



D&S Diversified Technologies LLP

Headmaster LLP

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OKLAHOMA NURSING ASSISTANT CANDIDATE HANDBOOK OSU-OKC

(UPDATED: 11-16-2016)

CONTACT INFORMATION

Questions regarding test applications / test scheduling / eligibility to test:

8:00 am to 5:00 pm M-F (*Central Time*)

OSU-OKC Training and Development Center (405) 945-9145 or (405) 945-9121

900 N. Portland Avenue, Room 200

Oklahoma City, OK 73107

- Applications to take the CNA Test
- Test Dates & Location Options
- Cancellations or Rescheduling
- Pre-test Name or Address Changes

For Independent Testing Not Affiliated with OSU and any testing questions:

8:00 am to 6:00 pm M-F (*Mountain Time*)

Headmaster - D&S Diversified (800) 393-8664

P.O. Box 6609

Helena, MT 59604

- Questions about your Test Results

Questions about CNA certification:

8:00 am to 5:00 pm M-F (*Central Time*)

Oklahoma State Department of Health..... (405) 271-4085 or (800) 695-2157

1000 NE 10th Street Room 1111

Oklahoma City, OK 73117-1299

- Nurse Aide Registry Questions
- State & Federal Regulations
- Post-test Name or Address Changes

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INTRODUCTION

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

As defined in the OBRA regulations, a Nursing Assistant competency evaluation program provides specific standards for Nursing Assistants related knowledge and skills. The purpose of a Nursing Assistant competency evaluation program is to ensure that candidates who are seeking to be Nursing Assistants understand these standards and can competently and safely perform the job of an entry-level Nursing Assistant.

This handbook describes the process of taking the Nursing Assistant competency test and is designed to help prepare candidates for testing. There are two parts to the Nursing Assistant competency test—a multiple-choice knowledge test and a skill test. Candidates must pass both parts of the test and meet all requirements of the OSDH for certification in Oklahoma.

Oklahoma has approved D&S Diversified Technologies to provide tests and scoring services for Nursing Assistant Testing. For questions not answered in this handbook please contact D&SDT at toll free 800-393-8664 or go to www.hdmaster.com. This handbook should be kept for future reference.

APPLYING TO TAKE THE NURSING ASSISTANT TEST

To apply to take the Oklahoma Nursing Assistant Test, please contact Diane Decker, RN, at OSU-OKC at 1-405-945-9145. For independent test sites not affiliated with OSU, please contact Headmaster at 1-800-393-8664.

RETAKING THE NURSING ASSISTANT TEST

To apply to retake the Oklahoma Nursing Assistant Test, please contact Diane Decker, RN, at OSU-OKC at 1-405-945-9145. For independent test sites not affiliated with OSU, please contact your training program.

TEST DAY

- ☞ You should arrive at your confirmed test site between twenty and thirty (20-30) minutes before your test is scheduled to start.
- ☞ You must bring a **SIGNED, NON-EXPIRED, PHOTO ID (mandatory)** **and a second signature ID**. **You will not be admitted for testing if you do not bring proper ID.**

EXAMPLES OF ACCEPTED PHOTO IDENTIFICATION INCLUDE A **CURRENT (NOT EXPIRED), SIGNATURE, PHOTO AND DATE BEARING:**

- ☞ Driver's license
- ☞ State issued identification card
- ☞ Passport (*Passport Cards are not acceptable-there is no signature*)
- ☞ Alien registration card
- ☞ Tribal identification card
- ☞ Work Authorization card

EXAMPLES OF AN ACCEPTED SECOND SIGNATURE-BEARING IDENTIFICATION INCLUDE A **CURRENT (NOT EXPIRED), SIGNATURE AND DATE BEARING:**

- ☞ Social Security card (*There is no date but it is acceptable as a second form of ID*)
- ☞ Credit card or debit card
- ☞ 1st Aid or CPR card
- ☞ Hunting or fishing license
- ☞ High School ID for current year with a signature

- ☞ When you take the electronic test at a WEBETEST© site you will answer your questions using a computer.

TESTING POLICY

The following policies are observed at each test site:

- ⌚ If you arrive late for your confirmed test, or if you do not bring appropriate ID, you will not be admitted to the Test and any test fees paid will NOT be refunded. **If you NO SHOW for your testing day you will have to repay your testing fees before being allowed to test again.**
- ⌚ Cellular phones, beepers or any other electronic devices are not permitted during testing and there is no place for storage of personal belongings.
- ⌚ You are not permitted to bring personal belongings such as briefcases, large bags, study materials, extra books, or papers into the testing room. Any such materials brought into the testing room will be collected and returned to you when you have completed the test. The only exception is a non-electronic language translation dictionary that you must show to the written test proctor before you start the written test.
- ⌚ You may not take any notes or other materials from the testing room.
- ⌚ You are not permitted to eat, drink, or smoke during the test.
- ⌚ If you are discovered causing a disturbance of any kind or engaging in any kind of misconduct, you will be dismissed from the test and reported to your training program and the Oklahoma State Department of Health.
- ⌚ No visitors, guests, pets or children are allowed or will be provided for during testing.

RESCHEDULE/CANCELLATION/NO SHOW POLICIES

Reschedules – Reschedules are handled on a case-by-case basis. Please contact Diane Decker, RN, at OSU-OKC at 1-405-945-9145 or Adrienne Covington Graham, M.H.R. at OSU-OKC at 1-405-945-3383 for instructions pertaining to rescheduling.

Cancellations – Cancellations are handled on a case-by-case basis. Please contact Diane Decker, RN, at OSU-OKC at 1-405-945-9145 or Adrienne Covington Graham, M.H.R. at OSU-OKC at 1-405-945-3383 for instructions pertaining to cancellations.

No Shows- No Shows are handled on a case-by-case basis. Please contact Diane Decker, RN, at OSU-OKC at 1-405-945-9145 or Adrienne Covington Graham, M.H.R. at OSU-OKC at 1-405-945-3383 for instructions pertaining to No Shows. In the event of an unexpected event causing you to No Show your scheduled test date, please follow the directions below:

If you No Show for any of the following reasons please provide the following documentation:

Car breakdown: Headmaster (independent sites) or OSU-OKC must be contacted within one business day via phone call, fax or email and a tow bill or other appropriate documentation must be submitted within **2 business days** of the test date, if we do not receive proof within the 2 business day time frame you will have to pay as though you were a No Show.

