D&S Diversified Technologies LLP

Headmaster LLP

OHIO CERTIFIED NURSE AIDE (CNA)

CANDIDATE HANDBOOK

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VERSION 27

D&S Diversified Technologies (D&SDT) – Headmaster

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D&S DIVERSIFIED TECHNOLOGIES

(D&SDT)

TMU©

Contact Information

Questions regarding: testing process • test scheduling • eligibility to test ..... **(877) 851-2355**

Questions regarding: Nurse Aide Registry • renewals • challenges • demographic changes • out of state reciprocity ..... **(800) 582-5908**

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Ohio Department of Health (ODH) *Ohio Nurse Aide Registry (NAR)* 246 North High Street Columbus, OH 43215 Email: NAR@odh.ohio.gov	*Monday through Friday* *8:00AM –5:00PM* *Eastern Time Zone*	Phone #: (800) 582-5908 Fax #: (614) 564-2461
Ohio Department of Health (ODH) *Nurse Aide Training and Competency Evaluation Program (NATCEP)* 246 North High Street Columbus, OH 43215 Email: NATCEP@odh.ohio.gov Website: www.odh.ohio.gov	*Monday through Friday* *8:00AM –5:00PM* *Eastern Time Zone*	Phone #: (614) 752-8285 Fax #: (614) 564-2596

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INTRODUCTION

Congress adopted the Nursing Home Reform Act in 1987 as part of the Omnibus Budget Reconciliation Act (OBRA '87). This federal law was designed to improve the quality of care in long-term healthcare facilities and 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. This 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 two parts: a multiple-choice knowledge test and a skill test. Candidates must pass both parts to be identified and listed on the Ohio Nurse Aide Registry.

The Ohio Department of Health (ODH) has approved D&S Diversified Technologies, LLP (D&SDT) to provide tests and scoring services for nurse aide testing. For questions not answered in this handbook, please get in touch with D&SDT-HEADMASTER at (877) 851-2355 or go to D&SDT-HEADMASTER's **Ohio CNA web page** or at **www.hdmaster.com** and click on 'Ohio CNA'. The information in this handbook will help you prepare for your examination.

NURSE AIDE REGISTRY REQUIREMENTS

Ohio's Nurse Aide Registry lists all Certified Nurse Aides (CNAs). The registry also maintains records of those nurse aides who have had a finding of abuse, neglect, or misappropriation of property against them.

The Nurse Aide Registry keeps track of those individuals who have met written and skills test criteria to be certified for employment in long-term care settings, usually nursing homes. Once certified, nurse aides must meet certain requirements to maintain their certification and continue to be listed on the Nurse Aide Registry as able to work in Ohio. Please review the **Nurse Aide Registry Requirements**. The registry also maintains records of those nurse aides who have had a finding of abuse, neglect, or misappropriation of property against them.

The most significant achievement in this area was giving facilities or individuals the ability to inquire about the status of a certified nurse aide by accessing the registry through the Internet. This gives the customer three options to conduct an inquiry. They can call the nurse aide registry and use the voice automated system, talk to a nurse aide registry customer service technician, or use the web-based verification system. This addition will reduce the time it takes to verify the status of a certified nurse aide (CNA). Select the link to access the Nurse Aide Registry: **NURSE AIDE REGISTRY**

Additional questions regarding nurse aide registry requirements, lapsed certification, and certification transfer to or from another state may be addressed to the Nurse Aide Registry at (800) 582-5908. If you have questions regarding the locations and dates for nurse aide training classes, you may call (614) 752–8285 or view the **NATCEP Program** information page.

CRITERIA TO WAIVE THE NURSE AIDE TRAINING REQUIREMENT

Certain individuals who may submit documentation to ODH for approval and written verification to waive the nurse aide training requirement to sit for the Ohio nurse aide exam are outlined on the next page.

- An individual enrolled in a pre-licensure program of nursing education approved by the Board of Nursing or by an agency of another state that regulates nursing education who has provided the director or the director's designee with a certificate from the program indicating that the individual has successfully completed the courses that teach basic nursing skills including infection control, safety and emergency procedures, and personal care.
- An individual who has the equivalent of twelve months or more of full-time employment in the preceding five years in a position with hospital experience that includes the provision of direct patient care involving the performance of daily living activities, such as toileting, bathing, feeding, dressing, etc.
- An individual with military occupational training and experience in the United States Armed Forces in positions including, but not limited to, Medical Specialist, Healthcare Specialist, and Hospital Corpsman may qualify for this waiver if they can provide documentation of at least sixteen hundred (1600) hours of providing direct patient care involving the performance of daily living activities. The documentation can include official training documents and/or a letter on official letterhead that identifies each exact job task that meets the direct care/performance of daily living requirement, totaling a minimum of 1600 hours signed by a supervisor.

ACTIVE DUTY AND VETERAN GI BILL BENEFITS

D&SDT-HEADMASTER has been approved by the Department of Veterans Affairs (VA) as an approved testing vendor for the Ohio NA exam. If you are an active duty or retired service member, you may be eligible for reimbursement of exam fees if funds are available through your GI Bill. To request VA reimbursement of exam fees, you must provide your receipt for paying your NA exam fees along with a completed VA Application for Reimbursement of Licensing or Certification Test Fees **Form 22-0803** to the VA for reimbursement. Additional information regarding the GI Bill can be found on the **VA website**.

Priority of Service on Test Day

If you are active or retired military, a veteran, or the spouse of a veteran, you are eligible to receive priority of service on testing day. To qualify, you must provide the following additional proof of service documentation to the RN Test Observer at check-in on test day:

- Department of Defense Identification Card (active, retired, or TDRL).
- DD214 Military Discharge Certificate indicating disposition of discharge.
- Report of Separation from the national archives at the National Personnel Records Center (NPRC) in St. Louis, Missouri.
- Veterans Identification Card from the Department of Veterans Affairs.

AMERICANS WITH DISABILITIES ACT (ADA)

ADA Compliance

The Ohio Department of Health (ODH), Bureau of Survey and Certification Nurse Aide Training Competency Evaluation Program (NATCEP) Unit 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 the examination. D&SDT-HEADMASTER must approve accommodations in advance of the examination. Complete the **ADA Accommodation Request Application** found on the Ohio CNA TMU© main page under 'APPLICATIONS' to be reviewed for accommodation.

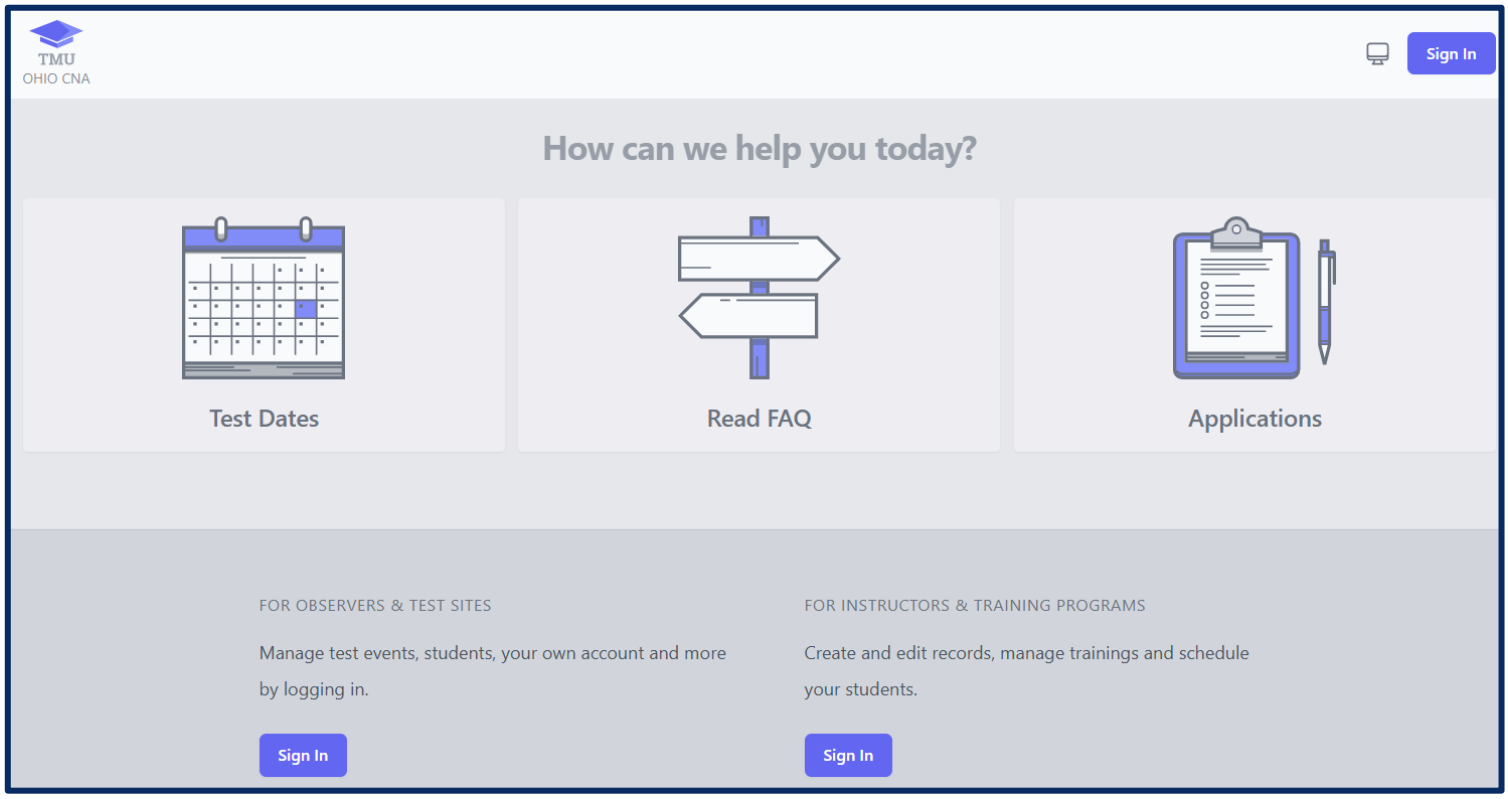
ADA Accommodation Request Applications submitted without the required supporting documentation of a diagnosed disability will not be reviewed until the required documentation is provided. D&SDT-HEADMASTER will email you if further documentation or information is required using the email in your TMU© 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 (877) 851-2355.

OHIO TESTMASTER UNIVERSE© (TMU©)

Ohio CNA TMU© Home Page

This is the Ohio CNA TMU© main page, **oh.tmutest.com**



→ *Click on '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*

Complete your TMU© Account

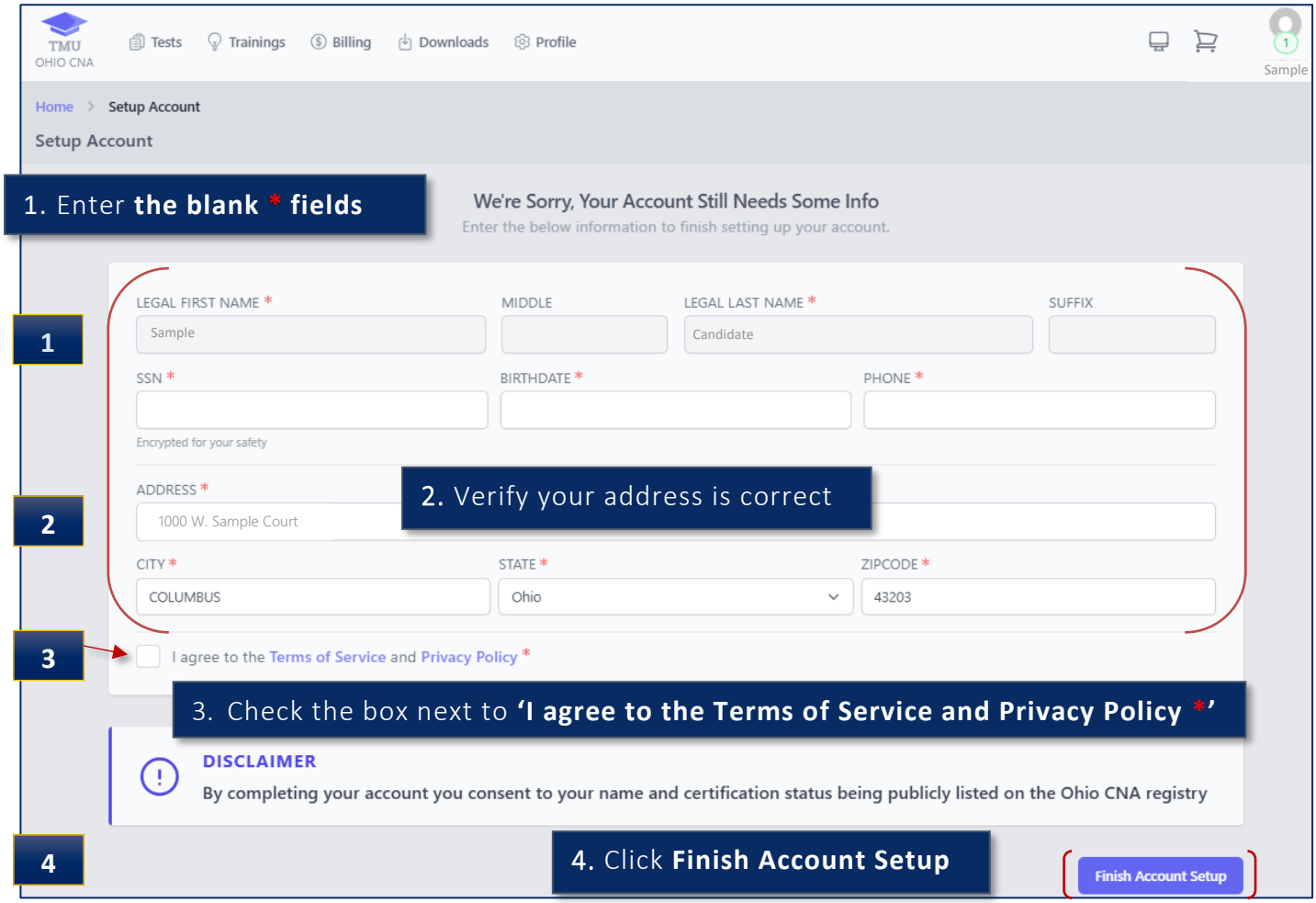
Your initial registration information will be entered in D&SDT-HEADMASTER's Ohio CNA TestMaster Universe (TMU©) database.

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 your being turned away from testing. You will be a no-show status for your event and forfeit your testing fees.

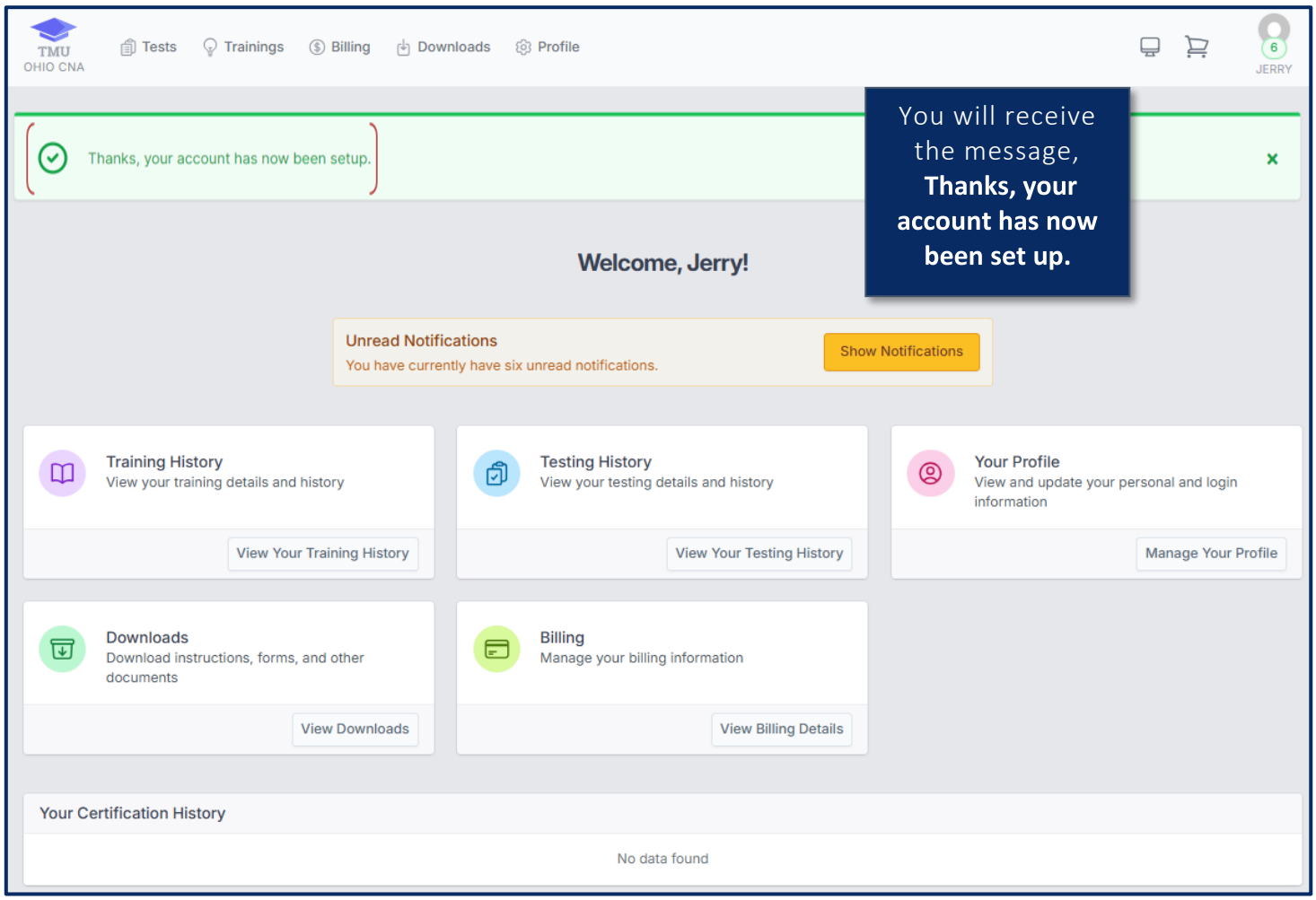
- Upon receiving your confirmation email from TMU© (check your junk/spam mail) that your account has been created, you need to sign in to your account, update your password, and complete your demographic information. **This must be done before scheduling a test event**

If you do not know your Email or Username and Password, enter your email address and click "Forgot Your Password?" You will be asked to re-enter your email, and a 'reset password link' will be sent to your email (see instructions under **Forgot your Password and Recover your Account**). If you cannot sign in, contact D&SDT-HEADMASTER at (877) 851-2355.

*This is 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 account**:*



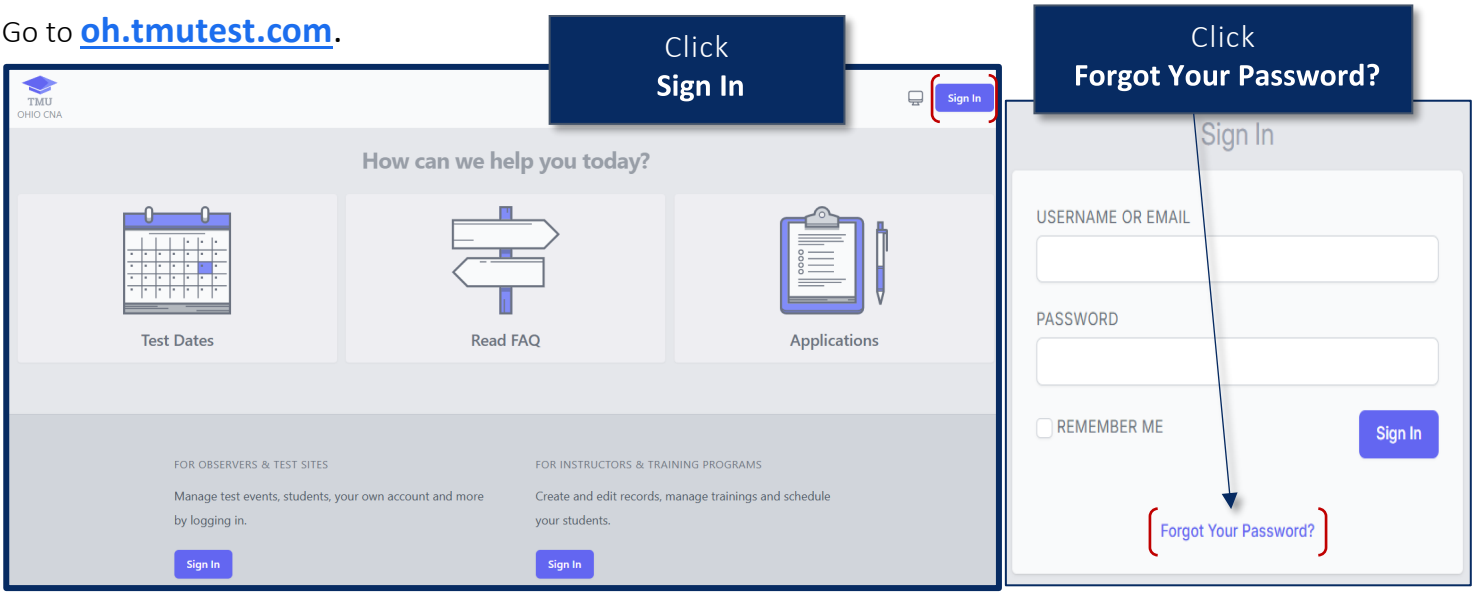
This is the candidate's home page:



Forgot your Password and Recover your Account

If you do not remember your password, follow the instructions with screenshots in this section.

