

OREGON INSTRUCTOR WORKSHOP

Presented: April 2022

For Testing Effective: June 1, 2022

PRESENTED BY D&S DIVERSIFIED TECHNOLOGIES – HEADMASTER, LLP

WELCOME!

The purpose of the Instructor Workshop is to provide Instructors with insight into the testing day so they can better prepare their candidates for their nurse aide exam.

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

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

Take the tools and tips we give you in this workshop and use them in your labs and during mock testing as you prepare your candidates for their nurse aide competency

Updates to Testing

Effective 6-1-2022

Knowledge Exam

UPDATES TO TESTING EFFECTIVE 6-1-2022

CHANGE TO NURSE AIDE TEST PLAN # OF QUESTIONS

NURSE AIDE TEST PLAN

BASIC NURSING SKILLS: *decrease* from 10 to 6 questions

CARE IMPAIRED: *increase* from 3 to 5 questions

CLIENT RIGHTS: *decrease* from 7 to 5 questions

COMMUNICATIONS: *increase* from 5 to 14 questions

DATA COLLECTION: *increase* from 4 to 7 questions

DISEASE PROCESS: *decrease* from 6 to 4 questions

GROWTH & DEVELOPMENT: *decrease* from 4 to 2 questions

INFECTION CONTROL: *decrease* from 10 to 5 questions

MENTAL HEALTH: *increase* from 4 to 6 questions

PERSONAL CARE: *increase* from 9 to 11 questions

ROLE & RESPONSIBILITY: *decrease* from 8 to 7 questions

SAFETY: *decrease* from 10 to 8 questions

THE NURSE AIDE TEST RETAINS 80 QUESTIONS.

SUBJECT AREA	NUMBER OF QUESTIONS
Basic Nursing Skills	10 ↓ 6
Care Impaired	3 ↓ 5
Client Rights	7 ↓ 5
Communication	5 ↑ 14
Data Collection	4 ↑ 7
Disease Process	6 ↓ 4
Growth & Development Across the Ages	4 ↓ 2
Infection Control	10 ↓ 5
Mental Health	4 ↑ 6
Personal Care	9 ↑ 11
Role and Responsibility	8 ↓ 7
Safety	10 ↓ 8

UPDATES TO TESTING EFFECTIVE 6-1-2022

MEDICATION AIDE TEST PLAN

NO CHANGES WERE MADE TO THE
MEDICATION AIDE EXAM.

THE MEDICATION AIDE TEST RETAINS 80 QUESTIONS.

Updates to Testing

Effective 6-1-2022

Skills Exam

UPDATES TO TESTING EFFECTIVE 6-1-2022

Assisting a Client to use a Bedpan with Hand Washing

ONE OF FIVE POSSIBLE MANDATORY TASKS

The step of **‘Provides a wet cloth to the client’** will be replaced with:

‘Provides hand hygiene for the client.’

To provide hand hygiene for the client, the candidate may:

- 1) Use a wet washcloth,
- 2) Rub hand sanitizer over all surfaces of the client’s hands,
- 3) Use a disposable wipe

UPDATES TO TESTING EFFECTIVE 6-1-2022

Assisting a Client to use a Bedpan with Hand Washing (continued)

ONE OF FIVE POSSIBLE MANDATORY TASKS

The step of 'Provides a dry cloth to the client' will be **REMOVED.**

UPDATES TO TESTING EFFECTIVE 6-1-2022

Bed Bath (Partial – Face, Arm, Hand and Underarm)

The step of **‘Covers client with a bath blanket or sheet’** will be replaced with:

‘Covers client with a bath blanket.’

The use of covering with a sheet has been removed from this step.

Testing Information

Mandatory ID Requirements for Testing

TWO ORIGINAL (NO PHOTO COPIES) FORMS OF IDENTIFICATION ARE REQUIRED

CURRENT (NON-EXPIRED), SIGNED, PHOTO-BEARING FORM OF IDENTIFICATION

AND A SECOND

CURRENT (NON-EXPIRED), SIGNED FORM OF IDENTIFICATION



-SIGNATURES MUST MATCH ON BOTH FORMS OF ID-

The candidate's FIRST and LAST names on the sign-in sheet at testing **must exactly match** the FIRST and LAST names printed on both of the candidate's forms of ID

The name on the candidate's two forms of identification must match the name entered in the TestMaster Universe® (TMU) database and on their nursing assistant application packet submitted to the OSBN.

Mandatory ID Requirements for Testing

Examples of Acceptable Forms of Signed, Photo-Bearing Identification:

- ❖ Driver's License (*non-expired from any state is acceptable*)
- ❖ State issued Identification Card (*non-expired from any state is acceptable*)
- ❖ Passport (Passport Cards **are not** valid, they do not have a signature)
- ❖ Alien Registration Card
 - (may contain a fingerprint in place of a signature)
- ❖ Tribal Identification Card (that meets all identification criteria)
- ❖ Work/Employment Authorization Card
- ❖ Military ID (that meets all identification criteria)



Examples of Acceptable Secondary Forms of Signed Identification:

- ❖ Social Security Card
- ❖ Credit or Debit Card
- ❖ 1st Aid or CPR Card
- ❖ School or High School ID for the current year



PLEASE NOTE: A driver's license or state-issued ID card that has a hole punched in it is NOT VALID and will not be accepted as an acceptable form of ID.

Testing Attire

There is no mandated or required dress code.

However-

- ❖ Candidates should wear comfortable, appropriate clothing and non-skid shoes.
- ❖ Candidates may wear nursing assistant attire, such as scrubs, if they wish.
 - Candidates will not be allowed to test if they wear inappropriate or revealing clothing.

ADA – Accommodations Request

- ❖ Candidates who have a documented medical or learning disability are encouraged to apply for an ADA Accommodation for testing with OSBN.
- ❖ Information regarding ADA requests from the Candidate Handbook:

Americans with Disabilities Act (ADA)

ADA Compliance

If you have a qualified disability, you may request special accommodations for examination when you apply. Accommodations must be approved by the Oregon State Board of Nursing (OSBN) in advance of examination. The request for ADA Accommodation is available on the OSBN website or by calling OSBN. This form must be submitted with your application packet.

Oregon Candidate Handbook

Effective 6-1-2022



D&S Diversified Technologies LLP

Headmaster LLP

Oregon Nurse Aide Candidate Handbook

EFFECTIVE: June 1, 2022

Version 12.0

The Candidate Handbook contains valuable information:

- ❖ Application to Obtain Oregon CNA1 Certification
- ❖ ADA's
- ❖ The Nurse Aide Competency Exam
 - Signing in to Account in TMU©
 - Exam Check-In
 - Identification Requirements
 - Reschedule and No Show's
 - Testing Policies
 - Exam Results,
 - Etc.
- ❖ The Knowledge Test
 - Test Content
 - Subject Areas
 - Vocabulary Words
- ❖ The Manual Skills Test
 - What to Expect for the Skills Test
 - Skill Task Listing by Step

AND MUCH MORE.....

