Do mock skills testing utilizing the 30 minute time frame.
- Create a Jeopardy-like game with class materials.
- Have the candidate re-review the testing policies and skill steps in the Candidate Handbook. Make sure they check the website to ensure that there have not been any changes since they have completed their training.
- Pulse game: Place students on teams. The instructor chooses one student from each team and they are the resident for the pulse. Students from each team have to take the pulse of the resident and write it down. The instructor will take the pulse at the same time and the team with the most accurate readings wins.
- Supplies game: have each student pull a skill from the hat and write down the supplies needed for that skill.
- Station race: Set up taking stations with 2 glasses filled with pre-measured fluid in them and put the class into teams. The teams race around to each station and write down the amounts in the glasses that the resident has consumed.

**Put your skills in place:**

- Instructions make index cards with each step of every skill, sort the cards by skill. Shuffle the cards of one skill and have the student put the steps in order to complete the skill correctly.
- Add a question to your final test about the required ID for testing.
- Read the Knowledge and Skill Test instructions to your candidates during mock testing so they will be exposed to the guidelines for testing prior to attending the test session.
- Establish a flexible test site at your training location so that the students are more comfortable with their test setting.

**Abbreviations race:**

- Students are put on teams, the trainer calls out a word and the first student to get to the board and write the correct abbreviation for the word gets a point.
- Poster/PowerPoint presentations: each student is assigned to put together a poster/PowerPoint presentation on a skill task.
- Questions collection: Collect 20 questions from each student and then use the questions to test the students.
- What do you need? Each student is quizzed on the equipment/supplies needed to complete skill tasks.
- Perform scenario: Students create a scenario, then they must perform the scenario which should include a minimum of three skill tasks to be performed.
- Sayings to remember: Example: Penneal Care – “front to back and run up the crack”

- Next step game: Randomly pull a learned skill, ask each student to verbally state the next step in the selected skill task.
- Word scramble: Take the skills titles and vocabulary words and mix them up.
- Abbreviation Bingo: All students get 1 bingo card. Instead of numbers in the boxes on the card there are symptoms and then you play bingo as usual.
- Potato skin: Use a raw potato and pull sandpaper across the potato skin to show a skin tear.
- Bedpan basketball: Divide class into 2 teams. Ask a reliable student to keep score. Ask a review question to Team 1, if they make the shot they earn 1 more point. Next ask Team 2 a review question and do the same as stated above. If a team misses a question, the other team gets a chance to steal and answer.
- Yam game: Give each student a different role: Resident, RN, Nurse Aide or a Family Member. Throw the yam ball to another person and discuss how the roles are related in communication and how they are all connected with each other.
- Glo-gem: Have each student put the glow gems on their hands. Then have students start doing class work or skills practice. Then take the ultra violet light to show them where and how gems are spread. Then have the students wash their hands and put them under the ultra violet light to see what they have missed.
- Decrease your senses: Have students put thick gloves on and try to count paper and coin money. Have students put on sunglasses with Vaseline on the lenses and walk the room. Have students put cotton balls in their ears and sit in the front of the class and you speak to them from the back of the classroom in a soft voice with the lights off. Have students do all three together and have another student walk them around the classroom or down the hall. Have students close their eyes and plug their nose and then taste 2 different cookies to see if they can tell the difference.
- A minute to win it: Have each step of every skill task and put one step on an index card. Put your skills into teams. Each team will pull a skill out of the hat. Put 1 minute on the clock and have each team put the skill in correct order in a minute to win it.
- What’s missing? Put the skills up on the smart board by steps. Number the steps as you put them up. Skip a step every so often and have students write in the missing steps.
- Wash my hands and why: As the student demonstrates hand washing, they are to explain each step they are doing and why they are doing it.
- Vocabulary Bingo: Make bingo cards with the vocabulary words from the back of the candidate handbook, then play bingo for bonus points.
- Phrases and word association: If you raise it, put it down. If you open it, close it. If you mess it up, clean it up. If you move it, put it back. If you break it, you buy it. W.I.P.E. = Wash your hands, Introduce Yourself, Provide privacy, Explain the procedure. Abduction - take away from the body. Adduction - fold then take back to body. Plantar flexion - plan your toes in sand; toes down. Supine - "U" out = spine-resident should be on spine (back). Subjective - what resident "says". Objective - what you can observe. Right: Respect, Identity, Call light, Hand wash.
- School of Nursing: Call and see if the senior nursing students at a local college could spend the day in the classroom and be the "state testers" for the students, use one nursing student as the actor and one as the state tester. This gives students the chance to practice skills with people they do not know.