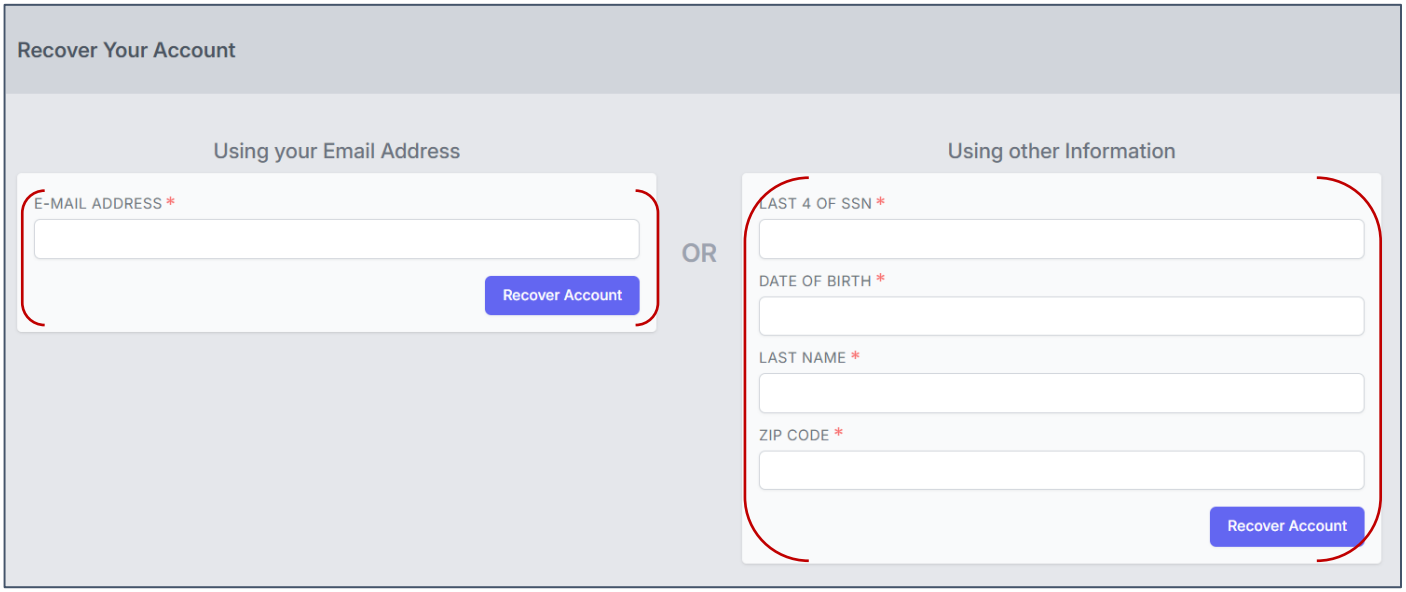
Go to **oh.tmutest.com**.



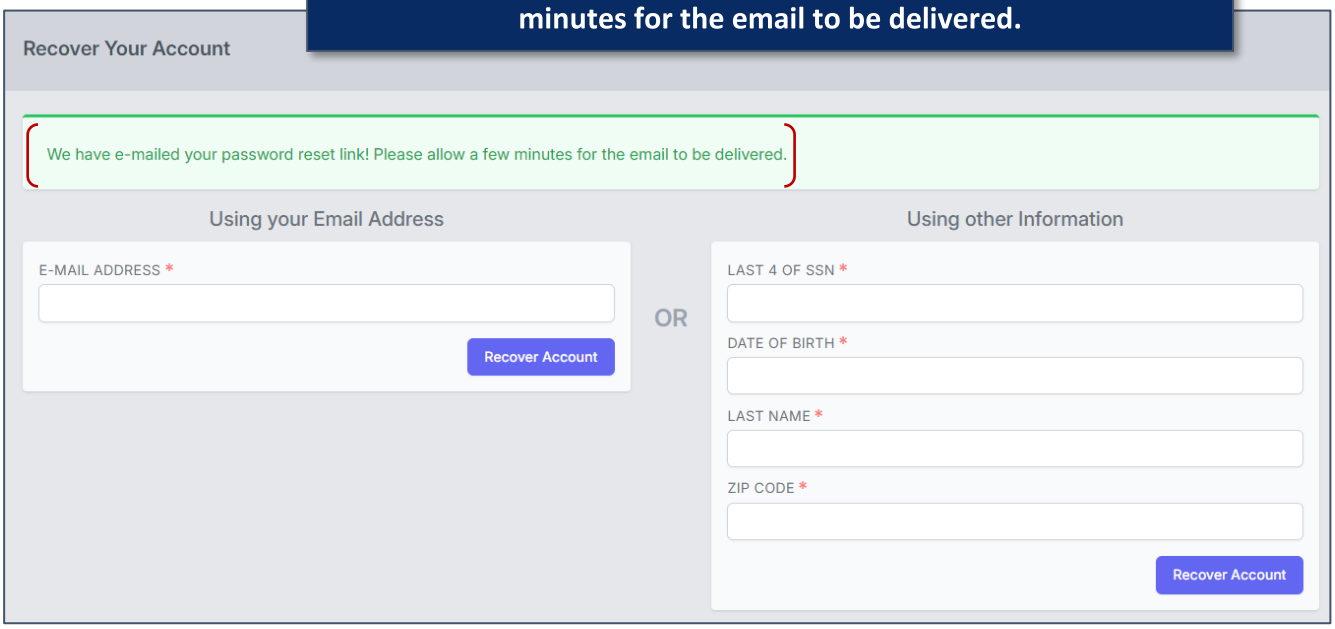
Type in your Email Address
Click **Recover Account**

- An email with the reset link will be sent to you.
- Click on the reset link in your email to reset your password.

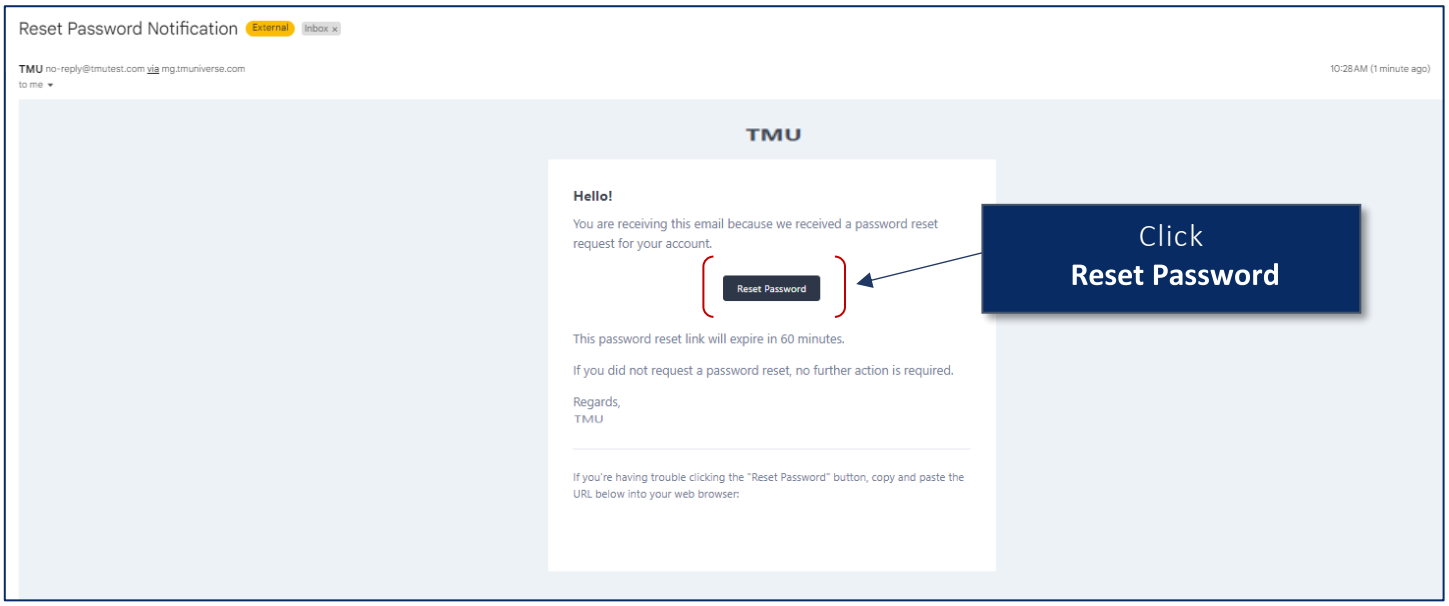
(-OR- You can type in the requested data under **Using other Information** if you have already updated your demographic information in your account)
Click **Recover Account**



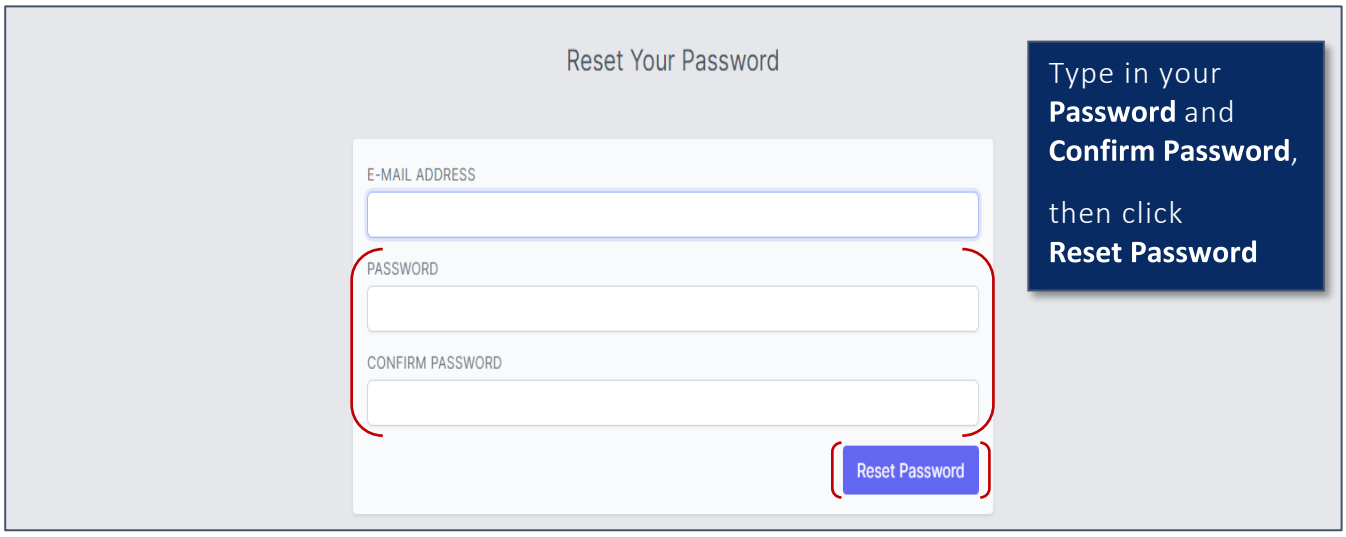
You will receive the message,
We have emailed your password reset link! Please allow a few minutes for the email to be delivered.



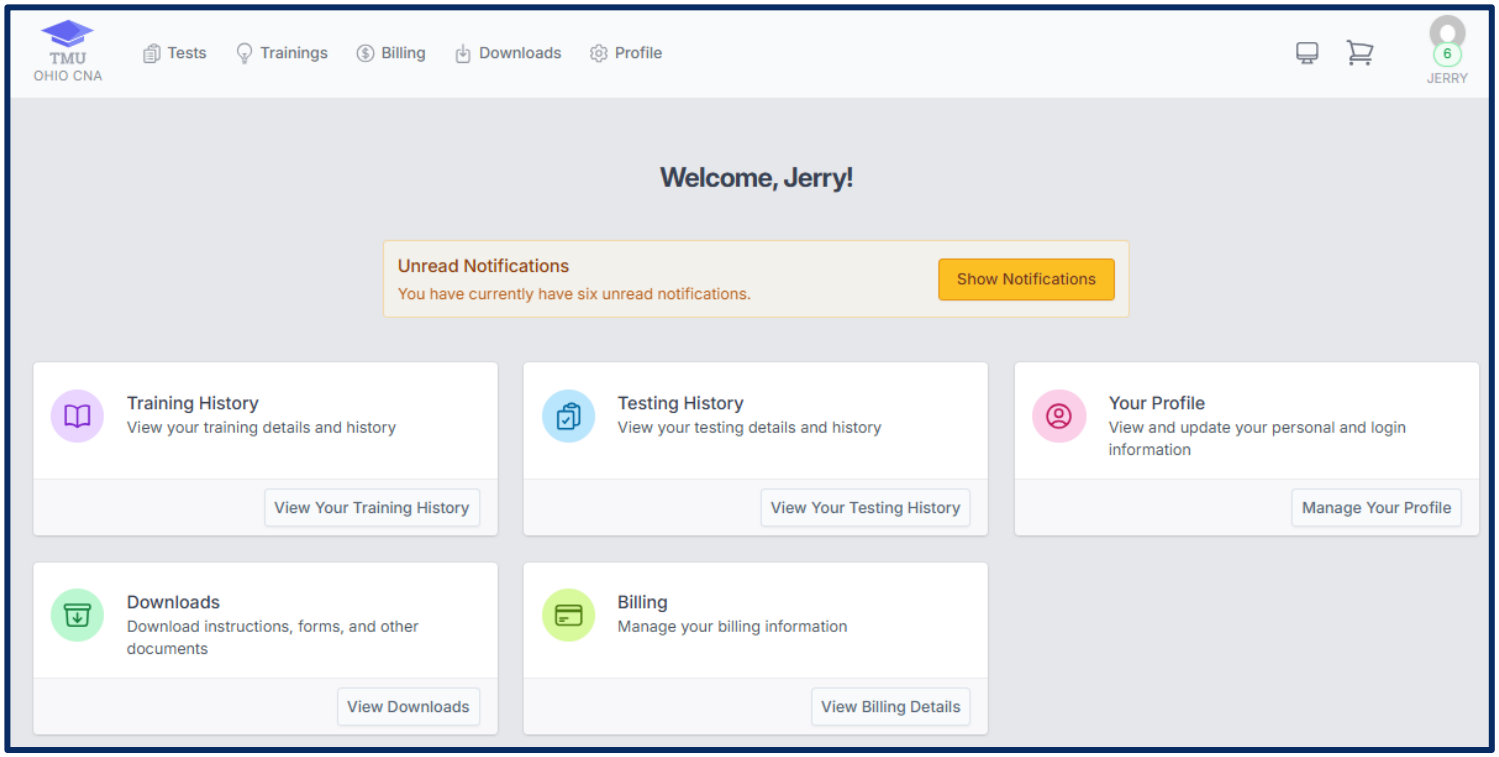
This is what the email will look like (check your junk/spam folder for the email):



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



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



THE OHIO NURSE AIDE COMPETENCY EXAM

Payment Information

EFFECTIVE SEPTEMBER 1st, 2025: Testing fees increased to the following:

Exam Description	Price
Knowledge Exam *-or- Knowledge Retake*	**$30.00**
Optional: Audio Version of the Knowledge Exam *-or- Audio Knowledge Retake* *(The knowledge test questions and answers are read through the computer and listened to through headphones or earbuds while you read along.)* **[$30 Knowledge Exam fee + $10 for an audio version = $40]**	**$40.00**
Skills Test *-or- Skills Retake*	**$90.00**

Schedule an Ohio Nurse Aide Exam

Once your completed record is in the D&SDT-HEADMASTER Ohio CNA TestMaster Universe© (TMU©) database, you have verified that all information is correct, and your testing fee has been paid (see instructions under **Self-Pay of Testing Fees**), you may schedule your exam date online at the Ohio CNA TMU© webpage at **oh.tmutest.com** using your Email or Username and Password (see instructions under **Schedule / Reschedule a Test Event**). If you cannot sign in with your email or cannot schedule/reschedule online, please call D&SDT-HEADMASTER for assistance at (877) 851-2355 during regular business hours, 8:00AM to 7:00PM ET, Monday through Friday, excluding holidays.

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 TMU© account, update your password, and complete your demographic information. **This must be done *before scheduling* a test event. See instructions under Complete your TMU© Account.**

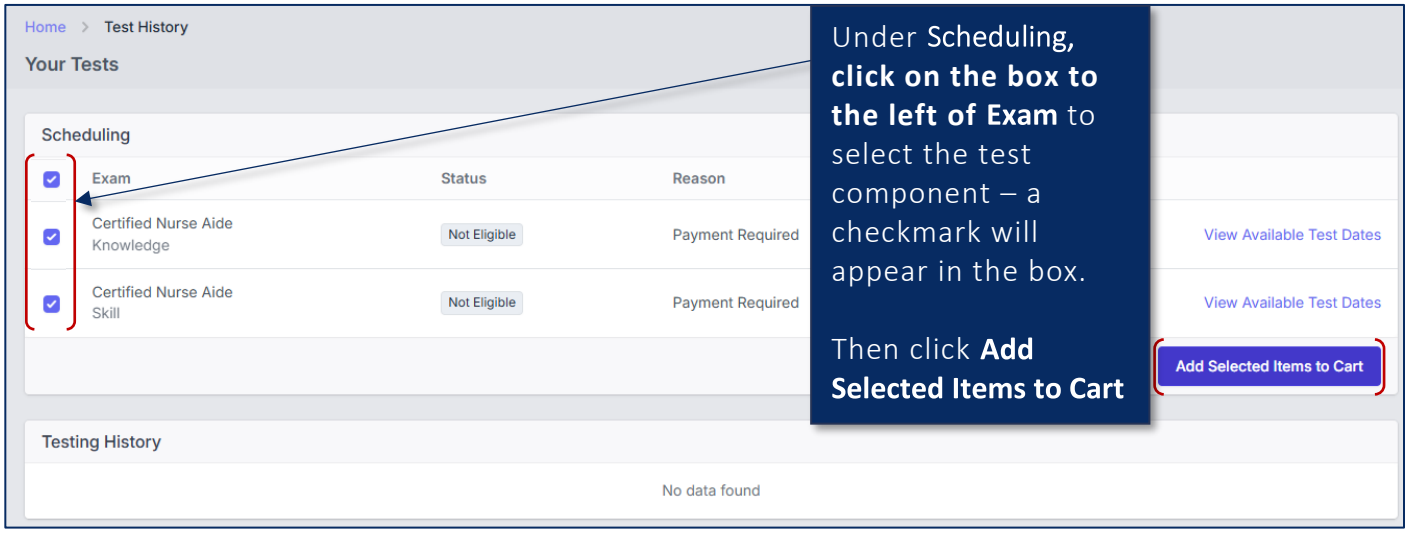
Remotely Proctored Knowledge Exam Option for Knowledge Exam Retakes

Please see the **Remotely Proctored Knowledge Exam Retake Option** under the Knowledge/Audio Exam section if you are interested in taking your knowledge exam retake with a remote proctor from your home, etc.

Self-Pay of Testing Fees in TMU©

Testing fees must be paid *before* you can 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.



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

click **Pay with Credit Card**

Home > Cart

Cart

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

DESCRIPTION	ITEM TYPE	AMOUNT		
Certified Nurse Aide for Sample Student	Knowledge	30.00	Available Test Dates	Remove
Certified Nurse Aide for Sample Student	Skill	90.00	Available Test Dates	Remove
	Total:	$120.00		

Pay with Credit Card

Home > Prepay

Prepay to Schedule

What You're Paying For

DESCRIPTION	COST
Certified Nurse Aide for Sample Student	30.00
Certified Nurse Aide for Sample Student	90.00
Total:	$120.00

Enter the Credit Card information and then click **Submit Payment.**

You will receive a receipt of the transaction.