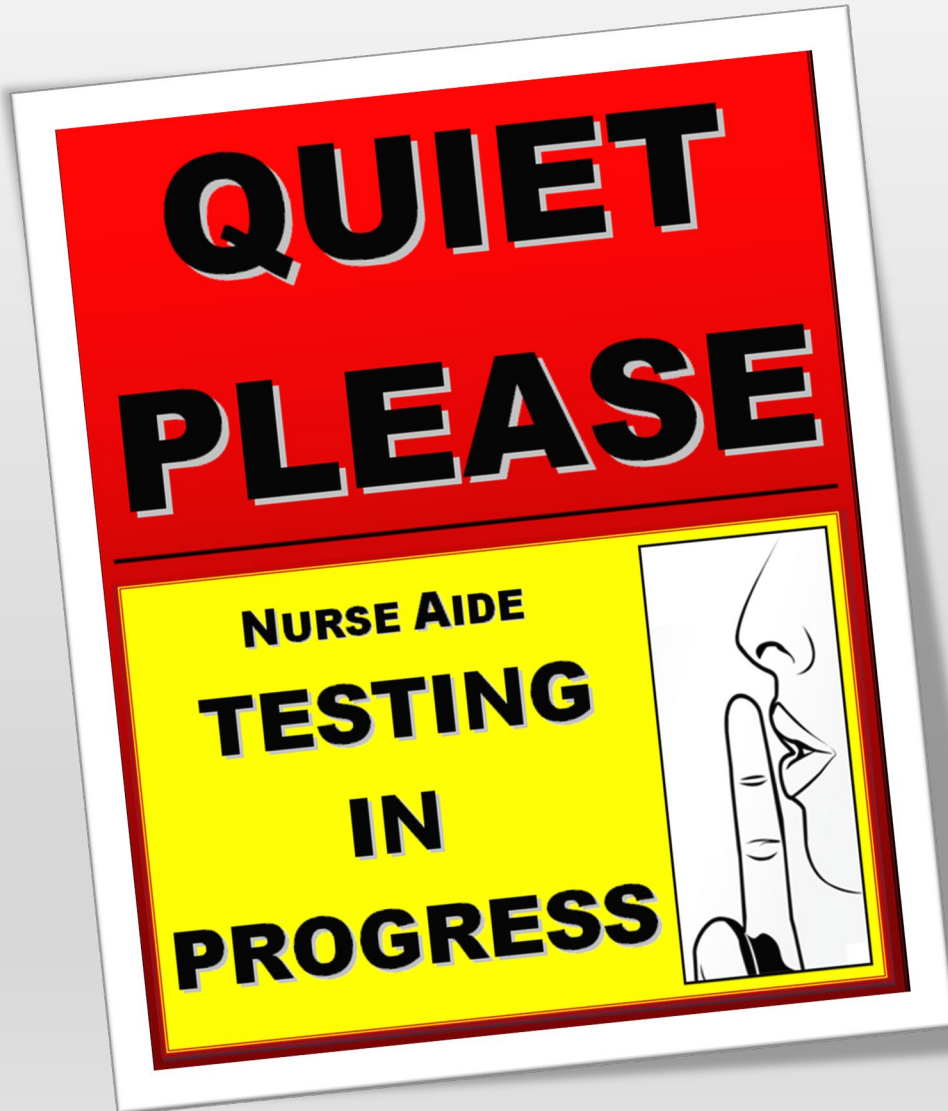
It is very important that Candidate's are familiar with the Candidate Handbook!

Testing Information and Materials

Items Used and Seen at a Test Event

(for candidates to be familiar with)

Quiet Sign



- ❖ Quiet signs will be posted in the testing area.
- ❖ Candidates need to be mindful while in the waiting area to keep the noise level to a minimum for those in the testing rooms.

Knowledge & Skills Tests Have Started

- ❖ Testing has started signs will be posted on the knowledge test room and skills test room doors when the door is closed and the tests are started.
- ❖ If candidates see these signs on the closed doors, they are not to interrupt the test event in progress!



Relaxation Area

- ❖ The relaxation area is two chairs placed in an area in the skills testing room away from the demonstration work area.
- ❖ Candidates will be directed to go to the relaxation area in between tasks so that the testing team can set up for the next task.
- ❖ Setting up between tasks takes a matter of seconds.



Recording Form

(new look, same data)

If a candidate has a recording (measurement) task:

- ❖ RN Test Observer will print the candidate's name on the top of the recording form.
- ❖ Candidates will be asked to sign the recording form (if they have a task requiring measurements) during the equipment/supplies demonstration.
- ❖ Candidates can take the recording form (on the clipboard) anywhere in the testing room as needed.
- ❖ RN Test Observers cannot remind or cue candidates to write their recordings on the recording form.

Candidate's Name: _____	
PLEASE PRINT	
TEMPERATURE: _____	PULSE: _____ RESPIRATIONS: _____
PULSE OX %: _____	BLOOD PRESSURE: _____ / _____
URINARY OUTPUT: _____ ml	
Glass 1: _____	TOTAL FLUID INTAKE: _____ ml
Glass 2: _____	
Glass 3: _____	
TOTAL INTAKE: _____ ml	
FOOD INTAKE: _____ %	
Candidate's Signature: _____	

Client Diet Card

- ❖ The Diet Card will have the Actor's name on it and the diet is SOFT and liquids are THIN.
- ❖ This Diet Card is provided to and used by all testing teams.

CLIENT NAME:	_____
CLIENT ROOM:	101
<hr/>	
DIET:	SOFT
LIQUIDS:	THIN

Styles of Anti-Emboloc Stockings

During the equipment and supplies demonstration, any candidate who has the 'Applying an Anti-embolic Stocking Task' as one of their tasks will be shown:

- the type of stocking they will be putting on the Actor from this reference sheet
- where the heel is on the stocking

STYLES OF ANTI-EMBOLIC STOCKINGS

STOCKING TYPE 1 – BOTTOM OPENING



STOCKING TYPE 2 – TOP OPENING



STOCKING TYPE 3 – OPEN TOED



STOCKING TYPE 4 – CLOSE TOED



Knowledge & Skill Test Instructions

See the Knowledge and Skill Test Instructions under 'The Knowledge Exam' and 'The Skills Exam'

OREGON NURSE AIDE	
TMU© Knowledge Test Instructions	
These instructions are to be placed in the common area so all candidates have an opportunity to read these instructions before going into the electronic knowledge test area.	
A laminated copy is to be placed by each knowledge test station, so the candidate may refer back to these directions during her/his knowledge test.	
You are not allowed to leave the Knowledge Testing Area/Room until finished with your knowledge test. If needed, please remember to use the restroom before entering the testing rooms.	
Cell phones, smart watches, fitness monitors, blue-tooth connected and any other electronic devices MUST BE TURNED OFF (not on vibrate or mute) during knowledge testing.	
Usage of cell phones, smart watch, fitness monitors, blue-tooth connected or any other electronic devices (tablet, laptop, i-pod, etc.) are not allowed in the testing areas and these items are not allowed to be near or on your person (in pockets, on wrist, etc.) during testing. Any personal belongings (purse, water bottles, bags, cell phones, smart watches, fitness monitors, laptops, tablets etc.) need to be placed in the designated area inside the testing room. Devices and personal belongings may be collected when you leave the test area after completing an exam component.	
Anyone using a cell phone, smart watch, fitness monitor, blue-tooth connected or any other electronic device (texting/Google searching/etc.) during testing will be asked to leave the test site, will forfeit all testing fees, will have their test scored as a failed test and will be reported to the their training program, D&SD-HEADMASTER and the Oregon State Board of Nursing (OSBN).	
The Knowledge Test Proctor (KTP) will ask you if you have any questions before your Knowledge Test is started.	
There are 80 questions on your knowledge test. The questions will be presented to you, one at a time, on the computer screen. You will have a maximum of 90 minutes to select answer A, B, C or D for each of the questions. The KTP will announce when there are 15 minutes remaining.	
If needed, you may do math calculations on scratch paper provided to you by the KTP. Any scratch paper must be left with the KTP when done testing.	
If you have any issues with the computer, please quietly alert the Knowledge Test Proctor (KTP).	
When you believe you are finished with your exam, double check all your answers. Then quietly alert the KTP that you are finished. THE KTP MUST COME TO YOU and make sure all questions are answered and then log you out of the exam.	
DO NOT PRESS THE "STOP EXAM" BUTTON AT ANY TIME! The KTP must assist you with stopping the test.	
Once the test is stopped, the KTP will collect all testing materials and direct you to your next area. All testing materials must remain in the test area at all times.	
Pick up any of your personal belongings as you exit the room quietly.	
<small>Oregon Nurse Aide TMU© Knowledge Test Instructions Updated: 8-2-2022</small>	