Medical emergency: Headmaster (independent sites) or OSU-OKC must be contacted within one business day via phone call, fax or email and a doctor's note must be submitted within **5 business days** of the missed exam date, if we do not receive proof within the 5 business days time frame you will have to pay as though you were a No Show.

Death in the family: Headmaster (independent sites) or OSU-OKC must be contacted and an obituary for **immediate family only** submitted within **14 business days** from a missed test date.

SECURITY

Anyone who removes or tries to remove test material or information from the test site will be prosecuted to the full extent of the law, will be recorded as a test failure, and will not be allowed to retest for a minimum period of six months. Study materials, other than this candidate handbook, may not be brought to the test site. If you give or receive help from anyone during testing, the test will be stopped, your test will not be scored, you will be dismissed from the testing room, you will forfeit any testing fees paid, will have a NO SHOW status in our computer scoring system, and your name will be reported to the appropriate agency.

THE WRITTEN/ORAL TEST

The Written Test Proctor will give instructions for taking the electronic WebETest Written Test. You will have a maximum of ninety (90) minutes to complete the 72 question Written Test. You will be told when fifteen (15) minutes are left. You may not ask questions about the content of the Written Test (such as "What does this question mean?") You must have a score of 70% or better to pass the written portion of the test. Anyone who takes or tries to take materials or information from the testing room is subject to prosecution.

An Oral may be taken in conjunction with the Written test. If you want to take the Oral Test you must request it when you submit your application. There is an additional charge for an Oral Test. You will hear the questions on the computer headphones being read to you, in a neutral manner, and you will have control buttons on the computer screen (play, rewind, pause, etc.).

WRITTEN TEST CONTENT OUTLINE

The Written Test consists of 72 multiple-choice questions. You must score at least a 70% in order to pass the Written Test. Questions are selected from subject areas based on the Oklahoma test plan and include questions from all the required categories as defined in OBRA regulations. The subject areas are as follows:

- | | |
|--------------------------|--|
| 1. Safety (4) | 7. Communication (7) |
| 2. Infection Control (8) | 8. Data Collection (8) |
| 3. Personal Care (11) | 9. Basic Nursing Skills (10) |
| 4. Mental Health (4) | 10. Role and Responsibility (4) |
| 5. Care Impaired (4) | 11. Disease Process (4) |
| 6. Resident Rights (4) | 12. Older Adult Growth & Development (4) |

THE SKILL TEST

The purpose of the Skill Test is to evaluate your Nursing Assistant skills. You will find a complete list of skill tasks in this handbook. Hand washing will be one of the tasks you will need to perform. Four (4) additional tasks will be randomly selected from the included list for you to perform on your Skill Test. The steps that are listed for each task are the steps required for a Nursing Assistant to completely demonstrate the skill task. Steps indicated with an (*) are given more weight when scoring than other steps, **and** you must have a score of 80% on **each** task without missing any key steps (the **Bolded** steps) to pass the skill portion of the test. If you fail a single task you will have to take another skill test with five tasks on it and at least one of the tasks will be one that you failed.

WHAT TO EXPECT

- Each of the five scenarios associated with your five assigned tasks will be read to you immediately before you do each task.
- Listen carefully to all instructions given by the RN Test Observer. You may request to have any of the five scenarios repeated anytime during your skill test.
- Be sure you understand all instructions before you begin because you may not ask questions once the Skill Test begins.
- You will be given thirty (35) minutes to complete the five (5) tasks. You must correctly perform all five (5) tasks in order to pass the Skill Test. You will be told when 20 minutes have elapsed.
- If you believe you made a mistake while performing a task, say so and then repeat the task or the step on the task you believe you performed incorrectly. You may repeat any step or steps you believe you have performed incorrectly any time during your allotted 35 minutes or until you tell the RN Test Observer you are finished with the Skill Test. Once the Skill Test has begun, the RN Test Observer may not answer questions.

MANUAL SKILL TASKS LISTING

SKILL 1—HAND WASHING

1. Knock on resident's door or other simulated knock.
2. Greet resident by name
3. Introduce yourself.
4. Turn on water.
5. Wet hands.
6. Apply liquid soap to hands.
7. Rub hands together using friction.
8. Interlace fingers pointing downward.
9. Washes all surfaces of hands and wrist with liquid soap.
10. Washes around each nail bed.
11. Rubs nails against palms of opposite hands.
12. Rinse hands thoroughly under running water with fingers pointed downward.
13. Dry hands on clean paper towel(s).
14. Turn off faucet with a SECOND (last) clean dry paper towel.
15. Discard paper towels into trash container as used.
- 16. Does not re-contaminate hands at any point during the procedure.**

SKILL 2—AMBULATION WITH CANE

1. Greets resident by name and identifies that hands should be washed.
2. Explains procedure to resident.
- 3. Locks bed brakes to ensure resident's safety.**
- 4. Locks wheel chair brakes to ensure resident's safety.**
5. Brings resident to sitting position.
6. Assists resident in putting on non-skid slippers.
7. Positions cane.
8. Assists resident to stand and stabilizes cane.
- 9. Insures resident has stabilized cane in unaffected hand.**
10. Positions self behind and slightly to side of resident.
11. Safely ambulates resident at least 10 steps to wheelchair.
12. Assists resident to pivot and sit, using correct body mechanics.
13. Identifies that hands should be washed.
14. Maintains respectful, courteous interpersonal interactions at all times.
15. Leaves call bell or signal calling device within easy reach of the resident.
16. Leaves water within easy reach of the resident.

SKILL 3—AMBULATION WITH GAIT BELT

1. Greets resident by name and identifies that hands should be washed.
2. Explains procedure to be performed to the resident and obtains gait belt.
- 3. Locks bed brakes to ensure resident's safety.**
- 4. Locks wheelchair brakes to ensure resident's safety.**
5. Lowers bed to lowest position.
6. Brings resident to sitting position and places gait belt around waist to stabilize trunk.
Tightens gait belt. Checks gait belt by slipping fingers between gait belt and resident.
7. Assists resident to put on non-skid slippers.
8. Brings resident to standing position, using proper body mechanics.
9. With one hand grasping gait belt and the other stabilizing resident by holding forearm, shoulder, or using other appropriate method to stabilize, ambulates resident at least 10 steps.
10. Assists resident to pivot and sit in a controlled manner that ensures safety. Removes gait belt.
11. Identifies that hands should be washed.
12. Maintains respectful, courteous interpersonal interactions at all times.
13. Leaves call light or signaling device and water within easy reach of the resident.