Pay with a Card

CARDHOLDER NAME

CARD NUMBER

EXP MONTH: Select Month

EXP YEAR: Select a year

SECURITY CODE

CARDHOLDER ADDRESS

CITY

STATE: Select State

ZIP CODE

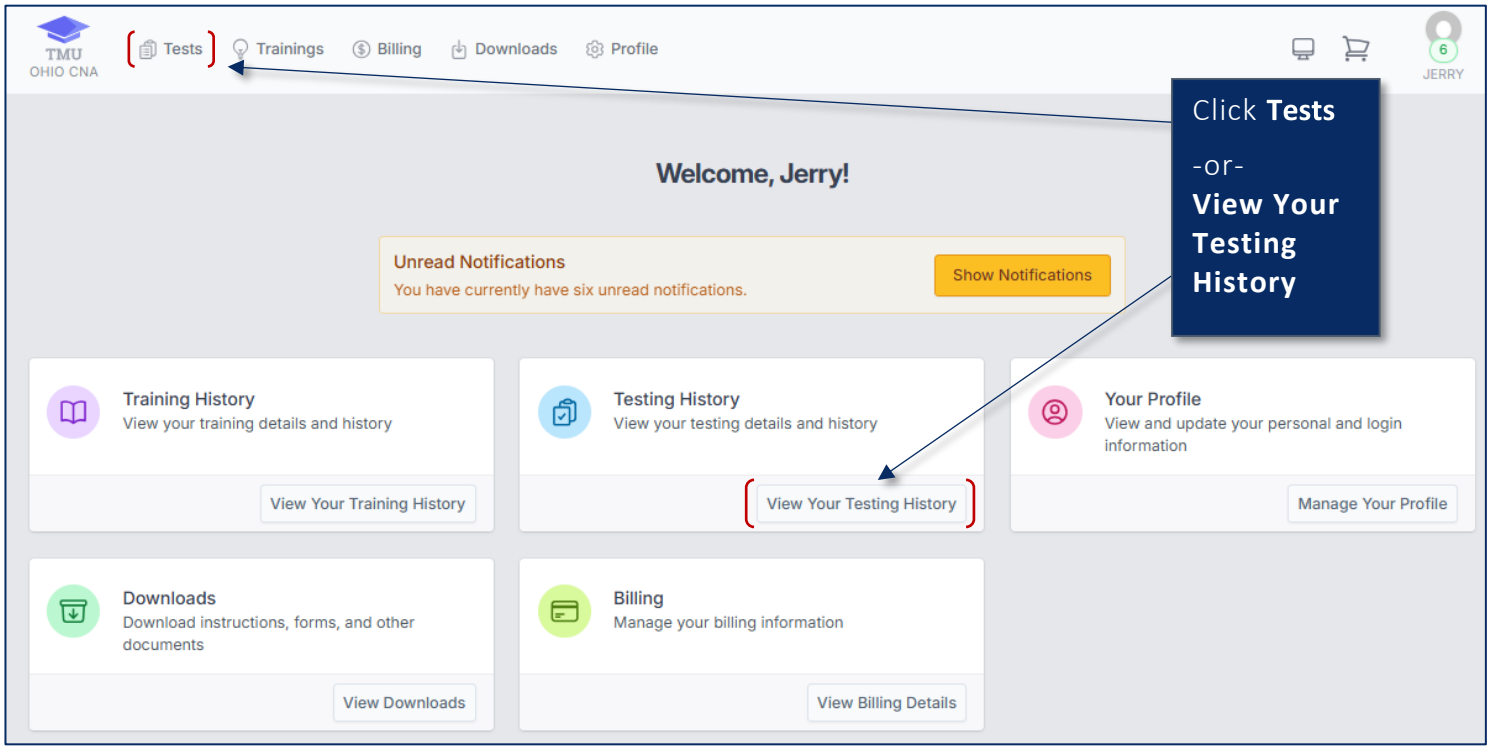
Payment refunds may be subject to a processing fee per your state's refund policy
We accept **Visa** and **Mastercard**.

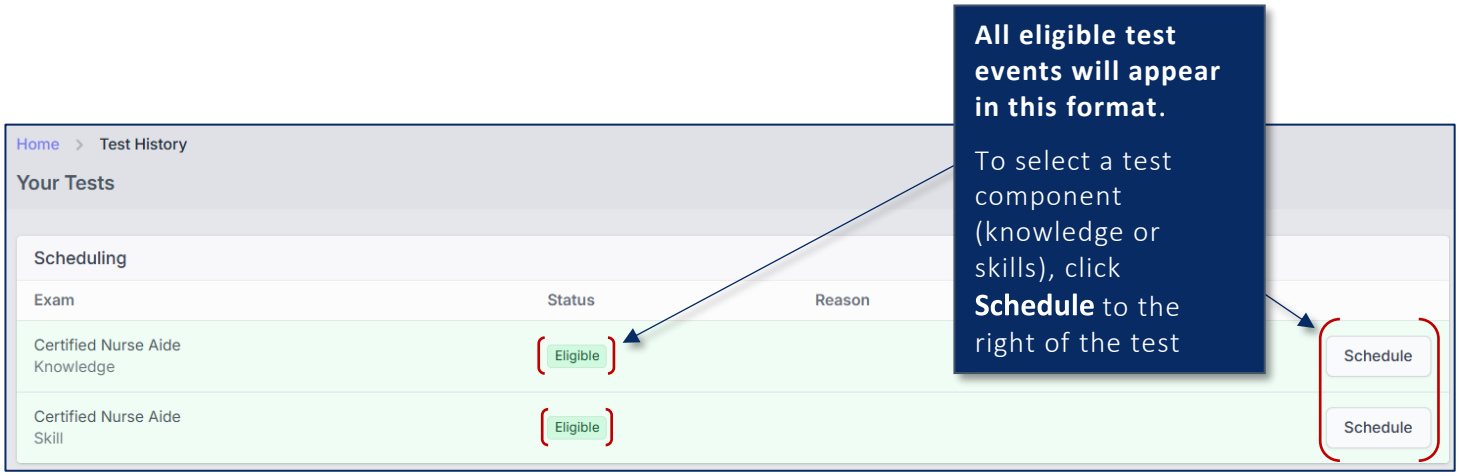
Submit Payment

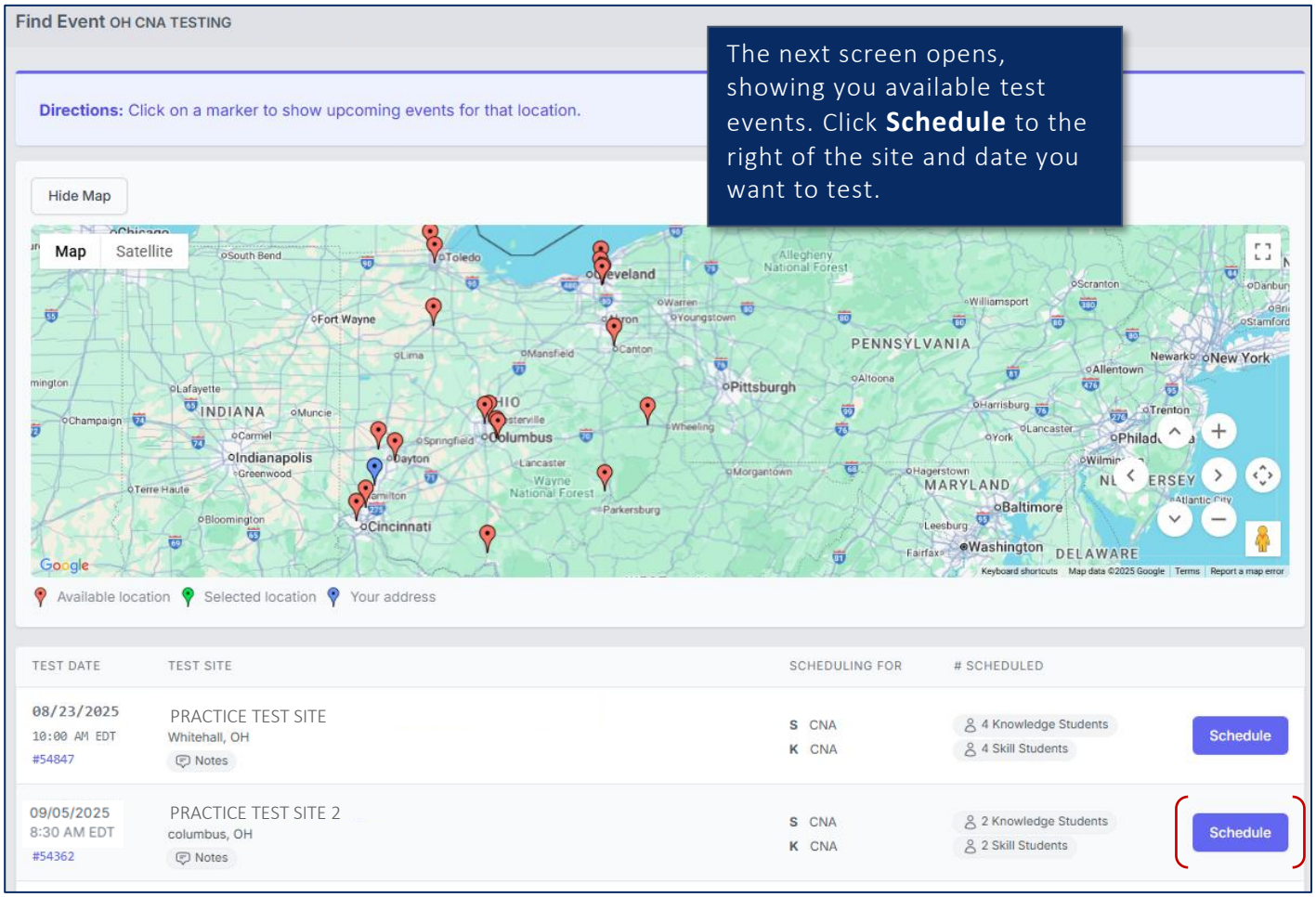
For special circumstances only: You may also pay your testing fees with a money order or cashier's check via a paper Payment Form. Please email **ohio@hdmaster.com** to request a paper payment form, or fill out the Candidate Payment Form 1402 on the Ohio CNA web page at **www.hdmaster.com**.

Once your testing fees are paid, you will be eligible to choose a test site and date. Follow the instructions in the next section to schedule or reschedule a test event.

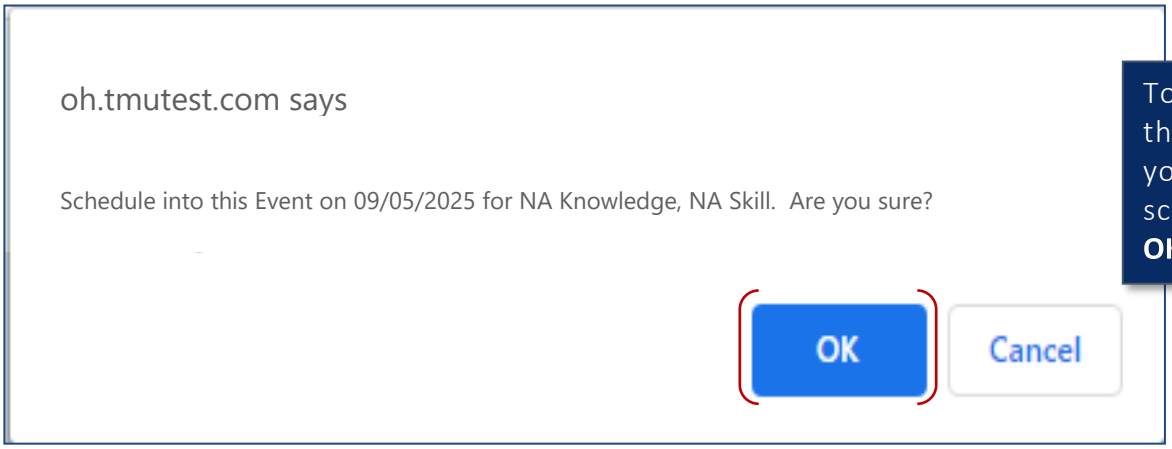
Schedule / Reschedule a Test Event







The next screen opens, showing you available test events. Click **Schedule** to the right of the site and date you want to test.

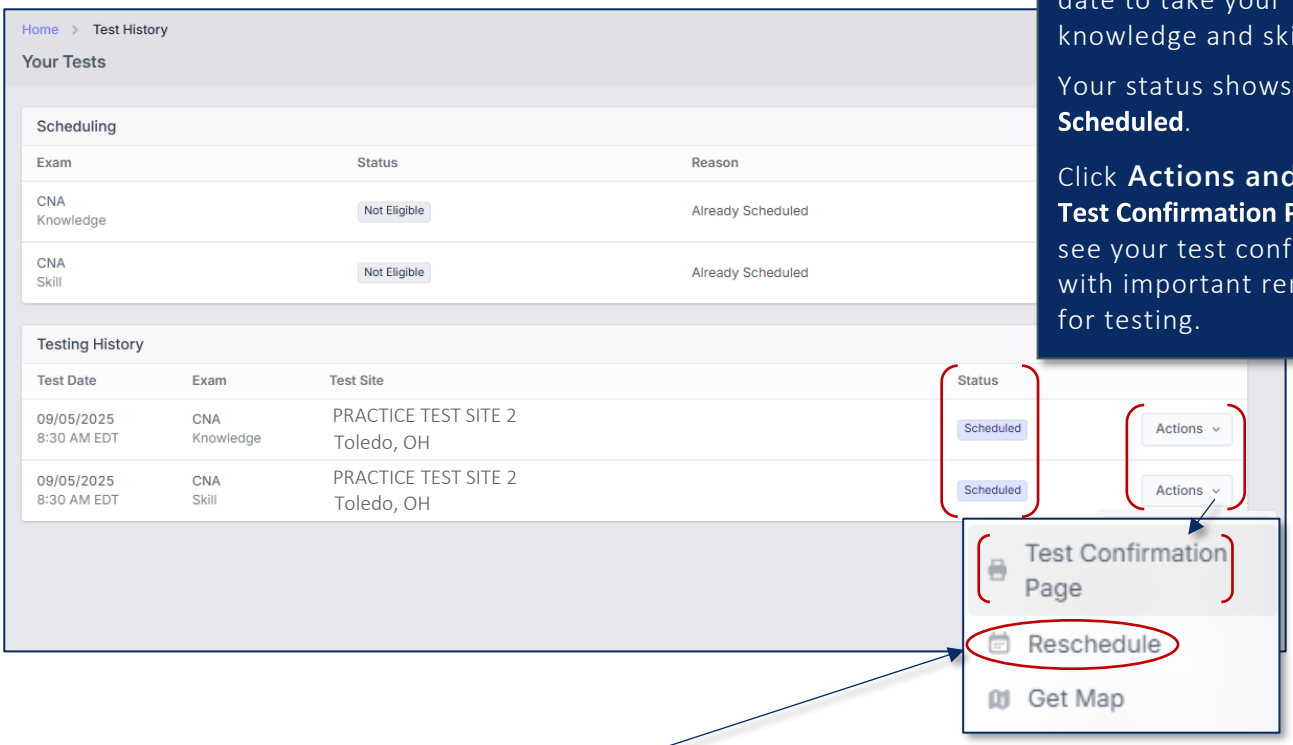


To confirm this is the site and date you want to schedule, click **OK**

This screen confirms you are scheduled for a test date to take your knowledge and skills exam.

Your status shows **Scheduled**.

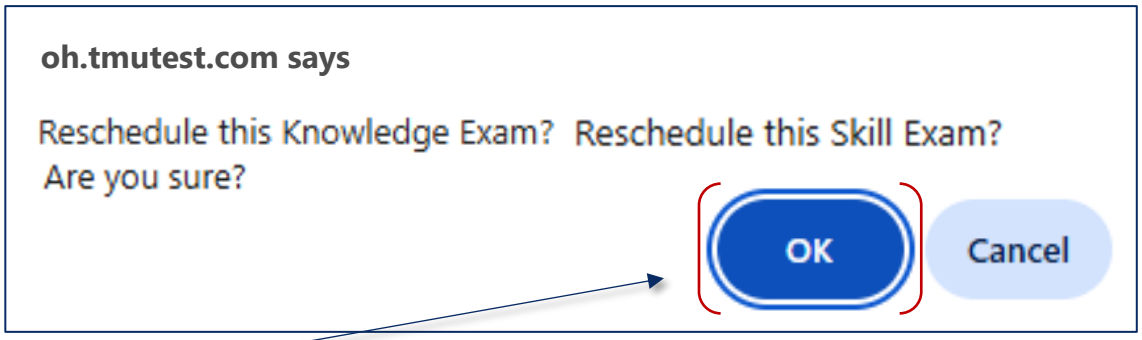
Click **Actions and select Test Confirmation Page** to see your test confirmation with important reminders for testing.



Screenshots for Rescheduling a Test Event

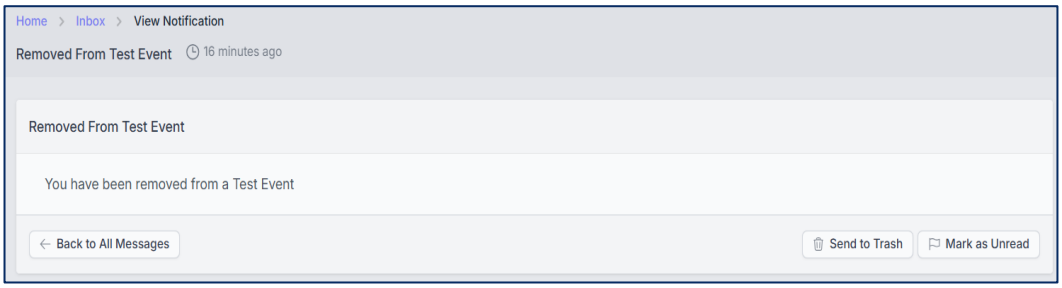
You may reschedule an exam date online in your TMU© account at oh.tmutest.com up until one (1) business day, **excluding** Saturdays, Sundays, and Holidays, before your scheduled exam date.

- If you need to reschedule your test date, under **Actions**, click on **Reschedule** to select another test date.



Click **OK** to confirm you wish to 'RESCHEDULE' from the event. You will then be able to select another available test date.

The following message will be in your notifications.



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 will refer you to read the Ohio candidate handbook, as it will give you specific instructions on what time to arrive, ID requirements, dress code, etc.

Note: Failure to read the candidate handbook could result in a no-show status for your test event if you do not adhere to the testing policies, etc. ***It is important you read this letter!***

Knowledge Exam Test Confirmation Example:

Test Confirmation Letter

Scheduled Test Confirmation - Ohio CNA

Get Map | Print Page

Click **Print Page** to print your confirmation letter.

Click **Get Map** to get Google Maps directions to the test site.

Test Date: 10/22/2025
Test Time: 12:00 PM EDT
Test Exam: Knowledge - CNA
Test Site: Practice Test Site
Test Site Address
Toledo, OH

Sample Candidate
Best Student Address
Toledo, OH

TESTING BEGINS AT **12:00 PM EDT** ON **10/22/2025**:

- **YOU NEED TO BE AT THE ON-SITE TEST LOCATION *AT LEAST* 20 MINUTES *BEFORE 12:00 PM EDT* TO CHECK IN**
- ***REMOTELY PROCTORED KNOWLEDGE EXAM RETAKE CANDIDATES:*** 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 20 minutes before 12:00 PM EDT***. Please see the **Remotely Proctored Knowledge Exam Retake section** of the **Candidate Handbook** for detailed information.

If you are unable to access your account, go to **https://oh.tmutest.com**, click on 'Forgot Password', enter your Email, click on 'Send Reset Password Link and follow the directions. If you need further assistance, please call D&SDT-Headmaster at 1.877.851.2355.

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

Click to open the Candidate Handbook

Driving Directions
********** TESTING
****

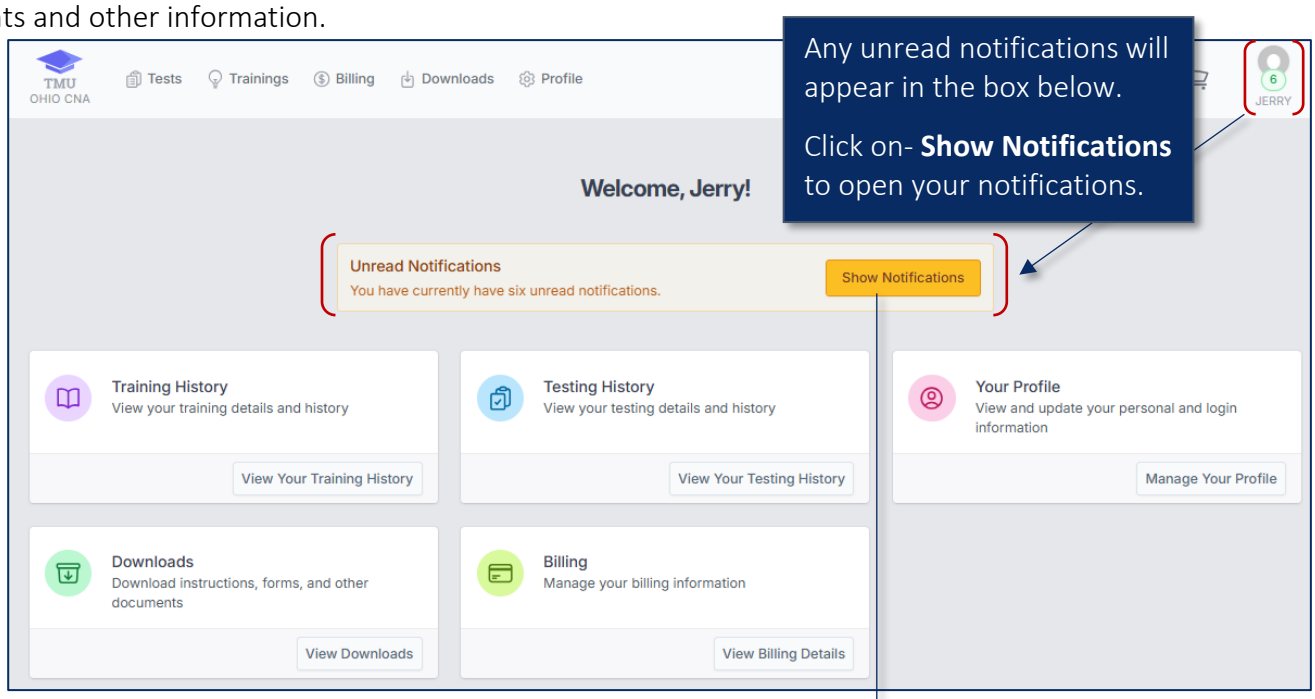
The detailed instructions included under Driving Directions are shown as an example. Other information that may be provided, such as landmarks to look for, parking, building numbers, entrances, floor numbers, etc., will also be included under driving directions.