OREGON NURSE AIDE	
Skill Test Instructions	
These instructions are to be placed in the waiting/sign in area so all candidates have an opportunity to read these instructions before going to the skill test portion their exam.	
You are not allowed to leave the Skill Testing Area/Room until finished with your Skill Test. If needed, please remember to use the restroom before entering the testing rooms.	
Cell phones, smart watches, fitness monitors, blue-tooth connected and any other electronic devices MUST BE TURNED OFF (not on vibrate or mute) during Skill testing.	
Usage of cell phones, smart watch, fitness monitors, blue-tooth connected or any other electronic devices (tablet, laptop, i-pod, etc.) are not allowed in the testing areas and these items are not allowed to be near or on your person (in pockets, on wrist, etc.) during testing. Any personal belongings (purse, water bottles, bags, cell phones, smart watches, fitness monitors, laptops, tablets etc.) need to be placed in the designated area inside the testing room. Devices and personal belongings may be collected when you leave the test area after completing an exam component.	
Anyone using a cell phone, smart watch, fitness monitor, blue-tooth connected or any other electronic device (texting/Google searching/etc.) during testing will be asked to leave the test site, will forfeit all testing fees, will have their test scored as a failed test and will be reported to the their training program, D&SD-HEADMASTER and the Oregon State Board of Nursing (OSBN).	
WELCOME TO YOUR SKILL TEST	
The RN Test Observer (TO) does not decide whether or not you pass or fail. The TO only observes and records the steps (she) sees you demonstrate. D&SD-HEADMASTER staff in Helena, Montana, scores your test when the TO submits it for scoring.	
• The first thing the TO will do when you enter the skill test area is show you the designated area to place your personal belongings, cell phone (turned off), etc.	
• Then the TO will show you where the relaxation area is located.	
• You will be asked to show your ID as a double check to ensure the TO has your personalized skill test.	
• The TO will sit beside you and ask you if you have any questions about these instructions.	
• The next thing the TO will do is tell you the tasks you will demonstrate.	
• Then the TO will show you the location of the supplies you will need for your tasks and will demonstrate the equipment you will use for your assigned tasks. You will have an opportunity to ask the TO any questions you may have during the equipment demonstration.	
• The TO will read your first scenario to you and will start the timers when you begin your first demonstration.	
• You will have 45 minutes to complete your assigned skill tasks.	
• Each of your skill tasks has a scenario. The TO will read one scenario at a time to you. As soon as you understand the scenario, please actually perform and demonstrate the task.	
• At the beginning of your first task, you may use hand sanitizer.	
• When appropriate, toward the end of your first task, you must actually correctly wash your hands with soap and water.	
• During the demonstration of your other tasks, when appropriate, you may use hand sanitizer instead of actually washing your hands with soap and water.	
• Steps that are only verbalized do not count .	
• At anytime, before you run out of time, you may: <ul style="list-style-type: none">• Ask the TO to reread any scenario.• Correct any step on any task you believe you did incorrectly.• To make a correction, you must tell the TO the specific task and what step(s) you will re-demonstrate.	
• You may use any equipment necessary. You may move equipment as needed to accomplish your tasks.	
• When finished with each task, verbally tell the TO you are finished and return to the relaxation area.	
• Two timers will be set when you begin your skill test. The first timer will sound when 15 minutes remain and the second timer will sound when all 45 minutes have elapsed.	
• The Test Observer will read your first scenario to you and will start the timers when you begin your first demonstration.	
<small>Oregon Nurse Aide TMU© Skill Test Instructions Updated: 8-2-2022</small>	

The Knowledge Exam

Role of the Knowledge Test Proctor (KTP)

- ❖ Knowledge Test Proctors must recheck candidate ID's as candidates rotate into the knowledge test before logging candidates into their exam.
- ❖ The KTP will ask the candidates if they have any questions regarding the Knowledge Test Instructions they read in the waiting area, specifically:
 - “Do you understand the knowledge test is timed?”
 - “Do you know you will have ninety (90) minutes to complete the test?”
 - “Do you understand that you may not have any form of electronic device on your person while taking the knowledge test?”
- ❖ Knowledge Test Proctors are responsible for monitoring the knowledge portion of the exam to guard against cheating.

The Knowledge Exam

- ❖ Copies of the Knowledge Test Instructions will be placed between the work stations for candidates to refer to during testing.
- ❖ Candidates have **90 minutes** to complete **80 questions**.
- ❖ Candidates will be given a 15 minute warning when 75 minutes have elapsed.

The Oral Knowledge Exam

- ❖ Candidates may request an ORAL version of their knowledge exam when they submit their application to OSBN.
 - There is an extra charge for an ORAL (payment to OSBN).
 - OSBN staff will mark ORAL in the candidate's record once payment is processed.
 - Candidates will listen to the questions read to them through headphones/earbuds connected to computer speakers.
 - Candidates will have the questions and answers on the computer screen to read along with.

An ORAL is not an ADA (accommodation request), any candidate may request an ORAL version of the knowledge exam.

Knowledge Test Instructions

❖ When candidates check-in for their test event, they will be directed to read the Knowledge Test Instructions provided in the waiting area.

❖ They may also listen to an audio version of the instructions by clicking on the link available on the Oregon webpage at: www.hdmaster.com

[Click Here to Listen to the Oregon Electronic Knowledge Test Instructions](#)

[Click Here to Listen to the Oregon Skill Test Instructions](#)

OREGON NURSE AIDE

TMU© Knowledge Test Instructions

These instructions are to be placed in the common area so all candidates have an opportunity to read these instructions before going into the electronic knowledge test area.

A laminated copy is to be placed by each knowledge test station, so the candidate may refer back to these directions during her/his knowledge test.

You are not allowed to leave the Knowledge Testing Area/Room until finished with your Knowledge test. If needed, please remember to use the restroom before entering the testing rooms.

Cell phones, smart watches, fitness monitors, blue-tooth connected and any other electronic devices **MUST BE TURNED OFF** (not on vibrate or mute) during Knowledge testing.

Usage of cell phones, smart watch, fitness monitors, blue-tooth connected or any other electronic devices (tablet, laptop, i-pod, etc.) are not allowed in the testing areas and these items are not allowed to be near or on your person (in pockets, on wrist, etc.) during testing. Any personal belongings (purse, water bottles, bags, cell phones, smart watches, fitness monitors, laptops, tablets etc.) need to be placed in the designated area inside the testing room. Devices and personal belongings may be collected when you leave the test area after completing an exam component.

Anyone using a cell phone, smart watch, fitness monitor, blue-tooth connected or any other electronic device (texting/Google searching/etc.) during testing will be asked to leave the test site, will forfeit all testing fees, will have their test scored as a failed test and will be reported to their training program, D&SDT-HEADMASTER and the Oregon State Board of Nursing (OSBN).

The Knowledge Test Proctor (KTP) will ask you if you have any questions before your Knowledge Test is started.