**Web Based Games / Fun Training Tools:**

- Kahoot – trivia app
- Quizizz – quiz live sessions, flash card games
- ClassTools.net (Alan type game)
PLEASE NOTE: The practice test questions for purchase or sample are not the ones used in actual testing. The purpose of the Practice Exams is to help candidates prepare for the knowledge exam with types of questions/content that will be included on the actual test.

Practice Exams can be purchased by clicking here.

- May be purchased individually or viewed as a class and completed together.
- Allows candidates to experience what the knowledge questions will be like.
- Must answer question they are on correctly before moving to next question.
- Facilities may set up a purchase order account by contacting Headmaster.

The cost is as follows:

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 exam</td>
<td>$8.96</td>
</tr>
<tr>
<td>5 exams</td>
<td>$34.95</td>
</tr>
<tr>
<td>20 exams</td>
<td>$99.95</td>
</tr>
<tr>
<td>100 exams</td>
<td>$299.96</td>
</tr>
</tbody>
</table>

If you have any questions regarding Practice Exams, please call Headmaster at 1-800-393-8664.
PRACTICE EXAM INFORMATION

On-Line CNA Practice Exams

NOW AVAILABLE! Med Aide Practice Exams!

Order an individual test or set up a group testing account.

Complete an exam from an individual membership.

Begin or complete an exam from a group account.

Purchased on the main Headmaster webpage at: www.hdmaster.com

Choose Missouri for “which test?”

Record the PIN NUMBER, which is displayed above every question as it will be required to complete an unfinished exam.
Practice Exams do not expire

- Just click on the X in the upper right hand corner of your screen to exit the practice exam
- Log back in using PIN# to continue
  - **Do not click on STOP the exam if you are **not finished with the exam** - This screen will pop up and you have to click OK to continue (read warning) or CANCEL**
  - **Click CANCEL if not finished with exam**
    - *If not finished with exam, and you click OK, you will be unable to answer any further questions and the exam is deleted (not available any more)*

- When done with exam (*all questions are answered*), click on STOP the exam, then click OK and you will get your Score Report
  - You will receive a score based on your first answers and vocabulary words
# Missouri Mock Skills

For Testing Effective: December 2020

## Ambulation from Bed to Wheelchair Using a Gait Belt

<table>
<thead>
<tr>
<th>#</th>
<th>Skill task step</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Perform hand hygiene.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Cover all surfaces of hands with hand sanitizer.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. Rub hands together until hands are dry.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Explain the procedure to resident.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Obtain gait belt for the resident.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Lock bed brakes to ensure resident’s safety.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Adjust bed height to ensure resident’s feet will be flat on the floor.</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Bring resident to a sitting position with resident’s feet flat on the floor.</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td><strong>Properly place gait belt around resident’s waist to stabilize trunk.</strong></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Tighten gait belt. Check gait belt for tightness by slipping fingers between gait belt and resident.</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Assist resident to put on non-skid footwear BEFORE standing.</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Bring resident to a standing position using proper body mechanics at all times.</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Stabilize resident.</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td><strong>Ambulate resident at least 10 steps to the wheelchair.</strong></td>
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</tr>
<tr>
<td>14.</td>
<td>Lock wheelchair brakes to ensure resident’s safety.</td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>Assist resident to pivot/turn and sit in wheelchair.</td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>Sit resident in the wheelchair in a controlled manner that ensures safety at all times.</td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>Remove gait belt.</td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td>Place resident within easy reach of the call light or signaling device.</td>
<td></td>
</tr>
<tr>
<td>19.</td>
<td>Maintain respectful, courteous interpersonal interactions at all times.</td>
<td></td>
</tr>
<tr>
<td>20.</td>
<td>Perform hand hygiene.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Cover all surfaces of hands with hand sanitizer.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. Rub hands together until hands are dry.</td>
<td></td>
</tr>
</tbody>
</table>
Understanding Test Results
## Test Results