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

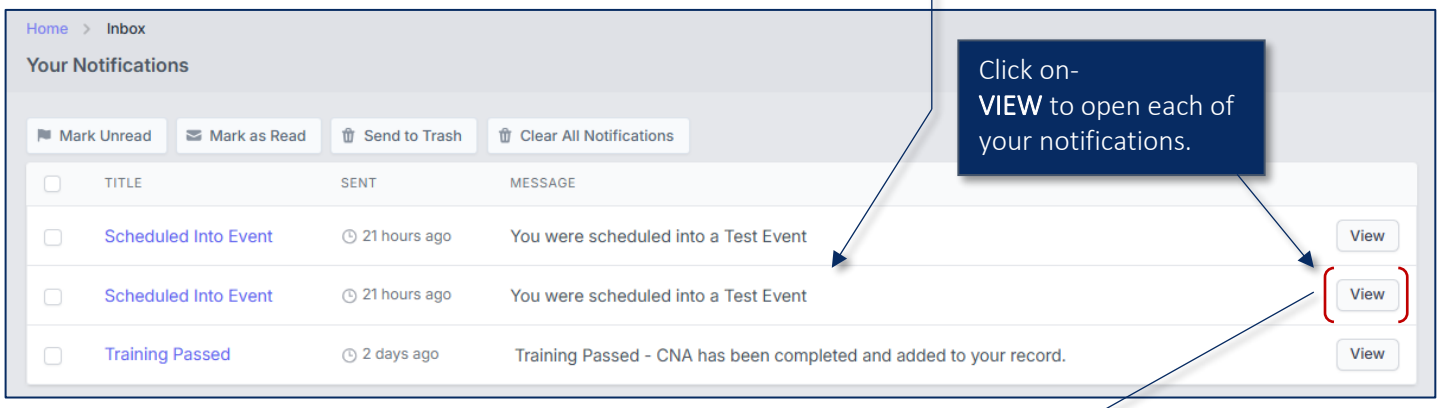
Please see the **Remotely Proctored Knowledge Exam Retake Option** under the Knowledge/Audio Exam section if you want to take your knowledge exam (retakes only) remotely from home, etc. If you have any questions regarding your test scheduling, call D&SDT-Headmaster at (877) 851-2355, Monday through Friday, excluding holidays, 8:00AM to 7:00PM ET.

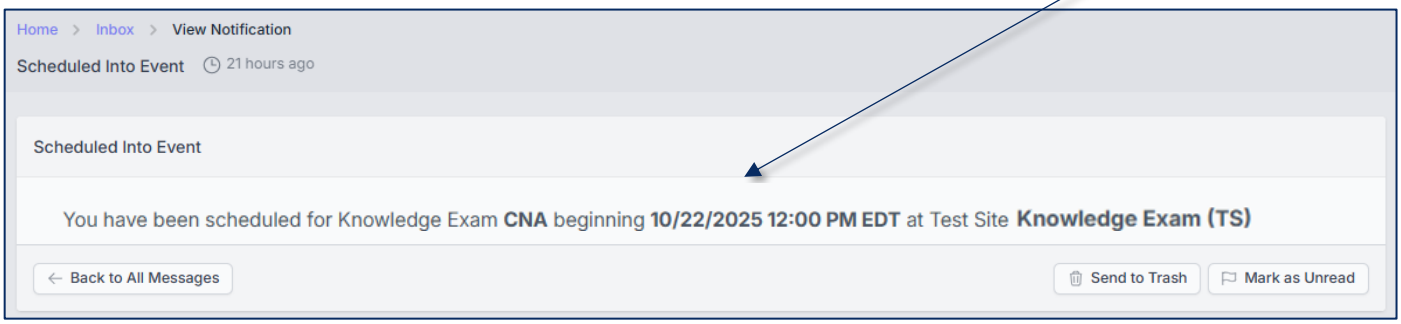
View your Notifications in TMU©

Remember to check your 'notifications' in your TMU© account for important notices regarding your selected test events and other information.



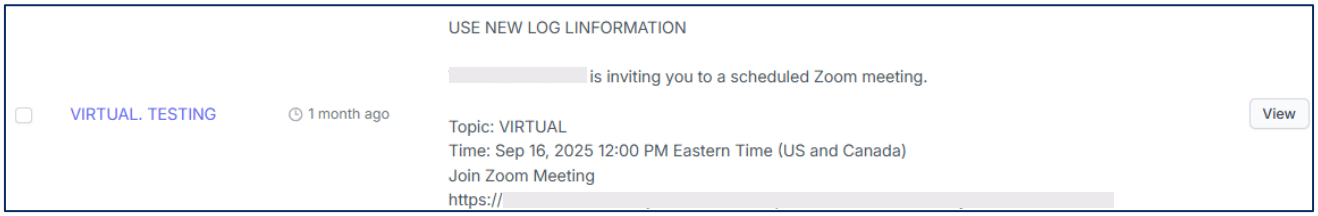
Notification example when scheduled into a test event:

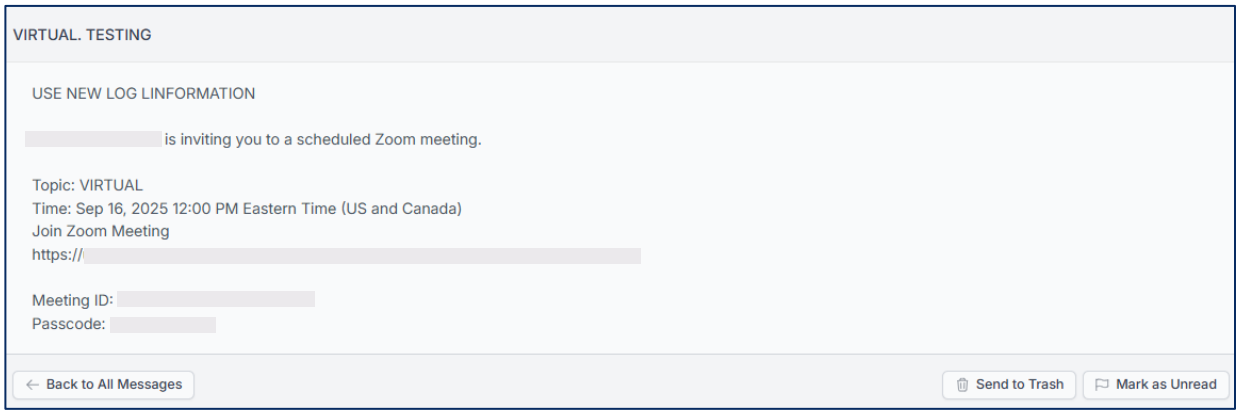




Please see a notification example if scheduled for a Remotely Proctored Knowledge Exam below.

Notification example if scheduled for a Remotely Proctored Knowledge Exam Retake, showing the type of information received when the Zoom invite is sent:





Time Frame for Testing from Training Program Completion

You must schedule a test date **within two years of your training program completion date.** After two years, you must complete another ODH-approved training program to be eligible to schedule testing.

Many training programs host and pre-schedule in-facility test dates 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 scheduled and/or prepaid for your test. Regional test seats are open to all candidates. Regional test dates are posted on the Ohio CNA TMU© site at **oh.tmutest.com**.

If you have any questions regarding your test scheduling, call D&SDT-HEADMASTER at (877)851-2355 during regular business hours, 8:00AM to 7:00PM ET, Monday through Friday, excluding holidays.

Test Day

Exam Check-In

You must arrive at your confirmed test site waiting area/room 20 minutes in advance of your scheduled exam start time.

- Testing **begins** promptly at the start time noted on your test confirmation.
- You need to ensure you are at the event in the waiting area/room ***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 waiting area/room for check-in by 7:40AM**.

Note: If you arrive late, you will not be permitted to take the test.

If you are scheduled for a remotely proctored knowledge exam retake, please see procedures/policies under **Remotely Proctored Knowledge Exam Retake Option** in the Knowledge/Audio Exam section.

Testing Attire

The following testing attire requirements will be followed at testing sites and apply to both the knowledge exam and skill test components:

- You must be in **full clinical attire**: a scrub top and scrub bottom (either scrub pants or a scrub-specific/material skirt).
- Shoes must be **clinically appropriate and closed-toe**. (No high-heels, boots [which include winter/snow boots], slippers, or other non-related footwear.)
  - *Scrubs and shoes can be any color/design.*
- Long hair must be pulled back.
- Fingernails must be short (no longer than ¼ inch long), well-kept (filed, no jagged edges), and clean.

Items that are not allowed:

- Wristwatches, smartwatches, fitness monitors, or any type of Bluetooth-connected devices ***are not allowed***.

Note: You will not be admitted for testing if you are not wearing **full clinical attire (scrubs) and clinically appropriate, closed-toed shoes**, with long hair pulled back, and short, well-kept, clean fingernails. You will be considered a no-show status. You will forfeit your testing fees and will have to pay for another exam date.

Identification

Mandatory: You must bring a **U.S. GOVERNMENT-ISSUED, PHOTO-BEARING, *SIGNED, NON-EXPIRED FORM OF IDENTIFICATION**, and your **ORIGINAL SOCIAL SECURITY CARD**.

- A letter from the Social Security office ***will not*** be accepted.
  - NOTE: If you need to apply for a new Social Security card, please do not schedule your test date until you have received it from the Social Security office.
- Only original IDs and Social Security cards are accepted. Photocopies, faxes, images, and mobile or electronic/digital versions of IDs ***are not allowed***.

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

- **State-issued or other United States Government-issued Driver's License**
  - *You may use the letter issued by the Ohio Bureau of Motor Vehicles (BMV) that you receive when you apply for or renew your driver's license while waiting to receive your new license.*
- **State-issued Identification Card**
- **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 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 in place of a signature.*

- **Concealed Hand Gun Carry Permit**
  - *A signed photo ID with an expiration date that is not expired.*
- **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.*

The **FIRST** and **LAST** names listed on the ID and social security card presented to the RN Test Observer during check-in at your test event **MUST EXACTLY MATCH** the FIRST and LAST names entered in the Ohio CNA TMU© database. See more information under **Demographic Updates / Changes / Corrections**.

Note:

- **You will not be admitted for testing if you do not bring proper/valid identification and your original Social Security card**.
  - Be sure your US government-issued identification is not expired and that your ID and original Social Security card are signed.
  - Check to ensure that the FIRST and LAST printed names on your photo ID and original Social Security card match the current name on 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.
- In cases where names do not match or your ID(s) are not proper/valid, you will be considered a no-show status, forfeit your testing fees, and must pay for another exam date.

You will be required to show your photo ID again when you enter the knowledge test room and the skills lab. Please keep your photo ID with you throughout the exam.

DEMOGRAPHIC UPDATES / CHANGES / CORRECTIONS

Legal documentation ***must be submitted to D&SDT-Headmaster at least one (1) full business day before your scheduled test date, and no 'same day' services will be provided*** for any name changes that need to be made (due to marriage, divorce, etc.). You may call D&SDT-HEADMASTER at (877)851-2355 to confirm that your name of record matches your U.S. government-issued ID and original Social Security card, or sign in to your TMU© account to check on or change your demographic information.

NOTE: Failure to take care of demographic changes in advance (at least one full business day before your scheduled test event) will result in a no-show status and forfeiture of testing fees paid.

If you need to update or correct your demographic information, please complete the **DEMOGRAPHIC CHANGE/CORRECTION REQUEST FORM**. The form is under 'APPLICATIONS' on the Ohio CNA TMU© main web page (before you log in to your account), or click on this link: **https://oh.tmutest.com/apply/6**.

INSTRUCTIONS FOR THE KNOWLEDGE, REMOTELY PROCTORED KNOWLEDGE AND SKILL EXAMS

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.

These instructions detail the process and what you can expect during your exam. Please read the instructions ***before*** entering the knowledge exam room or skills lab. 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 available under the **'DOWNLOADS'** tab in your TMU© account. Refer to the **Access the Candidate Handbook and Testing Instructions** section of this handbook.

Testing Policies

The following policies are observed at each test site—

- Make sure you have signed in to your TMU© account at **oh.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*.**
- In the worst-case scenario, plan to be at the test site for up to six (6) hours (if taking both components on-site).
- Testing begins promptly at the start time noted on your confirmation. You **must** be at the test site waiting area/room to **check in 20 minutes before your scheduled start time** – if your test start time is 8:00AM, you must be at the test site waiting area/room **by 7:40AM**. If you arrive late for your confirmed exam, you will not be admitted. Any exam fees paid *will NOT be refunded*.
    - If you are scheduled for a remotely proctored knowledge exam retake, please see procedures/policies under **Remotely Proctored Knowledge Exam Retake Option** in the Knowledge/Audio Exam section.
- If you do not bring a valid and appropriate U.S. government-issued, non-expired, *signed photo ID and your signed original Social Security card, you will not be admitted to the exam, considered a no-show status, and any exam fees paid *will NOT be refunded*.
    - If the **FIRST** and **LAST** printed names on your ID and original Social Security card do not match your current name of record in your TMU© account, you will not be admitted to the exam, considered a no-show status, and any exam fees paid *will NOT be refunded*.
- If you do not wear full clinical attire and clinically appropriate closed-toe shoes with long hair pulled back and fingernails short, well-kept, and clean, and conform to all testing policies for both the knowledge and skills portion of the exam, you will not be admitted to the exam, considered a no-show status, 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.
- If you refuse to show the RN Test Observer your required ID and original Social Security card, you will not be allowed to test. You will be asked to leave the test site, which is considered a no-show status, and any exam fees paid *will NOT be refunded*.

- **ELECTRONIC DEVICES AND PERSONAL ITEMS:** Cell phones, smartwatches, wristwatches, fitness monitors, electronic recording devices, Bluetooth-connected devices of any kind, and personal items (such as water bottles, purses, 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 items and electronic devices, and you will collect these items when you complete your test(s).
    - No wristwatches can be on or near you in either testing room.
    - All electronic devices must be **turned off**, including smartwatches, fitness monitors, and Bluetooth-connected devices, which also must be removed from your wrist or body.
    - You are not allowed to have coats or hooded apparel covering your head during testing in the testing rooms.
    - If you are scheduled for a remotely proctored knowledge exam retake, please see procedures/policies under **Remotely Proctored Knowledge Exam Retake Option** in the Knowledge/Audio Exam section.
- The testing team will ask candidates with long hair to pull their hair back to ensure they are not using Bluetooth-connected devices.
- Anyone caught 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 Ohio Department of Health (ODH). Please see the **Security** section of this handbook.
- Behavioral misconduct or unlawful acts by test candidates are strictly prohibited at any stage of the competency evaluation. Such actions may result in dismissal from the test site, denial of testing privileges, and reporting to your training program and the Ohio Department of Health (ODH). Please see the **Security** section of this handbook.
- You may not remove any notes or other materials from the testing room.
- You are not allowed to leave the testing room (knowledge test 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.
- You are not permitted to eat, drink, smoke, use e-cigarettes, or vape during the exam.
- You may use personal devices during your free time in the waiting area.
- You are encouraged to bring a jacket, snack, drink, or study material during your free time in the waiting area.
- No visitors, guests, pets (including companion and emotional support animals), or children are allowed.
    - Service animals (a dog that has been individually trained to perform specific tasks for people with disabilities) are allowed. We encourage you to contact D&SDT-HEADMASTER at (877) 851-2355 or via email at **ohio@hdmaster.com** once you have scheduled a test date, so we can notify the testing team.
    - If you attend your event with guests, pets (including companion or emotional support animals), or children of any age, you will not be permitted to test and will forfeit all testing fees paid.
- **TRANSLATION DICTIONARIES:** Published foreign word-for-word translation dictionaries **are allowed**. Dictionaries with definitions or handwriting/notes will not be allowed. You must show your published word-for-word translation dictionary to the test observer/proctor during check-in (on-site or remotely proctored) at your test event. **Using a translator, language translators that are not pre-approved, and electronic dictionaries are not allowed.**

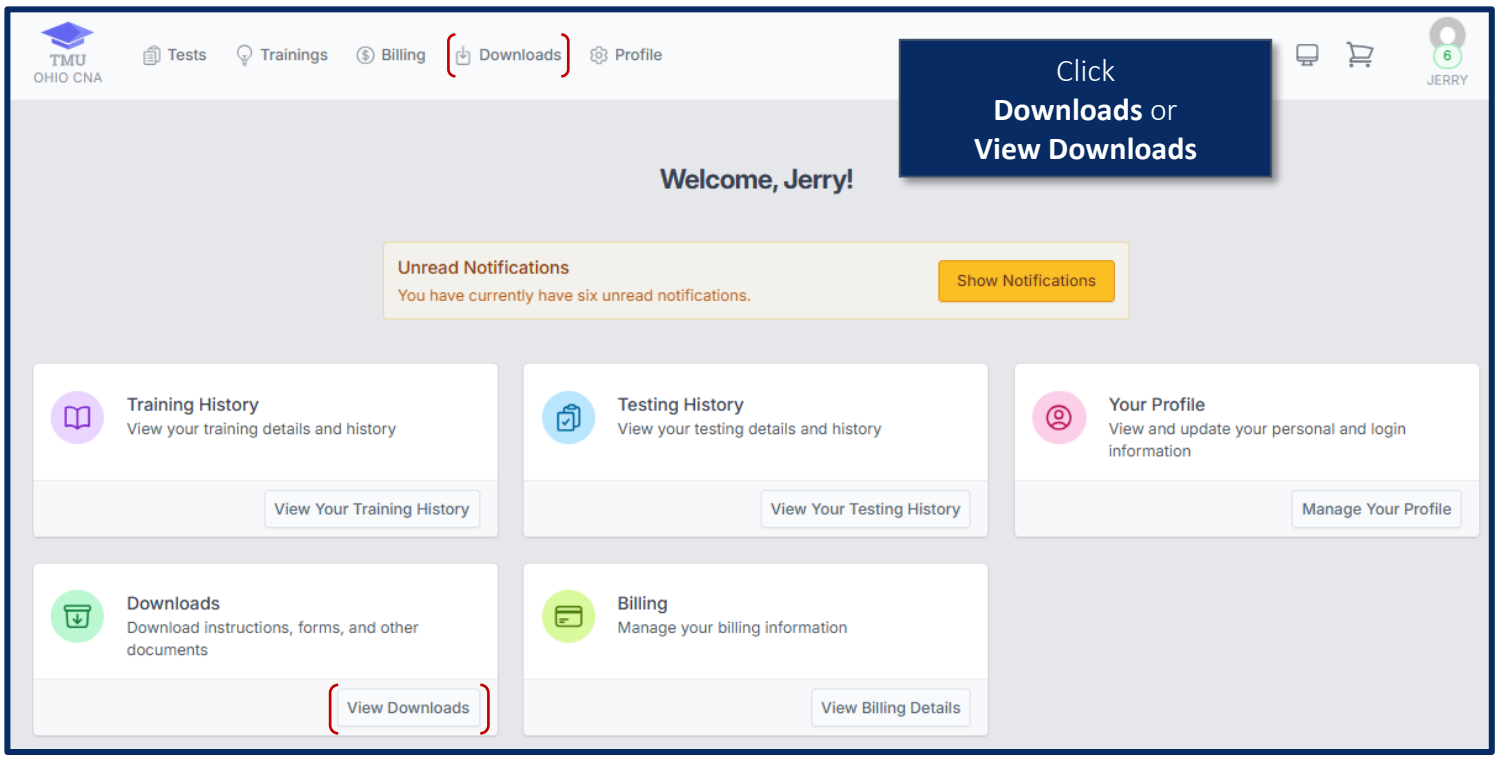
- **You may not test if you are ill (sick).** Call D&SDT-HEADMASTER at (877) 851-2355 immediately to reschedule *(see the **note** below)*.