There are 80 questions on your knowledge test. The questions will be presented to you, one at a time, on the computer screen. You will have a maximum of **90 minutes** to select answer A, B, C or D for each of the questions. The KTP will announce when there are 15 minutes remaining.

If needed, you may do math calculations on scratch paper provided to you by the KTP. **Any scratch paper must be left with the KTP when done testing.**

If you have any issues with the computer, please quietly alert the Knowledge Test Proctor (KTP).

When you believe you are finished with your exam, double check all your answers. Then quietly alert the KTP that you are finished. The KTP **MUST COME TO YOU** and make sure all questions are answered and then log you out of the exam.

DO NOT PRESS THE "STOP EXAM" BUTTON AT ANY TIME!

The KTP must assist you with stopping the test.

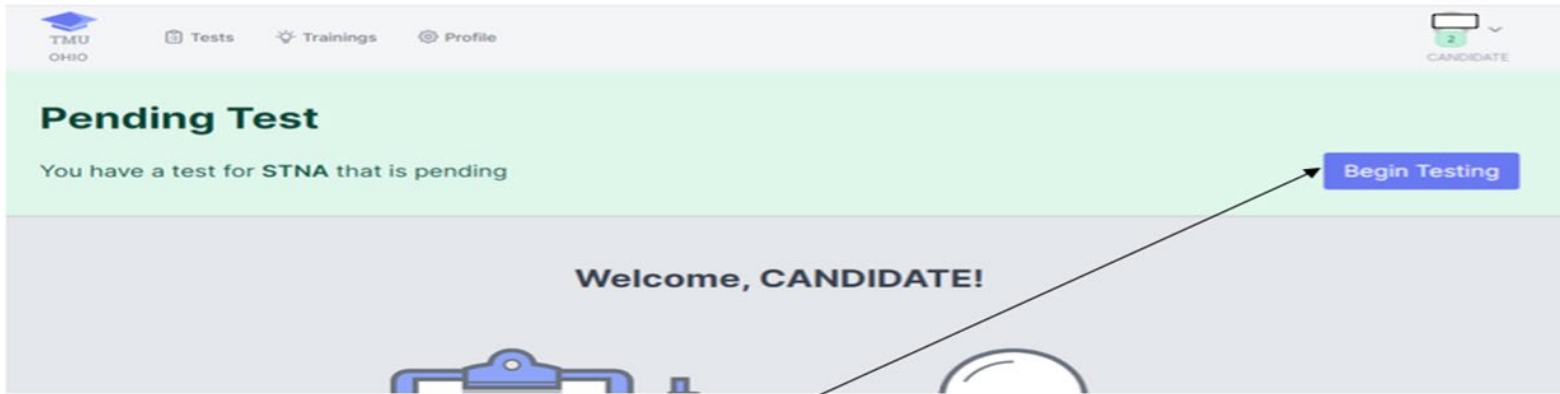
Once the test is stopped, the KTP will collect all testing materials and direct you to your next area. All testing materials must remain in the test area at all times.

Pick up any of your personal belongings as you exit the room quietly.

Navigating the Knowledge Exam

LOGGING CANDIDATES INTO AND GIVING THE KNOWLEDGE TEST

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



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

The screenshot shows the 'Verify Your Information' form. At the top, there is a breadcrumb trail: 'Home > Testing > Start'. Below the breadcrumb, the text reads 'Please verify that you are the person whose information is below AND that it is correct before beginning the test.' The form contains the following fields and text:

- CANDIDATE ONE PRACTICE**
- PO BOX 418
- FINDLAY, OH 45839
- BIRTHDATE**: 12/22/1986
- EMAIL ADDRESS**: usertemp@temp.com
- STAF**: Enter start code to test
- This will be given to you by the test's Observer.

At the bottom of the form, there are two buttons: '← Go Back, Edit Information' and '✓ Information Correct, Begin Test'. An arrow points from the 'Begin Testing' button in the previous screenshot to the 'Begin Test' button here. Another arrow points from the 'Start Code' field to the text below.

The **START CODE** will need to be typed in under **Start Code ***
Have candidates verify that their demographic information is correct.

Navigating the Knowledge Exam

The screenshot shows the STNA - CANDIDATE ONE PRACTICE interface. At the top right, a timer shows 'Remaining: 00:58:44' (callout 1). Below the timer is a red 'End Test' button (callout 1). On the left, there is a 'Jump to Question' field with a 'Go' button and a 'Keyboard Shortcuts' link (callout 7). Below this is a search bar for question numbers (callout 6). The main area contains a question with four multiple-choice options: A. dietary list, B. policy book, C. kardex, and D. health record. Below the question are navigation buttons: 'Prev', 'Bookmark Question', and 'Next' (callout 3). At the bottom, there are two panels: 'Bookmarks' (callout 5) showing 'No questions bookmarked' and 'Questions Remaining' (callout 2) showing a list of question numbers from 1 to 79.

1. There is a countdown of time remaining for candidates to watch their own time.
2. Questions remaining to be answered will show up here.
3. Click on NEXT to go to the next question.
4. Questions can be bookmarked to go back to.
5. Any bookmarked question numbers will show up here.
6. Candidates can type in a question number they want to “jump” to here.
7. There are keyboard shortcuts to help navigate the test as well that are found here.

Navigating the Knowledge Exam

Home > Testing > Question #79

STNA - CANDIDATE ONE PRACTICE

Remaining: 00:23:29

Jump to Question Go Keyboard Shortcuts

#79. Question

A. liver

B. kidney

C. pancreas

D. spleen

← Prev Bookmark Question Next →

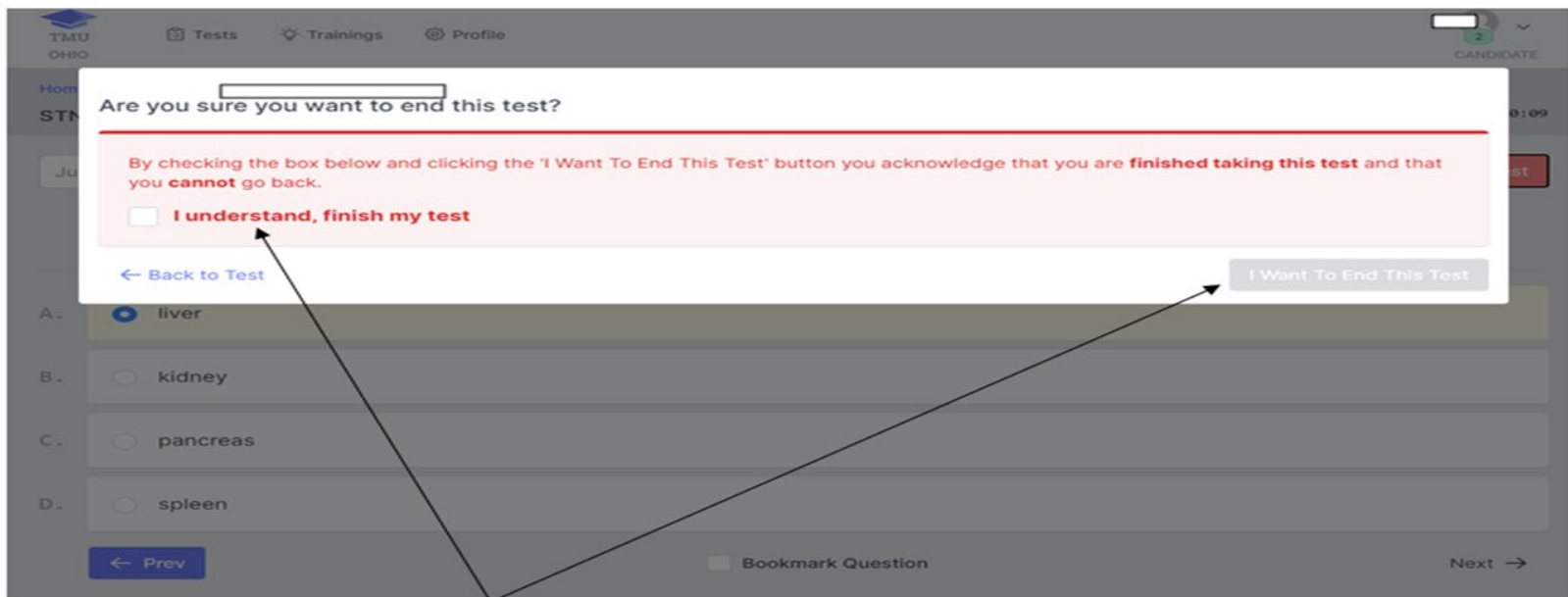
Bookmarks Questions Remaining

No questions bookmarked None. Please review your answers!