SKILL 4—AMBULATION WITH WALKER

1. Greets resident by name and identifies that hands should be washed.
2. Explains procedure to resident.
- 3. Locks bed wheels to ensure resident's safety.**
- 4. Locks wheelchair brakes to ensure resident's safety.**
5. Brings resident to sitting position.
6. Assists resident to put on non-skid slippers.
7. Positions walker.
8. Assists resident to stand, stabilizes walker and insures resident has stabilized walker.
9. Positions self behind and slightly to side of resident.
10. Safely ambulates resident at least 10 steps.
11. Assists resident to pivot and sit, using correct body mechanics.
12. Identifies that hands should be washed.
13. Maintains respectful, courteous interpersonal interactions at all times.
14. Leaves call light or signaling device and water within easy reach of the resident.

SKILL 5—FLUID INTAKE

1. Identifies that hands should be washed.
2. Explains procedure to the resident.
3. Candidate observes dinner tray.
4. Uses pad, pencil, and/or RN observer provided calculator to arrive at the number of cc or ml consumed.
5. Candidate decides on cc or ml of fluid consumed from each container.
6. Candidate obtains total fluid consumed in cc or ml.
7. Candidate records total fluid consumed on recording form. (*)
- 8. Candidate's total documented fluid must be within 30cc of required range.**
9. Places call button within reach.
10. Maintains respectful, courteous interpersonal interactions.
11. Identifies that hands should be washed.

SKILL 6—BLOOD PRESSURE

1. Greets resident by name and identifies that hands should be washed.
2. Explains procedure to resident.
3. Provides for resident's privacy.
4. Assists resident into a comfortable sitting or recumbent position with forearm relaxed and supported in a palm-up position, approximately at the level of the heart.
5. Rolls resident's sleeve up about 5 inches above the elbow.
6. Applies the cuff around the upper arm just above the elbow.
7. Cleans earpieces of stethoscope appropriately and places in ears.
8. Cleans diaphragm of the stethoscope.
9. Locates brachial artery by feeling brachial pulse just above bend of elbow.
10. Places stethoscope over brachial artery.
11. Holds stethoscope snugly in place.
12. Inflates cuff until Candidate no longer hears/feels the resident's brachial pulse and inflates an additional 30mm.
13. Slowly releases air from cuff to disappearance of pulsations. Removes cuff.
14. Candidate records blood pressure reading on pad (recording form) provided. (*)
- 15. Candidate's recorded systolic and diastolic blood pressure are within 4mmHg of the Observer's.**
16. Identifies that hands should be washed.
17. Maintains respectful, courteous interpersonal interactions at all times.
18. Leaves call light or signaling device and water within easy reach of the resident.

SKILL 7—BEDPAN AND OUTPUT

1. Greets resident by name and identifies that hands should be washed.
2. Explains the procedure to resident.
3. Provides privacy for resident.
4. Puts on gloves.

5. Positions resident on bedpan correctly.
6. Positions resident on bedpan using correct body mechanics.
7. Raises head of bed to comfortable level.
8. Leaves call light and tissue within reach of resident and Candidate steps away to a private area of room.
9. When signaled by the RN Test Observer the Candidate returns.
10. Gently removes bedpan and holds while the Observer adds a known quantity of fluid.
11. Candidate measures output.
12. Empties and cleans bedpan and graduate.
13. Removes and disposes of gloves.
14. Washes/assists resident to wash and dry hands.
15. Records output on pad (recording form) provided. (*)
- 16. Candidate's recorded output is within 30ccs of RN Test Observer's reading.**
17. Lowers bed if it was raised.
18. Identifies that hands should be washed.
19. Maintains respectful, courteous interpersonal interactions at all times.
20. Leaves call light or signaling device and water within easy reach of the resident.

SKILL 8—DENTURE CARE

1. Greets resident by name and identifies that hands should be washed.
2. Explains procedure to resident.
3. Lines sink with a protective lining that would help prevent damage to the dentures. (Towel or washcloth.)
4. Puts on gloves and removes dentures from cup.
5. Handles dentures carefully to avoid damage.
6. Applies toothpaste and thoroughly brushes dentures including the inner, outer, and chewing surfaces of upper and lower dentures. Toothettes may be utilized instead of a toothbrush as long as all of the surfaces listed above are cleaned.
7. Rinses dentures using clean cool water.
8. Places dentures in rinsed cup.
9. Adds cool clean water to denture cup.
10. Cleans equipment and returns to storage.
11. Discards protective lining in an appropriate container.
12. Removes gloves and disposes of gloves in an appropriate container.
13. Identifies that hands should be washed.
14. Maintains respectful, courteous interpersonal interactions at all times.
15. Leaves call light or signaling device and water within easy reach of the resident.

SKILL 9—DRESSING RESIDENT

1. Greets resident by name and identifies that hands should be washed.
2. Explains the procedure to the resident.
3. Provides privacy for resident. (Pulls curtain.)
4. Keeps resident covered while removing gown.
5. Removes gown from unaffected side first.
6. Places used gown in laundry hamper.
7. When dressing the resident in a shirt or blouse, the Candidate inserts their hand through the sleeve of the shirt or blouse and grasps the hand of the resident, dressing from the affected side first. (*)
8. When dressing the resident in pants, the Candidate assists the resident to raise their buttocks or turns resident from side to side and draws the pants over the buttocks and up to the resident's waist, always dressing from the affected side first. (*)
9. When putting on the resident's socks, the Candidate draws the socks up the resident's foot until they are smooth.
10. Leaves the resident in correct body alignment and comfortably dressed.
11. Identifies that hands should be washed.
12. Maintains respectful, courteous interpersonal interactions at all times.
13. Leaves call light or signaling device and water within easy reach of the resident.