Welcome, Sara!

### Please select a report

<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attrition Rate</td>
<td>Details about trainings and count of reasons for not completing them</td>
</tr>
<tr>
<td>Knowledge Detail</td>
<td>Pass rates per subject and list of most often missed vocabulary words</td>
</tr>
<tr>
<td>Pass / Fail</td>
<td>Details test results of students</td>
</tr>
<tr>
<td>Retake Summary</td>
<td>Details pass rates for an exam on a given try (1, 2, 3, etc...)</td>
</tr>
<tr>
<td>Skill Detail</td>
<td>Pass rates for skill tasks and individual steps in those tasks</td>
</tr>
<tr>
<td>Testing Trends</td>
<td>Totals and pass rates per month for trainings and exams</td>
</tr>
</tbody>
</table>

### Data & Reports

Browse All Reports
Reminders and Contact Information
Candidates have one year from start of training to take their nurse aide competency exam.

Remind candidates as they leave your training program to check the Missouri webpage for the most current updates to the Candidate Handbook:

www.hdmaster.com – click on Missouri
# CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Questions regarding testing process, test scheduling and eligibility to test:</th>
<th>(888) 401-0462</th>
</tr>
</thead>
<tbody>
<tr>
<td>Questions about nurse aide certification, renewals and Nurse Aide Registry:</td>
<td>(888) 401-0465</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>D&amp;S Diversified Technologies</strong>&lt;br&gt;<strong>(D&amp;SDT)-Headmaster, LLP</strong>&lt;br&gt;PO Box 6609&lt;br&gt;Helena, MT 59604</th>
<th><strong>Monday through Friday</strong>&lt;br&gt;7:00 AM – 7:00 PM (Central Time)</th>
<th><strong>Phone #: (888) 401-0462</strong>&lt;br&gt;<strong>Fax #: (406) 442-3357</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Email</strong>: <a href="mailto:hdmaster@hdmaster.com">hdmaster@hdmaster.com</a>&lt;br&gt;<strong>Web Site</strong>: <a href="http://www.hdmaster.com">www.hdmaster.com</a></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Registry and TestMaster Universe-TMU©</strong></th>
<th><strong><a href="https://mo.tmutest.com">https://mo.tmutest.com</a></strong></th>
<th><strong>D&amp;SDT-HEADMASTER</strong>: <a href="http://www.hdmaster.com">www.hdmaster.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Missouri Department of Health and Senior Services (DHSS)</strong>&lt;br&gt;<strong>Health Education Unit</strong>&lt;br&gt;3418 Knipp Drive, Suite F&lt;br&gt;Jefferson City, MO 65102</td>
<td><strong>Monday through Friday</strong>&lt;br&gt;9:00 AM – 4:00 PM (Central Time)</td>
<td><strong>Phone #: (573) 526-5686</strong></td>
</tr>
<tr>
<td><strong>Email</strong>: <a href="mailto:cnaregistry@health.mo.gov">cnaregistry@health.mo.gov</a>&lt;br&gt;<strong>Web Site</strong>: <a href="http://https://cna.dhss.mo.gov">https://cna.dhss.mo.gov</a></td>
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</tbody>
</table>
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D&S DIVERSIFIED TECHNOLOGIES – HEADMASTER LLP