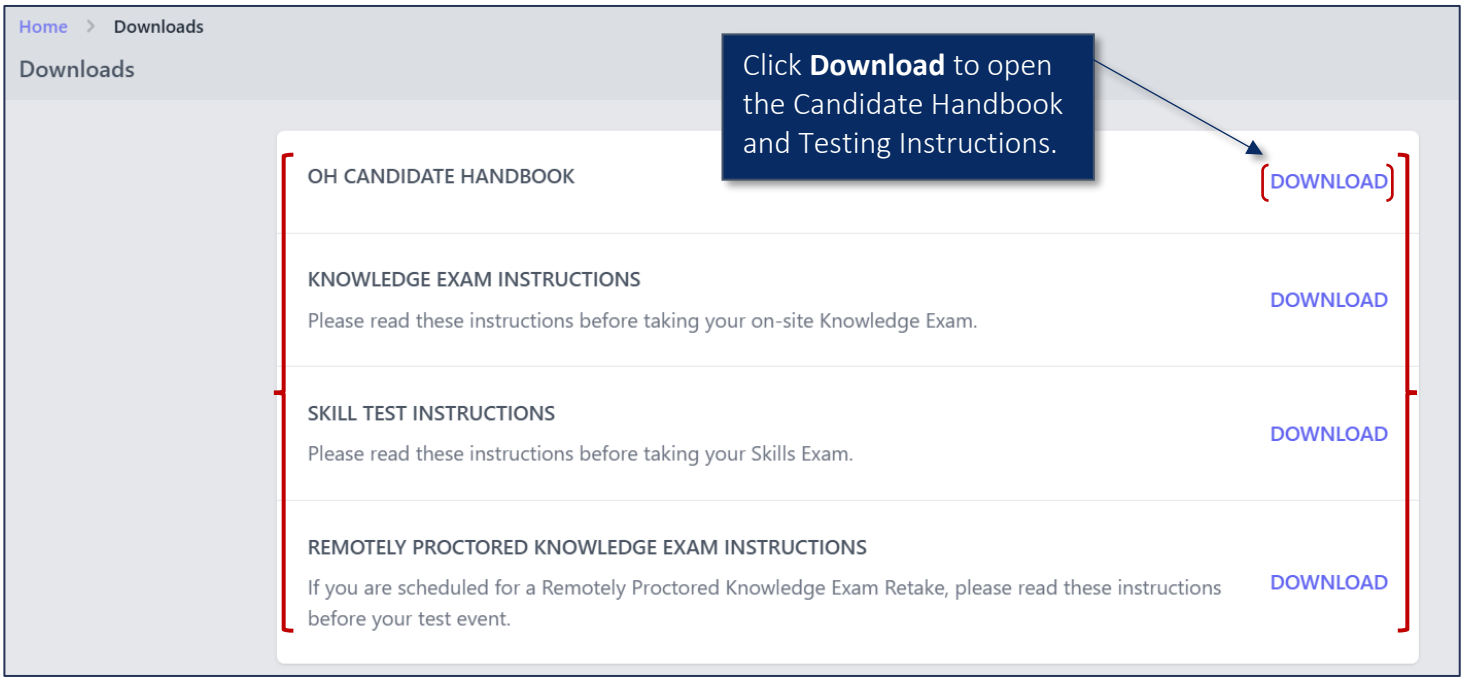
  → **You may not test** if you have any physical limitation (excluding pre-arranged ADAs) that would prevent you from performing your duties as a nurse aide. (Examples: cast, arm/leg braces, crutches, etc.). Call D&SDT-HEADMASTER at (877) 851-2355 immediately to reschedule if you are on doctor's orders *(see the **note** below)*.

  NOTE: Please see the sections in this handbook's **Rescheduling Policy** and **No-Show Exceptions**.
  - *Reschedules will not be granted less than one (1) full business day before a scheduled test date*.

- Test sites, RN Test Observers, Knowledge Test Proctors, and Actors are not responsible for the candidate's personal belongings at the test site.
- ***Please refer to this Ohio CNA Candidate Handbook before your test day for any updates to testing and policies.***
- The Candidate Handbook and Testing Instructions can be accessed within your TMU© account under the 'Downloads' tab.

ACCESS THE CANDIDATE HANDBOOK AND TESTING INSTRUCTIONS





Security

Behavioral misconduct or unlawful acts by test candidates are strictly prohibited at any stage of the competency evaluation. Such actions may result in dismissal from the test site, denial of testing privileges, and reporting to your training program and the Ohio Department of Health (ODH).

You will be asked to leave the test site, your test will be stopped and scored as a failed attempt, and you will forfeit any testing fees if you, which may include, but are not limited to, the following circumstances:

- Are caught cheating
- Refuse to follow directions
- Use abusive language or threaten others
- Disrupt the examination environment
- Are visibly impaired
- Engage in unprofessional or aggressive behavior
- Attempt to remove test material, take notes, or copy information
- Give or receive unauthorized help during testing, including using electronic devices (e.g., cell phones, smartwatches) or navigating to other browsers during your exam

A report of your behavior will be sent to your training program and the ODH, and you are subject to legal prosecution to the fullest extent of the law. You may not be allowed to retest for at least six months and may need ODH permission to be eligible to test again.

Rescheduling Policy

All candidates may reschedule for free online at **oh.tmutest.com** up until one (1) business day before a 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 online by signing in to your TMU© account at **oh.tmutest.com** using your Email or Username and Password. (See instructions under **Schedule / Reschedule a Test Event**).

- **Example:** If you are scheduled to take your exam on a Saturday, Sunday, or Monday, you would need to reschedule by the close of business on the Thursday before your scheduled exam. D&SDT-HEADMASTER is open 8:00AM to 7:00PM ET, Monday through Friday, excluding holidays.
- Please see **SCREENSHOTS FOR RESCHEDULING A TEST EVENT** for a visual of rescheduling online.

The scheduled test date is on a:	Reschedule before 7:00PM ET 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 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 you are not interested in taking the Ohio nurse aide certification exam.

Scheduled in a Test Event

1) If you are scheduled for a test event, you can request a refund of the testing fees paid by filling out and submitting the **CANDIDATE-Refund of Testing Fees Paid Form** on D&SDT-HEADMASTER's Ohio webpage at **Ohio web page** 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 Saturday, Sunday, or Monday, you would need to request a refund by the close of business on the Thursday before your scheduled exam. D&SDT-HEADMASTER is open until 7:00PM ET, Monday through Friday, excluding holidays.
2) Refund requests made in the required time frame qualify for a full refund of any testing fees paid, minus a $35 refund processing fee.
3) Refund requests must be made within thirty (30) days of payment of the original testing fees with D&SDT. Any requests for refunds made beyond 30 days of the original payment of testing fees with D&SDT *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. Any requests for refunds made beyond 30 days of the original payment of testing fees with D&SDT *will not be issued*.
2) To request a refund for testing fees paid, you must fill out and submit the **CANDIDATE-Refund of Testing Fees Paid Form** on D&SDT-HEADMASTER's Ohio main webpage at **Ohio web page**. 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 Policy

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

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

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

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

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

Inclement Weather Policy

In the event of inclement weather, you will be expected to attend your scheduled exam date unless:

- The county you reside in or the county of the testing site is placed on a Level 2 or Level 3 snow emergency.
  - LEVEL 2 SNOW EMERGENCY: Roadways are hazardous with blowing and drifting snow. Roads may also be very icy. Only those who feel it is necessary to drive should be out on the roads. Motorists should use extreme caution.
  - LEVEL 3 SNOW EMERGENCY: All roadways are closed to non-emergency personnel. No one should be driving during these conditions unless it is absolutely necessary to travel or a personal emergency exists. Those traveling on the roads may subject themselves to arrest.
- The test site closes.
- The test observer cancels the test event.

- There is an accident due to weather on your route to the test site, in which case:
  - Documentation from the Department of Transportation Services or a Police report is required within three business days of your scheduled exam to qualify for a free reschedule.

Failure to attend your scheduled test date will result in a no-show status if the above circumstances are not met, and any exam fees paid *will NOT be refunded.*

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, not arriving on time to the test site 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 the resulting work that is performed. If a reschedule or refund request is not made or received before the one (1) full business day preceding a scheduled test event, excluding Saturdays, Sundays, and holidays (see examples under **Rescheduling Policy** 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:**

⇒ Complete, upload the required documentation, and submit (**within the required time frames outlined below**) the **No Show Exception Form** available on the Ohio TMU© main page under 'APPLICATIONS', or click this link: **https://oh.tmutest.com/apply/11**

- **Car breakdown or accident**: D&SDT-HEADMASTER must be contacted via phone call, fax, or email within one business day. A tow bill, police report, or other appropriate documentation showing your name and the provider of the service name must be submitted within **three (3) business days** of the exam date. If we do not receive proof within the 3-business day time frame, you will have to pay as though you were a no-show.

- **Weather or road condition-related issue**: D&SDT-HEADMASTER must be contacted via phone call, fax, or email within one business day. 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 the 3-business day time frame, you will have to pay as though you were a no-show.

- **Medical emergency or illness**: D&SDT-HEADMASTER must be contacted via phone, fax, or email within one business day. A doctor's note showing your name and the provider of the service name, or on the provider's letterhead, must be submitted within **three (3) business days** of the missed exam date. If we do not receive proof within the 3-business-day time frame, you will have to pay as though you were a no-show.

- **Death in the family**: D&SDT-HEADMASTER must be contacted via phone call, fax, or email within one business day. An immediate family obituary or letter on your behalf from the funeral home showing your name must only be submitted within **seven (7) business days** from a missed exam date. If we do not receive proof within the 7-business day time frame, you will have to pay as though you were a no-show. (The immediate family includes the parent, grandparent, great-grandparent, sibling, children, spouse, or significant other.)

- **Remotely proctored testing issues:** D&SDT-HEADMASTER must be contacted via phone, fax, or email within one business day. Appropriate documentation showing your name and the provider of the service name must be submitted within **three (3) business days** of the exam date. If we do not receive proof within the 3-business-day time frame, you will have to pay as though you were a no-show.
    - **Internet outage or issue:** Documentation showing your name and the provider of the service name from the Internet provider, showing the outage date and times.
    - **Computer or cell phone issue:** If the computer or cell phone fails to work, documentation from a computer repair technician/shop or other appropriate documentation showing your name and the provider of the service is required.

Candidate Feedback – Exit Survey

Candidates can complete an exit survey via a link when checking their test results in their TMU© account. The survey is confidential and will not affect 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

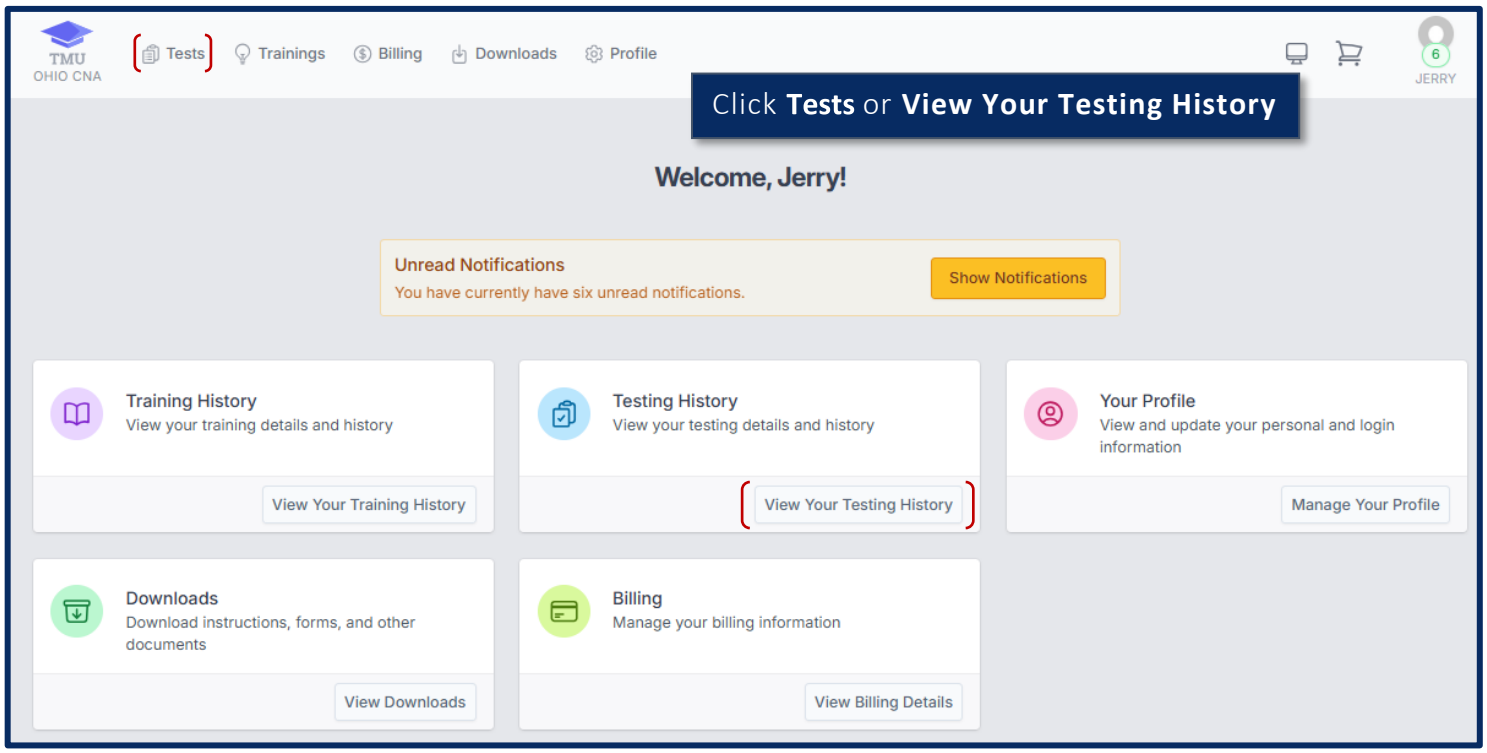
After you have completed both the Knowledge Exam and Skill Test components of the competency exam, your test results will be officially scored and double-checked by D&SDT-HEADMASTER scoring teams. Official test results will be available by signing in to your TMU© account **after 7:00PM (ET) the business day after your test event**. D&SDT-HEADMASTER cannot release test results over the phone.

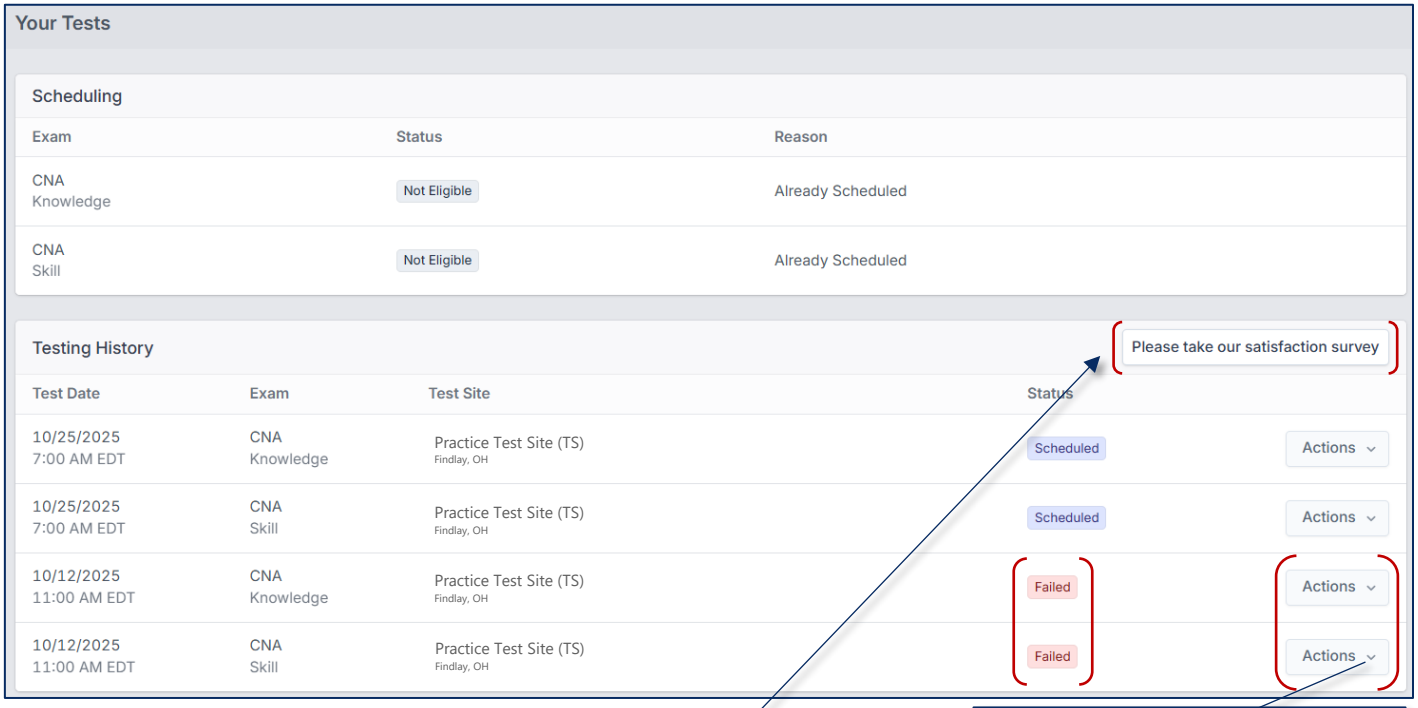
Note: *D&SDT-HEADMASTER does not send postal mail test results letters.*

Sign in to your TMU© account at **oh.tmutest.com** to view your test results. The screenshots below show examples of the results.

-continued on the next page-

Access your Test Results

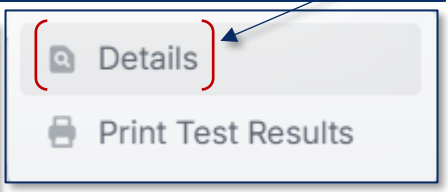




Under Actions, click on **Details** to view your results.

Click on **Print Test Results** to print your results.

Click on **Please take our satisfaction survey** to complete the Exit Survey



Knowledge Exam Test Results Example:

Under **Test Actions**, click the drop-down menu and click **Print Results** to get a hard copy of your results. Or, click the **printer icon** next to **Test Actions.**

Knowledge Test Detail

You have **failed** the knowledge portion of the CNA exam.
Your overall knowledge test score is 68.35%.
You must have an overall score of **70%** or better to pass.

Candidate Jessica
CNA Test

Test Actions
Print Results
Get Directions

TEST EVENT	10/12/2025 11:00 AM EDT
TEST SITE	Practice Test Site (TS) Findlay, OH

Scoring & Performance

Test Status	Score	Total correct	Total Answered
Failed	68.35%	54 / 79	79

Example

Performance by Subject

Safety	63%
Communication	83%
Infection Control	86%
Resident Rights	100%
Data Collection	40%
Basic Nursing Skills	67%
Role / Responsibility	71%
Disease Process	40%
Mental Health	57%
Personal Care	56%
Care Impaired	67%
Older Adult Growth and Development	100%

28 Missed Vocabulary Words

body mechanics, urinary system, grieving process, ambulation, gait belt, cares, input and output (I&O), unconscious, oral care, dehydration, edema, anti-embolism/elastic stockings/TED hose, admitting resident, slander, diabetes, chain of infection, apathy, feeding, ambulation, bathing, hand hygiene, validation therapy, range of motion (ROM), standards of conduct, input and output (I&O), choking, sundowning, urinary elimination

Skill Exam Test Results Example:

Under **Test Actions**, click the drop-down menu and click **Print Results** to get a hard copy of your results. Or, click the **printer icon** next to **Test Actions.**

Skill Test Detail

You have **failed** the skill portion of the CNA exam.
You must correctly perform all of the **key steps** and **80%** of all non-key steps on each assigned task to pass the skill test.

Candidate Jessica
CNA Skill Test

Test Actions
Print Results
Get Directions

TEST EVENT 10/12/2025 11:00 AM EDT

TEST SITE Practice Test Site (TS)
Findlay, OH

Scoring & Performance

Example

Test Status
Failed

Tasks Completed
2 / 3

Task #1: Change a Male Resident's Brief and Provide Perineal Care w/HW (10-2024)

Score Failed
75.00%

Steps Correct
51 / 68

View Failed Steps

Click **View Failed Steps** to see the steps missed.
SEE THE NEXT PAGE FOR DETAILS.

Task #2: Assist Resident to Ambulate using a Gait Belt (10-2020)

Score Passed
96.43%

Steps Correct
27 / 28

View Failed Steps

Task #3: Range of Motion Exercises for Resident's Hip and Knee (10-2020)

Score Passed
100.00%

Steps Correct
24 / 24

Task #1: Change a Male Resident's Brief and Provide Perineal Care w/HW (10-2024)

Score	Failed	Steps Correct	View Failed Steps
75.00%		51 / 68	

Performed hand hygiene. (Covered all surfaces of hands with hand sanitizer. Rubbed hands together to dry.)
Used a clean portion of a washcloth with each stroke.
Cleaned the scrotum with a clean portion of a washcloth.
Rinsed the penis with a new, clean washcloth.
Rinsed the penis using a clean portion of the washcloth with each stroke.
Rinsed the scrotum using a clean portion of washcloth with each stroke.
Pat dried the area.
Assisted resident to turn onto side away from the working side of the bed.
Used a new, clean, soapy washcloth to clean the rectal area.
Cleaned the area from the scrotum to the rectal area using a clean portion of the washcloth with each stroke.
Used a new, clean washcloth to rinse the rectal area.
Rinses area from scrotum to rectal area using a clean portion of washcloth with each stroke.
Pat dried the area.
Emptied equipment.
Rinsed equipment.
Dried equipment.
Returned equipment to storage.

Test Attempts

You have **three (3) attempts** to pass the knowledge and skill test portions of the exam **within two (2) years from your date of nurse aide training program completion**. If you do not complete testing within two years from completion of training, you must complete a new ODH-approved training program to become eligible to attempt Ohio NA examinations further.

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 attempts on either portion of the state competency exam, the facility can no longer employ you to perform nurse aide duties.

Ohio Nurse Aide Registry Certification

After successfully passing the Knowledge and Skill Test components of the nurse aide exam, your test results will be sent electronically to the Ohio Department of Health by D&SDT-HEADMASTER. Your name will be placed on the Ohio Nurse Aide Registry.

Laminated Certified CNA Card

D&SDT-HEADMASTER will mail your 'PASSED' results letter with your laminated CNA card to the address in your TMU© account.