SKILL 10—FEEDING THE DEPENDENT RESIDENT

1. Greets resident by name and identifies that hands should be washed.
2. Explains procedure to the resident.
3. Candidate looks at diet card and indicates that resident has received the correct tray.
- 4. Positions the resident in an upright position. At least 45 degrees.**
5. Protects clothing from soiling by using napkin, bib, or towel.
6. Washes and dries resident's hands and face before feeding.
7. Discards soiled linen appropriately.
8. Sits down facing the resident while feeding resident.
9. Describes the foods being offered to the resident.
10. Offers water or other fluid frequently.
11. Offers food in small amounts at a reasonable rate, allowing resident to chew and swallow.
12. Wipes resident's hands and face during meal as needed.
13. Leaves resident clean and in a position of comfort.
14. Records intake in percentage of total solid food eaten on paper (recording form) provided. (*)
15. Records intake of fluid in ccs on pad (recording form) provided. (*)
- 16. Candidate is within 25% of the solids and within 60ccs of the fluids consumed.**
17. Identifies that hands should be washed.
18. Maintains respectful, courteous interpersonal interactions at all times.
19. Leaves call light or signaling device and water within easy reach of the resident.

SKILL 11—HAIR CARE

1. Identifies that hands should be washed.
2. Explains procedure to the resident.
3. Asks resident how they would like their hair combed/brushed.
4. Combs/brushes hair gently and completely.
5. Leaves hair neatly brushed/combed/styled.
6. Identifies that hands should be washed.
7. Maintains respectful, courteous interpersonal interactions at all times.
8. Leaves call light or signal calling device within easy reach of the resident.
9. Leaves water within easy reach of the resident.

SKILL 12—MOUTH CARE—BRUSHING TEETH

1. Greets resident by name and identifies that hands should be washed.
2. Explains procedure to the resident.
3. Provides for resident's privacy.
4. Drapes the chest with towel to prevent soiling.
5. Candidate puts on gloves.
6. Applies toothpaste to toothbrush.
- 7. Brushes resident's teeth, including the inner, outer, and chewing surfaces of all upper and lower teeth. Toothettes may be utilized instead of the toothbrush as long as all of the surfaces listed above are cleaned.**
8. Cleans tongue.
9. Assists resident in rinsing mouth.
10. Wipes resident's mouth.
11. Removes soiled linen.
12. Places soiled linen in hamper or equivalent.
13. Empties emesis basin.
14. Cleans emesis basin.
15. Rinses toothbrush.
16. Returns emesis basin and toothbrush to storage.
17. Disposes of gloves properly.
18. Leaves resident in position of comfort.
19. Identifies that hands should be washed.
20. Leaves call light or signaling device and water within easy reach of the resident.
21. Maintains respectful, courteous interpersonal interactions at all times.

SKILL 13—MOUTH CARE OF COMATOSE RESIDENT

1. Greets resident by name and identifies that hands should be washed.
2. Provides for residents privacy.
3. **Positions resident upright, as appropriate to avoid choking or aspiration –OR– positions resident on side with head turned well to one side, to avoid choking or aspiration.**
4. Drapes chest/bed as needed to protect from soiling.
5. Puts on gloves.
6. Uses swab and/or toothbrush and cleaning solutions.
7. Gently *and* thoroughly cleans the inner, outer, and chewing surfaces of ALL upper and lower teeth.
8. Gently *and* thoroughly cleans the gums and tongue.
9. Cleans, dries face.
10. Returns resident to position of comfort and safety.
11. Cleans and replaces equipment.
12. Discards disposable items in waste can.
13. Discards towel and washcloth in linen hamper.
14. Removes gloves and disposes properly.
15. Identifies that hands should be washed.

SKILL 14—NAIL CARE

1. Greets resident by name and identifies that hands should be washed.
2. Explains procedure to the resident.
3. Immerses nails in comfortably warm soapy water and soaks for at least five (5) minutes.
 - * a. (The five minutes may be verbalized by the candidate and acknowledged by the RN Observer.)
4. Gently cleans under nails with the orange stick.
5. Dries hand thoroughly, being careful to dry between fingers.
6. Gently pushes cuticle back with the washcloth.
7. Files each fingernail.
8. Cleans equipment.
9. Returns equipment to storage.
10. Discards soiled linen in linen hamper or equivalent.
11. Identifies that hands should be washed.
12. Maintains respectful, courteous interpersonal interactions at all times.
13. Leaves call light or signaling device within easy reach of the resident.

SKILL 15—OCCUPIED BED

1. Greets resident by name and identifies that hands should be washed.
2. Gathers linen.
3. Transports linen correctly.
4. Places clean linen over back of chair.
5. Explains procedure to resident.
6. Provides privacy.
7. **Raises side rail opposite working side of bed.**
8. Raises bed to working height.
9. Resident is to remain covered at all times.
10. Assists resident to roll onto side toward raised side rail. Side rail remains up on side opposite candidate.
11. Rolls or fan folds soiled linen, soiled side inside, to the center of the bed.
12. Places clean bottom sheet along the center of the bed and rolls or fan folds linen against resident's back and unfolds remaining half.
13. Secures two fitted corners.
14. **Raises second side rail.**
15. Assists the resident to roll over the bottom linen, preventing trauma and avoidable pain to resident.
16. Removes soiled linen without shaking.
17. Avoids placing dirty linen on the over bed table, chair, or floor.

18. Avoids touching linen to uniform.
19. Disposes of soiled linen in hamper or equivalent.
20. Pulls through and smooths out the clean bottom linen.
21. Secures the other two fitted corners.
22. Places clean top linen and blanket or bed spread over covered resident.
23. Removes used linen keeping resident unexposed at all times.
24. Tucks in top linen and blanket or bedspread at the foot of bed.
25. Makes mitered corners at the foot of the bed.
26. Applies clean pillow case, with zippers and/or tags to inside.
27. Gently lifts resident's head while replacing the pillow.
28. Lowers bed if it was raised.
29. Returns side rails to original position. (*)
30. Identifies that hands should be washed.
31. Maintains respectful, courteous interpersonal interactions at all times.
32. Leaves call light or signaling device and water within easy reach of the resident.