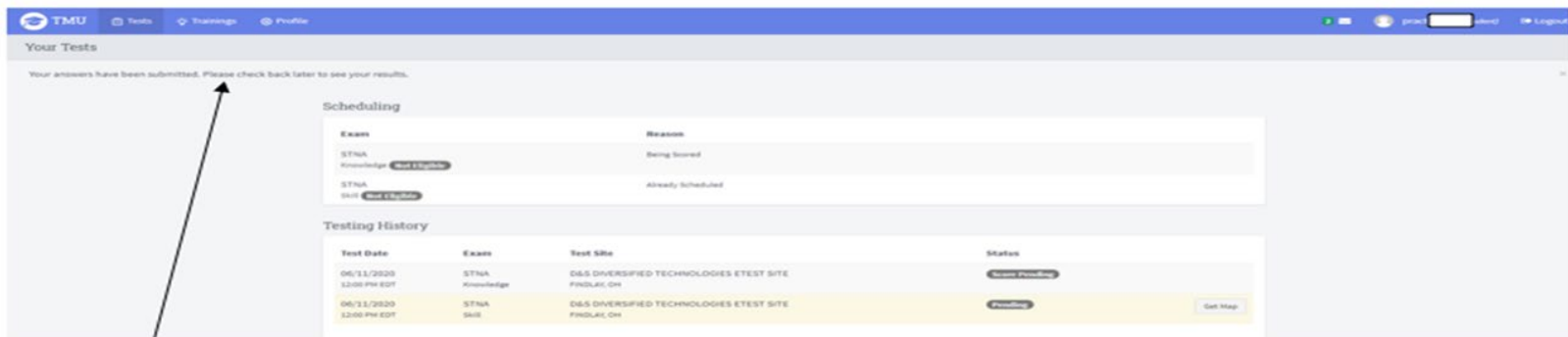
The screenshot shows a web-based exam interface. At the top, there is a breadcrumb trail 'Home > Testing > Question #79' and a timer 'Remaining: 00:23:29'. Below this is the title 'STNA - CANDIDATE ONE PRACTICE'. A search bar contains 'Jump to Question' and a 'Go' button, with a link for 'Keyboard Shortcuts'. A red 'End Test' button is in the top right. The question area shows '#79. Question' followed by a text input field. Below are four multiple-choice options: 'A. liver' (selected), 'B. kidney', 'C. pancreas', and 'D. spleen'. Navigation buttons include '← Prev', 'Bookmark Question', and 'Next →'. At the bottom, there are two summary boxes: 'Bookmarks' showing 'No questions bookmarked' and 'Questions Remaining' showing 'None. Please review your answers!'. Arrows from the text below point to the 'End Test' button and the 'Questions Remaining' box.

When candidates are finished with their exam, they need to raise their hand and let the proctor know they are done. The test proctor needs to check that there are no **Questions Remaining** (if there are any numbers left, direct the candidate to go back and answer the questions), then the proctor will click on **END TEST**.

Navigating the Knowledge Exam



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



This is what the screen looks like after the knowledge test has been ended.

The Skills Exam

Role of the RN Test Observer

- ❖ RN Test Observers are to be positive, confident, completely unbiased and professional in their words, actions and appearance.
- ❖ RN Test Observers will remain impartial during testing.
- ❖ RN Test Observers must give their complete and full attention to the candidate while the candidate is demonstrating her/his tasks.
- ❖ RN Test Observers are to set up a testing environment that will give each candidate a fair, nonbiased, equal opportunity to demonstrate s(he) knows how to perform the tasks.
- ❖ RN Test Observers will recheck each candidate's ID as they enter the testing room to ensure s(he) has the correct candidate's skill test in front of him/her.

Role of the Actor

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

Skill Test Instructions

❖ When candidates check-in for their test event, they will be directed to read the Skill Test Instructions provided in the waiting area.

❖ They may also listen to an audio version of the instructions by clicking on the link available on the Oregon webpage at www.hdmaster.com

[Click Here to Listen to the Oregon Electronic Knowledge Test Instructions](#)

[Click Here to Listen to the Oregon Skill Test Instructions](#)

OREGON NURSE AIDE

Skill Test Instructions

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WELCOME TO YOUR SKILL TEST

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- The first thing the TO will do when you enter the skill test area is show you the designated area to place your personal belongings, cell phone (turned off), etc.
- Then the TO will show you where the relaxation area is located.
- You will be asked to show your ID as a double check to ensure the TO has your personalized skill test.
- The TO will sit beside you and ask you if you have any questions about these instructions.
- The next thing the TO will do is tell you the tasks you will demonstrate.
- Then the TO will show you the location of the supplies you will need for your tasks and will demonstrate the equipment you will use for your assigned tasks. You will have an opportunity to ask the TO any questions you may have during the equipment demonstration.
- The TO will read your first scenario to you and will start the timers when you begin your first demonstration.
- You will have **45 minutes** to complete your assigned skill tasks.
- Each of your skill tasks has a scenario. The TO will read **one scenario at a time** to you. As soon as you understand the scenario, please actually perform and demonstrate the task.
- At the beginning of your first task, you may use hand sanitizer.
- **When appropriate, toward the end of your first task, you must actually correctly wash your hands with soap and water.**
- During the demonstration of your other tasks, when appropriate, you may use hand sanitizer instead of actually washing your hands with soap and water.
- **Steps that are only verbalized *do not count.***
- At anytime, before you run out of time, you may:
 - Ask the TO to **reread** any scenario.
 - Correct any step on any task you believe you did incorrectly.
 - ◆ To make a correction, you must tell the TO the specific task and what step(s) you will **re-demonstrate.**
- You may use any equipment necessary. You may move equipment as needed to accomplish your tasks.
- When finished with each task, verbally tell the TO you are finished and return to the relaxation area.
- Two timers will be set when you begin your skill test. The first timer will sound when 15 minutes remain and the second timer will sound when all 45 minutes have elapsed.
- The Test Observer will read your first scenario to you and will start the timers when you begin your first demonstration.

The Skills Exam

- ❖ Candidates are allowed **45 minutes** to demonstrate 3 or 4 tasks.
 - First task will be one of the five mandatory tasks with hand washing required:
 - Bedpan and Output with Required Hand Washing
 - Catheter Care of a Male with Required Hand Washing
 - Isolation Gown and Gloves, Emptying a Urinary Drainage Bag with Required Hand Washing
 - Perineal Care of a Female with Required Hand Washing
 - Perineal Care of a Male with Changing a Soiled Brief and Required Hand Washing
- ❖ RN Test Observers will read a scenario to the candidate at the beginning of each task.
 - Candidates can request to have a scenario re-read to them at any time and as many times as needed.