If you need a replacement CNA card, you can request one by filling out the **Replacement CNA Card Request Form**. A non-refundable $25.00 fee applies.

Retaking the Ohio Nurse Aide Exam

If you fail the knowledge and/or skill portion of the examination, when you want to apply for a retest, you must pay for the portion you failed before you can schedule a new exam date.

You can schedule a test or re-test online in your TMU© account with your Email or Username and Password at **oh.tmutest.com**. (See instructions under the **Schedule / Reschedule a Test Event** section.) You must pay with a Visa or MasterCard credit/debit card before you can schedule.

For special circumstances only: You may also pay your testing fees with a money order or cashier's check via a paper Payment Form. Please email **ohio@hdmaster.com** to request a paper payment form, or fill out the Candidate Payment Form 1402 on the Ohio CNA web page at **www.hdmaster.com**.

If you need assistance scheduling your re-test, please call D&SDT-HEADMASTER at (877) 851-2355 during regular business hours: 8:00AM to 7:00PM, Monday through Friday, ET, excluding holidays. We can assist you in scheduling a test or retest date, provided 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 (877) 851-2355 during regular business hours, Monday through Friday, 8:00AM to 7:00PM ET, excluding holidays, and discuss the test outcome you are questioning before committing to sending the $25 test review request deposit fee. Once you have further details about the scoring of your test, you will often understand the scoring process and learn how

to better prepare yourself for subsequent exam attempts. If, after discussion with D&SDT-HEADMASTER staff, you still have a concern with your testing process that affected the outcome of your exam, you may submit a Test Review Request.

There is a $25 non-refundable test review deposit fee. To request a review, complete the **Test Review Request and Payment Application**, available on the Ohio TMU© main page (before you log in to your account) under 'APPLICATIONS' at **oh.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 Ohio is demonstrated by 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 findings of the review are *not in your favor*, the $25 test review deposit will stand, and the fee is non-refundable.

D&SDT-HEADMASTER will review your detailed recollection, your knowledge test markings, and any skill task measurements you recorded at the time of your test, in addition to reviewing markings, notations, and measurements recorded by the RN Test Observer at the time of your test. We will interview the RN Test Observer, Actor, or Knowledge Test Proctor about the facts detailed in your dispute documentation. D&SDT-HEADMASTER will re-check the scoring of your test and may contact you and/or the RN Test Observer, Actor, and/or Knowledge Test Proctor, and other candidates who were on-site at your test event for any additional information about the test event.

D&SDT-HEADMASTER cannot review test results or reviews with the candidate's instructor/training program. After a candidate reaches age 18, D&SDT-HEADMASTER will discuss test results or test reviews only with the candidate. D&SDT-HEADMASTER will not review test results or reviews with family members or anyone else on behalf of the candidate once the candidate is 18.

D&SDT-HEADMASTER will complete your review request within ten (10) business days of receiving it in a timely manner. D&SDT-HEADMASTER will email the review results to your email address and the Ohio Department of Health (ODH).

THE KNOWLEDGE/AUDIO EXAM

Knowledge Exam Content

The Knowledge Test consists of 79 multiple-choice questions. Questions are selected from subject areas based on the ODH-approved Ohio test plan and include all required categories as defined in the federal regulations.

The subject areas are as follows on the next page.

Subject Areas

Subject Area	Number of Questions	Subject Area	Number of Questions
Basic Nursing Skills	9	Mental Health	7
Care Impaired	6	Older Growth & Development	5
Communication	6	Personal Care	9
Data Collection	5	Resident Rights	5
Disease Process	5	Role and Responsibility	7
Infection Control	7	Safety	8

Knowledge Exam Subject Area Definitions

Basic Nursing Skills: Questions concerning any act or activity that would be considered a basic skill necessary to perform the job of a CNA.

Care Impaired: Questions concerning dealing with residents who are physically or mentally limited from receiving "standard" care. CNAs must perform more extensively or differently to accommodate these residents.

Communication: Questions concerning any type of communication, verbal and nonverbal, written, spoken, or any communication related to hearing, seeing, feeling, tasting, or smelling.

Data Collection: Questions concerning data acquisition, handling, and routing.

Disease Process: Questions concerning the stages of diseases and/or the theory of diseases, and the detection, prevention, or treatment of diseases.

Infection Control: Questions concerning the nature of infections, infection causes and prevention, and correct methods and procedures for dealing with infections.

Mental Health: Questions concerning the mental processes of residents, the signs and stages of mental states of residents, both normal and care impaired, or the mental well-being and interaction of the CNA and their co-workers.

Older Growth and Development: Questions concerning the process and progression of humans becoming what they will be as they move along the timeline of their lives and the maintenance of physical, mental, and psychosocial function.

Personal Care: Questions concerning activities or acts performed by the CNA for or to residents that are personal in nature.

Resident Rights: Questions concerning the rights to which the residents are legally entitled and the facility and CNA's role in ensuring those rights.

Role and Responsibility: Questions concerning any act or activity that would be considered part of the basic role of the CNA in the workplace or a basic responsibility of a CNA in the workplace.

Safety: Questions concerning the safety of residents, CNAs, facility safety issues, and the safety of facility personnel in general.

Knowledge Exam Information

If taking both the knowledge and skill tests on-site on the same day, you will be required to present your ID when entering the knowledge test room and the skills lab. Please keep your ID with you during the entire exam day.

The Knowledge Test Proctor will hand out materials and give instructions for taking the Knowledge Exam. You will have **ninety 90 minutes** to complete the **79 multiple-choice questions** 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 score of 70% or better to pass the knowledge portion of the exam.

All test sites in Ohio utilize electronic TMU© testing using Internet-connected computers. The knowledge exam portion of your exam will be displayed on a computer screen for you to read and key/tap or click on 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 TMU© Account** to sign in to your TMU© account.

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

FOREIGN LANGUAGE WORD-FOR-WORD TRANSLATION DICTIONARIES

The knowledge and the audio version of the knowledge exam are in English.

- Foreign language word-for-word translation dictionaries **are allowed**.
  - Dictionaries that contain definitions or handwritten notes ***are not allowed***.
  - Electronic dictionaries or non-approved language translators ***are not allowed***.
- You must show your word-for-word translation dictionary to the test observer/proctor during check-in at your on-site or remotely proctored retake test event.

SCRATCH PAPER AND BASIC CALCULATOR

If needed, you may do math calculations on the scratch paper provided by the KTP. If you need a basic calculator, please let the KTP know; one will be provided.

- *Any scratch paper and basic calculator must be left with the KTP when testing is done.*

When you leave the testing room, you must leave all test materials in it. Anyone who takes or tries to take materials, notes, or information from the room is subject to prosecution and will be reported to the Ohio Department of Public Health (ODH). Please see the **Security** section of this handbook.

Knowledge Exam Audio Version

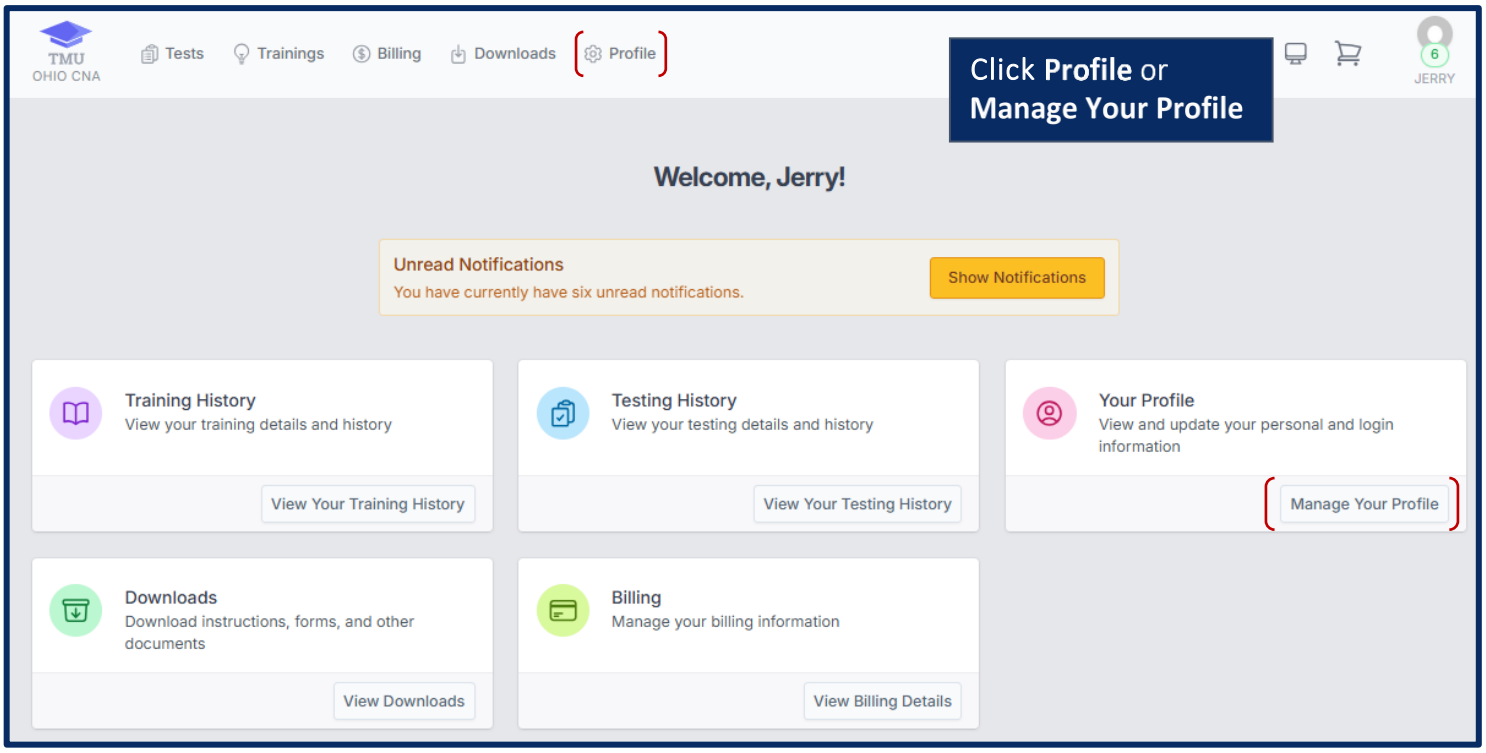
An audio (oral) version of the knowledge exam is available. However, there is an additional $10 charge for the audio version ($40 total), and you must request an Audio version ***before submitting your testing fee payment***.

The questions are read to you neutrally and can be heard through wired headphones or earbuds plugged into the computer that are provided by the KTP (or you may bring your own, but they must be shown to the RN Test Proctor and KTP at check-in). ***Bluetooth-connected devices are not allowed.*** When taking an electronic Audio exam, the audio control buttons will appear on the computer screen, allowing you to play, rewind, or pause the audio as needed.

- On the audio version of the Knowledge Exam, **only the first 59 questions will be read orally**, and the remaining 20 questions will have to be answered without oral assistance to assess English reading comprehension.
  - If you have an approved ADA accommodation for an audio version, all 79 questions will be read orally.

Selecting an Audio Version of the Knowledge Exam

To select the Audio version of the knowledge exam, follow the instructions with the screenshots below.



*Under your PROFILE, check the **'Enable Audio Testing'** to receive an Audio version of the Knowledge Exam:*

Remotely Proctored Knowledge Exam Option (Retakes Only)

You can retake the knowledge exam with a remote proctor from your home, etc. If you have a previously approved ADA, please call D&SDT-HEADMASTER at (877) 851-2355 ***before*** scheduling a remotely proctored retake to ensure your accommodations can be provided.

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 provide you with 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 your notifications (in your TMU© account) with information about the 'video conferencing app' (for example, Zoom, etc.) **you must 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 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.
- If you have selected the Audio version of the knowledge exam, you will provide your own wired headphones/earbuds (Bluetooth-connected devices are not allowed) to plug into the computer.
  - On the audio version of the Knowledge Exam, **only the first 59 questions will be read orally**, and the remaining 20 questions will have to be answered without oral assistance to assess English reading comprehension.
    - If you have an approved ADA accommodation for an audio version, all 79 questions will be read.
  - The questions are neutrally read to you and will be heard through wired headphones or earbuds plugged into the computer. Bluetooth-connected devices are not allowed.
  - 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 will need to 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** listed above before scheduling a remotely proctored knowledge exam retake.

- The test site location for a remotely proctored knowledge exam will be '**Remotely Proctored Knowledge Testing**'.
- Once scheduled, a test confirmation will be sent via email and/or text. A notification will be generated in your TMU© account for you to view (see the **Schedule / Reschedule a Test Event**, **Test Confirmation Letter**, and the **View your TMU© Notifications** section 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, for this information, check your 'NOTIFICATIONS' under your profile pic in your TMU© account. Please refer to the **View your TMU© Notifications** section.

Please call D&SDT-HEADMASTER at (877) 851-2355 if you have any questions or concerns or need assistance scheduling a remotely proctored knowledge exam retake.

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) **20 minutes in advance** of the start time listed on your test confirmation for the check-in process with the remote test proctor. The remote test proctor will allow you access to the test event. If you are not signed into the remotely proctored exam waiting room 20 minutes in advance of the start time listed on your test confirmation, you will not be allowed to test, considered a No Show, forfeit your testing fees paid, and have to pay for another test date.

- You must show your **mandatory identification** and **original Social Security card** to the remote Proctor at check-in before starting your remotely proctored knowledge exam. Please see this handbook's **Identification** section for specifics.
- You must be **alone (by yourself during the entire time while testing)** in a quiet, isolated, secured room/area free of distractions, interruptions, and other people, children, or pets.
- 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 reschedule a new test.

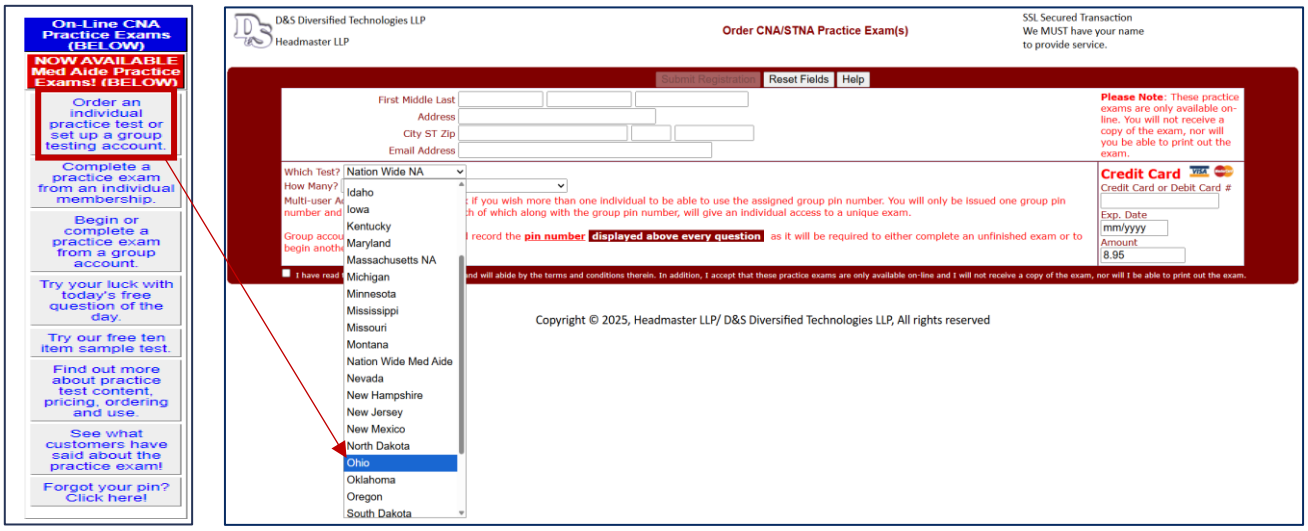
- You must be **alone (by yourself during the entire time while testing)** in a quiet, isolated, secured room/area free of distractions, interruptions, and other people, children, or pets.
- Along with showing the remote Proctor your surroundings/entire room during check-in, the remote Proctor may also 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/area that is free of distractions and interruptions, just as *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 you have requested and paid for an AUDIO version of the Knowledge Exam, you will need to have wired headphones/earbuds that plug into the computer (**Bluetooth-connected devices are not allowed**).
  - On the audio version of the Knowledge Exam, **only the first 59 questions will be read orally**, and the remaining 20 questions will have to be answered without oral assistance to assess English reading comprehension.
    - *If you have an approved ADA accommodation for an audio version, all 79 questions will be read.*
- **TRANSLATION DICTIONARIES:** Published foreign word-for-word translation dictionaries **are allowed**. Dictionaries that contain definitions or handwritten notes ***will not be allowed***. Electronic dictionaries or non-approved language translators ***are not allowed***. You must show your word-for-word translation dictionary to the remote Proctor during check-in at your test event.
- **SCRATCH PAPER AND BASIC CALCULATOR:** 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 the remote Proctor both sides of the scratch paper and the basic calculator.
  - At the end of your exam, you will be asked to show both sides of the scratch paper and the basic calculator to the remote Proctor ***again***. You will then be told to tear up the scratch paper in view of the remote Proctor and to mute your phone before doing so.

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.

Knowledge Practice Exam

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 purchase complete practice tests 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 **OHIO** from the drop-down list.



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's 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 DEMONSTRATION SKILL TEST

- The purpose of the Skill Test is to evaluate your performance when demonstrating ODH-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-five (35) minutes** to complete your three (3) or four (4) tasks. After twenty (20) minutes have elapsed, you will be alerted when 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 of the **critical/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 thirty-five (35) 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 or simulated 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 on the next page. You are required to sign the recording form during the demonstration of the equipment/supplies.

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 five mandatory tasks with embedded hand washing using soap and water as your first mandatory task:

- Assist a Resident with a Bedpan, Measure and Record Output with Hand Washing
- Change a Male Resident's Brief and Provide Perineal Care with Hand Washing [DEMONSTRATED ON A MANIKIN]
- Don [PUT ON] PPE *(Gown, Gloves, Goggles or Face Shield)*, Empty a Urinary Drainage Bag, Measure and Record Output, Doff [REMOVE] PPE with Hand Washing
- Don [PUT ON] PPE *(a Gown and Gloves)* and Provide Catheter Care for a Female Resident, Doff [REMOVE] PPE with Hand Washing [DEMONSTRATED ON A MANIKIN]
- Perineal Care for a Female Resident with Hand Washing [DEMONSTRATED ON A MANIKIN]

Note: Hand washing with soap and water is embedded in each mandatory task and must be demonstrated at the end of each.

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, except for those listed below, which will be demonstrated on a manikin:**

- Change a Male Resident's Brief, Provide Perineal Care
- Don [PUT ON] PPE *(a Gown and Gloves)* and Provide Catheter Care for a Female Resident
- Perineal Care for a Female Resident

You will be scored only on the steps listed. You must score **80%** on each task without missing any **critical/key** steps (the **bolded** steps) to pass the skill component of your competency evaluation.

If you fail the Skill Test, one of the tasks on your retest will be a task you previously failed, and there will always be one of the first mandatory tasks to start each Skill Test. The other tasks included in your Skill Test are randomly chosen so that every Skill Test is comparable in difficulty and has an 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 Ohio nurse aide skill test, and the steps included herein are not intended to be used to provide complete care that would be all-inclusive of best care practiced in an actual work setting.

1. APPLY AN ANTI-EMBOLIC STOCKING ON A RESIDENT'S LEG

1) Perform hand hygiene.
    a. Cover all surfaces of the hands with hand sanitizer.
    b. Rub hands together to dry.
2) Explain the procedure to be performed to the resident.
3) Raise the bed between mid-thigh and waist level.
4) Provide privacy for the resident; 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 the heel.
7) Completely place the stocking over the resident's toes, foot, and heel.
8) Roll or pull the stocking up one leg.
9) Check toes for possible pressure from the stocking and adjust as needed.
10) **Leave the resident with a stocking that is smooth and wrinkle-free.**
11) Lower bed.
12) Open the privacy curtain.
13) Maintain respectful, courteous interpersonal interactions at all times.
14) Place the call light or signal device within easy reach of the resident.
15) Perform hand hygiene.
    a. Cover all surfaces of the hands with hand sanitizer.
    b. Rub hands together to dry.

2. ASSIST A RESIDENT TO AMBULATE USING A GAIT BELT

1) Perform hand hygiene.
    a. Cover all surfaces of the hands with hand sanitizer.
    b. Rub hands together to dry.
2) Explain the procedure to be performed to the resident.
3) Obtain a gait belt for the resident.
4) **Lock the designated bed brake(s) to ensure the resident's safety.**
5) **Lock the wheelchair brakes to ensure the resident's safety.**
6) Assist the resident in putting on non-skid footwear.
7) Lower the bed so the resident's feet are flat on the floor when sitting on the edge of the bed.