SKILL 16—MAKING UNOCCUPIED BED

1. Identifies that hands should be washed.
2. Gathers linen.
3. Transports linen correctly.
4. Places clean linen over back of chair.
5. Elevates bed to appropriate working height.
6. Removes soiled linen from bed without contaminating uniform.
7. Places removed linen in appropriate container.
- 8. Does not put clean or dirty linen on the overbed table or floor.**
9. Applies bottom fitted sheet, keeping it straight and centered.
10. Makes bottom linen smooth and/or tight, free of wrinkles.
11. Places clean top linen and blanket or bed spread on the bed.
12. Tucks in top linen and blanket or bedspread at the foot of the bed.
13. Makes mitered corners at the foot of the bed.
14. Applies clean pillowcase with zippers and/or tags to inside of pillowcase.
15. Leaves bed completely and neatly made.
16. Returns bed to lowest position if it was raised.
17. Identifies that hands should be washed.

SKILL 17—BED BATH-FACE, ARM, HAND, AND UNDERARM

1. Greets resident by name and identifies that hands should be washed.
2. Explains procedure to the resident.
3. Pulls privacy curtain.
4. Raises bed to appropriate working level.
5. Covers resident with a bath blanket.
6. Removes top bed linens. Fanfolds to resident's waist.
7. Removes resident's gown without exposing resident.
8. Fills basin with comfortably warm water.
9. Uses clean wet wash cloth and wipes each eye gently from the inner to the outer using a clean section of the wash cloth with each stroke.
10. Washes face WITHOUT SOAP and dries face.
11. Places towel under arm, exposing one arm.
12. Washes arm, hand and underarm using soap and water.
13. Rinses arm, hand and underarm.
14. Dries arm, hand and underarm.
15. Assists resident to put on a clean gown.
16. Properly cleans and stores all equipment used.
17. Disposes of soiled linen in appropriate container.
18. Lowers bed if it was raised.
19. Identifies that hands should be washed.
20. Maintains respectful, courteous interpersonal interactions at all times.
21. Leaves call light or signaling device and water within easy reach of the resident.

SKILL 18—PERINEAL CARE FEMALE

1. Greets resident by name and identifies that hands should be washed.
2. Explains procedure to the resident. (mannequin)
3. Pulls curtain; provides privacy.
4. Raises the bed to proper working height.
5. Fills basin with comfortably warm water.
6. Raises side rail opposite working side of bed. (*)
7. Turns resident toward raised side rail or raises hips and places water proof pad under buttocks.
8. Puts on gloves.
9. Exposes perineum only.
10. Separates labia.
11. Uses water and soapy washcloth.
12. Cleans one side of labia from top to bottom. (*)
13. Uses a clean portion of a wash cloth with each stroke.
14. Rinses the area.
15. Dries the area.
16. In like manner, cleans other side of labia from top to bottom using a clean portion of a wash cloth with each stroke. (*)
17. Covers the exposed area with the bath blanket.
18. Assists resident to turn onto side away from the candidate.
19. With a clean wash cloth, cleans the rectal area.
20. Uses water, washcloth and soap.
21. Cleans area from vagina to rectal area with single strokes. (*)
22. Rinses area.
23. Dries area.
24. Positions resident (mannequin) on their back.
25. Turns resident toward raised side rail or raises hips and removes water proof pad from under buttocks.
26. Disposes of soiled linen in an appropriate container.
27. Cleans equipment.
28. Replaces equipment.
29. Disposes of gloves in appropriate container.
30. Lowers bed, if it was raised.
31. Lowers side rail. (*)
32. Identifies that hands should be washed.
33. Leaves call light or signaling device and water within easy reach of the resident.

SKILL 19—POSITION RESIDENT ON LEFT SIDE

1. Greets resident by name and identifies that hands should be washed.
2. Explains what is to be done and how the resident may help.
3. Pulls curtain, provides privacy.
4. Positions bed flat.
5. Raises bed to appropriate working height.
- 6. Insures that the resident's face never becomes obstructed by the pillow.**
- 7. Raises side rail on left side of the bed.**
8. From the right side—moves upper body toward self.
9. Moves hips toward self.
10. Moves legs toward self.
11. Assists/turns resident on their left side.
12. Checks to be sure resident is not lying on their left arm.
13. Maintains correct body alignment.
14. Places support devices such as pillows, wedges, blankets, etc., to maintain correct body alignment and protect bony prominences, under head, under right arm, behind back and between knees. (*)
15. Lowers bed if it was raised.
16. Lowers side rail. (*)

17. Identifies that hands should be washed.
18. Maintains respectful, courteous interpersonal interactions at all times.
19. Leaves call light or signaling device and water within easy reach of the resident.

SKILL 20—RANGE OF MOTION HIP & KNEE

1. Greets resident by name and identifies that hands should be washed.
2. Explains procedure to the resident.
3. Pulls curtain; provides for resident's privacy.
4. Positions resident supine and in good body alignment.
5. Correctly supports joints at all times by placing one hand under the knee and the other hand under the heel.
6. Moves the entire leg away from the body. (abduction)
7. Moves the entire leg back toward the body. (adduction)
8. Completes abduction and adduction of the hip three times.
9. Continue to correctly support joints and bend the resident's knee and hip toward the resident's trunk. (flexion of the hip and knee at the same time)
10. Straighten the knee and hip. (extension of knee and hip at the same time)
11. Complete flexion and extension of knee and hip three times.
- 12. Does not cause discomfort or pain and does not force any joint beyond the point of free movement. Candidate must ask if they are causing any pain or discomfort.**
13. Leaves resident in a comfortable position.
14. Identifies that hands should be washed.
15. Maintains respectful, courteous interpersonal interactions at all times.
16. Leaves call light or signaling device and water within easy reach of the resident.

SKILL 21—RANGE OF MOTION ONE SHOULDER

1. Greets resident by name and identifies that hands should be washed.
2. Explains procedure to the resident.
3. Pulls curtain; provides for resident's privacy.
4. Positions resident on their back in good body alignment.
5. Correctly supports the resident's joint by placing one hand under their elbow and the other hand under the resident's wrist.
6. Raises resident's arm up and over the resident's head. (flexion)
7. Brings the resident's arm back down to the resident's side. (extension)
8. Completes full range of motion for shoulder through flexion and extension three times.
9. Continue supporting joints correctly and move the resident's entire arm out away from the body. (abduction)
10. Return the resident's arm to the side of the resident's body. (adduction)
11. Complete full range of motion for shoulder through abduction and adduction three times.
- 12. Does not cause discomfort or pain and does not force any joint beyond the point of free movement. Candidate must ask if they are causing any pain or discomfort.**
13. Leaves resident in a comfortable position.
14. Identifies that hands should be washed.
15. Maintains respectful, courteous interpersonal interactions at all times.
16. Leaves call light or signaling device and water within easy reach of the resident.