The Skills Exam

- ❖ Two timers will be set when the candidate starts their skill test (after the first mandatory task scenario is read):
 - One set for 30 minutes – warning that 15 minutes remain
 - One set for 45 minutes – time up (candidate not allowed to complete any steps remaining)
- ❖ Candidates can make corrections to any step they feel they did incorrectly at any time during their exam within their 45 minute time frame:
 - Candidates need to tell the RN Test Observer the specific task and step(s) they are correcting.
 - Candidates must actually demonstrate the correction(s), i.e.:
 - Candidate tells the RN Test Observer s(he) missed locking the bed brakes in the ambulation task-
 - ✓ Candidate must actually lock the bed brakes and then the correction is made and noted by the RN Test Observer.

The Skills Exam

❖ Steps that are only verbalized **DO NOT COUNT!**

- All steps must be demonstrated to receive credit.

❖ Steps are not order dependent unless the step specifically states something must be done

“*BEFORE” or “*AFTER”:

- Candidates can perform the steps in whatever order flows for them, or how you have trained them to complete the steps with the *EXCEPTION:

- If a step states something must be done **BEFORE** or **AFTER**, then the candidate must demonstrate that step exactly as stated.

- *Example: Candidate must wash client's hands BEFORE assisting client with meal.*

The Skills Exam

- ❖ **CLOSURES**: Candidates have to verbally state to the RN Test Observer that they are finished when done with each task so the RN Test Observer has closure before setting up for the next task.
- ❖ Once the candidate has completed all 3 or 4 tasks, the candidate needs to verbally state to the RN Test Observer that they are finished. The candidate will then be read a closure:

CLOSURES WHEN FINISHED WITH SKILL TEST:

If allotted time is remaining say:

- “You have ____ minutes remaining. You have just completed the tasks of ____, ____, ____, and/or _____. (Read the tasks assigned.) Are you finished?” When you get the “yes”, say “Thank you for coming.”
 - Direct the candidate to the holding area if s(he) needs to take a knowledge exam, or if finished with her/his exams s(he) is free to leave the testing site. (Let candidate know Exit Survey information in box below.)

When allotted time is up and the audible buzzer sounds, say:

- “Your allotted time has elapsed. Thank you for showing us your skill demonstrations today.”
 - Direct the candidate to the holding area if s(he) needs to take a knowledge exam, or if finished with his/her exams s(he) is free to leave the testing site. (Let candidate know Exit Survey information in box below.)

The Skills Exam: Equipment/Supplies Demonstration

- ❖ **Every candidate, whether they trained at the site they are testing at or not, will get the same consistent, complete equipment and supplies demonstration.**
- ❖ The equipment and supplies demonstration is the time for the candidate to become familiar with the items they will be using for their 3 or 4 tasks:
 - Candidates can ask for items needed if they are used in testing. *Example: If there is only one basin on the supplies table and the candidate uses two, the candidate just needs to ask the RN Test Observer for another basin and one will be placed on the table.*

The Skills Exam: Equipment/Supplies Demonstration

- ❖ All supplies will be on a centrally located table, counter, etc.
 - The RN Test Observer will show the candidate just the supplies and equipment the candidate will need for their 3 or 4 tasks (i.e. bedpans, basins, toothbrush, etc.)
 - Linens may be in a cabinet or closet within the skills testing room and would be shown to the candidate
 - No supplies will be in the bedside stands
 - And candidates will be shown where other supplies are located throughout the room:
 - Hand sanitizer(s)
 - Gloves

The Skills Exam: Equipment/Supplies Demonstration

❖ Candidates will be shown:

- Where to knock
- How to lock the bed and wheelchair (if used) brakes
 - Brakes must be fully engaged on the bed and both wheelchair brakes must be locked
- Bed Controls
 - The RN Test Observer will show the candidate how to raise and lower the bed and head of the bed as well as how to operate the side rail controls
- Shown where the hand washing sink is
 - Where soap and paper towels are located
- The RN Test Observer will also point out where other equipment is throughout the testing room
 - Garbage cans
 - Linen hampers
 - Privacy curtain and how to pull it

Training Tools to Help Prepare Candidates for Testing

Mock Skills

Oregon Mock Skills

June 1, 2022

1.) AMBULATION OF A CLIENT WITH GAIT BELT

	Knock on door.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	
	Explain procedure to be performed to the client.	
	Obtain gait belt.	
	Lock bed brakes to ensure client's safety.	
	Lock wheelchair brakes to ensure client's safety.	
	Lower bed so client's feet will be flat on the floor when sitting on the edge of the bed.	
	Bring client to sitting position.	
	Assist client to put on shoes.	
	Place gait belt around the client's waist to stabilize trunk.	
	Tighten gait belt.	
	Check gait belt by slipping fingers between gait belt and client.	
	Stand in front of and face the client.	
	Grasp the gait belt on each side of the client with an underhand grip.	
	Stabilize the client's legs.	
	Bring client to standing position, using proper body mechanics.	
	Grasp gait belt with one hand, using under hand grip.	
	Stabilize client with other hand by holding forearm, shoulder, or using other appropriate method to stabilize client.	
	Ambulate the client and return client to wheelchair.	
	Assist client to sit in the wheelchair in a controlled manner that ensures safety.	
	Remove gait belt.	
	Leave client in position of comfort and safety.	
	Maintain respectful, courteous interpersonal interactions at all times.	
	Place client within easy reach of call light or signaling device.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	

Oregon Mock Skills

Effective for testing: June 1, 2022

D&SDT-Headmaster

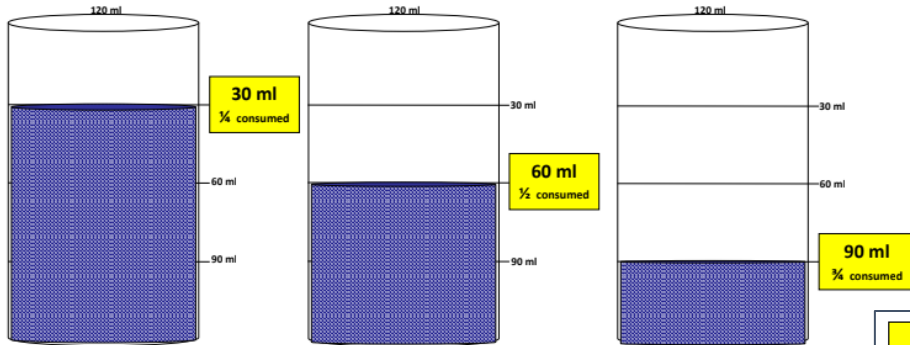
Please note: The skill task steps included in this document are offered as guidelines to help prepare candidates for the Oregon nurse aide skill test and the steps included herein are not intended to be used to provide complete care that would be all inclusive of best care practiced in an actual work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

FLUID INTAKE SKILL SET-UP
TOTAL CONSUMED (DRANK FROM THE GLASS)

120 ml glass

120 ml = full to the rim

REMEMBER: THE CANDIDATE IS TO CALCULATE WHAT WAS CONSUMED FROM THE GLASS (THE *WHITE* AREA IN THE CUPS BELOW)