8) Bring the resident to a sitting position with the resident's feet flat on the floor.
9) Place a gait belt around the resident's waist.
10) Tighten the gait belt to the appropriate fitting/size.
11) Check the gait belt for tightness by slipping fingers between it and the resident to ensure it is secure.
12) Face the resident and grasp the gait belt with both hands.
13) Assist the resident to a standing position using proper body mechanics.
14) Grasp the gait belt with one hand and stabilize the resident with the other hand by holding the forearm or shoulder, or using another appropriate method.
15) Position yourself behind and slightly to the side of the resident.
16) Ambulate the resident at least ten steps to the wheelchair.
17) Assist the resident in pivoting/turning and sitting in the wheelchair in a controlled manner, ensuring safety at all times.
18) Remove the gait belt.
19) Maintain respectful, courteous interpersonal interactions at all times.
20) Place the call light or signal device within easy reach of the resident.
21) Perform hand hygiene.
    a. Cover all surfaces of the hands with hand sanitizer.
    b. Rub hands together to dry.

3. ASSIST A RESIDENT TO AMBULATE WITH A WALKER USING A GAIT BELT

1) Perform hand hygiene.
    a. Cover all surfaces of the hands with hand sanitizer.
    b. Rub hands together to dry.
2) Explain the procedure to be performed to the resident.
3) Obtain a gait belt for the resident.
4) **Lock the designated bed brake(s) to ensure the resident's safety.**
5) **Lock the wheelchair brakes to ensure the resident's safety.**
6) Assist the resident in putting on non-skid footwear.
7) Bring the resident to a sitting position with the resident's feet flat on the floor when sitting on the edge of the bed.
8) Place the gait belt around the resident's waist.
9) Tighten the gait belt to the appropriate fitting/size.
10) Check the gait belt for tightness by slipping fingers between it and the resident to ensure it is secure.
11) Grasp the gait belt with one hand.
12) Position the walker in front of the resident.
13) Assist the resident to a standing position using proper body mechanics.
14) Stabilize the walker using your hand and/or foot.
15) Position yourself behind and slightly to the side of the resident.
16) Ambulate the resident at least ten steps to the wheelchair.
17) Assist the resident in pivoting/turning and sitting in the wheelchair in a controlled manner, ensuring safety at all times.

18) Remove the gait belt.
19) Maintain respectful, courteous interpersonal interactions at all times.
20) Place the call light or signal device within easy reach of the resident.
21) Perform hand hygiene.
    a. Cover all surfaces of the hands with hand sanitizer.
    b. Rub hands together to dry.

4. ASSIST A RESIDENT WITH A BEDPAN, MEASURE AND RECORD OUTPUT WITH HAND WASHING

(One of the possible first mandatory tasks.)

1) Perform hand hygiene.
    a. Cover all surfaces of the hands with hand sanitizer.
    b. Rub hands together to dry.
2) Explain the procedure to be performed to the resident.
3) Gather supplies.
4) Provide privacy for the resident; pull the privacy curtain.
5) Put on gloves.
6) Position the resident on a standard bedpan/fracture pan with the pan in the correct orientation and using the correct body mechanics.
7) Raise the head of the bed.
8) Leave tissue within reach of the resident.
9) Leave the call light or signaling device within reach of the resident.
10) Step away from the resident until the RN Test Observer identifies that the resident is finished.
11) Upon returning, lower the head of the bed.
12) Gently remove the bedpan.
13) Hold the bedpan while the RN Test Observer pours fluid into the bedpan.
14) Place the graduate on a flat surface for reading output at eye level and pour fluid into the graduate.
15) Empty the graduate into the designated toilet.
16) Rinse and dry the bedpan and graduate, and return them to storage.
17) Obtain a wet washcloth and wash/assist the resident in washing hands.
18) Dry/assist resident to dry hands.
19) Place soiled linens in a designated container.
20) Remove gloves, turning them inside out as they are removed, and dispose in a designated container.
21) Leave the resident in a position of comfort and safety.
22) Record output on the provided, previously signed recording form.
23) **The candidate's recorded output is within 25 mLs of the RN Test Observer's recorded output.**
24) Open the privacy curtain.
25) Maintain respectful, courteous interpersonal interactions at all times.
26) Place the call light or signal device within easy reach of the resident.
27) Turn on the water.
28) Wet all surfaces of hands *before* applying soap.
29) Wet wrists *before* applying soap.
30) Apply soap to wet hands.
31) Rub your hands together using friction.
32) While hands are not under running water, rub hands together for at least 20 seconds.

33) Interlace fingers pointing downward.
34) Wash all surfaces of hands and wrists with soap.
35) Rinse hands and wrists thoroughly under running water with fingers pointed downward.
36) Dry hands and wrists with a clean paper towel(s).
37) Immediately discard paper towel(s) in a trash can.
38) Turn off the faucet with a clean, dry paper towel.
39) **Do not re-contaminate hands at any time during the hand-washing procedure.** *(Using a wet paper towel to turn off the faucet is considered recontamination.)*

5. BED BATH (PARTIAL) FOR A RESIDENT- WHOLE FACE AND ONE ARM, HAND, AND UNDERARM

1) Perform hand hygiene.
    a. Cover all surfaces of the hands with hand sanitizer.
    b. Rub hands together to dry.
2) Explain the procedure to be performed to the resident.
3) Fill a basin with warm water.
4) Provide privacy for the resident; pull the privacy curtain.
5) Raise the bed between mid-thigh and waist level.
6) Cover the resident with a bath blanket or clean sheet.
7) Fanfold bed linens down to the resident's waist or move linens to the opposite side.
8) Remove the resident's gown without exposing the resident.
9) Place the gown in a designated container.
10) Wash the resident's face WITHOUT SOAP and pat dry.
11) Place a towel under the resident's arm, exposing one arm.
12) Wash the resident's arm, hand, and underarm using soap and water.
13) Rinse the resident's arm, hand, and underarm.
14) Pat the resident's arm, hand, and underarm dry.
15) Assist the resident in putting on a clean gown.
16) Empty, rinse, and dry equipment and return to storage.
17) Place soiled linen in a designated container.
18) Lower bed.
19) Open the privacy curtain.
20) Maintain respectful, courteous interpersonal interactions at all times.
21) Place the call light or signaling device within easy reach of the resident.
22) Perform hand hygiene.
    a. Cover all surfaces of the hands with hand sanitizer.
    b. Rub hands together to dry.

6. CHANGE A MALE RESIDENT'S BRIEF AND PROVIDE PERINEAL CARE WITH HAND WASHING

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

1) Perform hand hygiene.
    a. Cover all surfaces of the hands with hand sanitizer.
    b. Rub hands together to dry.
2) Explain the procedure to be performed to the resident [manikin].
3) Fill a basin with warm water.
4) Provide privacy for the resident; pull the privacy curtain.
5) Raise the bed between mid-thigh and waist level.
6) Raise the side rail on the side of the bed opposite the working side or request the RN Test Observer or Actor to stand on the side of the bed opposite the working side.
7) Obtain a brief.
8) Put on gloves.
9) Place a bath blanket or clean sheet over the resident to maintain privacy.
10) Place the waterproof pad under the resident's buttocks by turning the resident toward the side or raising their hips.
11) Expose the perineum only.
12) Unfasten the wet brief on both sides.
13) Remove the soiled brief under the resident [manikin] by rolling the resident [manikin] side-to-side OR raising the hips.
14) Discard the soiled brief in a designated container.
15) Gently grasp the penis.
16) Use water and a soapy washcloth.
17) Clean the tip of the penis, starting at the urethral opening and working outward with a circular motion.
18) Clean the shaft of the penis with motions away from the tip of the penis.
19) **Use a clean portion of a washcloth with each stroke.**
20) Clean the scrotum with a clean portion of a washcloth.
21) Rinse the penis with a new, clean washcloth.
22) Rinse the penis using a clean portion of a washcloth with each stroke.
23) Rinse the scrotum using a clean portion of a washcloth with each stroke.
24) Pat the area dry.
25) Recover the exposed area with the bath blanket or a clean sheet.
26) Assist the resident in turning onto their side away from the working side of the bed.
27) Use a new, clean, soapy washcloth to clean the rectal area.
28) **Clean the area from the scrotum to the rectal area using a clean portion of a washcloth with each stroke.**
29) Rinse the area from the scrotum to the rectal area using a new, clean washcloth. Use a clean portion of a washcloth with each stroke.
30) Pat the area dry.
31) Apply a new brief by rolling the resident [manikin] side-to-side OR raising their hips.
32) Pull the front of the brief through, ensuring it is even on both sides of the resident [manikin], and fasten it securely on both sides.
33) The brief is applied in the correct orientation (tabs fastened on the front side of the resident [manikin]).
34) Remove the waterproof pad without friction by turning the resident [manikin] side-to-side or raising their hips.

35) Remove the bath blanket or sheet.
36) Place all soiled linen in a designated container.
37) Position the resident on his back.
38) Lower bed.
39) Lower side rail(s), if side rails were used.
40) Empty, rinse, dry, and return equipment to storage.
41) Remove gloves, turning them inside out as they are removed, and dispose in a designated container.
42) Open the privacy curtain.
43) Leave the resident in a position of comfort and safety.
44) Maintain respectful, courteous interpersonal interactions at all times.
45) Place the call light or signaling device within easy reach of the resident.
46) Turn on the water.
47) Wet all surfaces of hands *before* applying soap.
48) Wet wrists *before* applying soap.
49) Apply soap to wet hands.
50) Rub your hands together using friction.
51) While hands are not under running water, rub hands together for at least 20 seconds.
52) Interlace fingers pointing downward.
53) Wash all surfaces of hands and wrists with soap.
54) Rinse hands and wrists thoroughly under running water with fingers pointed downward.
55) Dry hands and wrists with a clean paper towel(s).
56) Immediately discard paper towel(s) in a trash can.
57) Turn off the faucet with a clean, dry paper towel.
58) **Do not re-contaminate hands at any time during the hand-washing procedure.** *(Using a wet paper towel to turn off the faucet is considered recontamination.)*

7. DENTURE CARE – CLEAN A RESIDENT'S UPPER OR LOWER DENTURE

[ONLY ONE PLATE IS USED FOR TESTING]

1) Perform hand hygiene.
    a. Cover all surfaces of the hands with hand sanitizer.
    b. Rub hands together to dry.
2) Explain the procedure to be performed to the resident.
3) Line the bottom of the sink with a protective lining to help prevent damage to the denture. (Use a cloth towel or washcloth; do not use paper towels.)
4) Put on gloves.
5) Remove the denture from the cup.
6) Handle the denture carefully to avoid damage, being careful to avoid contamination.
7) Empty and rinse the denture cup.
8) Apply toothpaste to the toothbrush (or toothette).
9) Thoroughly brush the denture, including the inner, outer, and chewing surfaces of the denture. *(Only one plate is used during testing. Toothettes may be utilized instead of a toothbrush as long as all surfaces listed are cleaned.)*
10) Rinse the denture using clean, cool water.
11) Place the denture in the rinsed denture cup.
12) Add cool, clean water to the denture cup.

13) Clean and dry equipment and return to storage.
14) Place the protective lining in a designated container.
15) Maintain respectful, courteous interpersonal interactions at all times.
16) Place the call light or signaling device within easy reach of the resident.
17) Remove gloves, turning them inside out as they are removed.
18) Dispose of gloves in a designated container.
19) Perform hand hygiene.
    a. Cover all surfaces of the hands with hand sanitizer.
    b. Rub hands together to dry.

8. DON [PUT ON] PPE (GOWN, GLOVES, GOGGLES, OR FACE SHIELD), EMPTY A URINARY DRAINAGE BAG, MEASURE AND RECORD OUTPUT, DOFF [REMOVE] PPE WITH HAND WASHING

(One of the possible first mandatory tasks.)

1) Perform hand hygiene.
    a. Cover all surfaces of the hands with hand sanitizer.
    b. Rub hands together to dry.
2) Unfold the gown.
3) Put on a gown fully covering the torso and wrapping the gown around the back.
4) Fasten at the neck and the waist.
5) Put on goggles or a face shield appropriately over the eyes or face.
6) Put on gloves.
7) Extend the gloves over the wrists of the gown.
8) Explain the procedure to be performed to the resident.
9) Provide privacy for the resident; pull the privacy curtain.
10) Raise the bed between mid-thigh and waist level.
11) Place a barrier on the floor under the drainage bag.
12) Place the graduate on the previously placed barrier.
13) Open the drain to allow the urine to flow into the graduate until the bag is empty.
14) Do not remove the bag from the bed or lift the bag above the edge of the bed.
15) Avoid touching the graduate with the tip of the tubing.
16) Close the drain.
17) Wipe the drain with an antiseptic wipe *after* the drainage bag is empty.
18) Replace the drain in the holder.
19) Lower bed.
20) Place the graduate on a level, flat surface.
21) With the graduate at eye level, read the output.
22) Empty the graduate into the designated toilet.
23) Rinse, dry, and return equipment to storage.
24) Leave the resident in a position of comfort and safety.
25) Record the output on the provided, previously signed recording form.
26) **The candidate's measured output reading is within 25 mLs of the RN Test Observer's output reading.**
27) Open the privacy curtain.
28) Maintain respectful, courteous interpersonal interactions at all times.
29) Place the call light or signaling device within easy reach of the resident.

30) Remove gloves *before* the gown, turning them inside out as they are removed.
31) Dispose of gloves in a designated container.
32) Remove the goggles or face shield from the back by lifting the ear pieces or the headband.
33) Place the goggles or the face shield in a designated container.
34) Unfasten the gown at the neck.
35) Unfasten the gown at the waist.
36) Pull the gown away from the neck, touching only the inside of the gown.
37) Turn the gown inside out and roll it into a bundle.
38) Dispose of the gown in a designated container.
39) Turn on the water.
40) Wet all surfaces of hands *before* applying soap.
41) Wet wrists *before* applying soap.
42) Apply soap to wet hands.
43) Rub your hands together using friction.
44) While hands are not under running water, rub hands together for at least 20 seconds.
45) Interlace fingers pointing downward.
46) Wash all surfaces of hands and wrists with soap.
47) Rinse hands and wrists thoroughly under running water with fingers pointed downward.
48) Dry hands and wrists with a clean paper towel(s).
49) Immediately discard paper towel(s) in a trash can.
50) Turn off the faucet with a clean, dry paper towel.
51) **Do not re-contaminate hands at any time during the hand-washing procedure.** *(Using a wet paper towel to turn off the faucet is considered recontamination.)*

9. DON [PUT ON] PPE (A GOWN AND GLOVES), PROVIDE CATHETER CARE FOR A FEMALE RESIDENT, DOFF [REMOVE PPE] WITH HAND WASHING

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

1) Perform hand hygiene.
    a. Cover all surfaces of the hands with hand sanitizer.
    b. Rub hands together to dry.
2) Unfold the gown.
3) Put on a gown fully covering the torso and wrapping the gown around the back.
4) Fasten at the neck and the waist.
5) Put on gloves.
6) Extend the gloves over the wrists of the gown.
7) Explain the procedure to be performed to the resident.
8) Fill a basin with warm water.
9) Provide privacy for the resident; pull the privacy curtain.
10) Raise the side rail on the side of the bed that is opposite the working side of the bed, or request the RN Test Observer to stand on the side of the bed opposite the working side.
11) Raise the bed between mid-thigh and waist level.
12) Place a bath blanket or clean sheet over the resident to maintain privacy.
13) Turn the resident [manikin] (side-to-side) or raise the hips and place a waterproof pad under the resident [manikin].
14) Verbalize checking while physically checking to see that urine can flow unrestricted into the drainage bag.

15) Use a new, clean washcloth with soap and water to carefully wash around the catheter where it exits the urethra.
16) **With one hand, hold the catheter near the urethra to prevent tugging on the catheter.**
17) With the other hand, *use a new, clean washcloth with soap and water,* and clean at least 3-4 inches from the urethra down the catheter tube.
18) **Clean with stroke(s) only away from the urethra.** *(A washcloth wrapped around the tubing with one stroke is okay.)*
19) Use a clean portion of a washcloth for any stroke.
20) Use a new, clean washcloth with water to rinse the catheter tube.
21) **Rinse with stroke(s) only away from the urethra.** *(A washcloth wrapped around the tubing with one stroke is okay.)*
22) Use a clean portion of a washcloth for any stroke.
23) Pat dry with a clean towel.
24) Do not allow the tube to be pulled at any time during the procedure.
25) Replace the top cover over the resident.
26) Remove the bath blanket or sheet.
27) Remove the waterproof pad without friction by turning the resident [manikin] side-to-side or raising the hips.
28) Place all soiled linens in a designated container.
29) Empty, rinse, dry, and return equipment to storage.
30) Lower bed.
31) Lower side rail(s), if side rails were used.
32) Leave the resident in a position of comfort and safety.
33) Open the privacy curtain.
34) Maintain respectful, courteous interpersonal interactions at all times.
35) Place the call light or signaling device within easy reach of the resident.
36) Remove gloves *before* the gown, turning them inside out as they are removed.
37) Dispose of gloves in a designated container.
38) Unfasten the gown at the neck.
39) Unfasten the gown at the waist.
40) Pull the gown away from the neck, touching only the inside of the gown.
41) Turn the gown inside out and roll it into a bundle.
42) Dispose of the gown in a designated container.
43) Turn on the water.
44) Wet all surfaces of hands *before* applying soap.
45) Wet wrists *before* applying soap.
46) Apply soap to wet hands.
47) Rub your hands together using friction.
48) While hands are not under running water, rub hands together for at least 20 seconds.
49) Interlace fingers pointing downward.
50) Wash all surfaces of hands and wrists with soap.

51) Rinse hands and wrists thoroughly under running water with fingers pointed downward.
52) Dry hands and wrists on a clean paper towel(s).
53) Immediately discard paper towel(s) in a trash can.
54) Turn off the faucet with a clean, dry paper towel.
55) **Do not re-contaminate hands at any time during the hand-washing procedure.** *(Using a wet paper towel to turn off the faucet is considered recontamination.)*

10. DRESS A BEDRIDDEN RESIDENT WITH AN AFFECTED (WEAK) SIDE

1) Perform hand hygiene.
    a. Cover all surfaces of the hands with hand sanitizer.
    b. Rub hands together to dry.
2) Explain the procedure to be performed to the resident.
3) Provide privacy for the resident; pull the privacy curtain.
4) Raise the bed between mid-thigh and waist level.
5) Cover the resident with a sheet, top cover, or bath blanket while removing the gown.
6) Remove the gown from the unaffected side first.
7) Place the soiled gown in a designated container.
8) When dressing the resident in a shirt or blouse, insert your hand through the sleeve of the shirt or blouse and grasp the resident's hand.
9) Always dress from the affected side first when dressing the resident in a shirt or blouse.
10) When dressing the resident in pants, assist the resident in raising their hips or turning the resident from side to side and pulling the pants over the buttocks and up to the resident's waist.
11) Always dress the resident from the affected side first when dressing the resident in pants.
12) Apply the resident's non-skid footwear.
13) Leave the resident comfortably, properly dressed, and in proper body alignment.
14) Lower bed.
15) Open the privacy curtain.
16) Maintain respectful, courteous interpersonal interactions at all times.
17) Place the call light or signaling device within easy reach of the resident.
18) Perform hand hygiene.
    a. Cover all surfaces of the hands with hand sanitizer.
    b. Rub hands together to dry.

11. FEED A DEPENDENT RESIDENT IN BED

1) Perform hand hygiene.
    a. Cover all surfaces of the hands with hand sanitizer.
    b. Rub hands together to dry.
2) Explain the procedure to be performed to the resident.
3) Verbalize identifying the resident's name against the diet card and verbalize that the resident has received the correct tray while checking the diet card and tray.
4) Position the resident in an upright position that is at least 45 degrees.
5) Protect clothing from soiling using a napkin, clothing protector, or towel.
6) Wash and dry the resident's hands *before* feeding.
7) Place soiled linen in a designated container.

8) Remain at eye level, facing the resident while feeding the resident.
9) Describe the foods being offered to the resident.
10) Offer each fluid frequently.
11) Offer food in small amounts at a reasonable rate, allowing the resident time to chew and swallow.
12) Wipe the resident's face during the meal.
13) Leave the resident in bed with the head of the bed set up to at least 30 degrees.
14) Record intake in the percentage of total solid food eaten on the provided, previously signed recording form.
15) **The candidate's recorded consumed food intake must be within 25 percentage points of the RN Test Observer's recorded food intake.**
16) Record the sum of total fluid consumed in ml on the provided, previously signed recording form.
17) **The candidate's recorded total consumed fluid intake is within 60 mLs of the RN Test Observer's recorded fluid intake.**
18) Remove the clothing protector and place it in an appropriate container.
19) Leave the resident clean.
20) Maintain respectful, courteous interpersonal interactions at all times.
21) Place the call light or signaling device within easy reach of the resident.
22) Perform hand hygiene.
    a. Cover all surfaces of the hands with hand sanitizer.
    b. Rub hands together to dry.

12. HAIR CARE FOR A RESIDENT

1) Perform hand hygiene.
    a. Cover all surfaces of the hands with hand sanitizer.
    b. Rub hands together to dry.
2) Explain the procedure to be performed to the resident.
3) Provide privacy for the resident; pull the privacy curtain.
4) Place a towel on the resident's shoulders.
5) Ask the resident how they would like their hair styled.
6) Comb/brush/style hair gently and completely.
7) Place linen in a designated container.
8) Leave hair neatly brushed/combed/styled.
9) Open the privacy curtain.
10) Maintain respectful, courteous interpersonal interactions at all times.
11) Place the call light or signaling device within easy reach of the resident.
12) Perform hand hygiene.
    a. Cover all surfaces of the hands with hand sanitizer.
    b. Rub hands together to dry.