SKILL 22—TRANSFER FROM WHEELCHAIR TO BED USING A GAIT BELT

1. Greets resident by name and identifies that hands should be washed.
2. Explains procedure to be performed to the resident.
3. Positions wheelchair at foot or head of bed.
- 4. Insures resident's safety. Locks wheelchair brakes.**
- 5. Insures resident's safety. Locks bed brakes.**
6. Places gait belt around the resident, below the rib cage and above their waist, to stabilize trunk.
7. Tightens gait belt so that fingers of Candidate's hand can be comfortably slipped between gait belt and resident.
8. Grasps the gait belt with both hands to stabilize the resident.
9. Brings resident to standing position using proper body mechanics.

10. Assists resident to pivot and sit on bed in a controlled manner that ensures safety.
11. Removes gait belt.
12. Assists resident in removing non-skid slippers.
13. Assists resident to move to center of bed, supporting extremities as necessary.
14. Makes sure resident is comfortable and in good body alignment.
15. Identifies that hands should be washed.
16. Maintains respectful, courteous interpersonal interactions at all times.
17. Leaves call light or signaling device and water within easy reach of the resident.

SKILL 23—TRANSFER FROM BED TO WHEELCHAIR USING A GAIT BELT

1. Greets resident by name and identifies that hands should be washed.
2. Explains the procedure to be performed to the resident and obtains a gait belt.
3. Positions wheelchair at the foot or head of the bed.
- 4. Locks wheelchair brakes to ensure resident's safety.**
- 5. Locks bed brakes to ensure resident's safety.**
6. Lowers bed to lowest position.
7. Assists resident to sitting position and places gait belt around waist to stabilize trunk. Tightens gait belt. Checks gait belt by slipping fingers between gait belt and resident.
8. Assists resident to put on non-skid slippers.
9. Brings resident to a standing position using proper body mechanics.
10. With one hand grasping the gait belt and the other stabilizing resident by holding forearm, shoulder, or using other appropriate method to stabilize, transfers resident from bed to wheelchair.
11. Assists resident to pivot and sit in a controlled manner that ensures safety.
12. Identifies that hands should be washed.
13. Maintains respectful, courteous interpersonal interactions at all times.
14. Leaves call light or signaling device and water within easy reach of the resident.

SKILL 24—VITAL SIGNS – TEMPERATURE (ORALLY W/ DIGITAL ORAL THERMOMETER), PULSE AND RESPIRATIONS

1. Greets resident by name and identifies that hands should be washed.
2. Explains procedure to resident
3. Provides privacy.
4. Puts on one glove.
5. Correctly turns on digital oral thermometer and places sheath on thermometer.
6. Gently inserts bulb end of thermometer in mouth under tongue.
7. Holds thermometer in place for appropriate length of time.
8. Removes thermometer.
9. Candidate reads and records the temperature reading on paper (recording form) provided. (*)
- 10. Candidate's recorded temperature varies no more than .1 degree from Observer's recorded temperature.**
11. Candidate discards sheath appropriately.
12. Candidate disposes of glove in appropriate container.
13. Identifies that hands should be washed.
14. Locates the radial pulse by placing tips of fingers on thumb side of the resident's wrist.
15. Counts pulse for 60 seconds.
 - * a. Tell the Observer when you begin counting and when you stop counting. Observer counts at the same time, taking all cues from the candidate.
 - * b. The Observer checks the resident's pulse rate at the same time using the resident's other side. Observer does not stop counting until after the Candidate stops counting by Candidate telling the Observer they have stopped counting.
16. Candidate records pulse rate on the sheet of paper (recording form) provided. (*)
- 17. Candidate's recorded pulse rate is within 4 beats of Observer's recorded rate.**
18. Candidate counts respirations for 60 seconds.
 - * a. Tell the Observer when you begin counting and when you stop counting. Observer counts at the same time, taking all cues from the candidate.
 - * b. The Observer checks the resident's respiratory rate at the same time as the Candidate. Observer does not stop counting until after the Candidate stops counting by Candidate telling the Observer they have stopped counting.

19. Candidate records respirations on sheet of paper (recording form) provided. (*)
- 20. The Candidate's recorded respiratory rate is within 2 breaths of the Observer's recorded rate.**
21. Identifies that hands should be washed.
22. Maintains respectful, courteous interpersonal interactions at all times.
23. Leaves call light or signaling device and water within easy reach of the resident.

SKILL 25—VITAL SIGNS – TEMPERATURE (AXILLARY WITH A DIGITAL THERMOMETER), PULSE AND RESPIRATIONS

1. Identifies that hands should be washed.
2. Explains procedure to resident.
3. Provides for resident's privacy.
4. Candidate dries inner armpit of resident.
5. Correctly turns on digital thermometer.
6. Places thermometer in the center of the Axilla.
7. Holds thermometer in place for the appropriate length of time.
8. Removes thermometer.
9. Candidate reads and records on the pad of paper (recording form) the temperature reading. (*)
- 10. Candidate's recorded temperature varies no more than 0.1 degrees from the Observer's recorded temperature.**
11. Candidate discards sheath appropriately.
12. Locates the radial pulse by placing tips of fingers on the thumb side of the resident's wrist.
13. Counts pulse for 60 seconds.
 - * a. Tell the Observer when you begin counting and when you stop counting.
Observer counts at the same time, taking all cues from the candidate.
 - * b. The Observer checks the resident's pulse rate at the same time using the resident's other side.
Observer does not stop counting until after the Candidate stops counting by Candidate telling the Observer they have stopped counting.
14. Records pulse on the pad of paper (recording sheet). (*)
- 15. Candidate's recorded pulse rate is within 4 beats of the Observer's recorded rate.**
16. Candidate counts respirations for 60 seconds.
 - * a. Tell the Observer when you begin counting and when you stop counting.
Observer counts at the same time, taking all cues from the candidate.
 - * b. The Observer checks the resident's respiratory rate at the same time as the Candidate.
Observer does not stop counting until after the Candidate stops counting by Candidate telling the Observer they have stopped counting.
17. Records respiratory rate on the pad of paper (recording sheet). (*)
- 18. The candidate's recorded respiratory rate is within 2 breaths of the Observer's recorded rate.**
19. Identifies that hands should be washed.
20. Maintains respectful, courteous interpersonal interactions at all times.
21. Leaves call light or signal calling device within easy reach of the resident.

SKILL 26—WEIGHING AN AMBULATORY RESIDENT

1. Greets resident by name and identifies that hands should be washed.
2. Explains procedure to resident.
- 3. Checks balance of scale before weighing resident and balances or zeros as necessary.
-- A digital scale is not allowed. --**
- 4. Insures resident's safety. Locks wheelchair brakes.**
5. Assists resident to stand and walks them to the scale.
6. Assists resident to step on scale.
7. Checks that resident is balanced and centered on scale with arms at side and not holding on to anything that would alter reading of the weight.
8. Appropriately adjusts weights until scale is in balance or observes analog scale.
9. Reads weight.
10. Safely returns resident to wheelchair and assists to sitting position.
11. Records weight on paper (recording form) provided. (*)
- 12. Candidate's recorded weight varies no more than 2 lb. from Observer's reading.**
13. Maintains respectful, courteous interpersonal interactions at all times.
14. Leaves call light or signaling device and water within easy reach of the resident.

TEST RESULTS

After you have completed both the Written Test and Skill Test components your test results will be sent to the OSDH. You will be certified by the Department only after you meet all Department requirements including passing both the written and skill test components.

If you fail either test component, you must reapply to retake the component that you failed. Procedures for reapplying and detailed test diagnostics are included in a failure notification letter mailed to your address of record.

Test results will be available the same day that they are graded (24 to 48 hours after an electronic test event **excluding** Saturdays, Sundays and Holidays) **after** 6:00 p.m. Mountain Time (7:00 p.m. Oklahoma time) on our website at www.hdmaster.com. Also, an official test results letter is mailed via the United States Postal Service the same day tests are scored.

You may access your test results on-line at www.hdmaster.com, click on Oklahoma, click on On-line Test Results

Oklahoma CNA Testing and Certification

D&S Diversified Technologies LLP is honored to partner with the OSU-OKC Technology Education Center to provide testing for NA candidates completing their Nurse Aide training program. Visit this site frequently to stay apprised of the latest developments. We welcome other Oklahoma training programs to utilize our services also. Call 800-393-8664 for more information.

Please Note - Effective March 23, 2009: When entering new candidate's for testing you will be required to select the candidate's Legal Presence status and attest to the fact that a copy of the candidate's Affidavit of Lawful Presence will be kept on file subject to verification.

Candidate Forms	Test Site Forms	Observer Forms	Contacts
Testing Application Form 1101	Test Site Agreement Form 1502	Confidentiality/Non-disclosure Agreement Form 1501	Please feel free to contact us if you have questions, concerns, or suggestions about our service. We value the feedback we receive from everyone involved in the Oklahoma CNA training, testing, and certification process.
ADA Accommodation Application Form 1404	Test Site Equipment List Form 1503	Test Observer Equipment List Form 1503	
Candidate Handbook	WebE Test @ On-line Testing	Test Observer Agreement Form 1505	
CNA Vocabulary List	WebE Test @ Start Page	Written Test Proctor / Actor Training Affidavit Form 1511	
Affidavit of Lawful Presence		Test Observer Application Form 1500	D&S Diversified Teresa Whitney Program Manager P.O. Box 6609 Helena, MT 59604 Phone: (800) 393-8664 Fax: (406) 442-3357 hdmaster@hdmaster.com
Available Now		Available now!	
On-line Test Results	You will need a reader to view and print most of these documents. You may download it here.	Select above for one of these next day training program reports.	
Visitors		<ul style="list-style-type: none"> Written Exam Details Candidate Details Skill Exam Details 	

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1. Type in your social security number
2. Type in your test date
3. Type in your birth date
4. Click on Submit Score Report Request

Directions

To receive your online score report you must complete the fields as indicated below using the **required formats**. If you are certain that you have completed the fields correctly, and you do not receive a score report, it is likely that your tests have not been scored. Electronic tests require 1 day for official scoring, while paper tests require 1 to 4 days depending on mail service. If you do not receive a score report, please return at a later date and submit your request.

Required Login Fields

Please enter your social security # or test ID: 000000000

Please enter the test date: 04/01/2014 (mm/dd/yyyy)

Please enter your birthdate: 01/01/1975 (mm/dd/yyyy)

Submit Score Report Request

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Test Result Review Requests: You may request a review of your test results. There is a \$25 test review fee. To request a review submit \$25 (cashier's check, money order, credit or debit card with expiration date) along with a detailed explanation of why you feel your results are incorrect. (This fee partially offsets the cost incurred by Headmaster for services requested and resulting work that is performed.) You must submit your request for a review, the payment and a detailed explanation via email, fax or mail **within 10 business days** of your test date (excluding Saturdays, Sundays and Holidays). Late requests or requests missing review fees will be returned and will not be considered. 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. Headmaster will re-check the scoring of your test and may contact you and/or the RN Test Observer for any additional recollection of your test(s). Headmaster will complete your review request within 10 business days of the receipt of your timely review request and will email or mail the review results to your email address or physical address of record. The review result determination will either: Uphold your test result as scored and may or may not award a free knowledge and or skill retake, or modify your test results and refund your test review fee.

WRITTEN PRACTICE TEST

Available on our web site at www.hdmaster.com we offer a free written test question of the day and a ten question online practice test. You may also purchase complete practice tests that are randomly generated, based on the State test plan, and each practice test taken will be unique. A mastery learning testing method is used. This means candidates must get the question they are attempting correct before they may move onto 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. Visit www.hdmaster.com for more details.

SAMPLE QUESTIONS

The following questions are samples of the kinds of questions that you will find on the Written/Oral Test. Check your answers to these questions using the answer box below.

1. Clean linens that touch the floor should be:

- (A) Picked up quickly and placed back on the clean linen cart
- (B) Used immediately on the next resident bed
- (C) Considered dirty and placed in the soiled linen hamper
- (D) Used only in the room with the floor the linen fell on

2. A soft, synthetic fleece pad placed beneath the resident:

- (A) Takes pressure off the back
- (B) Provides warmth for the resident
- (C) Gives the resident a sense of security
- (D) Should only be used with bedridden residents

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: 1C – 2A – 3D

OKLAHOMA NURSE AIDE VOCABULARY STUDY LIST

Words to study for your written exam

abandonment	biohazard	CPR
abdominal thrust	bladder training	cross contamination
abduction	bleeding	cueing
abduction pillow	blindness	CVA
abnormal vital signs	blood pressure	cyanotic
absorption	body alignment	death and dying
abuse	body fluids	decubitus ulcer
accidents	body language	deeper tissue
activities	body mechanics	dehydration
acute	bone loss	delusions
adaptive devices	bowel program	dementia
adduction	breathing	denial
ADL	brittle bones	dentures
admitting resident	broken equipment	depression
affected side	call light	diabetes
aging process	cancer	diabetic
agitation	cane	dialysis
alternative therapy	cardiac arrest	diastolic
Alzheimer's	cardiovascular system	diet
ambulation	care impaired	dietitian
amputees	care plan	digestion
anemia	cataracts	discharging resident
anger	catheter care	disease
anterior	cc's in an ounce	disinfection
antibacterial	central nervous system	disoriented resident
antiembolic stockings	charge nurse	disposing of contaminated
anxiety	chemotherapy	materials
aphasia	choking	disrespectful treatment
apical	chronic	dizziness
appropriate response	circulation	DNR
arteries	cleaning	documentation
arthritis	clear liquid diet	dressings
artificial eye	cold compress	dying
aspiration	colostomy	dysphagia
assistive device	combative resident	dyspnea
atrophy	communication	dysuria
axillary temperature	compensation	edema
back strain	competency evaluation	ego-integrity
bacteria	program	elastic stockings
bargaining	compressions	electrical equipment
basic needs	confidentiality	elevate head
basic skin care	confused resident	elimination
bathing	congestive heart failure	emesis basin
bed cradle	constipation	emotional lability
bed height	constrict	emotional needs
bed making	contact isolation	emotional stress
bed position	contamination	emotional support
bedpan	contracture	empathy
bedrest	converting measures	emphysema
behavioral care plan	COPD	enema

ethics
exercise
extension
extremity
eye glasses
falls
fecal impaction
feeding
fire safety
flatus
flexed
flexion
fluid intake
Foley catheter
foot board
foot care
foot drop
Fowler's position
fracture pan
fractures
fraud
frequent urination
gait belt
gastric feedings
gastrostomy tube
geriatrics
gestures
glass thermometer
gloves
grand mal seizure
grieving process
guardian
hair care
hand care
hand tremors
hand washing
health-care team
hearing aid
hearing impaired
hearing loss
heart muscle
height
helping residents
hemiplegia
hereditary
hip prosthesis
HIPAA
HIV
hospice care
Huntington's
hydration
hyperglycemia
hypertension
hyperventilation
hypoglycemia
ice bag
identifying residents

immobility
immune system
impairment
incontinence
indwelling catheter
infection
infection control
in-house transfer
initial observations
input and output
in-service programs
insulin
intake
intake and output
integumentary system
interpersonal skills
isolation
IV care
jaundice
job application
laxatives
life support
lift/draw sheet
linen
listening
living will
log rolling
low sodium diet
macular degeneration
making occupied bed
mask
Maslow
material safety data sheets
measuring height
measuring temperature
mechanical soft diet
medical record
medications
memory loss
mentally impaired
microorganisms
military time
minerals
mistreatment
morning care
mouth care
moving
mucous membrane
multiple sclerosis
muscle spasms
musculoskeletal system
nail care
nasal cannula
nausea
needles
neglect
new resident

non-contagious disease
nonverbal communication
NPO
nursing assistant's role
nutrition
objective
OBRA
occupied bed
ombudsman
oral care
oral hygiene
oral temperature
orientation
oriented
osteoarthritis
osteoporosis
ostomy bag
overbed table
oxygen
pain
paralysis
paranoia
Parkinson's
partial assistance
partial bath
passive
pathogens
patience
perineal care
peripheral vascular disease
peristalsis
personal belongings
personal care
personal items
personal protective
equipment
personal stress
pet therapy
petit mal seizure
phone etiquette
physical needs
physician's authority
plaque
plate rim
pleura
podiatrist
positioning resident
post mortem care
postural hypotension
pressure ulcers
preventing falls
preventing injury
privacy
progressive
projection
prosthesis
protective equipment

psychological needs
psychosis
pulse
quadriplegia
radial
ramps
range of motion
rationalization
reality orientation
rectal
rehabilitation
religious service
reminiscing
reporting
reposition resident
resident abuse
resident belongings
resident centered care
resident identification
resident independence
resident information
resident pain
resident treatment
resident trust
resident unit
residents
Resident's Bill of Rights
resident's chart
resident's environment
resident's families
respectful treatment
respirations
respiratory symptoms
respiratory system
responding to resident
behavior
responsibilities
restorative care
restraints
resuscitation
rights
rigidity

safety and security need
safety procedures
scabies
scale
secretions
security
seizure
self-actualization
self-esteem
semi-prone position
sensory system
sexual harassment
sexual needs
shampoo tray
sharing information
sharps container
shaving
shearing of skin
shock
side rails
Sims position
skin integrity
smoking
social needs
social worker
soiled linen
specimen
spiritual needs
stages of grief
standard precautions
sterilization
stress
stroke
strong side
subjective
suicide
sundowning
supine
supplemental feedings
swelling
systolic
tachycardia

TED hose
tendons
terminal illness
thickened liquids
TIA
tips
transfers
transport bag
treating residents with
respect
tub bath
tube feeding
twice daily
tympanic temperatures
unaffected
unconscious
unsteady
urethral
urinary catheter bag
urinary problems
urinary system
urination
urine
validation therapy
varicose veins
vision change
vital signs
vitamins
vomit
walker
wandering resident
water intake
water temperature
waterless handsoap
weak side
weighing
weight
well balanced meal
well-being
wheelchair safety
white blood cells
withdrawn resident