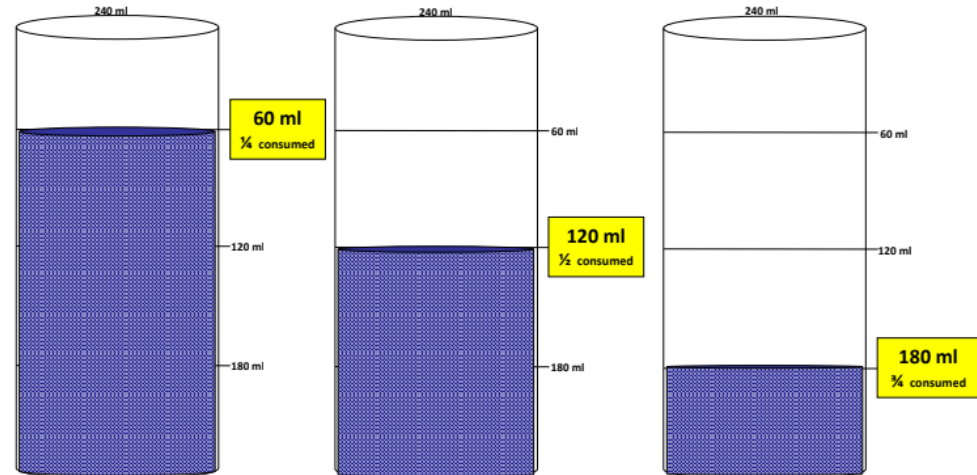
Fluid Intake Set-Up

FLUID INTAKE SKILL SET-UP
TOTAL CONSUMED (DRANK FROM THE GLASS)

240 ml glass

240 ml = full to the rim

REMEMBER: THE CANDIDATE IS TO CALCULATE WHAT WAS CONSUMED FROM THE GLASS (THE *WHITE* AREA IN THE CUPS BELOW)



Knowledge Practice Exam Information

PRACTICE EXAMS

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MONTANA	MONTANA CNA	Arizona Assisted Living Manager
MASSACHUSETTS	MASSACHUSETTS NAR TESTING & REGISTRY	Assisted Living
NEW HAMPSHIRE	NEW HAMPSHIRE CNA	Assisted Living
NEW JERSEY	NEW JERSEY CNA	Assisted Living
NEW YORK	NEW YORK CNA	Assisted Living
OHIO	OHIO CNA	Assisted Living
OKLAHOMA	OKLAHOMA CNA	Assisted Living
OREGON	OREGON CNA	Assisted Living
SOUTH CAROLINA	SOUTH CAROLINA CNA	Assisted Living
TENNESSEE	TENNESSEE CNA	Assisted Living
UTAH	UTAH CNA	Assisted Living

Sample CNA/STNA Training Reports

Company History

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Practice Exams can be purchased by clicking here.

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

The cost is as follows:

1 exam	\$8.95
5 exams	\$34.95
20 exams	\$99.95
100 exams	\$299.95

If you have any questions regarding Practice Exams, please call D&S-Headmaster at (800)393-8664

SAMPLE TEST QUESTIONS

Test Status: Sample test.
Pin Number: Not Required
Series ID: Not Required

Next Item Help Stop the exam

#1. Which of the following is NOT a normal body defense

a. Tears
 b. White blood cells
 c. Eyelashes
 d. Teeth

Questions Remaining: 1-10

Test Status: Sample test.
Pin Number: Not Required
Series ID: Not Required

Next Item Help Stop the exam

You got it

#2. A resident with a colostomy excretes feces through the

a. anus
 b. ileum
 c. colon
 d. jejunum

Questions Remaining: 2-10

If you answer correctly, you will move on to the next question.

Test Status: Sample test.
Pin Number: Not Required
Series ID: Not Required

Next Item Help Stop the exam

Remember, you cannot move to the next item until you answer this one correctly. Try again you got it

#2. A resident with a colostomy excretes feces through the

a. anus
 b. ileum
 c. colon
 d. jejunum

Questions Remaining: 3-10

If you answer incorrectly, you will not move on to the next question until you select the correct answer.

Knowledge Practice Exam Information

On-Line CNA Practice Exams

#1. Which of the following is NOT a normal body defense

- a. Tears
- b. White blood cells
- c. Eyelashes
- d. Teeth

Questions Remaining: 1/25

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Group accounts and individuals should record the **pin number** displayed above every question as it will be required to either complete an unfinished exam or to begin another exam from a series.

Please Note: These practice exams are only available on-line. You will not receive a copy of the exam, nor will you be able to print out the exam.

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Credit Card or Debit Card #
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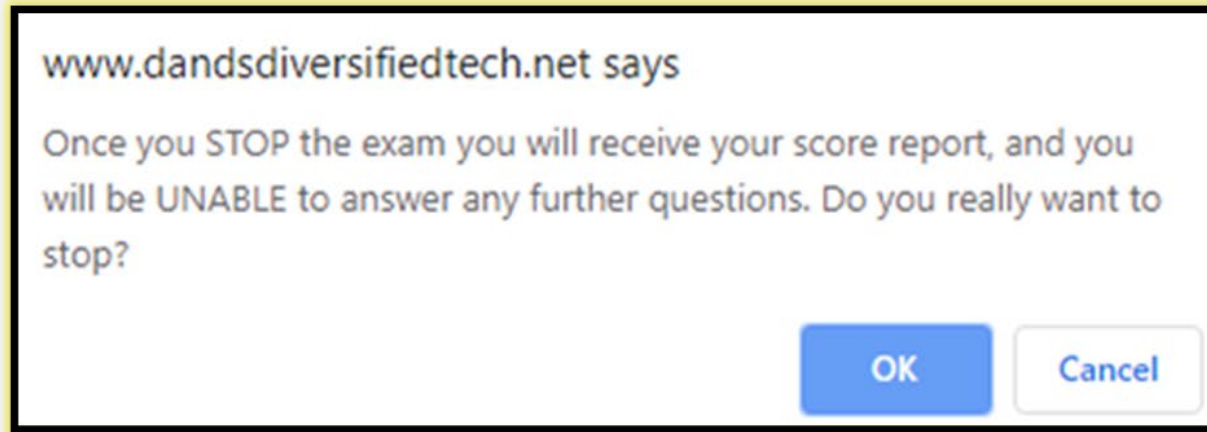
I have read the [terms of service agreement](#) and will abide by the terms and conditions therein. In addition, I accept that these practice exams are only available on-line and I will not receive a copy of the exam, nor will I be able to print out the exam.

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

Choose **OREGON** for “which test?”

Record the **PIN NUMBER**, which is displayed above every question as it will be required to complete an unfinished exam.

Knowledge Practice Exam Information



- ❖ Practice Exams do not expire
- ❖ Just click on the **X** in the upper right hand corner of your screen to exit the practice exam
- ❖ Log back in using PIN# to continue
 - ! **Do not click on STOP the exam if you are not finished with the exam**
 - ! **This screen will pop up and you have to click OK to continue (read warning) or CANCEL**
 - ! **Click CANCEL if not finished with exam**
 - *If not finished with exam, and you click OK, you will be unable to answer any further questions and the exam is deleted (not available any more)*
- ❖ When done with exam (*all questions are answered*), click on STOP the exam, then click OK and you will get your Score Report
 - You will receive a score based on your first answers and vocabulary words

Skill Tasks Videos

To access the Oregon Skills videos, go to: or.nurseaidevideos.com

Email is: hdmaster@hdmaster.com

Password is: **demodemo**

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Login

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Steps

1. Knock on door.
2. Perform hand hygiene:
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Hands rubbed together until hands are completely dry.

Understanding Test Results

Test Results

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

OREGON CERTIFIED NURSE AIDE EXAM RESULTS REPORT

TEST DATE: Tuesday, September 26, 2017

Dear

You have **failed** the **Knowledge** portion and **failed** the **Manual Skill** portion of the Certified Nurse Aide exam. You must have an overall score of **73%** or better on the knowledge test and **80%** or better on each skill task without missing any "Key Steps" to pass the skills test.

Your overall knowledge test score is 71.25%. Any weaknesses indicated in your knowledge and skill test results are listed below:

Knowledge Exam Results By Subject Area

Safety	70%
Communication	100%
Infection Control	80%
Client Rights	75%
Data Collection	75%
Basic Nursing Skills	82%
Role / Responsibility	75%
Disease Process	75%
Mental Health	100%
Personal Care	30%
Care Impaired	33%
Growth and Development across the Ages	67%

Skill Exam Incomplete Steps

- Perineal Care Female 2017
- Turns client or raises hips and places b...
 - Uses a clean portion of a wash cloth wit...
 - Cleans from vagina to rectal area.
 - Used a clean portion of wash cloth for a...
 - In like manner, rinses from vagina to re...
 - Turns client or raises hips to remove ba...
- Making Occupied Bed
- Places clean top linen over covered clie...
 - Lowers bed if it was raised.

Manual Skill Task(s) Failed: Perineal Care Female 2017

Vocabulary words to study: white blood cells, specimen, choking, swelling, circulation, adduction, elimination, transporting, infection control, resident's rights, state tested, measuring temperature, weighing, hair care, resident independence, feeding, vomitus, unconscious, oral care, shaving, stroke, pressure ulcer, nursing assistant's role, indwelling catheter, bowel program, restorative care, range of motion

KNOWLEDGE EXAM:

- ❖ Percentages of how candidate performed in each Subject Area (number of questions in each Subject Area can be found in the Candidate Handbook).
- ❖ Vocabulary words to help direct candidate to areas to review before retesting.

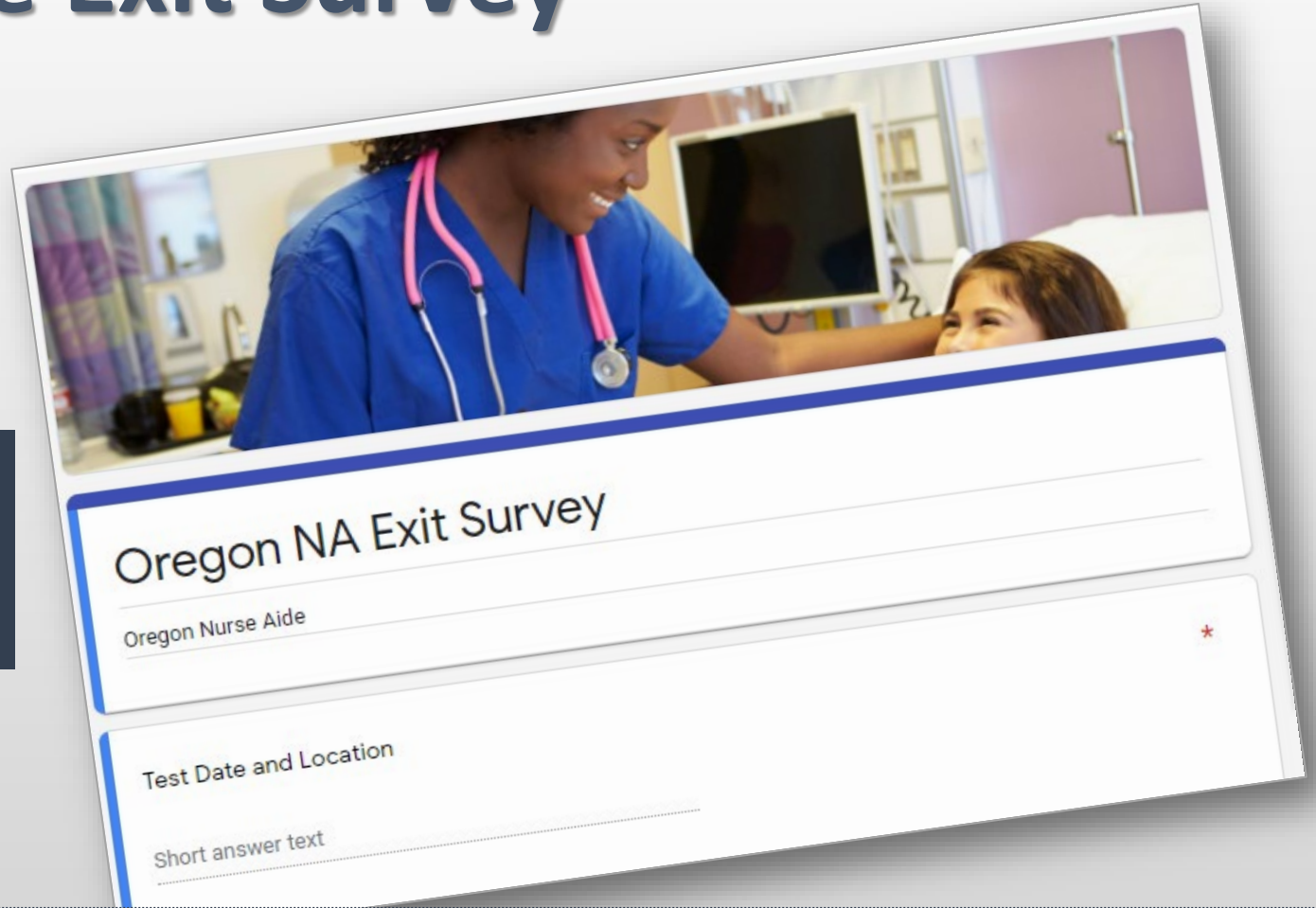
SKILLS EXAM:

- ❖ Lists Manual Skill Task(s) failed.
- ❖ Lists Skill Exam incomplete steps (missed steps).

To help candidates better understand what was missed, candidates and/or instructors are encouraged to call Headmaster to discuss test results to prepare the candidate for a successful retake.

Other Valuable Information

Candidate Exit Survey



Oregon NA Exit Survey

Oregon Nurse Aide *

Test Date and Location

Short answer text

Honest feedback by candidates on the Exit Survey is greatly appreciated.

Candidates receive an email and a text message (if they have SMS capabilities) when their test results have been scored informing the candidate that they will be able to retrieve their test results after 7:00PM MST that day. When candidates sign in to their TMU© record to review their results, they will be cued to fill out the Exit Survey via a link in their record.

Important Reminder as Candidates Leave Training Programs

- ❖ Candidates must apply with OSBN for the state competency exam within one year from their training completion date.
- ❖ Once candidates have applied for the exam with OSBN, they have one year from the application date to take their competency exam.
- ❖ Remind candidates as they leave your training program to check the Oregon webpage for the most current updates to the Candidate Handbook:



www.hdmaster.com – click on Oregon

Contact Information

Questions regarding: testing process • test scheduling • eligibility to test

(800) 393-8664

Questions regarding: obtaining information on official regulations and guidelines for nurse aides • nurse aide certification • renewals • Registry

(971) 673-0685

***D&S Diversified Technologies (D&SDT), LLP-
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Oregon TMU© Webpage:
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Phone #: (800) 393-8664

Fax #: (406) 442-3357

Oregon State Board of Nursing

17938 SW Upper Boones Ferry Road
Portland, OR 97224-7012

Email: osbn.cnacertificates@state.or.us

Web Site: www.oregon.gov/OSBN

*Monday through Friday
8:00AM – 5:00PM
Eastern Standard Time (EST)*

Phone #: (971) 673-0685

Fax #: (971) 673-0684

Oregon Instructor Workshop

Version: April 2022 for testing effective June 1, 2022

Thank You!

D&S Diversified Technologies – Headmaster LLP