13. MAKE AN OCCUPIED BED

1) Perform hand hygiene.
    a. Cover all surfaces of the hands with hand sanitizer.
    b. Rub hands together to dry.
2) Gather linen and transport it correctly.

3) Place linen on a clean surface. You may place linen on the over-bed table, the back of a chair, a bedside stand, or the foot of the bed.
4) Explain the procedure to be performed to the resident.
5) Provide privacy for the resident; pull the privacy curtain.
6) **Raise the side rail on the side of the bed opposite the working side or request the RN Test Observer to stand on the side of the bed opposite the working side.**
7) Raise the bed to between mid-thigh and waist level.
8) Assist the resident in rolling onto the side toward the raised side rail or the RN Test Observer.
9) Roll or fan-fold soiled linen, soiled side inside, to the center of the bed.
10) Place the clean bottom sheet along the center of the bed, roll or fan-fold the linen against the resident's back, and unfold the remaining half.
11) Secure two fitted corners of the clean bottom sheet.
12) **Raise the side rail on the other side of the bed or request the RN Test Observer to stand on the other side of the bed.**
13) Assist the resident in rolling over the bottom linen, preventing trauma and avoidable pain at all times.
14) Avoid rolling the resident onto the bare mattress.
15) Remove soiled linen without shaking.
16) Avoid touching the linen on your uniform.
17) Place soiled linen in a designated container.
18) Pull through and smooth out the clean bottom linen.
19) Secure the other two fitted corners.
20) Place clean top linen and blanket or bedspread over the covered resident while removing used linen.
21) Keep the resident unexposed at all times.
22) Tuck in the top linen and blanket or bedspread at the foot of the bed.
23) Make mitered corners at the foot of the bed.
24) Apply a clean pillow case with zippers and tags of the pillow to the inside.
25) Gently lift the resident's head while replacing the pillow.
26) Leave the bed completely and neatly made without wrinkles.
27) Ensure the sheet and top linen do not constrict the resident’s feet.
28) Ensure that the linen does not touch the floor during the demonstration.
29) Lower bed.
30) Lower side rails, if side rails were used.
31) Open the privacy curtain.
32) Maintain respectful, courteous interpersonal interactions at all times.
33) Place the call light or signaling device within easy reach of the resident.
34) Perform hand hygiene.
    a. Cover all surfaces of the hands with hand sanitizer.
    b. Rub hands together to dry.

14. MOUTH CARE—BRUSH A RESIDENT’S TEETH

1) Perform hand hygiene.
    a. Cover all surfaces of the hands with hand sanitizer.
    b. Rub hands together to dry.
2) Explain the procedure to be performed to the resident.
3) **Put on gloves.**

4) Gather equipment/supplies.
5) Provide privacy for the resident; pull the privacy curtain.
6) Drape the chest with a chest barrier (cloth or paper towel) to prevent soiling.
7) Wet the toothbrush and apply a small amount of toothpaste to the toothbrush. *(If available, toothettes may be utilized instead of the toothbrush as long as all the surfaces listed are cleaned.)*
8) **Brush the resident's teeth, including the inner, outer, and chewing surfaces of all upper and lower teeth.**
9) Clean the resident's tongue.
10) Assist the resident in rinsing their mouth. (You may use an emesis basin or disposable cup for the resident to spit in.)
11) Wipe the resident's mouth.
12) Remove the clothing protector and place it in an appropriate container.
13) Empty, rinse, and dry the emesis basin, if used, or dispose of the cup in a trash container.
14) Rinse the toothbrush.
15) Return equipment to storage.
16) Leave the resident in a position of comfort.
17) Open the privacy curtain.
18) Maintain respectful, courteous interpersonal interactions at all times
19) Place the call light or signaling device within easy reach of the resident.
20) Remove gloves, turning them inside out as they are removed.
21) Dispose of gloves in a designated container.
22) Perform hand hygiene.
    a. Cover all surfaces of the hands with hand sanitizer.
    b. Rub hands together to dry.

15. NAIL CARE FOR A RESIDENT

1) Perform hand hygiene.
    a. Cover all surfaces of the hands with hand sanitizer.
    b. Rub hands together to dry.
2) Explain the procedure to be performed to the resident.
3) Provide privacy for the resident; pull the privacy curtain.
4) Immerse the resident's nails in warm water.
5) Soak nails for at least five minutes. *(The five minutes **must** be verbalized by the candidate and acknowledged by the RN Test Observer.)*
6) Gently push cuticles back with a wet washcloth. *(**DO NOT** use an orange stick to push back cuticles.)*
7) Dry the resident's hand thoroughly, making sure to dry carefully between the fingers.
8) Gently clean under the nails with an orange stick.
9) Wipe the orange stick at least once during the procedure.
10) File each fingernail.
11) Empty, rinse, dry, and return equipment to storage.
12) Place soiled linen in a designated container.
13) Discard the orange stick in a designated (sharps) container.

14) Open the privacy curtain.
15) Maintain respectful, courteous interpersonal interactions at all times.
16) Place the call light or signaling device within easy reach of the resident.
17) Perform hand hygiene.
    a. Cover all surfaces of the hands with hand sanitizer.
    b. Rub hands together to dry.

16. PERINEAL CARE FOR A FEMALE RESIDENT WITH HAND WASHING

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

1) Perform hand hygiene.
    a. Cover all surfaces of the hands with hand sanitizer.
    b. Rub hands together to dry.
2) Explain the procedure to the resident [manikin].
3) Fill a basin with warm water.
4) Provide privacy for the resident; pull the privacy curtain.
5) Raise the side rail on the side of the bed opposite the working side or request the RN Test Observer or Actor to stand on the side of the bed opposite the working side.
6) Raise the bed to between mid-thigh and waist level.
7) Place a bath blanket or clean sheet over the resident.
8) Put on gloves.
9) Place a waterproof pad under the resident's buttocks by turning the resident side-to-side or raising the resident's hips.
10) Expose the perineum only.
11) Use water and a clean, soapy washcloth.
12) **Clean both sides and the middle of the labia from top to bottom with a clean portion of the washcloth for each stroke.**
13) Rinse the area from top to bottom using water and a new, clean washcloth.
14) Use a clean portion of the washcloth with each stroke.
15) Pat the area dry with a clean portion of the towel for each pat.
16) Cover the exposed area with the bath blanket or a clean sheet.
17) Assist the resident in turning onto their side away from the working side of the bed.
18) Clean the rectal area with a new, clean washcloth with water and soap.
19) **Clean the rectal area from the vagina to the rectal area using at least two single strokes with a clean portion of the washcloth for every single stroke.**
20) Using a new, clean washcloth, rinse the rectal area from the vagina to the rectal area. Use at least two single strokes. Use a clean portion of the washcloth for each stroke.
21) Pat the area from the vagina to the rectal area dry.
22) Remove the waterproof pad from under the resident's buttocks without friction by turning the resident [manikin] side-to-side or raising their hips.
23) Position the resident on its back.
24) Remove the bath blanket or sheet.
25) Placed all soiled linen in a designated container.
26) Empty, rinse, dry, and return equipment to storage.
27) Remove gloves, turning them inside out as they are removed, and dispose of them in a designated container.

28) Lower bed.
29) Lower side rail(s), if side rails were used.
30) Open the privacy curtain.
31) Maintain respectful, courteous interpersonal interactions at all times.
32) Place the call light or signaling device within easy reach of the resident.
33) Turn on the water.
34) Wet all surfaces of hands *before* applying soap.
35) Wet wrists *before* applying soap.
36) Apply soap to wet hands.
37) Rub your hands together using friction.
38) While hands are not under running water, rub hands together for at least 20 seconds.
39) Interlace fingers pointing downward.
40) Wash all surfaces of hands and wrists with soap.
41) Rinse hands and wrists thoroughly under running water with fingers pointed downward.
42) Dry hands and wrists with a clean paper towel(s).
43) Immediately discard paper towel(s) in a trash can.
44) Turn off the faucet with a clean, dry paper towel.
45) **Do not re-contaminate hands at any time during the hand-washing procedure.** *(Using a wet paper towel to turn off the faucet is considered recontamination.)*

17. POSITION A RESIDENT IN BED ON THEIR SIDE

1) Perform hand hygiene.
    a. Cover all surfaces of the hands with hand sanitizer.
    b. Rub hands together to dry.
2) Explain the procedure to be performed to the resident.
3) Provide privacy for the resident; pull the privacy curtain.
4) Position the bed flat.
5) Raise the bed between mid-thigh and waist level.
6) **Raise the side rail on the side of the bed opposite the working side or request the RN Test Observer to stand on the side of the bed opposite the working side.**
7) From the working side of the bed, gently move the resident's upper body toward yourself.
8) From the working side of the bed, gently move the resident's hips toward yourself.
9) From the working side of the bed, gently move the resident's legs toward yourself.
10) Assist/turn the resident onto the correct side, as the RN Test Observer stated in the scenario.
11) Ensure the resident's face is never obstructed by the pillow.
12) Check to be sure the resident is not lying on their downside arm.
13) Readjust or place a support device under the resident's head.
14) Place a support device under the resident's upside arm, behind the back, and between the knees.
15) **Physically check that the resident is in correct body alignment.**
16) Leave the resident in a position of comfort and safety.
17) Lower side rails, if side rails were used.

18) Lower bed.
19) Open the privacy curtain.
20) Maintain respectful, courteous interpersonal interactions at all times.
21) Place the call light or signaling device within easy reach of the resident.
22) Perform hand hygiene.
    a. Cover all surfaces of the hands with hand sanitizer.
    b. Rub hands together to dry.

18. RANGE OF MOTION FOR A RESIDENT'S HIP AND KNEE

1) Perform hand hygiene.
    a. Cover all surfaces of the hands with hand sanitizer.
    b. Rub hands together to dry.
2) Explain the procedure to be performed to the resident.
3) Raise the bed between mid-thigh and waist level.
4) Provide privacy for the resident; pull the privacy curtain.
5) Position the resident supine (bed flat).
6) Leave the resident in good body alignment.
7) Place one hand under the resident's knee and the other hand under the resident's ankle.
8) Move the entire leg away from the resident's body. *(abduction)*
9) Move the entire leg back toward the resident's body. *(adduction)*
10) Complete abduction and adduction of the resident's hip at least three times.
11) Continue correctly supporting joints by placing one hand under the resident's knee and the other under the resident's ankle.
12) Bend the resident's knee and hip toward the resident's trunk. *(flexion of the hip and knee at the same time)*
13) Straighten the resident's knee and hip. *(extension of the knee and hip at the same time)*
14) Complete flexion and extension of the resident's knee and hip at least three times.
15) **The candidate *must ask* the resident at least once if they are causing any pain or discomfort.**
16) Do not force any joint beyond the point of free movement.
17) Leave the resident in a supine position.
18) Lower bed.
19) Open the privacy curtain.
20) Maintain respectful, courteous interpersonal interactions at all times.
21) Place the call light or signaling device within easy reach of the resident.
22) Perform hand hygiene.
    a. Cover all surfaces of the hands with hand sanitizer.
    b. Rub hands together to dry.

19. RANGE OF MOTION FOR A RESIDENT'S SHOULDER

1) Perform hand hygiene.
    a. Cover all surfaces of the hands with hand sanitizer.
    b. Rub hands together to dry.
2) Explain the procedure to be performed to the resident.
3) Raise the bed between mid-thigh and waist level.
4) Provide privacy for the resident; pull the privacy curtain.

5) Position the resident supine (bed flat).
6) Leave the resident in good body alignment.
7) Place one hand under the resident's elbow and the other hand under the resident's wrist.
8) Raise the resident's arm up and over the resident's head. *(flexion)*
9) Bring the resident's arm back down to the resident's side. *(extension)*
10) Complete flexion and extension of the resident's shoulder at least three times.
11) Continue correctly supporting joints by placing one hand under the resident's elbow and the other under the resident's wrist.
12) Move the resident's arm away from the resident's body. *(abduction)*
13) Return the resident's arm to the resident's side. *(adduction)*
14) Complete abduction and adduction of the shoulder at least three times.
15) **The candidate *must ask* at least once if they are causing any pain or discomfort.**
16) Do not force any joint beyond the point of free movement.
17) Leave the resident in a supine position.
18) Lower bed.
19) Open the privacy curtain.
20) Maintain respectful, courteous interpersonal interactions at all times.
21) Place the call light or signaling device within easy reach of the resident.
22) Perform hand hygiene.
    a. Cover all surfaces of the hands with hand sanitizer.
    b. Rub hands together to dry.

20. STAND AND PIVOT-TRANSFER A RESIDENT FROM THEIR BED TO A WHEELCHAIR USING A GAIT BELT

1) Perform hand hygiene.
    a. Cover all surfaces of the hands with hand sanitizer.
    b. Rub hands together to dry.
2) Explain the procedure to be performed to the resident.
3) Obtain a gait belt for the resident.
4) Position the wheelchair close to the bed.
5) **Lock the wheelchair brakes to ensure the resident's safety.**
6) **Lock the designated bed brake(s) to ensure the resident's safety.**
7) Assist the resident in putting on non-skid footwear.
8) Assist the resident in a sitting position and lower the bed so the resident's feet are flat on the floor when sitting on the edge of the bed.
9) Place a gait belt around the resident's waist.
10) Tighten the gait belt to the appropriate fitting/size.
11) Check the gait belt for tightness by slipping fingers between it and the resident to ensure it is secure.
12) Face the resident and grasp the gait belt with both hands.
13) Bring the resident to a standing position using proper body mechanics.
14) Assist the resident in pivoting and sitting in the wheelchair in a controlled manner that ensures safety.

15) Remove the gait belt.
16) Maintain respectful, courteous interpersonal interactions at all times.
17) Place the call light or signaling device within easy reach of the resident.
18) Perform hand hygiene.
    a. Cover all surfaces of the hands with hand sanitizer.
    b. Rub hands together to dry.

21. VITAL SIGNS – TAKE AND RECORD A RESIDENT'S PULSE AND RESPIRATIONS

1) Perform hand hygiene.
    a. Covers all surfaces of the hands with hand sanitizer.
    b. Rub hands together to dry.
2) Explain the procedure to be performed to the resident.
3) Provide privacy for the resident; pull the privacy curtain.
4) Locate the radial pulse by placing the tips of the fingers on the thumb side of the resident's wrist.
5) Count pulse for a full 60 seconds, or count for 30 seconds times two.
    a. Must verbally tell the RN Test Observer if you are counting for 60 seconds or 30 seconds times two.
    b. Verbally tell the RN Test Observer when you start and stop counting.
6) Record the resident's pulse rate on the provided, previously signed recording form.
7) **The candidate's recorded pulse rate is within 6 beats of the RN Test Observer's recorded pulse rate.**
8) Count respirations for a full 60 seconds, or count for 30 seconds times two.
    a. Must verbally tell the RN Test Observer if you are counting for 60 seconds or 30 seconds times two.
    b. Verbally tell the RN Test Observer when you start and stop counting.
9) Record the resident's respirations on the provided, previously signed recording form.
10) **The candidate's recorded respiratory rate is within 4 breaths of the RN Test Observer's recorded respiratory rate.**
11) Open the privacy curtain.
12) Maintain respectful, courteous interpersonal interactions at all times.
13) Place the call light or signaling device within easy reach of the resident.
14) Perform hand hygiene.
    a. Cover all surfaces of the hands with hand sanitizer.
    b. Rub hands together to dry.

-END OF SKILL TASKS-

KNOWLEDGE EXAM VOCABULARY LIST

abdominal thrust	adaptive equipment	aggressive resident
abduction	adduction	ageing changes
abduction pillow	ADL	aging process
abuse	admitting resident	agitation
accidents	advance directives	airborne precautions
activities	affected side	airway obstruction

alarm
Alzheimer's disease
ambulation
anger
angina
anti-embolism/elastic stocking/TED hose
anxiety
apathy
aphasia
apnea
appropriate response
aromatherapy
arthritis
aseptic
aspiration
assault
assertively
assistive device
auditory hallucinations
bacteria
balance
bargaining
basic needs
bathing
battery
bed cradle
bed measurement
bedpan
behavior
benign prostatic hypertrophy (BPH)
biohazard
bladder training
blindness
bloodborne pathogen
blood pressure
body fluid
body language
body mechanics
body systems
body temperature
bowel elimination
bowel movement

bowel program
bradycardia
breathing
breathing rates
C-difficile (C-Diff)
call light/signal
cancer
cane use
cardiac arrest
cardiovascular system
care conference
care impaired
care plan
cares
cast
cataract
catheter
catheter care
ccs in an ounce
Centers for Disease Control (CDC)
centered care
central nervous system
cerebral vascular accident
cerebrovascular accident (CVA)
chain of command
chain of infection
charge nurse
chemical restraint
chemical safety
chest pain
CHF
choking
circulation
cleaning spills
clear liquid diet
cognitive impairment
cold compress
colostomy care
comfort care
communicable
communication
communication terms

competency evaluation program
conduct
confidentiality
conflict resolution
confused resident
confusion
congestive heart failure
constipation
constrict
contact isolation
contamination
continuity
contracture
converting measures
COPD
cueing
cultural
data collection
death and dying
dehydration
delegation
delusions
dementia
dentures
depression
developmental process
developmental stages
diabetes
dialysis
diastolic
diet
digestion
dilate
discharging resident
disease
disease process
disinfection
disoriented
disrespect
dizziness
DNR
documentation
dressing

droplet precautions
dry skin
dysphagia
dyspnea
dysuria
dysuria and hematuria
edema
elevate head
elimination
emergency situation
emesis
emesis basin
emotional needs
emotional support
empathetic
empathy
emphysema
end of life
enteral feeding
ethics
evacuation
extremity
eyeglasses
facial care
falls
fecal impaction
feeding
feeding tubes
financial abuse
fire safety
flatus
fluid
fluid intake
Foley catheter
foot care
foot drop
Fowler's
fraud
frayed cord
free from disease
frequent urination
gait belt
gastric feedings
gastrostomy tube

geriatric chair
geriatrics
gerontology
gestures
gifts
gown removal
gown removal with IV bag
grieving process
HAI
hair care
hallucination
hand hygiene
hand tremors
harm
hearing aid
hearing impaired
heart rates
hemiplegia
hepatitis B
hierarchy of needs
HIPAA
HIV
hoarding
hormones
hospice
hydration
hypertension
impairment
impotence
in-service programs
incontinence
independence
indwelling catheter
infection
infection control
inflammation
influenza
initial observations
input and output (I&O)
insulin
integumentary system
isolation
jaundice
lateral position

legal ethics
lift/draw sheet
lifting
linen handling
liquid diet
listening
localized infection
logrolling
loose teeth
loss of function
low sodium diet
Maslow
masturbation
MDS
measuring
measuring height
measuring temperature
mechanical lift
medical asepsis
medical record
medications
memory loss
mental health
microbe
microorganism
military time
morning care
mouth care
moving resident
multiple sclerosis
musculoskeletal system
N95 mask
nail care
neglect
negligence
nervous system
non-contagious disease
non-verbal communication
NPO
nursing assistant's role
nutrients
nutrition
objective
observations

OCD
ombudsman
oral care
oral temperature
orientation
OSHA
osteoporosis
output
overbed table
oxygen
pain
palliative care
paralysis
Parkinson's disease
partial bath
passive range of motion (PROM)
pathogen
patience
perineal care
peripheral vascular disease
perseverate
personal care
personal grooming
personal items
personal protective equipment (PPE)
phone etiquette
physical needs
physical therapist
physician's authority
policy book
positioning
post-mortem care
preferences
pressure area
pressure injury/ulcer
preventing injury
privacy
professionalism
progressive
promoting independence
pronation
prostate gland

prosthesis
psychological needs
psychosocial wellbeing
PTSD
pulse
quality of life
radial
ramps
range of motion (ROM)
reality orientation
receptive aphasia
rectal
rectal temperature
regulation
reminiscence therapy
reminiscing
reporting
reposition
resident abuse
resident belongings
resident identification
resident independence
resident-centered care
resident's chart
resident's environment
resident's rights
residents
respectful treatment
respiration
respiratory system
responding to resident behavior
responsibility
restorative care
restraints
right patient and right tray
rights
risk factor
role
safety
Safety Data Sheet (SDS)
safety precautions
safety razor
safety techniques

scale
seclusion
seizure
self-esteem
semi-Fowlers
sensory system
sexual harassment
sexual needs
sharp’s container
shaving
side rails
simple fracture
skin care
skin integrity
slander
smoking
social needs
special diets
specimen
spiritual needs
stages of grief
standard precautions
sterilization
stethoscope
stress
stroke (CVA)
subjective
substance abuse
suicide
sundowning
supine
surgical asepsis
survey
syncope
systolic
tachycardia
temperature
terminal illness
terminology
threatening resident
toenails
toileting schedule
transfer safety
transfers

transmission-based precautions (TBP)
treating residents with respect
tube feeding
tubing
tympanic
types of isolation
unaffected
unconscious
undressing
urethral
urinary appearance

urinary catheter
urinary elimination
urinary problems
urinary system
urine
UTI
validation therapy
vancomycin-resistant enterococcus (VRE)
vision change
visual impairment
vital signs

vomitus
walker
wandering resident
weak side
weighing
wheelchair safety
white blood cells
withdrawn resident
work environment
workplace violence

Notes: