D&S Diversified Technologies LLP

Headmaster LLP

Wyoming Nurse Aide Candidate Handbook

UPDATED: August 2024

Version 2

Contact Information

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

Questions regarding: Nurse Aide Registry, obtaining information on official regulations and guidelines for nurse aides • obtaining information regarding approved training programs • updating your name, address or requesting a duplicate CNA certificate • verification of current nurse aide certification • renewal, reciprocity and equivalency information ..... **(307) 777-7601**

D&S Diversified Technologies (D&SDT), LLP-Headmaster, LLP PO Box 6609 Helena, MT 59604 Email: wyoming@hdmaster.com Web Site: www.hdmaster.com	*Monday through Friday* *6:00AM – 5:00PM* *Mountain Standard Time (MST)* Wyoming TMU© Webpage: wy.tmutest.com	Phone #: (888) 401-0462 Phone #: (888) 401-0465 Fax #: (406) 442-3357
Wyoming State Board of Nursing (WSBN) 130 Hobbs Avenue, Suite B Cheyenne, WY 87002 Email: wsbn.licensing@wyo.gov Wyoming Nurse Aide Web Site: http://wsbn.wyo.gov	*Monday through Friday* *7:30AM –4:00PM* *Mountain Standard Time (MST)*	Phone #: (307) 777-7601

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Introduction

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

As defined in the OBRA regulations, a Nurse Aide Competency Evaluation program provides specific standards for nurse aide-related knowledge and skills. The purpose of this program is to ensure that candidates who are seeking to be nurse aides understand these standards and can competently and safely perform the job of an entry-level nurse aide.

This handbook describes the process of taking the nurse aide competency examination and is designed to help prepare candidates for testing. The examination has two parts: a multiple-choice knowledge test and a skill test. Candidates must pass both parts to be identified and listed on the Wyoming Nurse Aide Registry.

The Wyoming State Board of Nursing (WSBN) has approved D&S Diversified Technologies, LLP (D&SDT)-Headmaster, LLP to provide tests and scoring services for nurse aide testing. For questions not answered in this handbook, please contact D&SDT-HEADMASTER at (888)401-0462 or go to D&SDT-HEADMASTER's Wyoming Nurse Aide (NA) webpage or at www.hdmaster.com and click on 'Wyoming CNA'. The information in this handbook will help you prepare for your examination.

Wyoming Nurse Aide Registry Requirements

The Wyoming Nurse Aide Registry (WYNAR) lists the names of nurse aides who, through training, testing, and experience, meet federal and/or state requirements to work as nurse aides in Wyoming. The Registry includes substantiated findings of nurse aide abuse, neglect, misappropriation of resident property, or exploitation involving a nurse aide at a Wyoming State Board of Nursing (WSBN) regulated facility.

A nurse aide candidate will be listed on the WYNAR upon successfully completing training, passing both the knowledge and skills portions of the competency exam, and meeting federal and/or state requirements. To help prepare for the exam, review the Nurse Aide Competency Exam section below.

Registry Renewal

To maintain eligibility to work, you must renew your eligibility every even year. Your initial certificate may not be a full two (2) years, depending on when you get issued during the two (2) year period. Nurse aides with misconduct restrictions on the Registry are not eligible for renewal.

I. A CNA shall demonstrate continuing competency by completing *one* of the following in the past two (2) years:
   A. Four hundred (400) hours of employment in the CNA role; or
   B. Two hundred (200) hours of employment in the CNA role and fifteen (15) hours of continuing education or
   C. Thirty (30) hours of continuing education; or
   D. Successfully pass the NATCEP.

II. If the applicant has not engaged in four hundred (400) hours of employment in the CNA role or two hundred (200) hours of employment in the CNA role and fifteen (15) hours of continuing education during the last five (5) years, the applicant shall:
   A. Successfully complete a State approved CNA training and competency evaluation program again or
   B. Successfully pass the NATCEP or similar national exam again.

CNA Certification by Endorsement

This information is for applicants who want to be entered on the WYNAR through the Wyoming Endorsement registry placement process.

Transfer (Endorse) Certificate from Another State to Wyoming

If you are a certified nurse aide and meet certain requirements, you may apply for Endorsement from another state to Wyoming. In order to be eligible for Endorsement, you must be a CNA:

- Who is certified in another state
- Whose certification is current and in good standing
- Who has never been certified in Wyoming

The Endorsement application and additional information are available at the following link: Transfer (Endorsement) Information

Americans with Disabilities Act (ADA)

ADA Compliance

The Wyoming State Board of Nursing (WSBN) and D&SDT-HEADMASTER provide reasonable accommodations for candidates with disabilities or limitations that may affect their ability to perform the nurse aide competency examination. Accommodations are granted in accordance with the Americans with Disabilities Act (ADA).

If you have a qualified disability or limitation, you may request special accommodations for examination. Accommodations must be approved by D&SDT-HEADMASTER in advance of the examination. The request for accommodations can be found on the D&SDT-HEADMASTER webpage by clicking on the ADA Accommodation Request Form. Fill out the ADA Request and attach the required documentation found on the second page of the request form to an email to **wyoming@hdmaster.com** to be reviewed for accommodation.

ADA request forms submitted without supporting documentation of a diagnosed disability will not be accepted or reviewed.

Please allow additional time for your request to be approved. If you have any questions regarding the ADA review process or specific required documentation, please call D&SDT-HEADMASTER at (888)401-0462.

The Wyoming Nurse Aide Competency Exam

Payment Information

Candidates and facilities can pay testing fees online through TMU©.

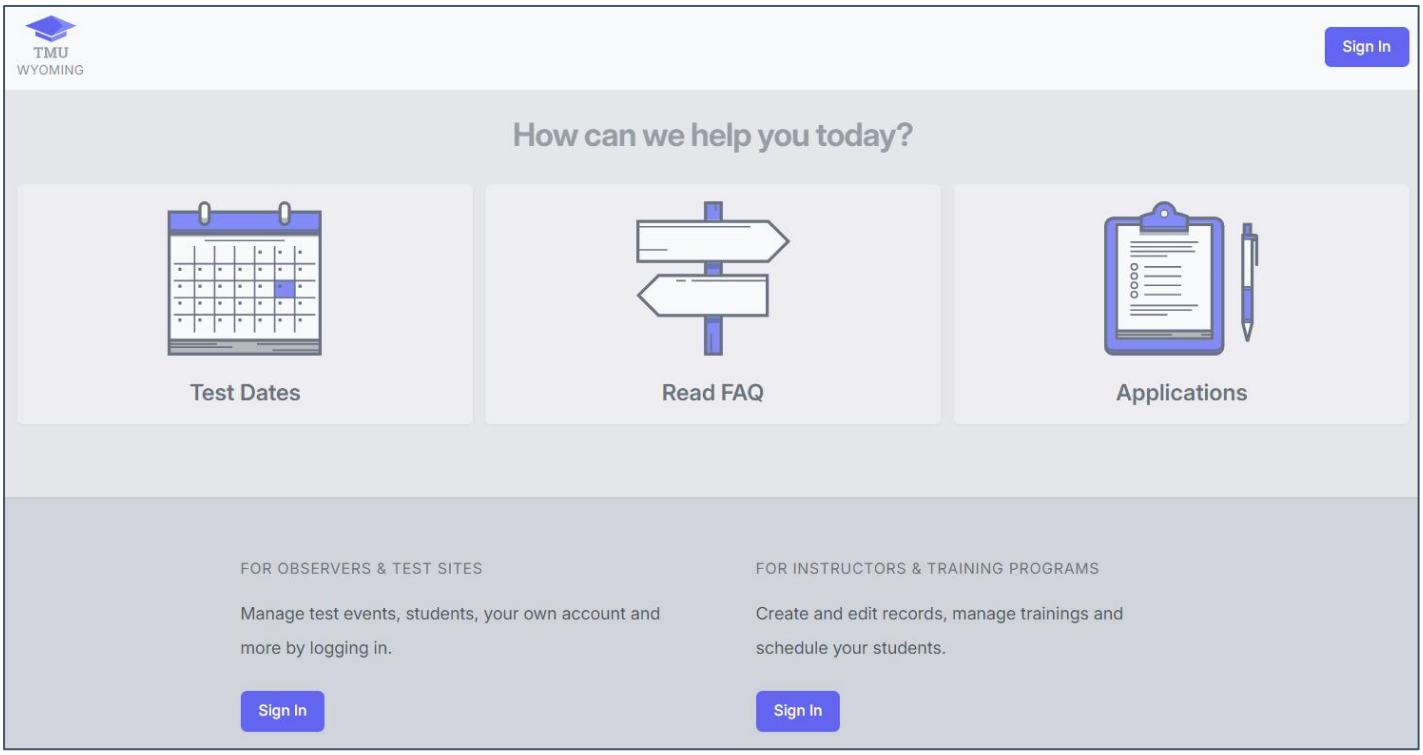
→ For candidates: Please follow the instructions in the **'Self-Pay of Testing Fees in TMU©'** section.

Exam Description	Price
Knowledge Exam *-or- Knowledge Retake*	$32.00
Optional: Audio Knowledge Exam *-or- Audio Knowledge Retake* *(The knowledge exam questions and answers are read through the computer, so you can listen to them through headphones or earbuds while you read along.)*	$42.00
Skill Test *-or- Skill Retake*	$95.00

Wyoming TestMaster Universe© (TMU©)

Wyoming TMU© Home Page

This is the Wyoming TMU© main page, **wy.tmutest.com**



→ *Click on 'Test Dates' to see the calendar of available test events and their location*

→ *Click on 'Read FAQ' for frequently asked questions*

→ *Click on 'Applications' for the Demographic Update Form and other candidate forms*

Complete your Account in TMU©

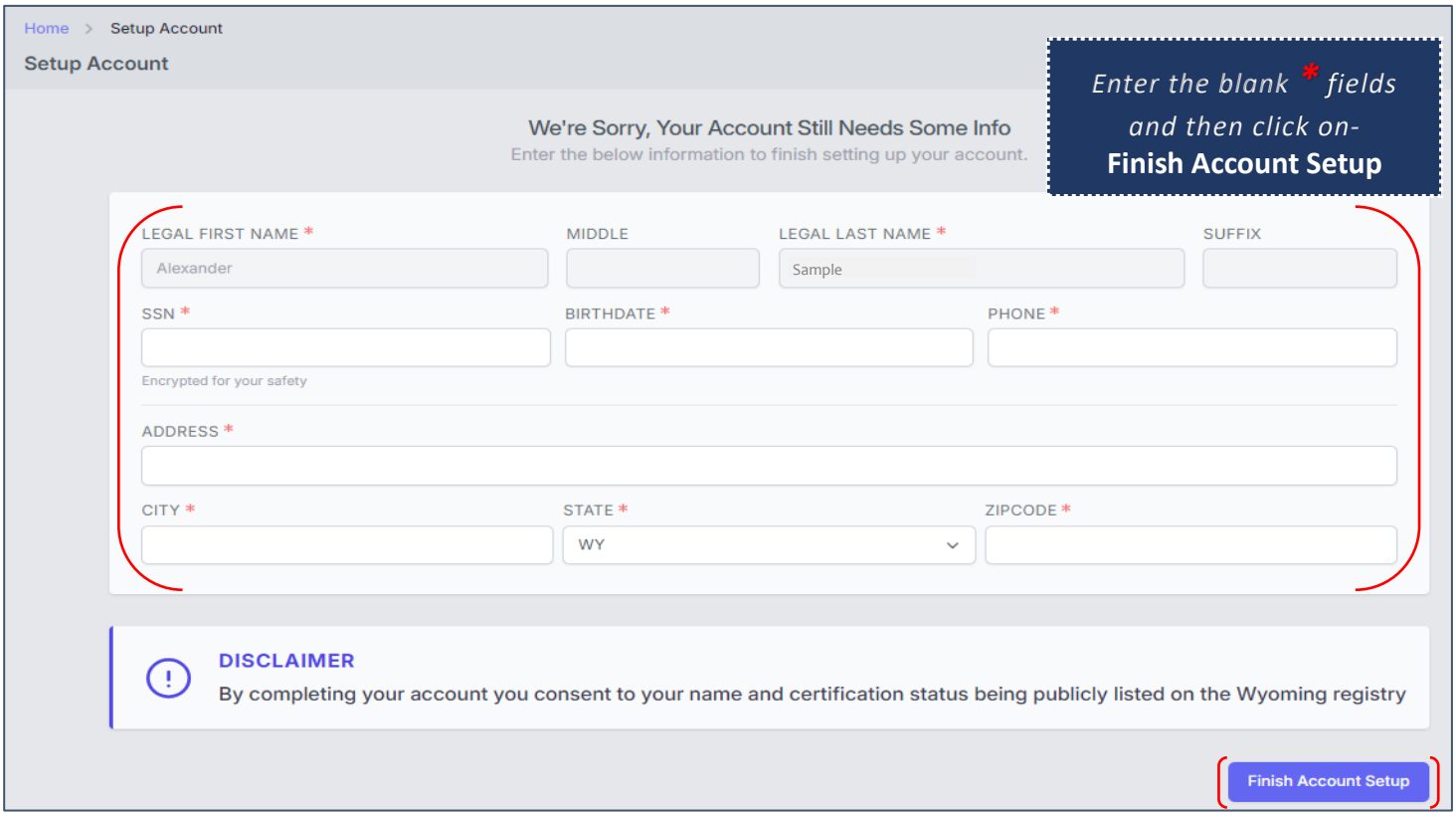
Your initial registration information will be entered in D&SDT-HEADMASTER's Wyoming TestMaster Universe (TMU©) software.

IMPORTANT: Before you can test, you must sign in to the Wyoming TMU© at wy.tmutest.com using your secure Email or Username and Password and complete your demographic information.

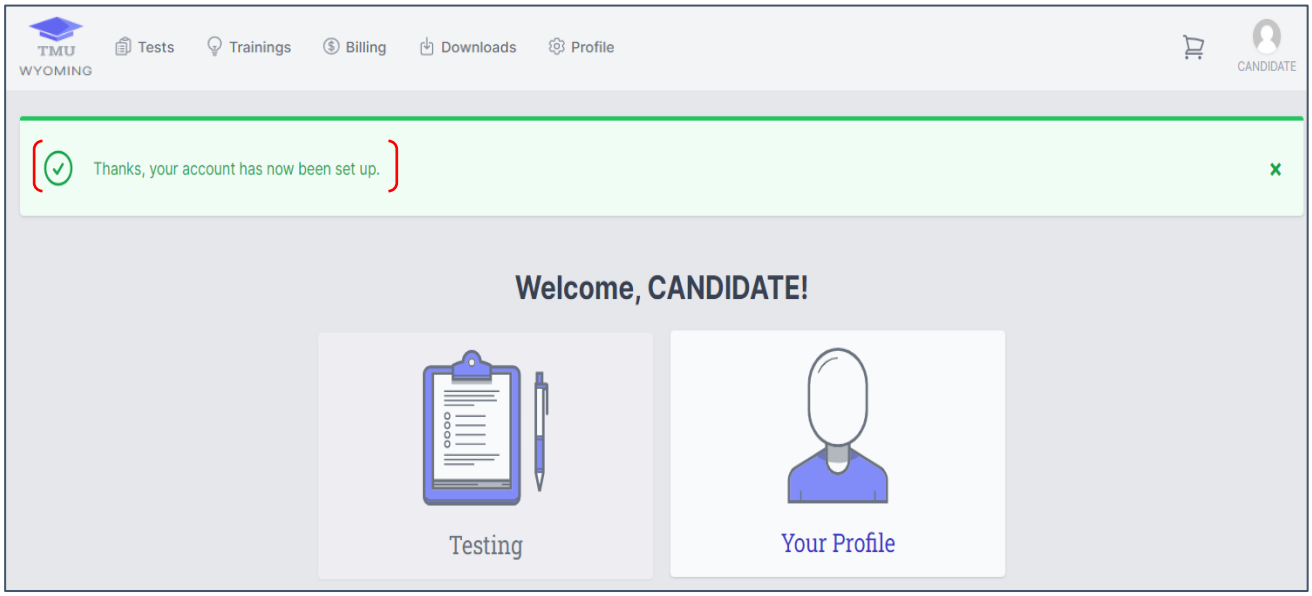
- It is highly recommended that you sign in to your account, update your password, and complete your demographic information when you receive your confirmation email from TMU© (check your junk/spam mail) that your account has been created.

If you do not know your Email or Username and Password, enter your email address and click "Forgot Your Password?" You will be asked to re-enter your email, and a 'reset password link' will be sent to your email (see instructions under **'Forgot your Password and Recover your Account'**). If you cannot sign in for any reason, contact D&SDT-HEADMASTER at (888)401-0462.

Screen you will see the first time you sign in to your TMU© account with the ***demographic information you need to enter to complete your account****:*

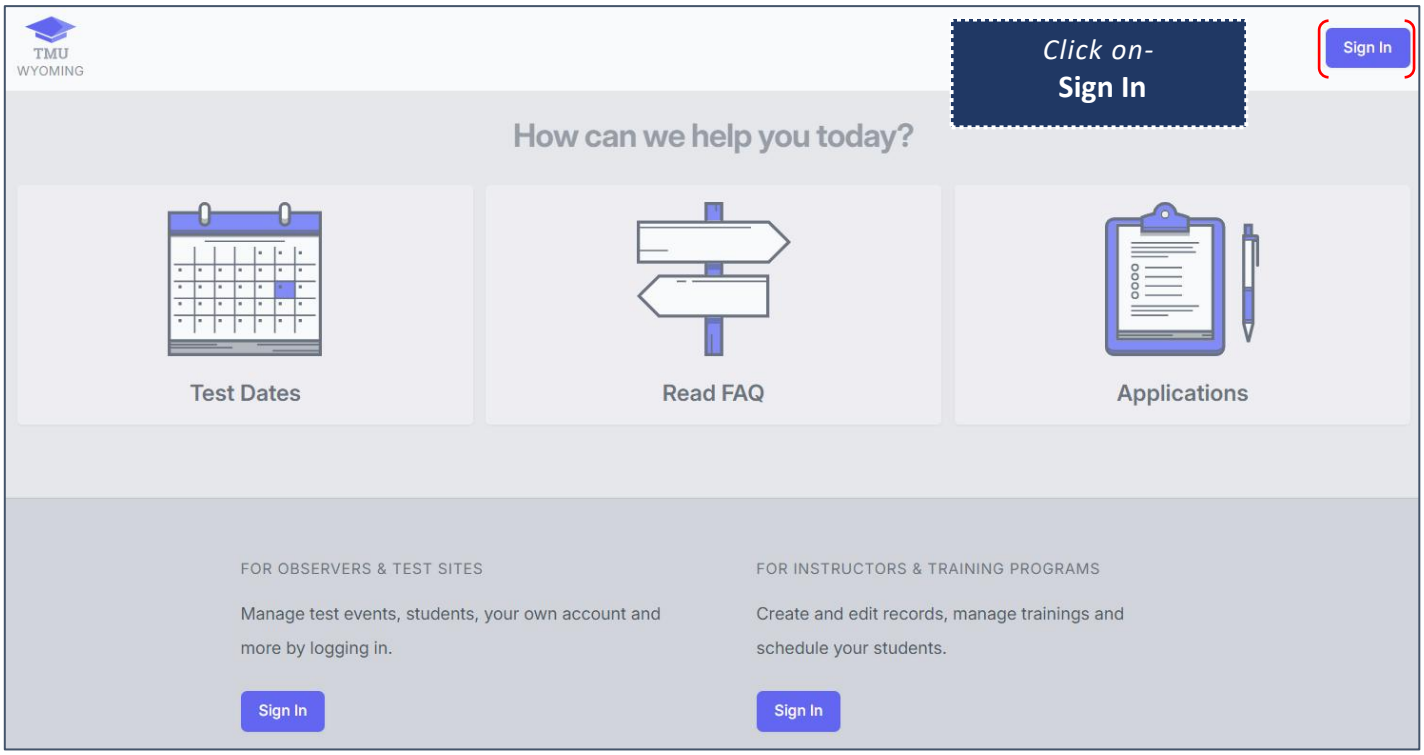


You will receive the message,
Thanks, your account has now been set up.

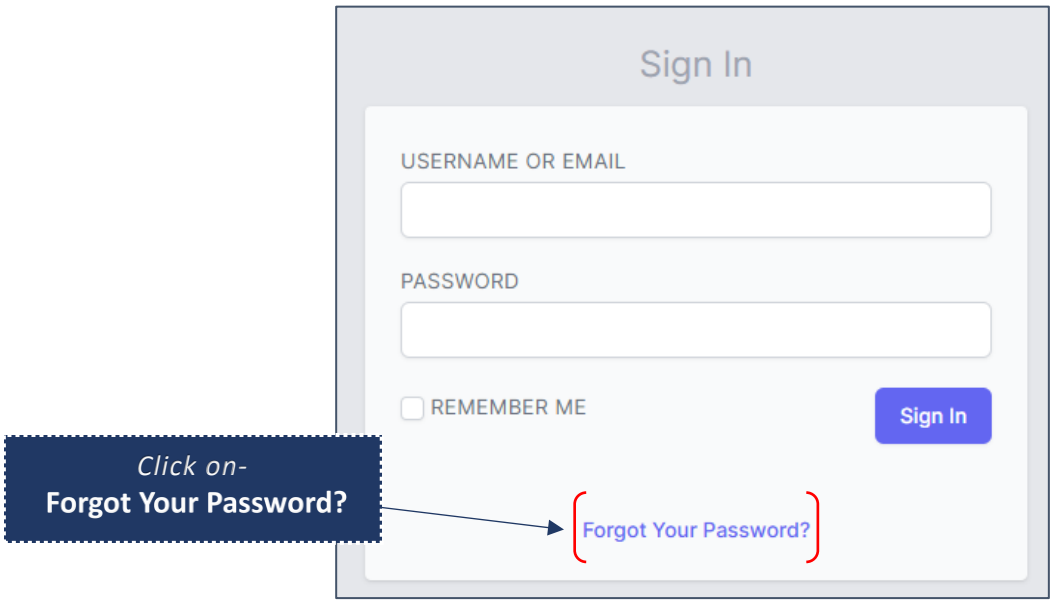


Forgot Your Password and Recover your Account

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



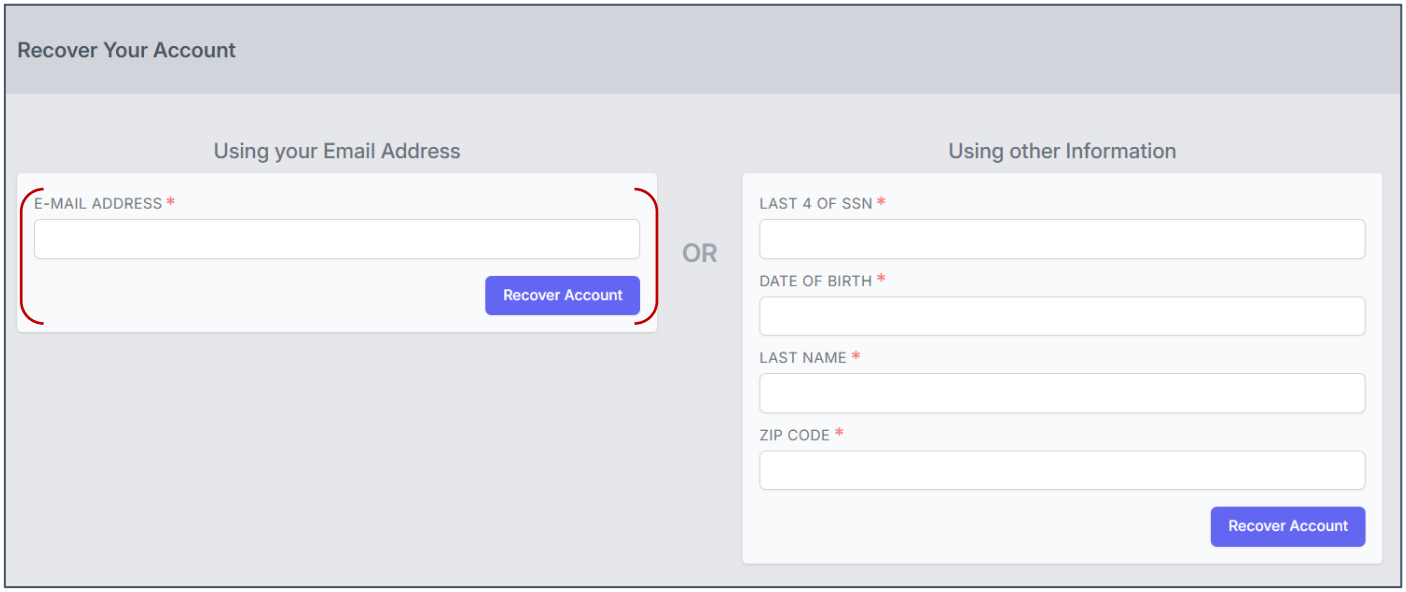
This is the screen you see after you click on Sign In, where you will enter your Username/Email and Password:



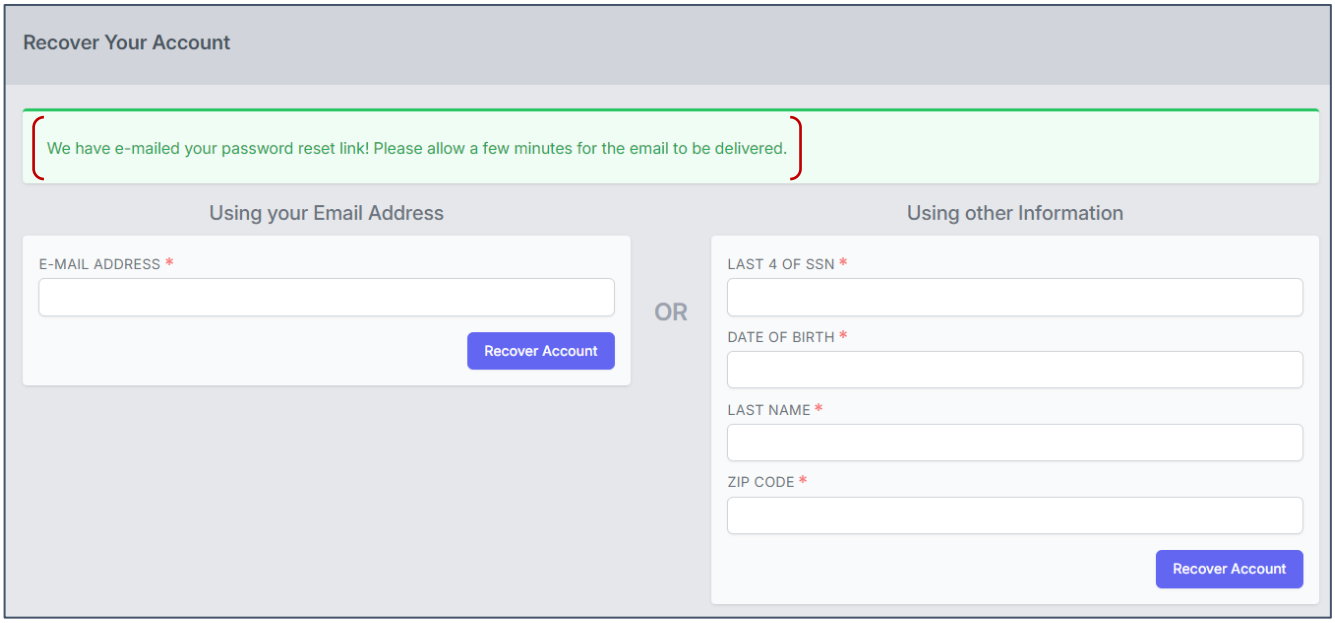
Type in your **Email Address** - *Click on –* **Recover Account** - *An email with the reset link will be emailed to you.*

Click on the reset link in your email to reset your password.

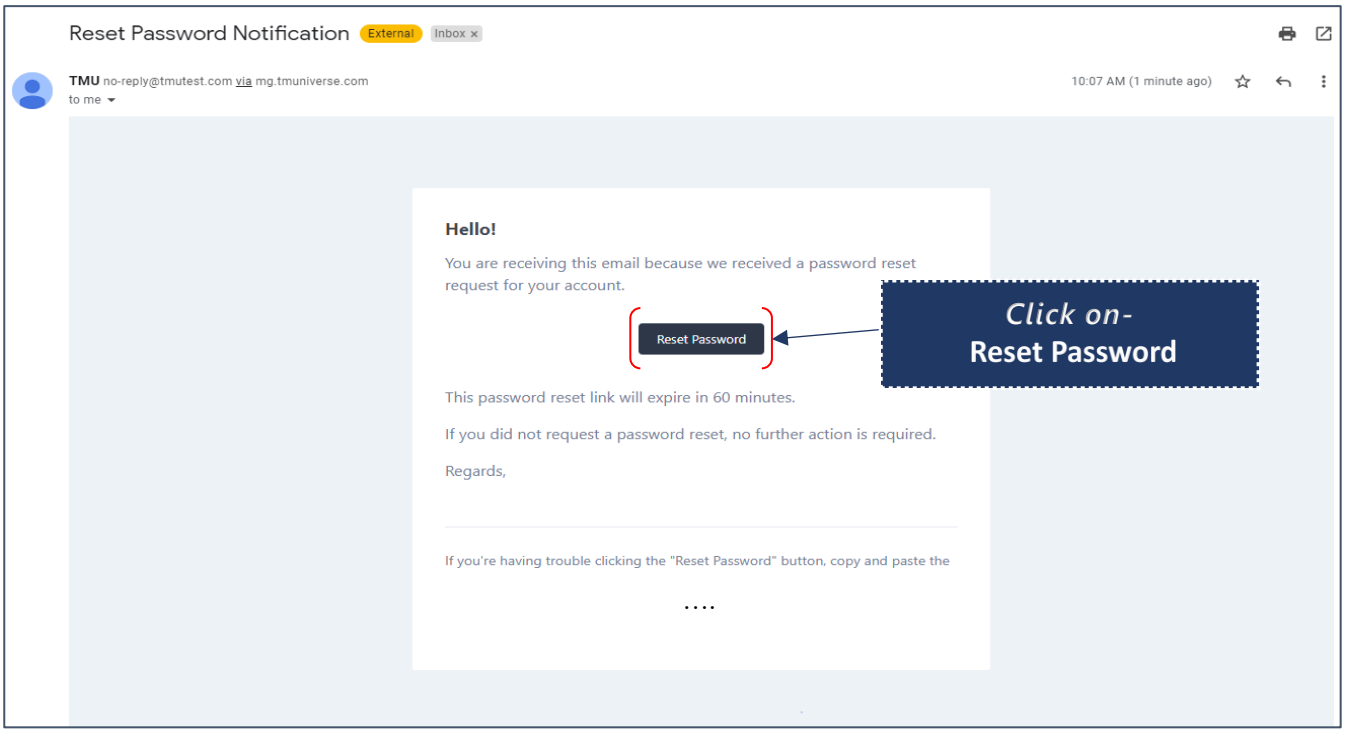
(-OR- You can type in the requested data under **Using other Information** *if you have already updated your demographic information in your account) - Click on -* **Recover Account**



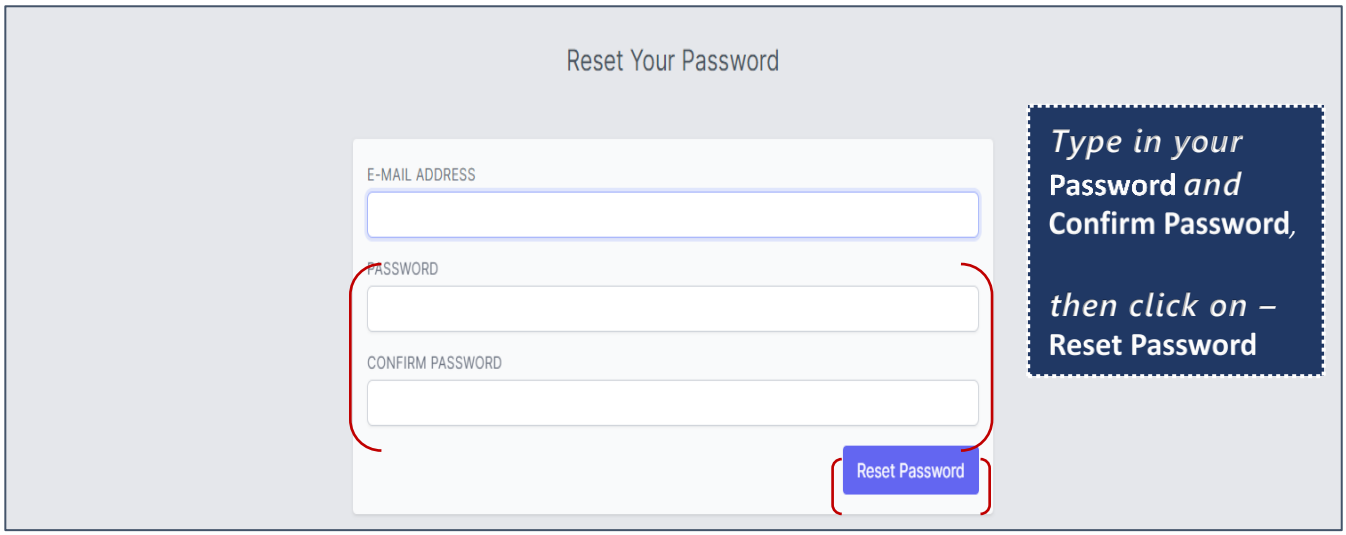
You will receive the message,
We have e-mailed your password reset link! Please allow a few minutes for the email to be delivered.



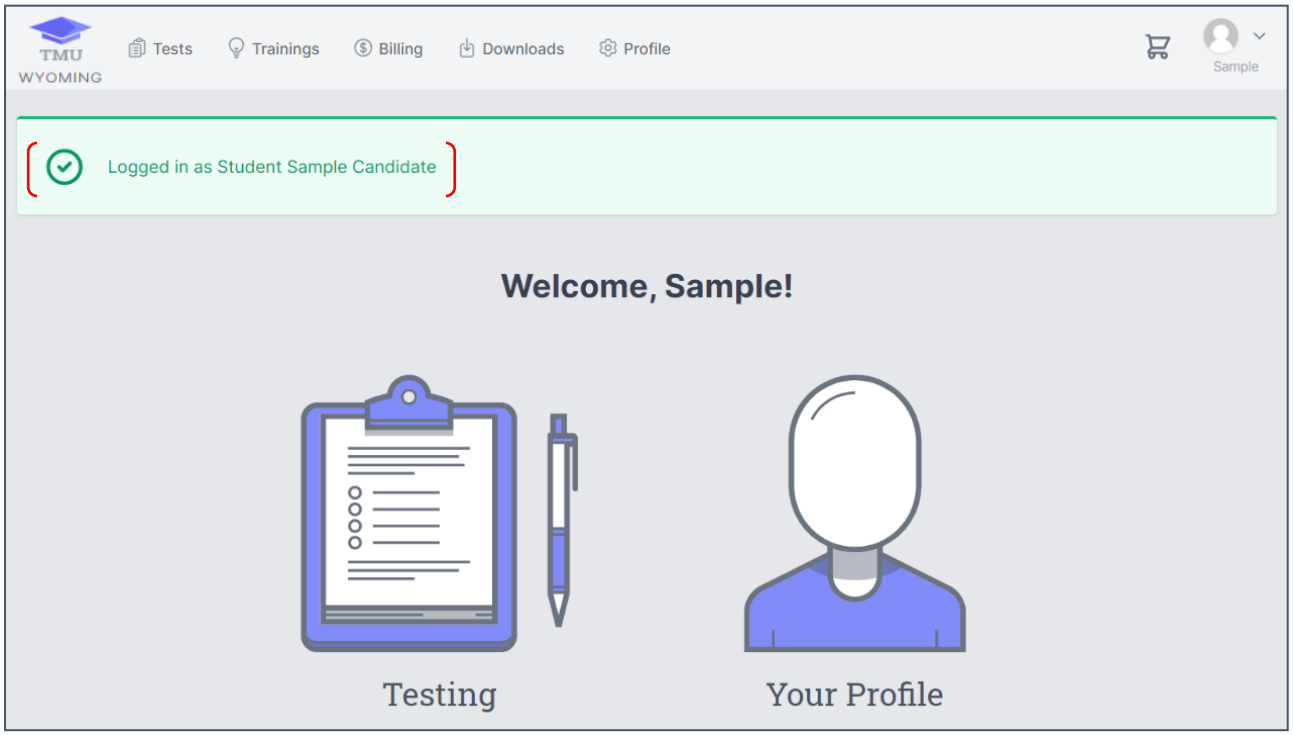
This is what the email will look like (check your junk/spam folder for the email):



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



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



Schedule a Wyoming Nurse Aide Exam

To schedule an examination date, you must have successfully completed a Wyoming State Board of Nursing-approved nurse aide training program.

Your training program will enter your demographic and training information with the completion date into the Wyoming TMU© database. Your instructor or training program will verify the name entered in your TMU© account against the identification you will present when you check in at a test event. Your photo ID must be a US government-issued, *signed (*see the 'Identification' section), non-expired, photo-bearing form of identification. If you discover your ID name doesn't match your name as listed in your TMU© account, please call D&SDT- HEADMASTER at (888)401-0462 during regular business hours, Monday through Friday, 6:00AM to 5:00PM, Mountain Time (MST), excluding Holidays.

Nurse Aide Training Program Candidates

Once you have completed your program, your instructor has entered your training record in the D&SDT-HEADMASTER TestMaster Universe© (TMU©) database, and your testing fee has been paid (see instructions under 'Self-Pay of Testing Fees'), you may schedule your exam date online at the Wyoming TMU© webpage at **wy.tmutest.com** using your email and password (see instructions under 'Schedule/Reschedule a Test Event'). If you cannot sign in with your email, please call D&SDT-HEADMASTER for assistance at (888)401-0462 during regular business hours, 6:00AM to 5:00PM MST, Monday through Friday, excluding holidays.

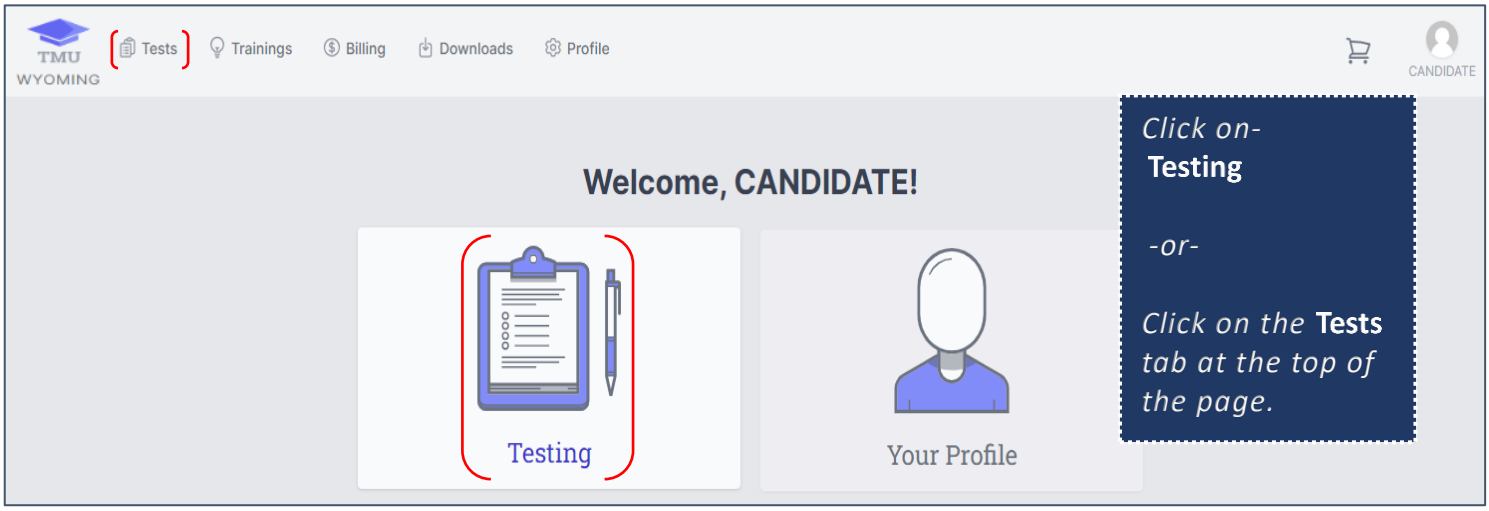
To reschedule your test date, sign in to the Wyoming TMU© webpage at **wy.tmutest.com** with your email and password.

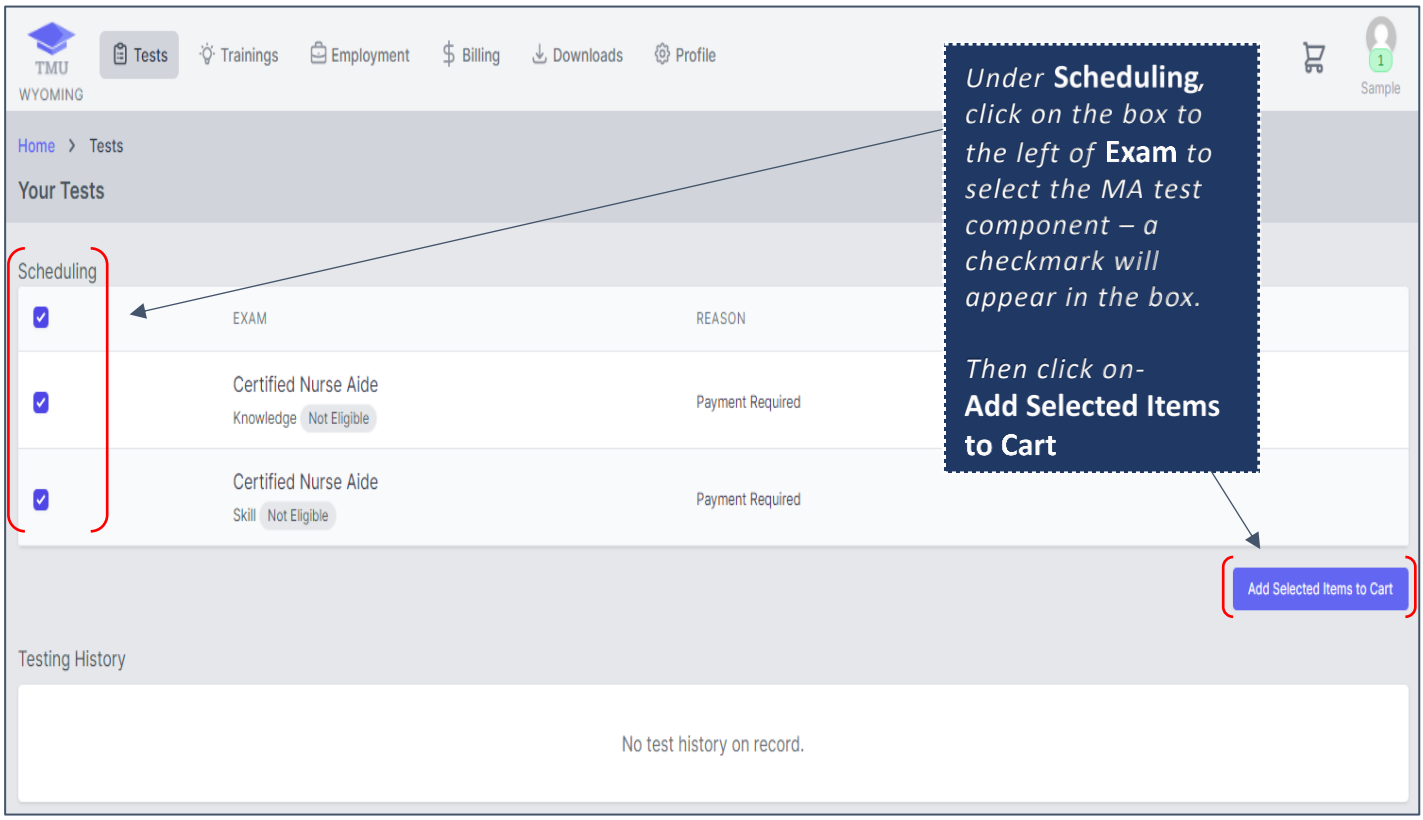
Self-Pay of Testing Fees in TMU©

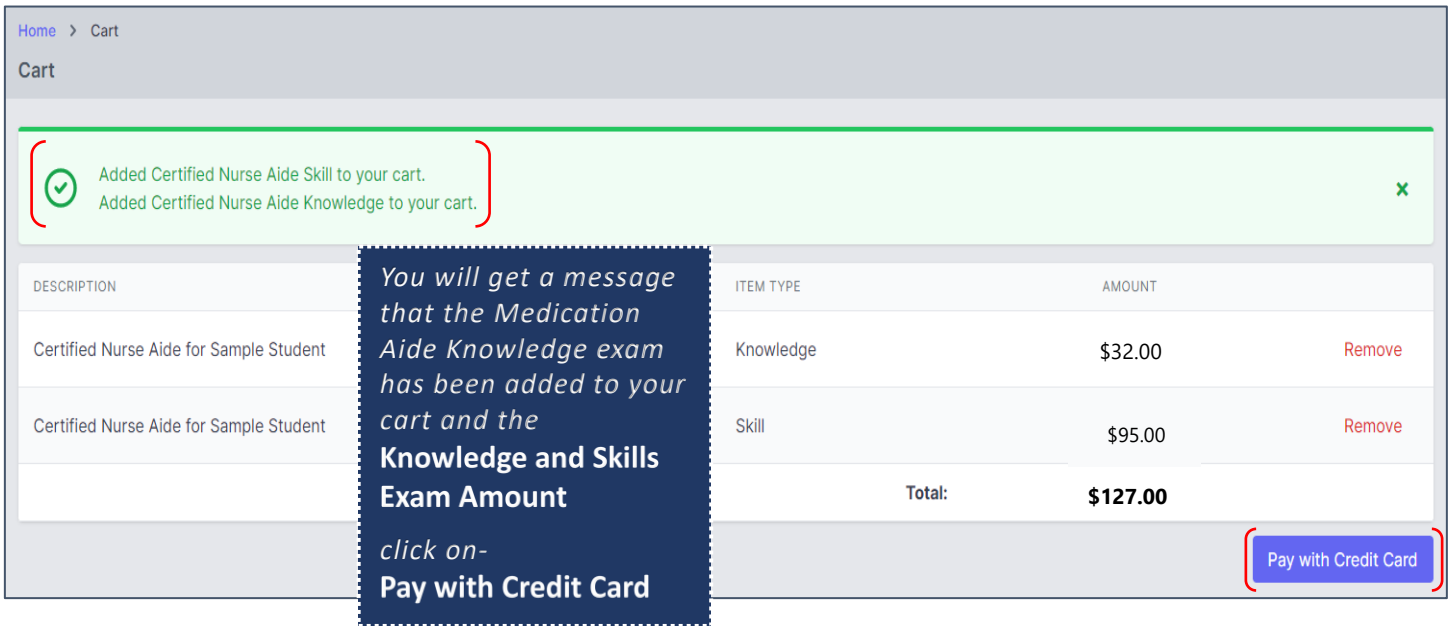
Testing fees must be paid *before* you can schedule a test date.

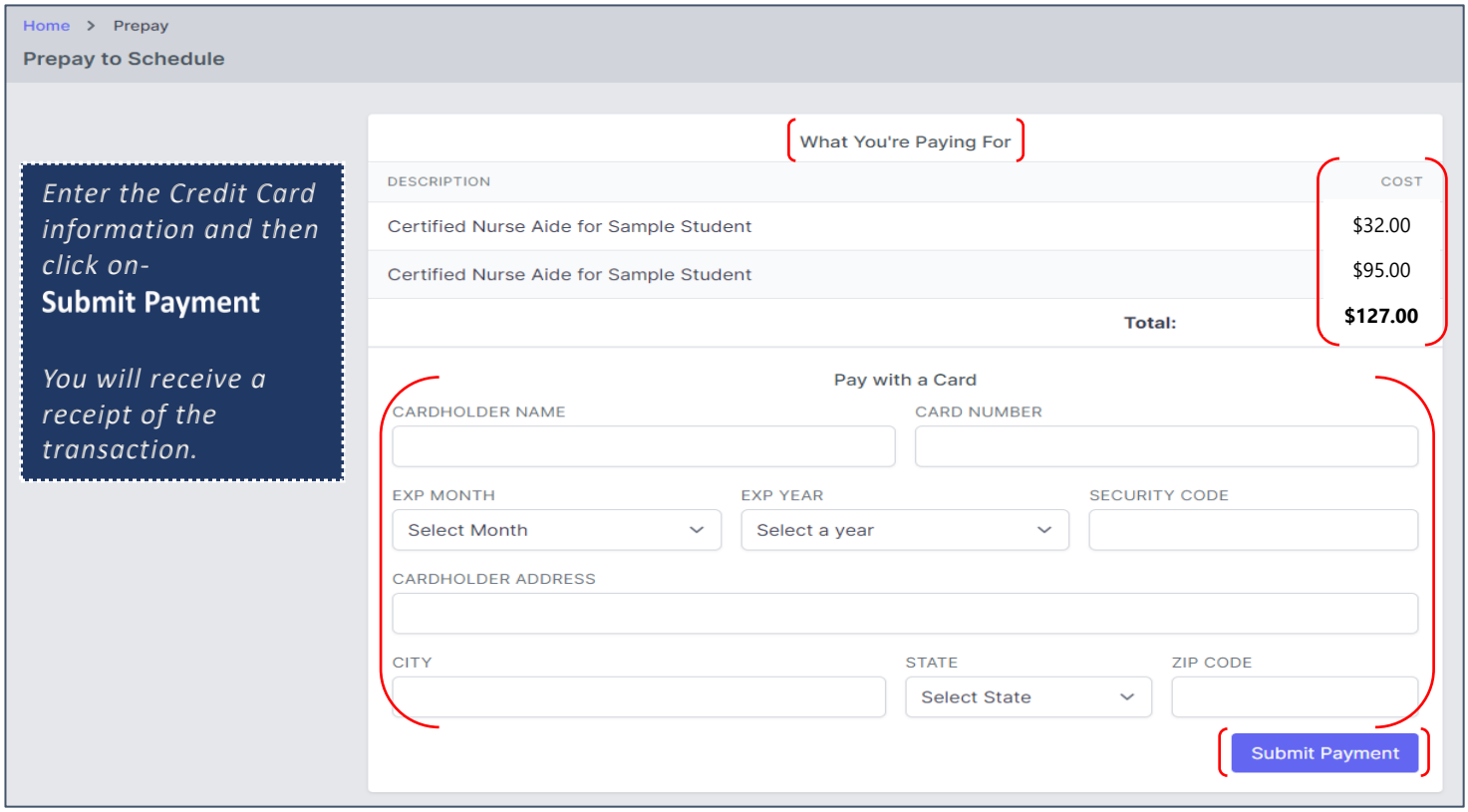
Once your training program has completed your training record with completion hours and date, you will receive an email and text message, and a notification will be generated in your TMU© account that you are eligible to schedule a test date. Some training programs pre-pay testing fees for their graduating students. Your program/instructor will inform you if this is the case. Before scheduling a test, verify with your instructor if the training program has already prepaid for your test.

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



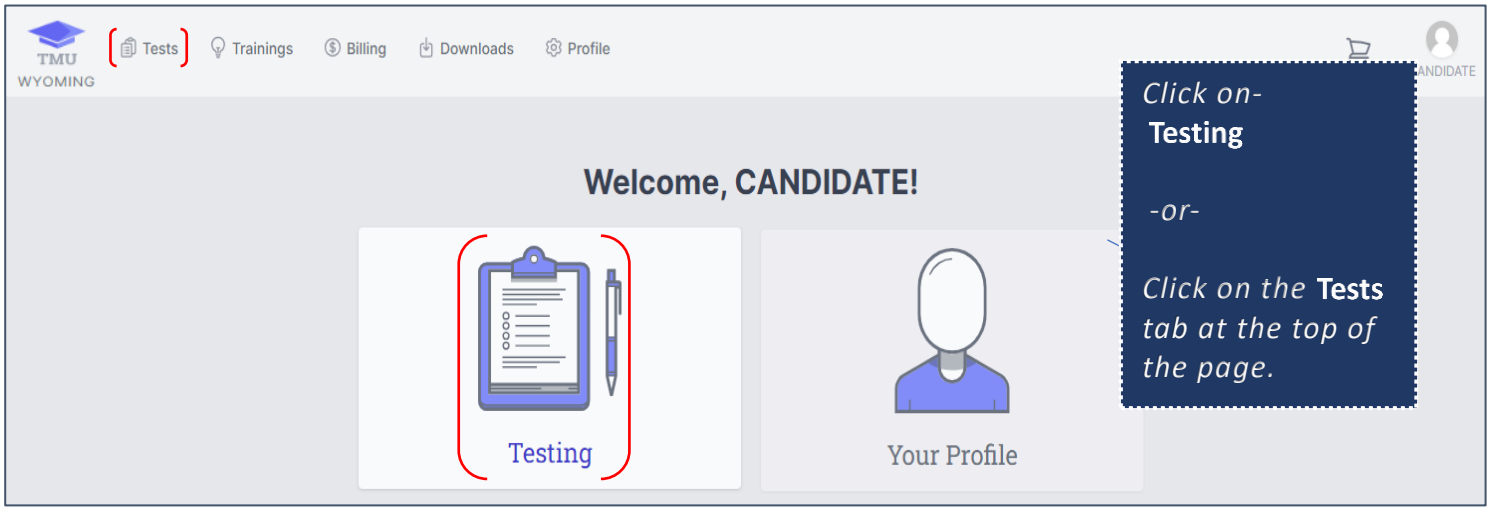


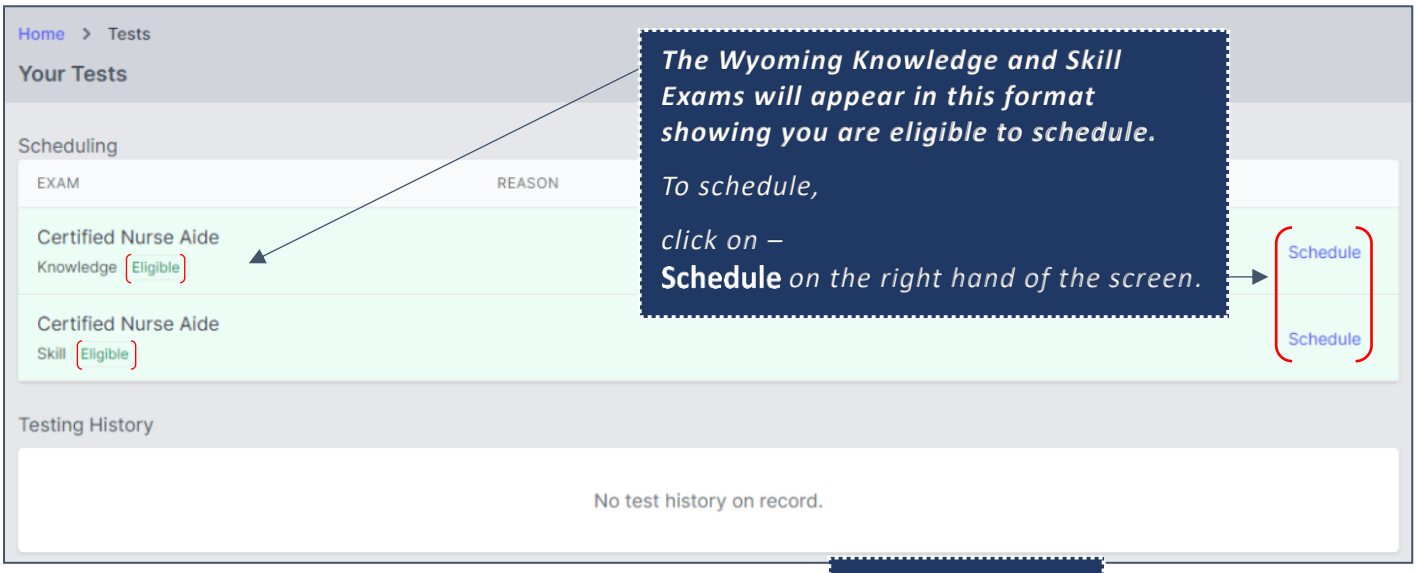


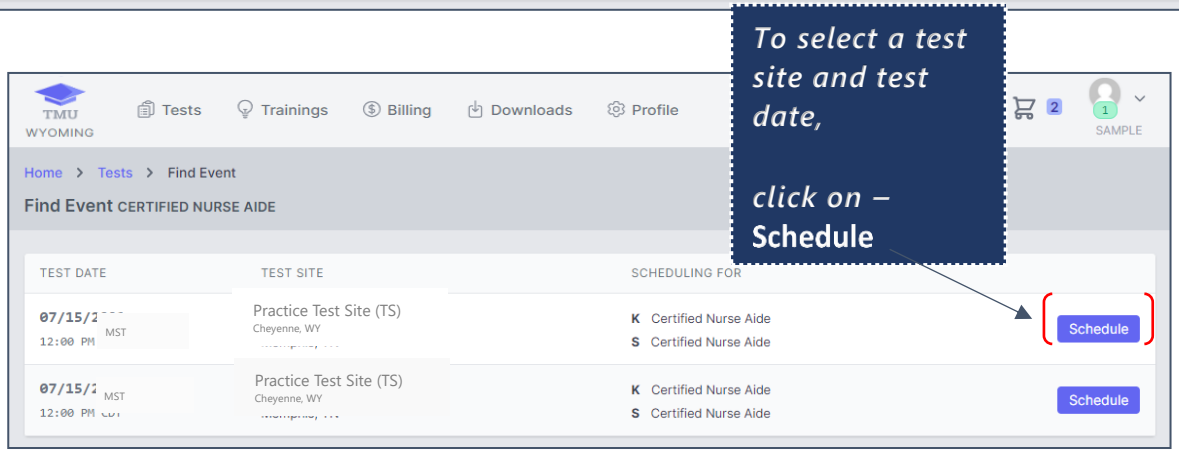


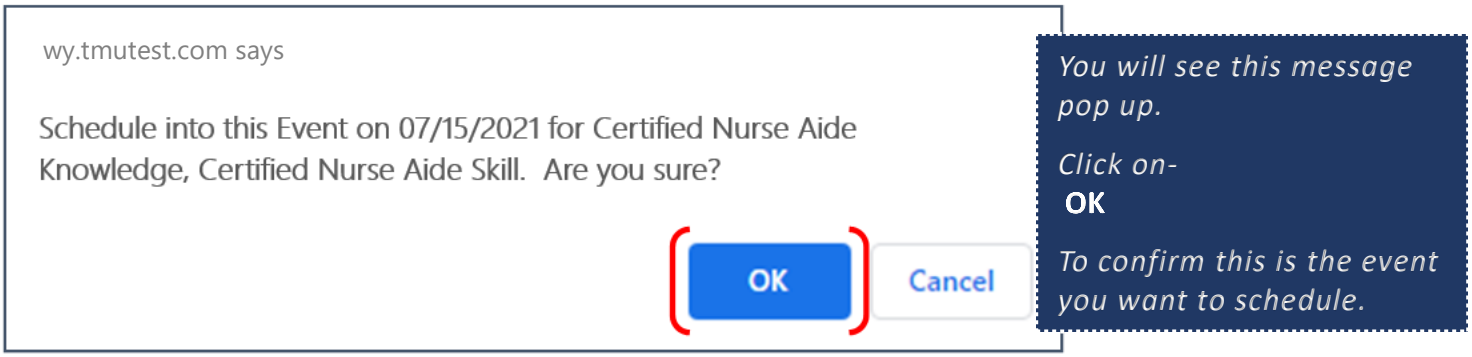
Once your testing fees are paid, you will be eligible to choose a test site and date. To schedule/reschedule a test event, follow the instructions in the next section.

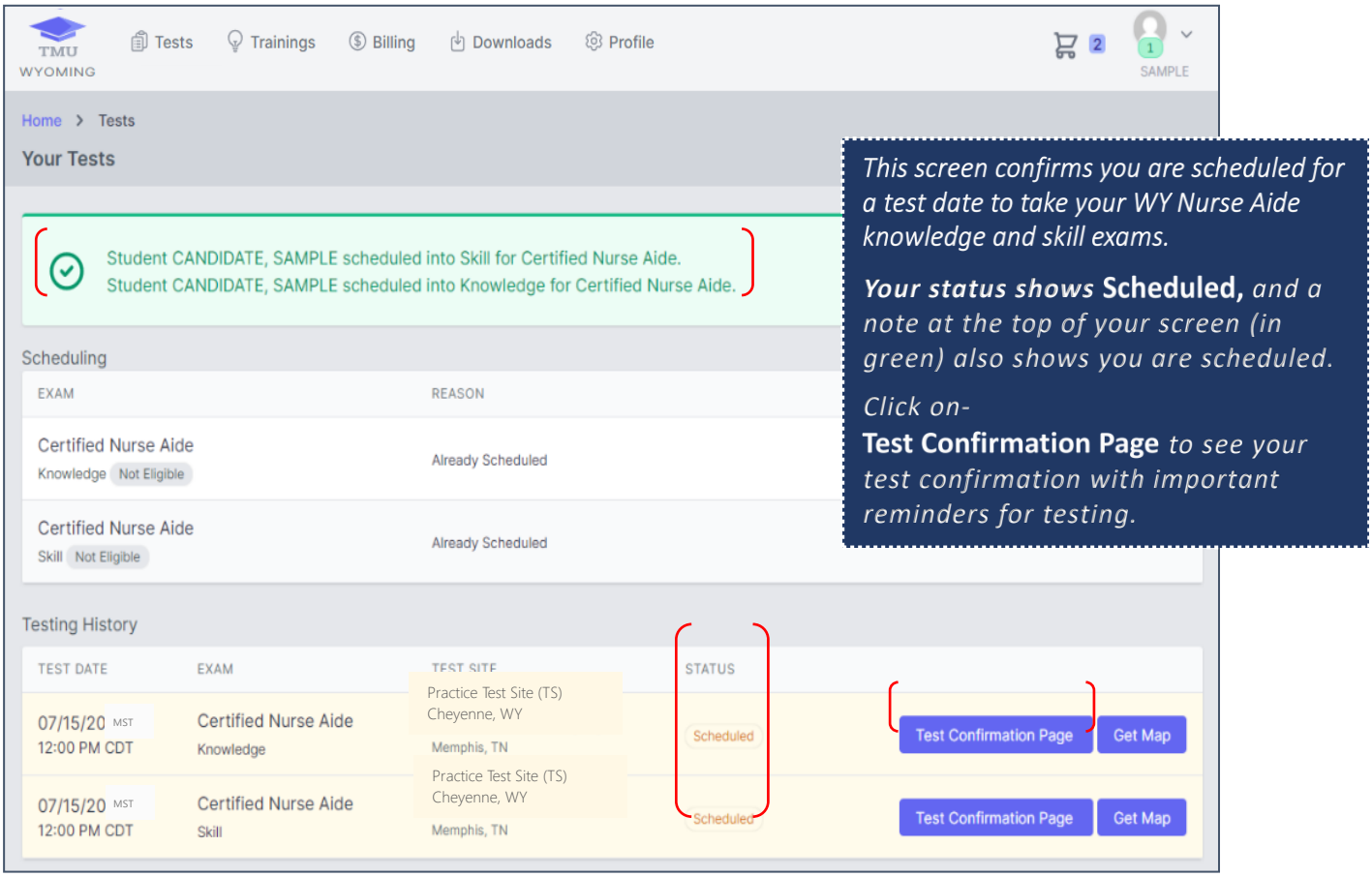
SCHEDULE/RESCHEDULE A TEST EVENT











Test Confirmation Letter

Your test confirmation letter will provide important information regarding where you are scheduled to test (date, time, and address). It can be accessed anytime by signing in to your TMU© account.

The body of the test confirmation letter will refer you to the candidate handbook, which will give you state-specific instructions on when to arrive, ID requirements, etc.

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

It is important you read this letter!

Test Confirmation Letter

Scheduled Test Confirmation - Wyoming Certified Nurse Aide

Get Map | Print Page

Click on-
Print Page
to print your confirmation letter.

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

Test Date:	08/20/2024
Test Time:	8:30 AM MDT
Test Exam:	Knowledge - Certified Nurse Aide
Test Site:	Practice Test Site 100 Hope Lane Cheyenne, WY

SAMPLE CANDIDATE
123 Sunflower Lane
Cheyenne, WY 11111

- **TESTING BEGINS AT 8:30 AM MDT ON 08/20/2024: ARRIVE AT LEAST 20 MINUTES EARLY TO CHECK IN**
- If you are unable to access your account, go to https://wy.tmutest.com, click 'Forgot Password', enter your Email, click 'Send Reset Password Link' and follow the directions. If you need further assistance, please call D&SDT-Headmaster at 1.800.393.8664.

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

Click to open the Nurse Aide Candidate Handbook
Click to open the Medication Aide-Certified Candidate Handbook

Driving Directions

Please see the **'Remotely Proctored Knowledge Exam Option'** under the Knowledge Exam section if you want to take your knowledge exam with a remote proctor from your home, etc. If you have any questions regarding your test scheduling, call D&SDT-HEADMASTER at (888)401-0462, Monday through Friday, excluding holidays, 6:00AM to 5:00PM MST.

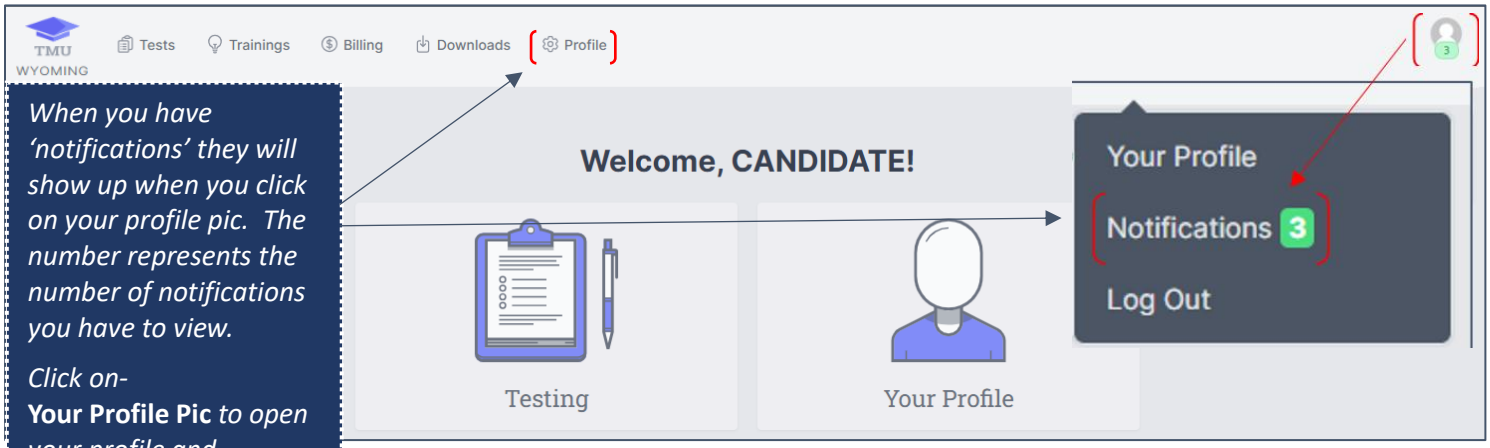
Note: Candidates who self-schedule online, or those scheduled by their training programs, will receive their test confirmation at the time they are scheduled.

D&SDT-HEADMASTER **does not send** postal mail test confirmation letters to candidates.

-continued on the next page-

Check/View your Notifications in TMU©

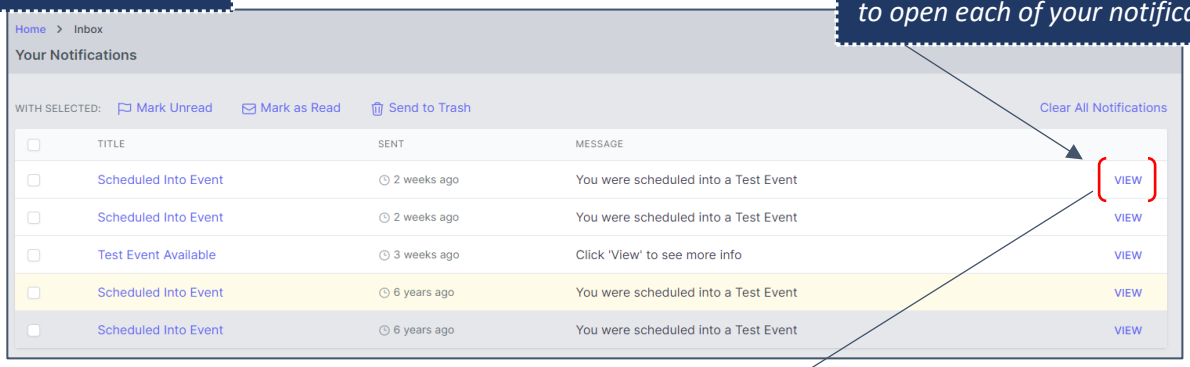
Remember to check your 'notifications' in your TMU© account for important notices regarding your selected test events and other information. See the screenshots that follow:



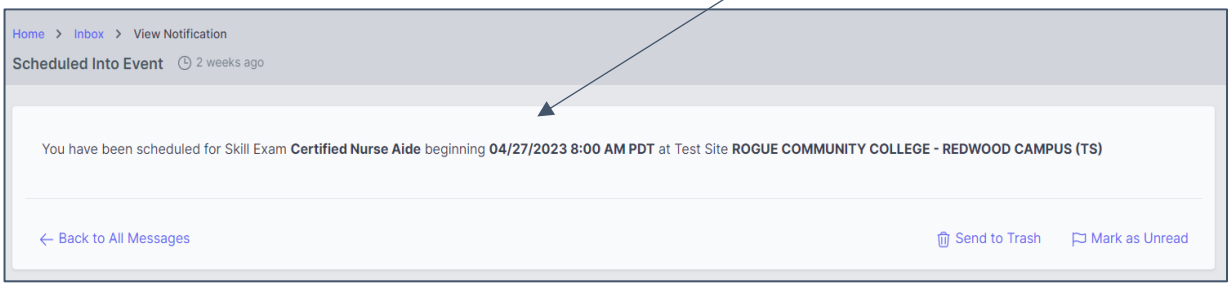
When you have 'notifications' they will show up when you click on your profile pic. The number represents the number of notifications you have to view.

Click on- **Your Profile Pic** *to open your profile and notifications. Click on-* **Notifications** *to view all of your notifications.*

Click on- **VIEW** *to open each of your notifications.*



Notification example:



Time Frame for Testing from Training Program Completion

You may sit for the NATCEP or similar national exam no more than **five (5) times within a two (2) year period** following graduation. After two years, you must complete another Wyoming State Board of Nursing-approved training program in order to be eligible to schedule testing.

Many training programs host and pre-schedule in-facility test dates for their graduating students. Your program/instructor will inform you if this is the case. Prior to scheduling a test, verify with your instructor if the

training program has already scheduled your test. Regional test seats are open to all candidates. Regional test dates are posted on the Wyoming TMU© site at **wy.tmutest.com**.

If you have any questions regarding your test scheduling, call D&SDT-HEADMASTER at (888)401-0462 during regular business hours, 6:00AM to 5:00PM MST, Monday through Friday, excluding holidays.

Test Day

Exam Check-In

You need to be at your confirmed test site 20 to 30 minutes before your exam starts for the check-in process.

- Testing **begins** promptly at the start time noted.
- You must arrive at the event at least 20 minutes before the start time to allow time to check in with the Knowledge Test Proctor (KTP).
  - *For example*: if your test start time is 8:00AM, you must be at the test site for check-in **no later than** 7:40AM.
- If you are scheduled for a remotely proctored knowledge exam, please see procedures/policies under **'Remotely Proctored Knowledge Exam Option'** in the Knowledge Exam section.

Note: *If you arrive late, you will not be allowed to test.*

Testing Attire

The following testing attire requirements will be followed at testing sites:

- You must be in full clinical attire (scrubs).
  - *Scrubs and shoes can be any color/design.*
- No open-toed shoes are allowed.

Note: You will not be admitted for testing if you are not wearing scrubs attire and appropriate shoes. You will be considered a NO-SHOW. You will forfeit your testing fees and have to pay for another exam date.

Other testing attire information:

- You may bring a standard watch with a second hand.
- Smartwatches, Bluetooth-connected devices or fitness monitors **are not allowed**.

Note: You will not be admitted for testing if you are not wearing scrubs attire and the appropriate shoes. You will be considered a NO-SHOW status. You will forfeit your testing fees and have to pay for another exam date.

Identification

You must bring a **United States (US) government-issued, signed *(*see notes regarding signatures)*, non-expired, photo-bearing form of identification**. **Photocopies or electronic/digital forms of identification will not be accepted.** Examples of acceptable forms of US government-issued, *signed, non-expired photo IDs are:

- State or other United States government-issued Driver's License *(non-expired from any state is acceptable)*
  - *You may use the original letter with photo, expiration date, and signature issued from the Department of Motor Vehicles (DMV) that you receive when you apply for or renew your driver's license while waiting to receive your new license.*
- State-issued Identification Card *(non-expired from any state is acceptable)*
- Signed US Passport (Foreign Passports and Passport Cards *are not* acceptable)
  - *Exception: A signed foreign passport with a US VISA attached is acceptable (the VISA does not have a signature).*
- Permanent Resident Card (Green Card or Alien Registration Card)/Employment Authorization Card issued by the U.S. Citizenship and Immigration Services (USCIS) *(*now accepted without a signature or fingerprint IF ISSUED from January 30, 2023, to present day. If issued before January 1, 2023, may contain a fingerprint in place of a signature)*
- Tribal Identification Card *(a signed photo ID with an expiration date (not expired) issued by a federally recognized Tribal Nation/Indian Tribe)*
- US Military Identification Card *(*accepted without a signature or fingerprint, but will have a bar code or may contain a fingerprint in place of a signature)*

The **FIRST** and **LAST** names listed on the mandatory United States (US) government-issued, signed (*see notes above regarding signatures), non-expired, photo-bearing form of identification presented to the RN Test Observer during check-in at your test event **MUST EXACTLY MATCH** the FIRST and LAST names that were entered in your TMU© account. You may call D&SDT-HEADMASTER at (888)401-0462 during regular business hours 6:00AM to 5:00PM MST Monday through Friday, excluding holidays, to confirm that your name of record matches your United States (US) government-issued, signed, non-expired, photo-bearing form of identification, or sign in to your TMU© account to check or change your demographic information.

Note:

- **You will not be admitted for testing if you do not bring proper/valid identification**.
  - Be sure your identification is not expired.
  - Check to ensure that the FIRST and LAST printed names on your identification card match the current name of record in your TMU© account.
- 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.
- A school ID ***is not*** an acceptable form of ID.
- In the cases where names do not match or your ID is not proper/valid or has a hole punched in it, this is considered a NO-SHOW status and you will have to reschedule and pay for another test and date.

If you are taking both together, you will be required to show your ID again when you enter the knowledge test room and when you enter the skills lab for your skills exam. Please keep your ID with you during the entire exam event.

Instructions for the Knowledge Exam, Remotely Proctored Knowledge Exam, and Skill Test

Test instructions for the knowledge and skills exams will be provided in the waiting area when you check in for your test. If you are taking a remotely proctored knowledge exam, the instructions can be found in your TMU© account under the Downloads tab *(*see paragraph below)*.

These instructions detail the process and what you can expect during your exam. Please read the instructions ***before*** entering the knowledge exam room or skills lab. The instructions will be left in the waiting area during testing for you to refer to throughout your time at the test site. The RN Test Observer and Knowledge Test Proctor will ask questions about the instructions you read when entering the testing rooms.

*The **Knowledge, Remotely Proctored Knowledge, and Skill Exam Instructions** are also available under the **'DOWNLOADS'** tab in your TMU© account. Refer to the 'Access the Candidate Handbook and Testing Instructions' section of this handbook for instructions.

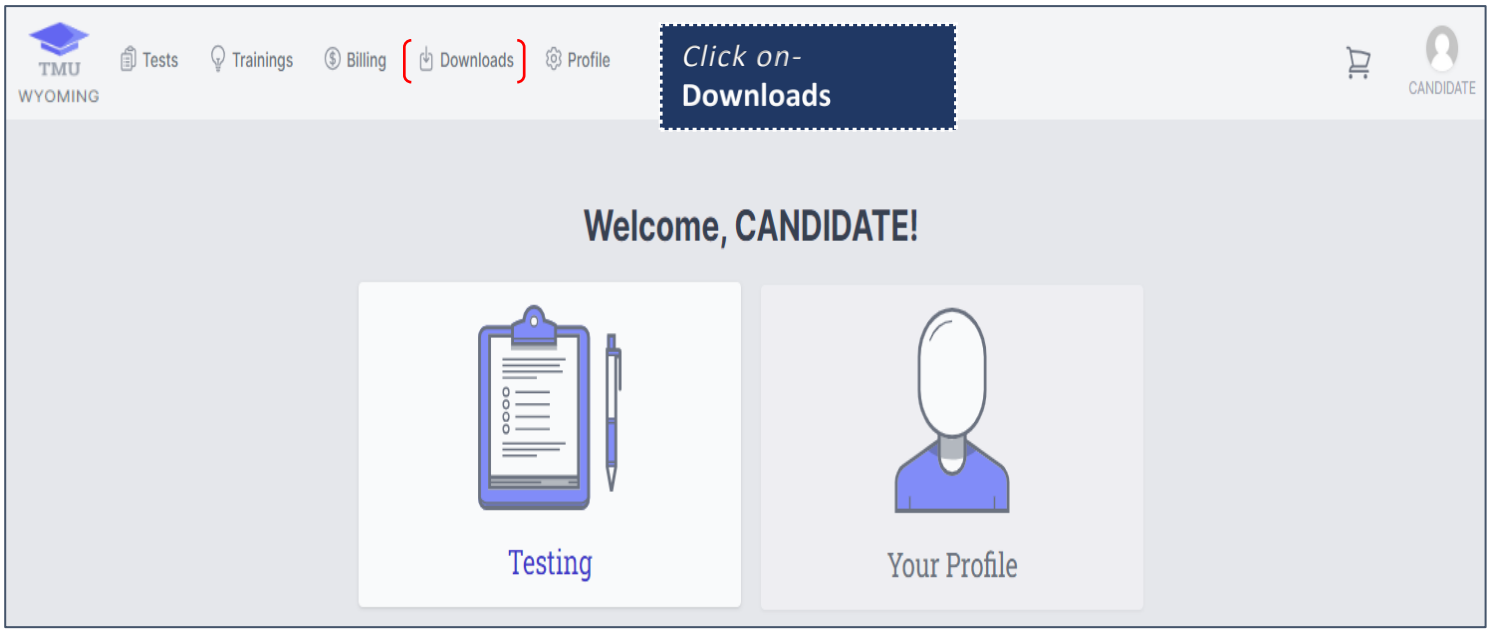
Testing Policies

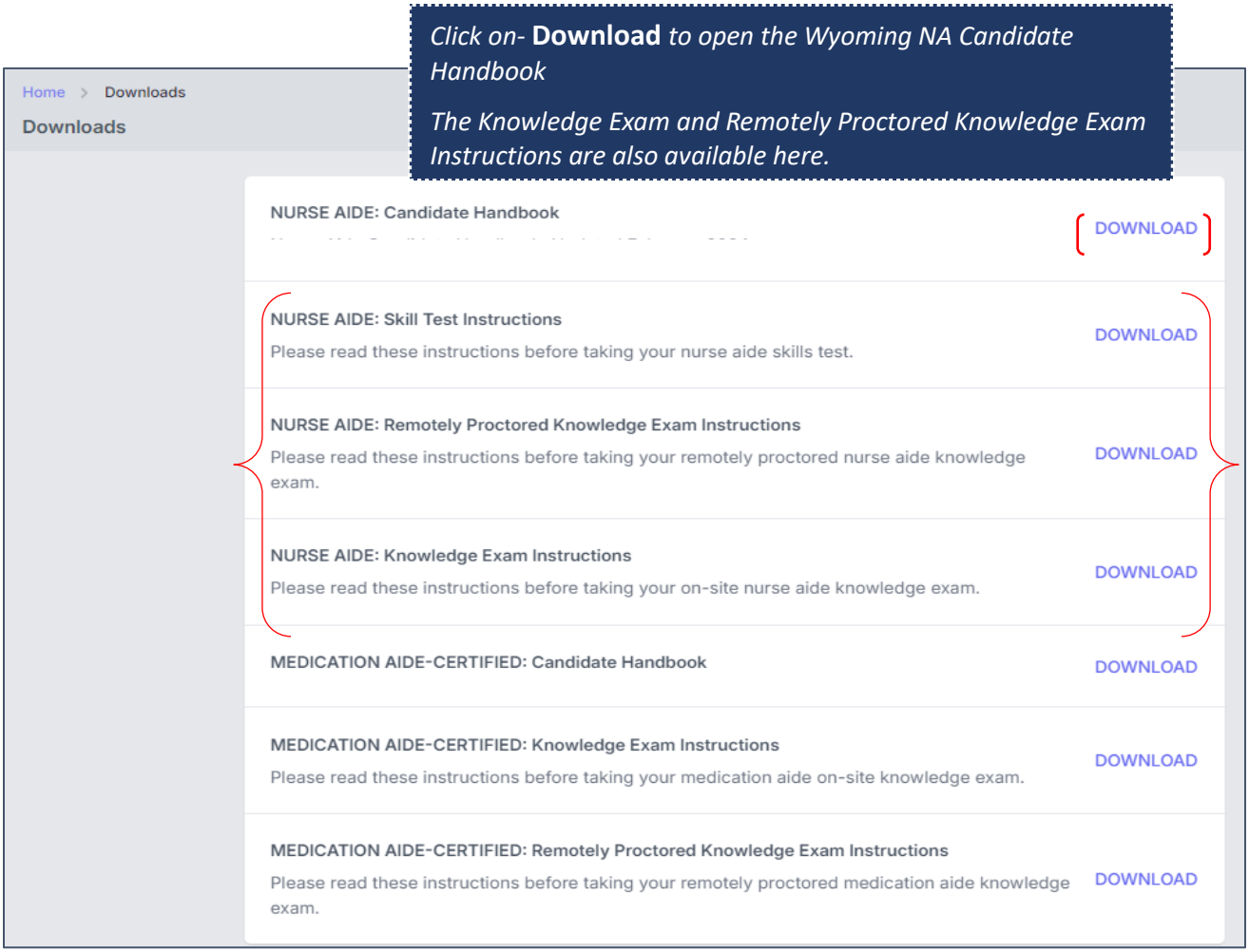
The following policies are observed at each test site—

- Make sure you have signed in to your TMU© record at **wy.tmutest.com** before your exam date to update your password and complete/review your demographic information. Refer to this handbook's 'Complete your TMU© Account' section for instructions and information.
    - If you have not signed in and completed/reviewed your TMU© account when you arrive for your exam, you may not be admitted to the exam, and any exam fees paid **will NOT be refunded**.
- If you arrive late for your confirmed exam (you need to be at the test site to check in at least 20-30 minutes before your scheduled start time – if your exam start time is 8:00AM, you need to be at the test site by 7:40AM at the latest), you will not be admitted to the exam, considered a no-show, and any exam fees paid *will NOT be refunded*.
    - If you are scheduled for a remotely proctored knowledge exam, please see procedures/policies under 'Remotely Proctored Knowledge Exam Option' in the Knowledge Exam section.
- If you do not bring valid and appropriate US government-issued, non-expired, signed/finger-printed photo ID, you will not be admitted to the exam, considered a no-show, and any exam fees paid *will NOT be refunded*.
    - If the FIRST and LAST printed names on your ID do not match your current name of record in your TMU© account, you will not be admitted to the exam, you will be considered a no-show, and any exam fees paid *will NOT be refunded*.
- If you are a NO-SHOW status for your exam day, any test fees paid *will NOT be refunded*. You must re-pay your testing fees to schedule another exam date.
- **ELECTRONIC DEVICES AND PERSONAL ITEMS:** Cell phones, smart watches, fitness monitors, electronic recording devices, Bluetooth-connected devices, and personal items (such as water bottles, purses, briefcases, large bags, study materials, extra books, or papers) are not permitted to be on or near you in either testing room. The testing team will inform you of the designated area to place your personal items and electronic devices, and you will collect these items when you complete your exam(s).
    - All electronic devices must be **turned off**, including smartwatches, fitness monitors, and Bluetooth-connected devices, which must be removed from your wrist or body.
    - You are not allowed to have coats or hooded apparel covering your head during testing in the testing rooms.
- Anyone caught using any type of electronic recording device or navigating to other browsers during testing will be removed from the testing room(s), have their exam scored as a failed attempt, forfeit all testing fees, and will be reported to their training program and the Wyoming State Board of Nursing (WSBN). You will not be allowed to retest without clearance from WSBN.
- You may use personal devices during your free time in the waiting area.
- You are encouraged to bring a jacket, snack, drink, or study material to have during your free time in the waiting area.

- Foreign language paper word-for-word translation dictionaries are allowed and must be shown to the RN Test Observer at check-in (for both a remotely proctored knowledge exam and an on-site test event) and to the Knowledge Test Proctor when you enter the knowledge test room (on-site test event). If there is any writing or definitions, the translation dictionary will not be permitted to be used during testing. **Using language translators that are not pre-approved and electronic dictionaries <u>are not allowed</u>.**
- If needed, you may do math calculations on scratch paper provided by the KTP.
    - **Any scratch paper <u>must be left</u> with the KTP when done testing.**
    - Calculators of any type ***are not allowed*** during testing.
- You may not take notes or other materials from the testing room.
- You are not permitted to eat, drink, smoke, use e-cigarettes, or vape during the exam.
- You are not allowed to leave the testing room once the exam has begun ***for any reason***. If you do leave during your test event, you will not be allowed back into the testing room to finish your exam.
- If you are discovered causing a disturbance of any kind, are visibly impaired, engaging in any kind of misconduct, or try to take any notes or testing materials from the testing room, you will be dismissed from the exam, your test will be scored as a failed attempt, you will forfeit all testing fees paid, and you will be reported to your training program and the Wyoming State Board of Nursing (WSBN).
- No visitors, guests, pets (including companion animals), or children are allowed.
    - *Service animals with an approved ADA accommodation in place are allowed.*
- D&SDT-HEADMASTER, test sites, RN Test Observers, Actors, and Knowledge Test Proctors are not responsible for the candidate's personal belongings at the test site.
- ***Please review this Wyoming Nurse Aide-Certified (NA) Candidate Handbook before your test day for any updates to testing and/or policies.***
- The Candidate Handbook and Testing Instructions can also be accessed within your TMU© account under your 'Downloads' tab.

Access the Candidate Handbook and Testing Instructions





Unforeseen Circumstances Policy

If an exam date is canceled due to an unforeseen circumstance or inclement weather, D&SDT-HEADMASTER staff will make every effort to contact you using the contact information (phone number/email) we have on file to reschedule you for no charge to a mutually agreed-upon new exam date. See more details under **'No Show Exceptions'**.

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

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

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

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

Security

If you refuse to follow directions, use abusive language, are visibly impaired, or disrupt the examination environment, your exam will be stopped and scored as a failed attempt. You will be dismissed from the testing room and forfeit any testing fees paid. A report of your behavior will be given to your training program and the Wyoming State Board of Nursing (WSBN). You will not be allowed to retest without clearance from WSBN.

Anyone who removes or tries to remove test material or takes notes or information from the test site will be reported to their training program and the WSBN and is subject to prosecution to the full extent of the law. Your exam will be scored as a failed attempt, and you will forfeit any testing fees that have been paid. You will not be allowed to retest for a minimum period of six (6) months. You will need to obtain permission from the WSBN to be eligible to test again.

If you give or receive help from anyone during testing (including using electronic recording devices such as cell phones, smart watches, etc., or navigating to other browsers/sites during your exam), your exam will be stopped and scored as a failed attempt. You will be dismissed from the testing room and will forfeit any testing fees paid. You will be reported to your training program and WSBN, and you may need to obtain permission from WSBN to be eligible to test again.

Reschedules

All candidates may reschedule for free online by signing in to their TMU© account at **wy.tmutest.com** any time up until **one (1) business day** before a scheduled test day, excluding Saturdays, Sundays, and Holidays.

Example: If you are scheduled to take your exam on a Saturday, Sunday, or Monday, you would need to reschedule by the close of business on the Thursday before your scheduled exam (D&SDT-HEADMASTER is open until 5:00PM Mountain Standard time, Monday through Friday, excluding Holidays).

The scheduled test date is on a:	**Reschedule before 5:00PM MST the previous:**
Monday	The previous Thursday
Tuesday	The previous Friday
Wednesday	The previous Monday
Thursday	The previous Tuesday
Friday	The previous Wednesday
Saturday	The previous Thursday
Sunday	The previous Thursday

Note: Reschedules will not be granted less than one full business day prior to a scheduled test date.

Refund of Testing Fees Paid

Requesting a refund of testing fees paid is different than rescheduling a test date. Requesting a refund means that you are not interested in taking the Wyoming nurse aide certification exam at all.

Scheduled in a Test Event

1) If you are scheduled for a test event, you must request a refund of the testing fees paid by filling out and submitting the Refund Request Form on D&SDT-HEADMASTER's main webpage at www.hdmaster.com at

least one (1) full business day prior to your scheduled test event (excluding Saturdays, Sundays, and holidays). No phone calls will be accepted.

Example: If you are scheduled to take your exam on a Saturday, Sunday, or Monday, you would need to request a refund by the close of business on the Thursday before your scheduled exam. D&SDT-HEADMASTER is open until 5:00PM Mountain time, Monday through Friday, excluding holidays.

2) Refund requests made in the required time frame qualify for a full refund of any testing fees paid minus a $35 refund processing fee.
3) Refund requests must be made within thirty (30) days of paying the original testing fees with HEADMASTER. Requests for refunds made after 30 days *will not be issued*.

Not Scheduled in a Test Event

1) Refund requests must be made within thirty (30) days of paying testing fees with HEADMASTER. Requests for refunds made after 30 days will not be issued.
2) To request a refund of testing fees paid, you must fill out and submit the Refund Request Form on D&SDT-HEADMASTER's main webpage at www.hdmaster.com. No phone calls will be accepted.
3) Refund requests made in the required time frame qualify for a full refund of any testing fees paid minus a $35 refund processing fee.

No-Shows

If you are scheduled for your exam and do not show up without notifying D&SDT-HEADMASTER one (1) business day preceding your scheduled testing event, **excluding** Saturdays, Sundays, and Holidays, or if you are turned away for lack of proper identification, proper attire, or any other reason to deem you ineligible to test, you will be considered a **NO-SHOW.** You will forfeit all fees paid and must submit a new testing fee to schedule yourself into a new test event.

These fees partially offset D&SDT-HEADMASTER costs incurred for services requested and resulting work that is performed. If a reschedule or refund request is not received before the one (1) full business day before a scheduled test event, excluding Saturdays, Sundays, and Holidays (see examples under Reschedules and Refund of Testing Fees Paid), a NO-SHOW status will exist, and you will forfeit your testing fees. You must repay the full testing fee to secure a new test event.

No-Show Exceptions

Exceptions to the No Show status exist. If you are a no-show for any test component for any of the following reasons, test fees will be refunded, or a free reschedule will be authorized to the remitter of record **with appropriate documentation provided within the required time frame.**

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

- **Weather or road condition-related issue:** D&SDT-HEADMASTER must be contacted within one business day via phone call, fax, or email, and a road report, weather report, or other appropriate documentation must be submitted within **three (3) business days** of the exam date. If we do not receive proof within the 3-business day time frame, you will have to pay as though you were a no-show.

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

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

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

Candidate Feedback – Exit Survey

Candidates are provided the opportunity to complete an exit survey via a link when checking their test results in their TMU© account. The survey is confidential and will not affect the outcome of any test. You are encouraged to complete the survey questions with honest feedback regarding the examination process to help improve the testing process.

Test Results

After you have completed both the Knowledge Exam and Skill Test components of the competency exam, your test results will be officially scored and double-checked by D&SDT-HEADMASTER scoring teams. Official test results will be available by signing in to your TMU© account after 6:00PM (MST) the business day after your test event. D&SDT-HEADMASTER cannot release test results over the phone.

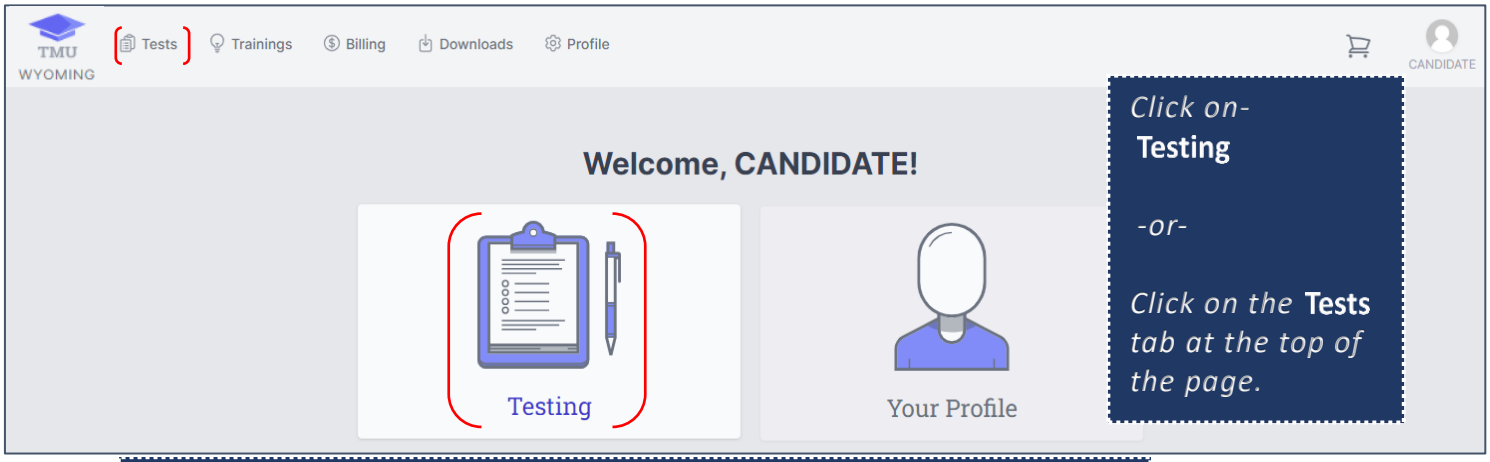
When you pass your exam, you may be certified and listed on the Wyoming Nurse Aide Registry **ONLY AFTER you have met all Wyoming State Board of Nursing requirements.** *One* of those requirements includes passing both the knowledge and skill test components of the Wyoming nurse aide examination.

If all application documentation is received, the CNA certificate issued by the Wyoming State Board of Nursing may take 3-5 business days to process after test results are received.

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

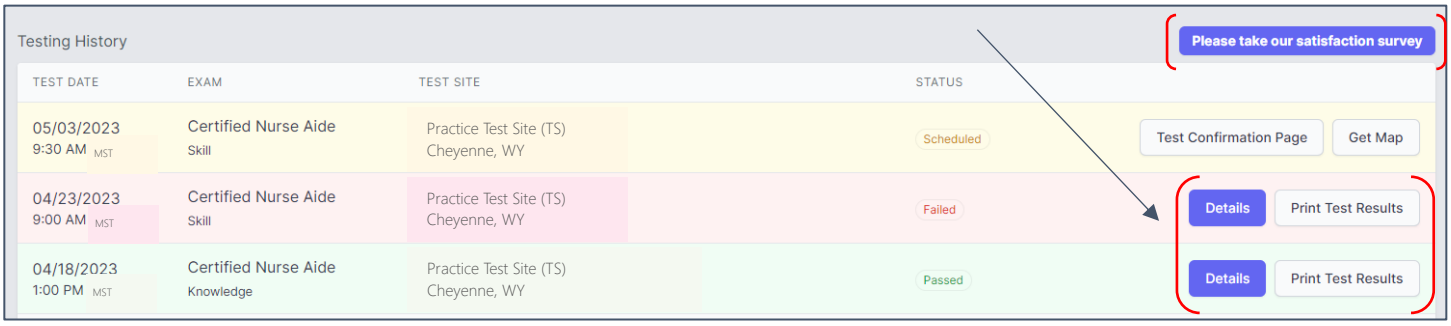
Check your Test Results Online

Sign in to your TMU© account at wy.tmutest.com to view your test results. (Refer to the screenshots that follow.)

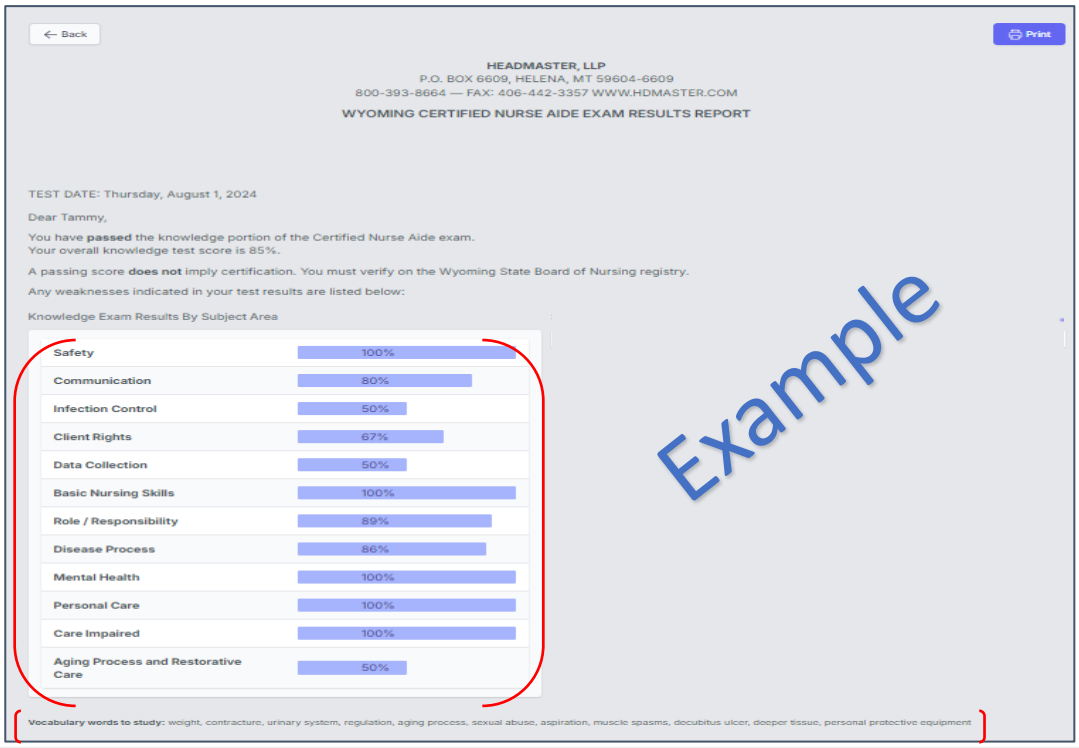


*Click on – **Details** to view your results.*

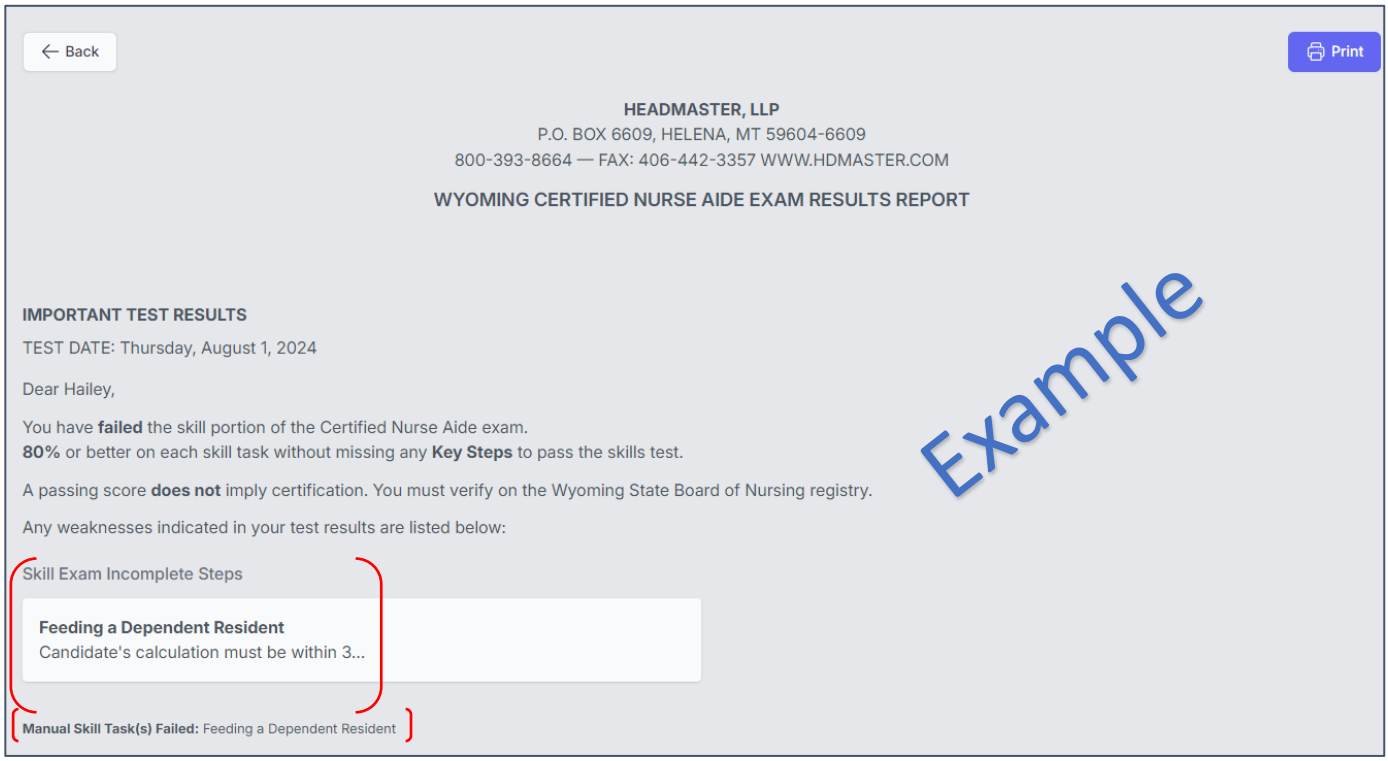
*Click on - **Print Test Results** to print your results.*
*Click on – **Please take our satisfaction survey** to complete the Exit Survey.*



Knowledge Exam Test Results Example:



Skill Exam Test Results Example:



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WYOMING CERTIFIED NURSE AIDE EXAM RESULTS REPORT

Example

IMPORTANT TEST RESULTS

TEST DATE: Thursday, August 1, 2024

Dear Hailey,

You have **failed** the skill portion of the Certified Nurse Aide exam.
80% or better on each skill task without missing any **Key Steps** to pass the skills test.

A passing score **does not** imply certification. You must verify on the Wyoming State Board of Nursing registry.

Any weaknesses indicated in your test results are listed below:

Skill Exam Incomplete Steps

Feeding a Dependent Resident
Candidate's calculation must be within 3...

Manual Skill Task(s) Failed: Feeding a Dependent Resident

Test Attempts

You have **five (5) attempts within a two (2) year period following graduation** to pass the knowledge and skill test portions of the exam. If you fail five attempts on either the knowledge or skills test component, you must complete a new Wyoming State Board of Nursing (WSBN) approved training program to become eligible to attempt Wyoming NA examinations further.

NOTE: Federal and State regulations allow healthcare facilities to employ students for up to 120 days from the day employment and training is offered in an approved facility-based nurse aide training and competency evaluation program. However, if you fail five (5) attempts on either the knowledge or skills portion of the state competency exam, the facility is no longer allowed to employ you to perform nurse aide duties.

Retaking the Nurse Aide Exam

If your test results inform you that you failed the knowledge and/or skills exam and when you want to apply for a retest, you will need to repay before you can schedule an exam date.

You can schedule a test or re-test online by signing in to your TMU© account at **wy.tmutest.com**. (See the 'Schedule/Reschedule a Test Event' section for rescheduling instructions.)

Before you can schedule, you will need to pay with a Visa, Master Card, or Debit card.

If you need assistance scheduling your re-test, please call D&SDT-HEADMASTER at (888) 401-0462 during regular business hours: 6:00AM to 5:00PM, Monday through Friday, MST, excluding Holidays. We can assist you in scheduling a test or re-test date as long as your fees have been paid first.

Test Review Requests

You may request a review of your test results or dispute any other testing condition.

***PLEASE READ BEFORE FILLING OUT THE TEST REVIEW REQUEST:** Please call D&SDT-HEADMASTER at (888)401-0462 and discuss the test outcome you are questioning before committing to sending the $25 test review request deposit fee. Once you have further details about the scoring of your test, you will often understand the scoring process and learn how you can better prepare yourself for subsequent exam attempts. If, after discussion with D&SDT-HEADMASTER staff, you still have a concern with your testing process that affected the outcome of your exam, you may submit a Test Review Request.

A $25 test review deposit fee must be paid before a form test review can begin (**please read the paragraph above*). To request a review, complete the Test Review Request and Payment Application available in the Wyoming TMU© under Applications (before you log in to your TMU© account). Submit a detailed explanation of why you feel your dispute is valid **within three (3) business days** from the official scoring of your test (excluding Saturdays, Sundays, and holidays). Late requests will not be considered.

Since one qualification for certification as a Wyoming nurse aide is demonstrated by examination of minimum nurse aide knowledge and skills, the likely outcome of your review will determine who pays for your re-test. If the review results are in your favor, D&SDT-HEADMASTER will refund your test review fee. D&SDT-HEADMASTER will review your detailed recollection, your knowledge test markings, and any skill task measurements you recorded at the time of your test, in addition to reviewing markings, notations, and measurements recorded by the RN Test Observer at the time of your test. D&SDT-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). If the finding of the review is *not in your favor*, the $25 test review deposit will stand, and the fee is non-refundable.

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

D&SDT-HEADMASTER will complete your review request within ten business days of the receipt of your timely review request and will email the review results to your email address and the Wyoming State Board of Nursing (WSBN).

The Knowledge/Audio Exam

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

The Knowledge Test Proctor will hand out materials and give instructions for taking the Knowledge Exam. You will have a maximum of **60 minutes** to complete the **60-question** Knowledge Exam. You will be told when fifteen (15) minutes remain. You may not ask questions about the content of the Knowledge Exam, such as "What does this question mean?"

You must have a score of 76% or better to pass the knowledge portion of the exam.

All test sites in Wyoming utilize electronic TMU© testing using Internet-connected computers. The knowledge exam portion of your exam will be displayed on a computer screen for you to read and key/tap or click on your answers. **NOTE: You will need your TMU© Username or Email and Password to sign in to your knowledge exam.** Please see the information under 'Complete your TMU© Account' to sign in to your TMU© account.

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

Foreign language paper word-for-word translation dictionaries are allowed and must be shown to the RN Test Observer at check-in (for both a remotely proctored knowledge exam and an on-site test event) and to the Knowledge Test Proctor when you enter the knowledge test room (on-site test event). The translation dictionary will not be permitted during testing if there is any writing or definitions. **Using language translators that are not pre-approved and electronic dictionaries <u>are not allowed</u>.**

If needed, you may do math calculations on scratch paper provided by the KTP.

- **Any scratch paper <u>must be left</u> with the KTP when done testing.**
- Calculators of any type ***are not allowed*** during testing.

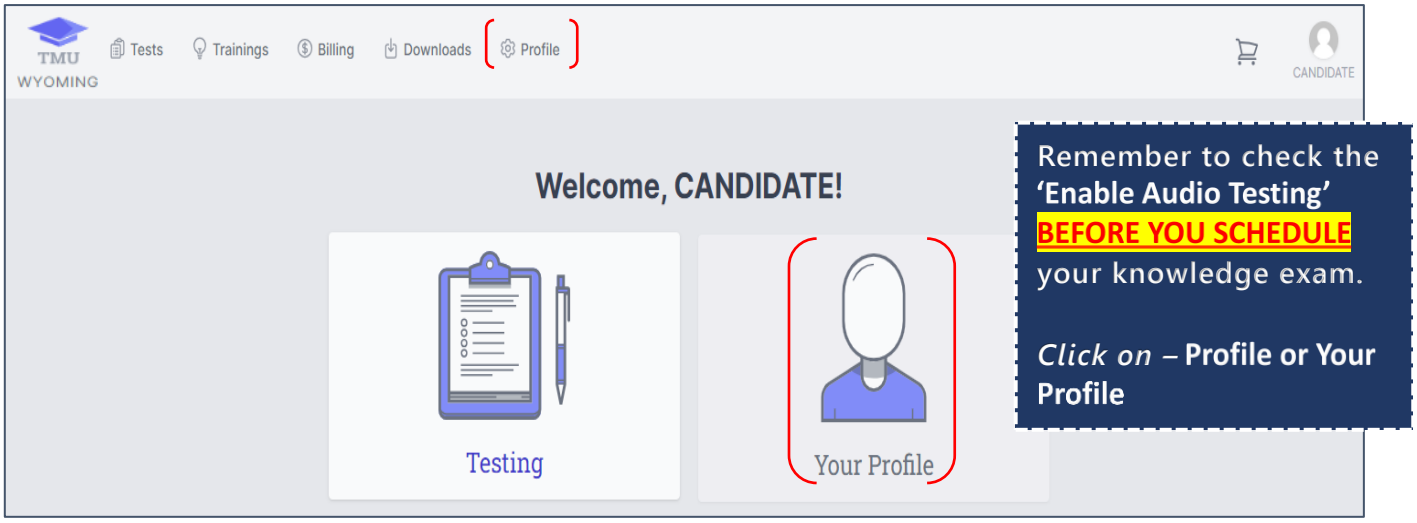
All test materials, including scratch paper, must be left in the testing room. Anyone who takes or tries to take materials, notes, or information from the testing room is subject to prosecution and will be reported to their training program and the Wyoming State Board of Nursing (WSBN).

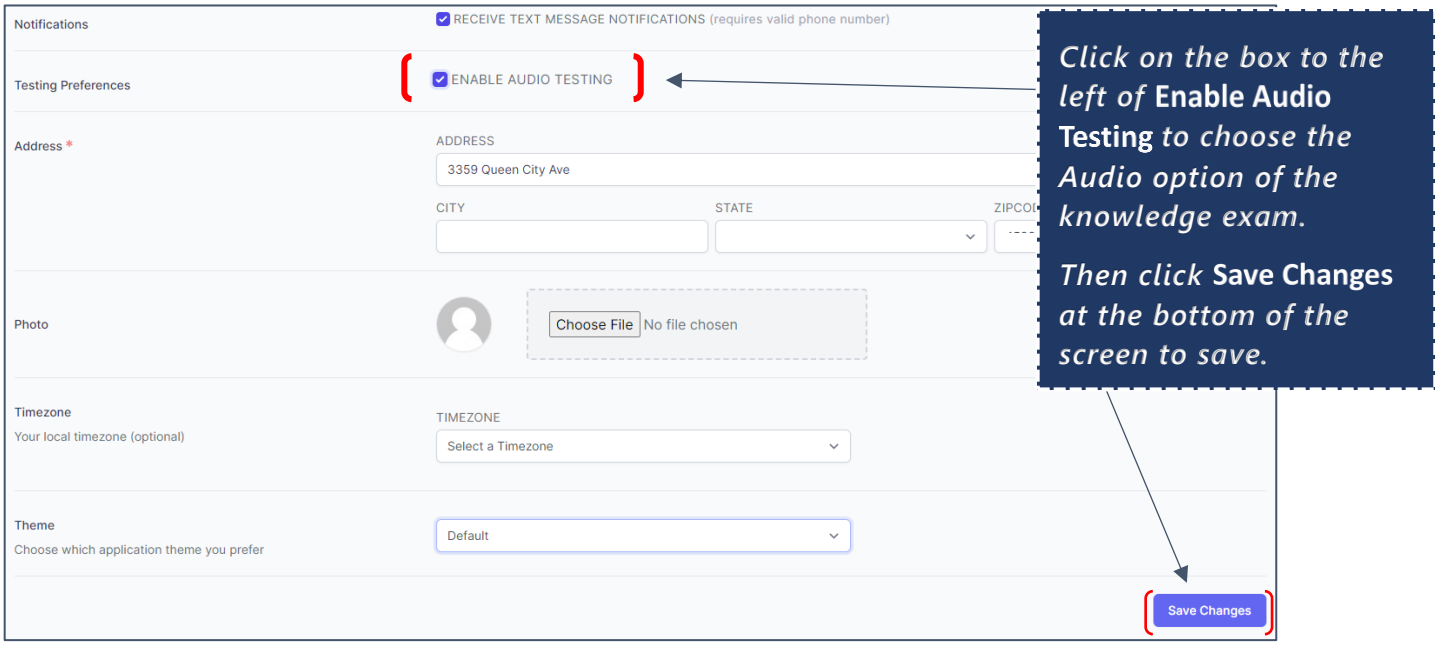
An audio (oral) version of the knowledge exam is available. However, you must request an Audio version before you submit your testing fee payment. An audio version costs an additional $10 (the total for Knowledge AUDIO is $42). To select the Audio version of the knowledge exam, please see the next section, 'Select an Audio Version of the Knowledge Exam'.

Select an Audio Version of the Knowledge Exam

To select the audio version of the knowledge exam, see the following instructions.

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





The questions are read to you neutrally and can be heard through wired headphones or earbuds plugged into the computer. When taking an audio version of the knowledge exam, the audio control buttons are displayed on the computer screen, enabling you to play, rewind, or pause questions as needed.

Remotely Proctored Knowledge Exam Option

You can take the knowledge exam with a remote proctor from your home, etc.

Remotely Proctored Knowledge Exam Candidate Requirements

Candidates must have:

- An updated version of Google Chrome as your Internet browser.
  - ***Internet Explorer does not support TMU©.***
- A reliable Internet (Wi-Fi) connection.
- A personal computer/tablet/laptop to log into TMU© to access the knowledge exam.
- **Your Email or Username and Password to take the remotely proctored TMU© Knowledge exam.**
- A smartphone to access the 'video conferencing app' (for example, Zoom, etc.) that you must download.
  - You will receive an email and a notification in your TMU© account with information about the 'video conferencing app' (for example, Zoom, etc.) you will need before test day.
  - The night before your scheduled remotely proctored knowledge exam, you will receive a reminder via email, and a notification will be generated in your TMU© account with the password-protected link to join the test event.
- A distraction and interruption-free area of your home, etc., where you will be testing.
- If you have selected the Audio version of the knowledge exam, you will provide your own wired headphones or earbuds (Bluetooth-connected devices are not allowed) to plug into the computer.
  - The questions are neutrally read to you and will be heard through wired headphones or earbuds plugged into the computer.
  - When taking an Audio exam, the audio control buttons will be displayed on the computer screen, enabling you to play, rewind, or pause questions as needed.

Remotely Proctored Knowledge Exam Instructions

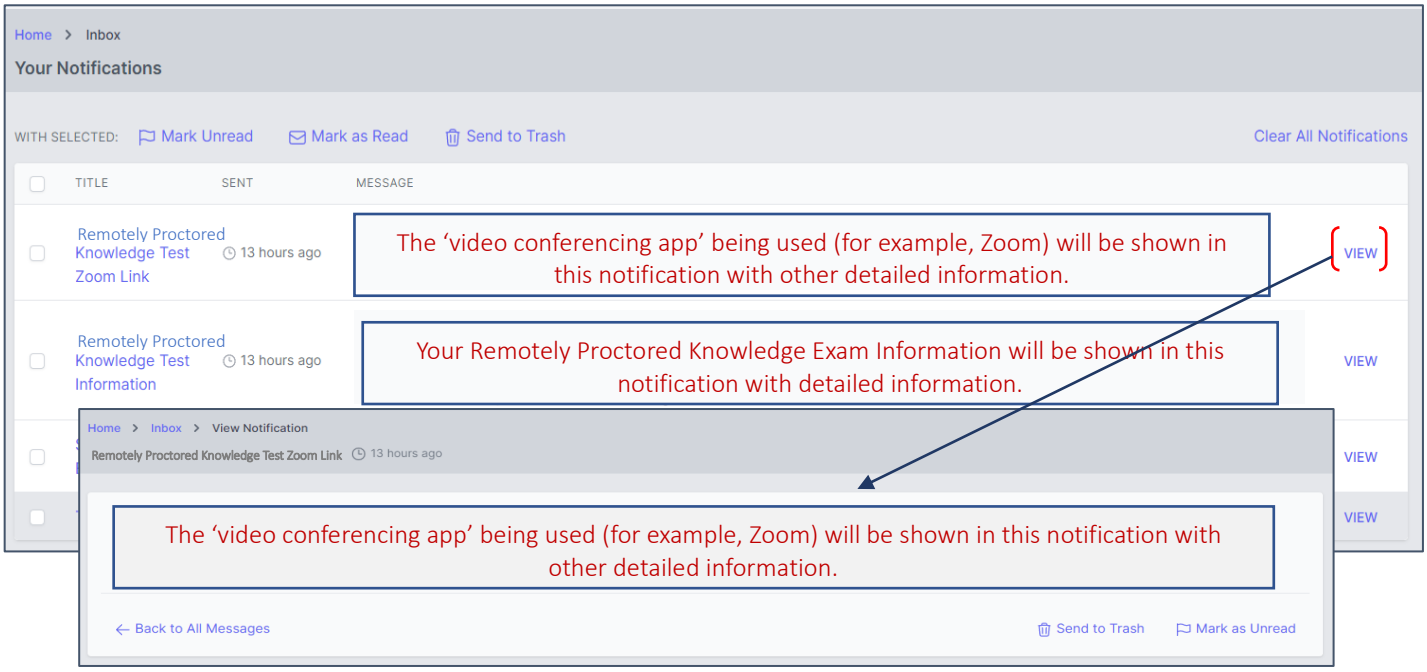
It is important that you read the Remote Proctored Knowledge Exam Instructions before you check in to the Remote waiting room to take your Remote exam, available anytime from the link under the 'Downloads' tab in your TMU© account. Please see the **'Access the Candidate Handbook and Testing Instructions'** section.

Schedule a Remotely Proctored Knowledge Exam

You will need to sign in to your TMU© account using your Username or Email and Password and follow the instructions to 'Schedule/Reschedule a Test Event'. Please ensure you have met the 'Remotely Proctored Knowledge Exam Candidate Requirements' listed above before scheduling a remotely proctored knowledge exam.

- The test site location for a remotely proctored knowledge exam will be **'Remotely Proctored Testing Site'**.
- Once scheduled, a test confirmation will be sent via email and/or text message, and a notification will be generated in your TMU© account for you to view (see the 'Test Confirmation Letter' and 'Check/View your TMU© Notifications' sections for information to access your test confirmation.)
- Instructions and the link to download the 'video conferencing app' (for example, Zoom, etc.), including the meeting ID and Password for the remotely proctored knowledge event you are scheduled for, will be emailed to you and in your notifications.
    - Remember to also check your 'NOTIFICATIONS' under your profile pic in your TMU© account for this information. Please refer to the 'Check/View your TMU© Notifications' section.

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



Remotely Proctored Knowledge Exam Check-In

You must be signed in to the remotely proctored exam link (for example, the Zoom waiting room) for the check-in process with the remote test proctor prior (10-20 minutes) to the start time listed on your test confirmation. **If you are not signed into the remotely proctored exam waiting room link prior (at least 10 minutes) to the time listed on your test confirmation, you will not be allowed to test**, you will be considered a no-show, and you will forfeit your testing fees paid and have to pay for another test date.

- You must show your mandatory identification to the remote proctor at check-in before starting your remotely proctored knowledge exam. Please see the 'Identification' section for specifics.
- You must show your surroundings to the remote proctor during check-in before starting your remotely proctored knowledge exam.

Remotely Proctored Knowledge Exam Policies

All 'Testing Policies' and 'Security' measures are adhered to during the remotely proctored knowledge exam. Please refer to those sections for information.

- The 'video conferencing app' (for example, Zoom, etc.) link must be maintained during the entire knowledge exam.
- If the 'video conferencing app' (for example, Zoom, etc.) connection is lost, you must immediately reconnect. Otherwise, the remote proctor will disconnect you from the test event, and your test will be scored as a failed attempt.
- Your device must **not be muted** during testing so that the remote Proctor can hear if there are any distractions or other interruptions during your test. **REMEMBER:** *You need to test in a distraction and interruption-free area just like you would if you were sitting in the knowledge test room at a test site.*
- Please see 'Remotely Proctored Testing Issues' information under the 'No Show Exceptions' section.
- If needed, you may do math calculations on scratch paper. Before starting your exam, you will be asked to show both sides of the scratch paper to the remote Proctor.
  - At the end of your exam, you will be asked to show both sides of the scratch paper to the remote Proctor ***again***. You will then be told you must tear up the scratch paper in view of the remote Proctor and to mute your phone before tearing up the scratch paper.
- Published foreign language word-for-word translation dictionaries **are allowed**.
  - You will need to show the remote Proctor the dictionary during check-in.
  - *Electronic, non-approved language translators or dictionaries that contain writing or definitions* ***are not allowed***.
- If you have requested an audio version of the Knowledge Exam, you will need wired headphones or earbuds that plug into the computer (Bluetooth-connected devices are not allowed).

Please call D&SDT-HEADMASTER at (888)401-0462 if you have any questions or concerns or need assistance scheduling a remotely proctored knowledge exam.

Knowledge Exam Content

The Knowledge Test consists of **60 multiple-choice questions**. Questions are selected from subject areas based on the Wyoming State Board of Nursing approved Wyoming test plan and include questions from all the required categories as defined in the federal regulations. The subject areas are as follows:

Subject Areas

Subject Area	Number of Questions	Subject Area	Number of Questions
Aging Process and Restorative Care	2	Infection Control	4
Basic Nursing Skills	8	Mental Health	4
Care Impaired	3	Personal Care	4
Communication	5	Resident Rights	6
Data Collection	2	Role and Responsibility	9
Disease Process	7	Safety	6

Self-Assessment Reading Comprehension Exam

The following passages and corresponding questions will assess your reading comprehension required for the knowledge portion of the state competency evaluation. If you miss more than three (3) questions, you should consider utilizing the audio option for the knowledge exam.

PASSAGE 1

Paul and Ben are twins. They are identical in features but opposite in personality. Paul likes to wear dark colors, while Ben likes to wear bright colors. Paul likes to read quietly, while Ben likes to attend football games with friends.

1. Paul can be classified as an
   a. omnivert
   b. extrovert
   c. introvert
   d. ambivert

2. Ben can be classified as an
   a. omnivert
   b. extrovert
   c. introvert
   d. ambivert

3. Paul and Ben have identical
   a. noses
   b. shoes
   c. earrings
   d. tattoos

PASSAGE 2

Amy is from Montana and lives in an apartment with her parents and brother, Nick. Tomorrow, she is flying to Oregon. Amy is bringing three books of three different colors with her. Nick doesn't understand why she needs three books. The yellow one is a Spanish-English dictionary. The red one is a tourist guide to Oregon. The blue one is about horses, which Amy feels is the most important.

Amy will not need her United States of America passport because she won't be leaving the country.

4. Amy is from
    a. Wisconsin
    b. Montana
    c. Oregon
    d. Wyoming

5. Amy resides in a(n)
    a. house
    b. farm
    c. condo
    d. apartment

6. Amy lives in
    a. Canada
    b. America
    c. Mexico
    d. Peru

7. Amy lives with her
    a. aunt
    b. grandmother
    c. father
    d. sister

8. Amy's brother's name is
    a. Nick
    b. Loren
    c. Chad
    d. Jared

9. Tomorrow, she is going to
    a. Montana
    b. Canada
    c. Wisconsin
    d. Oregon

10. The type of book that is yellow is a(n)
    a. dictionary
    b. animal interest
    c. tourist
    d. guidebook

11. Amy believes the book that is the most important is the color
    a. red
    b. black
    c. yellow
    d. blue

PASSAGE 3

Katherine did not like being called by her full name. She preferred to be called Katie. Katherine's mother wanted her to understand why she was given that legal name. Her mother shared a story about a strong-willed woman who overcame adversities, and her name was Katherine. Katherine then embraced her given name.

12. Katherine is a
    a. last name
    b. middle name
    c. legal name
    d. nickname

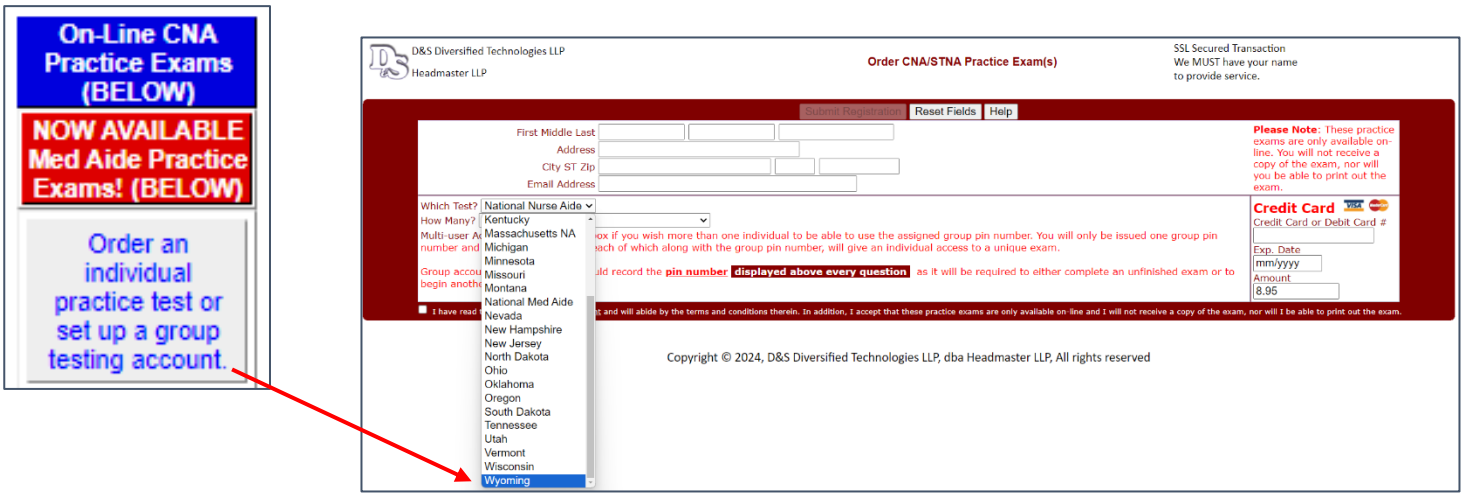
13. The purpose of Katherine's mother sharing the story with Katherine is to
    a. entertain
    b. persuade
    c. inform
    d. describe

Answers: 1. C | 2. B | 3. A | 4. B | 5. D | 6. B | 7. C | 8. A | 9. D | 10. A | 11. D | 12. C | 13. C

Knowledge Practice Test

D&SDT-HEADMASTER offers a free knowledge test question of the day and a ten-question online static practice test available on our website at www.hdmaster.com. Candidates may purchase complete practice tests randomly generated based on the state test plan. A mastery learning method is used, and each practice test will be unique. This means candidates must get the question they are attempting correct before they move on to the next question. A first-attempt percentage score and vocabulary feedback are supplied upon completion of the practice test. A list of vocabulary words to study is provided at the end of each test. Single or group purchase plans are available.

NOTE: Make sure you select **WYOMING** from the drop-down list.



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

1. Clean linens that touch the floor should be:
   - (A) Picked up quickly and placed back on the clean linen cart
   - (B) Used immediately on the next resident bed
   - (C) Considered dirty and placed in the soiled linen hamper
   - (D) Used only in the room with the floor the linen fell on

2. When you are communicating with residents, you need to remember to:
   - (A) Face the resident and make eye contact
   - (B) Speak rapidly and loudly
   - (C) Look away when they make direct eye contact
   - (D) Finish all their sentences for them

3. A resident's psychological needs:
   - (A) Should be given minor consideration
   - (B) Make the resident withdrawn and secretive
   - (C) Are nurtured by doing everything for the resident
   - (D) Are nurtured when residents are treated like individuals

ANSWERS: 1-C | 2-A |3-D

The Manual Demonstration Skill Test

- The purpose of the Skill Test is to evaluate your performance when demonstrating WSBN-approved nurse aide skill tasks. You will find a complete list of skill tasks in this handbook.
- You will be asked to re-present your ID that you showed the RN Test Observer at check-in.
- Be sure you understand all instructions you read while in the waiting area before you begin your skill task demonstrations. You may not ask questions once the Skill Test begins and the timer starts, and the RN Test Observer may not answer questions once the skill test begins.
- Each of your randomly selected three (3) or four (4) tasks will have scenarios associated with them. The RN Test Observer will read the scenarios to you immediately before you are asked to do each task.

- You will be allowed **thirty (30) minutes** to complete your three or four tasks. After fifteen (15) minutes have elapsed, you will be alerted when 15 minutes remain.
- Listen carefully to all instructions given by the RN Test Observer. You may request to have any of the scenarios repeated **at any time** during your Skill Test up until you run out of time or tell the RN Test Observer that you are finished with your skill task demonstrations.
- To pass the Skill Test, you must correctly perform all key steps (in bold font) and 80% of all non-key steps on each task assigned.
- If you believe you made a mistake while performing a task, tell the RN Test Observer you would like to make a correction. You will need to correctly demonstrate the step or steps on the task you believe you performed incorrectly to receive credit for the correction.
- You may repeat or correct **any step** or **steps** on any task you believe you have performed incorrectly at **any time** during your allotted 30 minutes or until you tell the RN Test Observer you are finished with the Skill Test.
- The skill task steps are not order dependent unless the words *BEFORE* or *AFTER* are used in a step.
- When you finish each task, verbally tell the RN Test Observer you are finished and move to the designated "relaxation area." When the RN Test Observer and actor have set up and are ready for your next skill task demonstration, the RN Test Observer will read the scenario for your next task.
- **All steps must actually be demonstrated. Steps that are only verbalized or simulated WILL NOT COUNT.**

Skill Test Recording Form

If your skill test includes a skill task that requires recording a count or measurement, the RN test observer will provide a recording form similar to the one displayed below.

RECORDING FORM →

Candidate's Name: _____
PLEASE PRINT

PULSE: _____ *beats* **RESPIRATIONS:** _____ *breaths*

URINE OUTPUT: _____ ml

GLASS 1: _____
GLASS 2: _____
TOTAL FLUID INTAKE: _____ ml

FOOD INTAKE: _____%

Candidate's Signature: _____

Skill Test Tasks

You will be assigned one of the following mandatory tasks with embedded hand washing using soap and water as your first task:

- Assist Resident with the use of a Bedpan with Hand Washing
- Catheter Care for a Female with Hand Washing [DEMONSTRATED ON MANIKIN]
- Donn (Put On) PPE (a Gown and Gloves), Empty a Urinary Drainage Bag, Measure and Record Urine Output and Doff (Remove) PPE with Hand Washing
- Perineal Care for a Female with Hand Washing [DEMONSTRATED ON MANIKIN]

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

You will also receive an additional two (2) or three (3) randomly selected tasks from the Skill Task listing below. These selected tasks will make up your personalized and unique skill test. Each skill test randomly assigned by the TMU© skill test assignment algorithm will be comparable in overall difficulty.

Skill Tasks Listing

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

The steps listed for each task are required for a nurse aide candidate to successfully demonstrate minimum proficiency in the skill task for the RN Test Observer. For all but two of the tasks, the steps will be performed on a live resident actor; the catheter care for a female and the perineal care for a female will be done on a manikin. You will be scored only on the steps listed.

To pass the skill component of your competency evaluation, you must score 80% on each task without missing any key steps (the bolded steps).

If you fail the Skill Test, there will always be one of the first mandatory tasks to start each Skill Test. The other tasks included in your skill test are randomly chosen so that every skill test is comparable in difficulty and has an average length of time to complete. The RN Test Observer will observe your demonstrations of your skill tasks and record what they see you do. D&SDT-HEADMASTER scoring teams will officially score and double-check your test.

Note: The skill task steps included in this handbook are offered as guidelines to help prepare candidates for the Wyoming nurse aide skill test. They are not intended to provide complete care that would be all-inclusive of best care practiced in an actual work setting.

APPLY AN ANTI-EMBOLIC STOCKING TO ONE LEG

1. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Raise bed height.
4. Provide for resident’s privacy.
5. Provide for resident's privacy by only exposing one leg.
6. Roll, gather, or turn the stocking down inside out to at least the heel.
7. Place stocking over the resident's toes, foot, and heel.

8. Roll or pull the stocking up the leg.
9. Check toes for possible pressure from stocking.
10. Adjust stocking as needed.
11. **Leave the resident with a stocking that is smooth/wrinkle-free.**
12. Lower bed.
13. Place call light or signaling device within easy reach of the resident.
14. Maintain respectful, courteous interpersonal interactions at all times.
15. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.

ASSIST RESIDENT TO AMBULATE USING A GAIT BELT

1. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Obtain a gait belt for the resident.
4. Assist the resident in putting on non-skid shoes/footwear.
5. Adjust the bed height so that the resident's feet will rest comfortably flat on the floor when the resident is sitting on the edge of the bed.
6. Lock bed brakes to ensure resident's safety.
7. **Lock wheelchair brakes to ensure resident's safety.**
8. Bring the resident to a sitting position.
9. Place the gait belt around the resident's waist.
10. Tighten gait belt.
11. Check the gait belt for tightness by slipping fingers between the gait belt and the resident.
12. Face the resident.
13. Grasp the gait belt on both sides with an upward grasp.
14. Bring the resident to a standing position.
15. Stabilize the resident.
16. Ambulate the resident at least ten (10) steps to the wheelchair.
17. When ambulating the resident, use an upward grasp on the gait belt.
18. Assist the resident in pivoting/turning and sitting in the wheelchair in a controlled manner that ensures safety.
19. Use proper body mechanics at all times.
20. Remove gait belt.
21. Place the call light or signaling device within easy reach of the resident.
22. Maintain respectful, courteous interpersonal interactions at all times.
23. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.

ASSIST RESIDENT WITH THE USE OF A BEDPAN AND HAND WASHING

(One of the possible first mandatory tasks.)

-EMBEDDED HAND WASHING ADDED-

1. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Provide for resident's privacy.
4. Put on gloves.
5. Position resident on bedpan/fracture pan correctly. *(Pan is not upside down, it is centered, etc.)*
6. Raise the head of the bed to a comfortable level.
7. Leave tissue within reach of the resident.
8. Leave the call light or signaling device within reach of the resident.
9. Move to an area of the room to provide privacy for the resident.
10. When the RN Test Observer indicates the candidate returns.
11. Lower the head of the bed.
12. Gently remove the bedpan/fracture pan. *(Candidate will hold the bedpan while the RN Test Observer pours liquid (fake urine) into the bedpan.)*
13. Empty equipment used into the designated toilet/commode.
14. Rinse equipment used and empty rinse water into the designated toilet/commode.
15. Return equipment to storage.
16. Wash/assist the resident in washing and drying hands with soap and water. *(A wet washcloth with soap is okay.)*
17. Place soiled linen in a designated laundry hamper.
18. Remove gloves, turn them inside out as they are removed, and dispose in a trash container.
19. Place the call light or signaling device within easy reach of the resident.
20. Maintain respectful, courteous interpersonal interactions at all times.
21. WASH HANDS: Turn on water.
22. Wet hands and wrists thoroughly.
23. Apply soap to hands.
24. Rub hands together using friction with soap.
25. **Scrub/wash hands together for at least twenty (20) seconds with soap.**
26. Scrub/wash with interlaced fingers pointing downward with soap.
27. Wash all surfaces of your hands with soap.
28. Wash wrists with soap.
29. Clean fingernails by rubbing fingertips against the palm of the opposite hand.
30. Rinse fingers, hands, and wrists thoroughly under running water with fingers pointed downward.
31. Dry hands with a clean paper towel(s).
32. Discard paper towel(s) in a trash container as used.
33. Turn off the faucet with a clean, dry paper towel and discard the paper towel in a trash container as used.
34. **Do not recontaminate hands at any time during the hand washing procedure.** *(For example, do not touch the sides of the sink during the procedure or crumple up the paper towel used to turn off the faucet with both hands before discarding it.)*

CATHETER CARE FOR A FEMALE RESIDENT WITH HAND WASHING

(One of the possible first mandatory tasks.)

-EMBEDDED HAND WASHING ADDED | DEMONSTRATED ON MANIKIN-

1. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Provide for resident's privacy.
4. Fill a basin with comfortably warm water.
5. Put on gloves.
6. Expose the area surrounding the catheter, only exposing the lower half of the resident's body.
7. **Hold the catheter where it exits the urethra with one hand.**
8. While holding the catheter, clean at least 3-4 inches down the drainage tube.
9. **Clean with strokes (at least two strokes) only away from the urethra.**
10. Use a clean portion of the washcloth for each stroke.
11. While holding the catheter, rinse at least 3-4 inches down the drainage tube.
12. Rinse using strokes only away from the urethra.
13. Rinse using a clean portion of the washcloth for each stroke.
14. Pat dry.
15. **Do not allow the tube to be tugged/pulled at any time during the procedure.**
16. Replace the top cover over the resident.
17. Place soiled linen in a designated laundry.
18. Empty, rinse, dry, and return equipment to storage.
19. Remove gloves, turn them inside out as they are removed, and dispose in a trash container.
20. Place the call light or signaling device within easy reach of the resident.
21. Maintain respectful, courteous interpersonal interactions at all times.
22. WASH HANDS: Turn on water.
23. Wet hands and wrists thoroughly.
24. Apply soap to hands.
25. Rub hands together using friction with soap.
26. **Scrub/wash hands together for at least twenty (20) seconds with soap.**
27. Scrub/wash with interlaced fingers pointing downward with soap.
28. Wash all surfaces of your hands with soap.
29. Wash wrists with soap.
30. Clean fingernails by rubbing fingertips against the palm of the opposite hand.
31. Rinse fingers, hands, and wrists thoroughly under running water with fingers pointed downward.
32. Dry hands with a clean paper towel(s).
33. Discard paper towel(s) in a trash container as used.
34. Turn off the faucet with a clean, dry paper towel and discard the paper towel in a trash container as used.
35. **Do not recontaminate hands at any time during the hand washing procedure.** *(For example, do not touch the sides of the sink during the procedure or crumple up the paper towel used to turn off the faucet with both hands before discarding it.)*

DENTURE CARE – CLEAN UPPER OR LOWER DENTURE

-WITHOUT MOUTH CARE-

1. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. **Line the bottom of the sink with a protective lining that will help prevent damage to the dentures.** *(Towels, washcloths, or paper towels are all acceptable.)*
4. Put on gloves.
5. Apply denture cleanser (paste) to denture brush (or toothbrush).
6. Remove the denture from the cup.
7. Handle the denture carefully to avoid damage.
8. Rinse the denture under cool running water.
9. Thoroughly brush the inner surfaces of the denture.
10. Thoroughly brush the outer surfaces of the denture.
11. Thoroughly brush the chewing surfaces of the denture.
12. Rinse all surfaces of the denture under cool running water.
13. Rinse the denture cup and lid.
14. Place the denture in the rinsed cup.
15. Add cool, clean water to the denture cup and replace the lid on the denture cup.
16. Rinse equipment.
17. Return equipment to storage.
18. Discard the sink protective lining in an appropriate container.
19. Remove gloves, turn them inside out as they are removed, and dispose in a trash container.
20. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
21. Place the call light or signaling device within easy reach of the resident.
22. Maintain respectful, courteous interpersonal interactions at all times.

DON [PUT ON] PPE (GOWN AND GLOVES), EMPTY A URINARY DRAINAGE BAG, MEASURE AND RECORD URINE OUTPUT, AND DOFF [REMOVE] PPE WITH HAND WASHING

(One of the possible first mandatory tasks.)

-PUTTING ON AND REMOVING PPE (GOWN & GLOVES) AND EMBEDDED HAND WASHING ADDED-

1. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2. Unfold the gown.
3. Face the back opening of the gown.
4. Place arms through each sleeve.
5. Secure the neck opening.
6. Secure the gown at the waist, making sure that the back flaps cover the clothing as completely as possible.
7. Put on gloves.
8. The cuffs of gloves overlap the cuffs of the gown.

9. Explain the procedure to the resident.
10. Provide for resident's privacy.
11. Place a barrier on the floor under the drainage bag.
12. Place the graduate on the previously placed barrier.
13. Open the drain to allow the urine to flow into the graduate until the bag is completely empty.
14. Avoid touching the graduate with the tip of the tubing.
15. Close the drain.
16. **Wipe the drain with an alcohol wipe AFTER emptying the drainage bag.**
17. Place the graduate on a level, flat surface.
18. With the graduate at eye level, measure output.
19. Empty the graduate into the designated toilet/commode.
20. Rinse equipment, emptying rinse water into the designated toilet/commode.
21. Return equipment to storage.
22. Record the output in ml on the previously signed recording form.
23. **The candidate's recorded measurement is within 25ml of the RN Test Observer's measurement.**
24. Place the call light or signaling device within easy reach of the resident.
25. Maintain respectful, courteous interpersonal interactions at all times.
26. Remove gloves BEFORE removing the gown, ***or*** *with gloves on*, pull/pop the gown off by pulling on the front of the gown.
27. Remove gloves, turning inside out and folding one glove inside the other ***or*** pull/pop the gown from the neck, always keeping gloved hands on the outside (contaminated) portion of the gown.
28. Do not touch the outside of the gloves with your bare hand at any time ***or*** work the gown down the arms from the neck and roll the gown inside out as it is removed.
29. Dispose of the gloves in the appropriate container ***or*** peel them off, keeping them inside out and rolling up inside the gown.
30. Remove the gown at the neck with bare hands if not using an alternate removal method.
31. Unfasten the gown at the waist with bare hands if not using an alternate removal method.
32. Remove the gown by folding/rolling the soiled area to the soiled area with either removal method.
33. Dispose of the gown in a designated container without contaminating yourself.
34. WASH HANDS: Turn on water.
35. Wet hands and wrists thoroughly.
36. Apply soap to hands.
37. Rub hands together using friction with soap.
38. **Scrub/wash hands together for at least twenty (20) seconds with soap.**
39. Scrub/wash with interlaced fingers pointing downward with soap.
40. Wash all surfaces of your hands with soap.
41. Wash wrists with soap.
42. Clean fingernails by rubbing fingertips against the palm of the opposite hand.
43. Rinse fingers, hands, and wrists thoroughly under running water with fingers pointed downward.
44. Dry hands with a clean paper towel(s).
45. Discard paper towel(s) in a trash container as used.
46. Turn off the faucet with a clean, dry paper towel and discard the paper towel in a trash container as used.
47. **Do not recontaminate hands at any time during the hand washing procedure.** *(For example, do not touch the sides of the sink during the procedure or crumple up the paper towel used to turn off the faucet with both hands before discarding it.)*

DRESS A RESIDENT WITH AN AFFECTED (WEAK) SIDE IN BED

-SHIRT, PANTS, AND SOCKS- (CANDIDATE WILL BE READ WHICH SIDE IS AFFECTED (WEAK) BY RN TEST OBSERVER IN THE SCENARIO.)

1. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Provide for resident's privacy.
4. Raise bed height.
5. Keep the resident covered while removing the gown.
6. Remove the gown from the unaffected side first.
7. Place the soiled gown in a designated laundry hamper.
8. Dress the resident in a button-up shirt. Insert your hand through the shirt sleeve and grasp the resident's hand.
9. **When dressing the resident in a button-up shirt, always dress from the affected (weak) side first.**
10. Assist the resident to raise their buttocks or turn the resident from side to side and draw the pants over the buttocks and up to the resident's waist.
11. When dressing the resident in pants, always dress the affected (weak) side leg first.
12. Put on the resident's socks. Draw the socks up the resident's foot until they are smooth.
13. Leave the resident comfortably/properly dressed (pants pulled up to the waist front and back and shirt completely buttoned and not bunched up).
14. Lower bed.
15. Place the call light or signaling device within easy reach of the resident.
16. Maintain respectful, courteous interpersonal interactions at all times.
17. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.

FEED A DEPENDENT RESIDENT IN BED

-WITH A RESIDENT IN THE BED / MUST ACTUALLY FEED AND OFFER FLUID TO THE ACTOR-

1. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Ask the resident to state their name and verify that the name matches the name on the diet card.
4. **Position the resident in an upright, sitting position at least 75-90 degrees BEFORE feeding.**
5. Protect clothing from soiling by using a napkin, clothing protector, or towel.
6. Provide hand hygiene for the resident BEFORE feeding. *(Candidate may use a disposable wipe and dispose of it in a trash can –or- wash resident's hands with soap and a wet washcloth –or- they may rub hand sanitizer over all surfaces of the resident's hands until dry.)*
7. Place soiled linen in a designated laundry hamper or dispose of disposable wipes in a trash container if used.
8. Describe the food and fluid being offered to the resident.
9. Offer each fluid frequently.
10. Offer small amounts of food at a reasonable rate.
11. Allow resident time to chew and swallow.

12. Remove the clothing protector and place it in the designated laundry hamper. If a napkin is used, dispose of it in a trash container.
13. Leave the resident sitting upright in bed with the head of the bed set up to at least 45 degrees.
14. Record intake as a percentage of total solid food eaten on the previously signed recording form.
15. **The candidate's calculation must be within 25 percentage points of the RN Test Observer's calculation.**
16. Record estimated intake as the sum total fluid consumed in ml on the previously signed recording form.
17. **The candidate's calculation must be within 60ml of the RN Test Observer's calculation.**
18. Place the call light or signaling device within easy reach of the resident.
19. Maintain respectful, courteous interpersonal interactions at all times.
20. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.

FOOT CARE ONE FOOT

1. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Fill a basin with comfortably warm water.
4. Remove a sock from the resident's (right/left) foot. *(The scenario read to you will specify right or left.)*
5. Immerse the resident's foot in warm water.
    a. Verbalize the 5 to 20 minutes of soaking time after you begin soaking the foot.
    b. Once the 5 to 20-minute soaking time is verbalized, the RN Test Observer acknowledges the stated time and says, "You may continue with your demonstration now."
6. Use water and a soapy washcloth.
7. Wash entire foot.
8. Wash between toes.
9. Rinse entire foot. *(A soapy washcloth dipped in the basin and wrung out is okay for rinsing.)*
10. Rinse between toes.
11. Dry foot thoroughly.
12. **Dry between toes.**
13. Apply lotion to the top and bottom of the foot.
14. Avoid getting lotion between the toes.
15. If any excess lotion is on the foot, wipe with a towel/washcloth.
16. Replace the sock on the resident's foot.
17. Empty, rinse, dry, and return equipment to storage.
18. Place soiled linens in a designated laundry hamper.
19. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry
20. Place the call light or signaling device within easy reach of the resident.
21. Maintain respectful, courteous interpersonal interactions at all times.

MODIFIED BED BATH- FACE AND ONE ARM, HAND AND UNDERARM

1. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Provide for resident's privacy.
4. Raise bed height.
5. Cover the resident with a bath blanket.
6. Remove the remaining top covers. Fold to the bottom of the bed or place aside.
7. Remove the resident's gown without exposing the resident and place the soiled gown in a designated laundry hamper.
8. Fill a basin with comfortably warm water.
9. **Beginning with eyes, wash eyes WITHOUT SOAP using a clean portion of the washcloth for each stroke, washing the inner aspect to the outer aspect.**
10. Wash the resident's face WITHOUT SOAP.
11. Pat dry face.
12. Place a towel under the arm, exposing one arm.
13. Wash the resident's arm with soap.
14. Wash the resident's hand with soap.
15. Wash the resident's underarm with soap.
16. Rinse arm.
17. Rinse hand.
18. Rinse underarm.
19. Pat dry arm.
20. Pat dry hand.
21. Pat dry underarm.
22. Assist the resident in putting on a clean gown.
23. Empty, rinse, dry, and return equipment to storage.
24. Place soiled linen in a designated laundry hamper.
25. Lower bed.
26. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
27. Place the call light or signaling device within easy reach of the resident.
28. Maintain respectful, courteous interpersonal interactions at all times.

MOUTH CARE—BRUSH RESIDENT'S TEETH

1. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Provide for resident's privacy.
4. Drape the resident's chest with a towel to prevent soiling.
5. **Put on gloves BEFORE cleaning the resident's mouth.**
6. Wet the toothbrush and apply a small amount of toothpaste.

7. Gently brush the inner surfaces of the resident's upper and lower teeth.
8. Gently brush the outer surfaces of the resident's upper and lower teeth.
9. Gently brush the chewing surfaces of the resident's upper and lower teeth.
10. Gently brush the resident's tongue.
11. Assist the resident in rinsing their mouth.
12. Wipe the resident's mouth.
13. Remove soiled linen.
14. Place soiled linen in the designated laundry hamper.
15. Empty container. *(The container may be an emesis basin or a disposable cup.)*
16. Rinse the emesis basin, if used, or discard disposable items in a trash can.
17. Dry emesis basin, if used.
18. Rinse the toothbrush.
19. Return equipment to storage.
20. Remove gloves, turning them inside out as they are removed, and dispose in a trash container.
21. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
22. Place the call light or signaling device within easy reach of the resident.
23. Maintain respectful, courteous interpersonal interactions at all times.

PASSIVE RANGE OF MOTION EXERCISES FOR ONE HIP AND ONE KNEE

-WITHOUT PROM OF THE ANKLE-

1. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Provide for resident's privacy.
4. Raise bed height.
5. Position resident supine (bed flat).
6. Correctly support joints at all times by placing one hand under the resident's knee and the other hand under the resident's ankle.
7. Gently move the resident's entire leg away from the body.
    a. Abduction
8. Gently return the resident's leg toward the body.
    a. Adduction
9. Gently complete abduction and adduction of the hip at least three times.
10. Continue to correctly support joints at all times by placing one hand under the resident's knee and the other hand under the resident's ankle.
11. Gently bend the resident's knee and hip toward the resident's trunk.
    a. Flexion of hip and knee at the same time.
12. Gently straighten the resident's knee and hip.
    a. Extension of hip and knee at the same time.
13. Gently complete flexion and extension of the knee and hip at least three times.
14. Do not force any joint beyond the point of free movement.
15. **The candidate *must ask* at least once during the PROM exercise if there is/was any discomfort/pain.**
16. Lower bed.

17. Place the call light or signaling device within easy reach of the resident.
18. Maintain respectful, courteous interpersonal interactions at all times.
19. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.

PASSIVE RANGE OF MOTION EXERCISES FOR ONE SHOULDER

1. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Provide for resident's privacy.
4. Raise bed height.
5. Correctly support joints at all times by placing one hand under the resident's elbow or upper arm and the other hand under the resident's wrist.
6. Gently raise the resident's straightened arm up and over the resident's head to ear level.
    a. Flexion
7. Gently bring the resident's arm back down to the side of the resident's body.
    a. Extension
8. Gently complete flexion and extension of the shoulder at least three times.
9. Continue to correctly support shoulder joints by placing one hand under the resident's elbow or upper arm and the other hand under the resident's wrist.
10. Gently move the resident's entire arm away from the side of the resident's body to shoulder level.
    a. Abduction
11. Gently return the resident's arm to the side of the resident's body.
    a. Adduction
12. Gently complete abduction and adduction of the shoulder at least three times.
13. Do not force any joint beyond the point of free movement.
14. **The candidate *must ask* at least once during the PROM exercise if there is/was any discomfort/pain.**
15. Lower bed.
16. Place the call light or signaling device within easy reach of the resident.
17. Maintain respectful, courteous interpersonal interactions at all times.
18. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.

PERINEAL CARE FOR A FEMALE RESIDENT WITH HAND WASHING

(One of the possible first mandatory tasks.)

-EMBEDDED HAND WASHING ADDED | DEMONSTRATED ON MANIKIN-

1. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Provide for resident's privacy.
4. Fill a basin with comfortably warm water.

5. Raise bed height.
6. Put on gloves.
7. Turn the resident or raise hips and place a waterproof pad under the resident's buttocks.
8. Expose the perineal area only.
9. Separate labia. *(It is helpful if you verbalize separating labia as you demonstrate separating labia.)*
10. Use water and a soapy washcloth (no peri-wash or no-rinse soap allowed).
11. Clean one side of the labia from front to back.
12. Use a clean portion of the washcloth and clean the other side of the labia from front to back.
13. **Use a clean portion of the washcloth, clean the vaginal area from front to back.**
14. Use a clean washcloth and rinse from one side of the labia from front to back.
15. Use a clean portion of the washcloth and rinse the other side of the labia from front to back.
16. Use a clean portion of the washcloth, rinse the vaginal area from front to back.
17. Pat dry.
18. Assist the resident in turning onto their side away from the candidate toward the center of the bed.
    a. *RN Test Observer may help hold the manikin on their side ONLY after the candidate has turned the manikin.*
19. Use a clean washcloth with water and soap (no peri-wash or no-rinse soap allowed).
20. **Wash from vagina to rectal area.**
21. Use a clean portion of the washcloth with any stroke.
22. Use a clean washcloth and rinse the rectal area from front to back.
23. Use a clean portion of the washcloth with any stroke.
24. Pat dry.
25. Safely remove the waterproof pad from under the resident's buttocks.
26. Position resident on their back.
27. Place soiled linen in a designated laundry hamper.
28. Empty, rinse, dry, and return equipment to storage.
29. Remove gloves, turning them inside out as they are removed, and dispose in a trash container.
30. Lower bed.
31. Place the call light or signaling device within easy reach of the resident.
32. Maintain respectful, courteous interpersonal interactions at all times.
33. WASH HANDS: Turn on water.
34. Wet hands and wrists thoroughly.
35. Apply soap to hands.
36. Rub hands together using friction with soap.
37. **Scrub/wash hands together for at least twenty (20) seconds with soap.**
38. Scrub/wash with interlaced fingers pointing downward with soap.
39. Wash all surfaces of your hands with soap.
40. Wash wrists with soap.
41. Clean fingernails by rubbing fingertips against the palm of the opposite hand.
42. Rinse fingers, hands, and wrists thoroughly under running water with fingers pointed downward.
43. Dry hands with a clean paper towel(s).
44. Discard paper towel(s) in a trash container as used.
45. Turn off the faucet with a clean, dry paper towel and discard the paper towel in a trash container as used.
46. **Do not recontaminate hands at any time during the hand washing procedure.** *(For example, do not touch the sides of the sink during the procedure or crumple up the paper towel used to turn off the faucet with both hands before discarding it.)*

POSITION A DEPENDENT RESIDENT IN BED ON THEIR SIDE

1. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Provide for resident's privacy.
4. Position the bed flat.
5. Raise bed height.
6. Direct the RN Test Observer to stand on the side of the bed opposite the working side of the bed, -or- raise the side rail on the side of the bed opposite the working side of the bed, to provide for safety.
7. From the working side of the bed – gently move the resident's upper body toward yourself.
8. From the working side of the bed – gently move the resident's hips toward yourself.
9. From the working side of the bed – gently move the resident's legs toward yourself.
10. **Gently assist/turn the resident to slowly roll onto the CORRECT side that the RN Test Observer read to the candidate in the scenario at the start of the task.**
11. Place or adjust the pillow under the resident's head for support.
12. Reposition the resident's arm and shoulder so that the resident is not lying on the arm.
13. Place a support device under the resident's upside arm.
14. Place a support device behind the resident's back.
15. Place a support device between the resident's knees.
16. Lower bed.
17. Place the call light or signaling device within easy reach of the resident.
18. Maintain respectful, courteous interpersonal interactions at all times.
19. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.

TRANSFER RESIDENT FROM THEIR BED TO A WHEELCHAIR USING A GAIT BELT

1. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Provide for resident's privacy.
4. Obtain a gait belt for the resident.
5. Assist the resident in putting on non-skid shoes/footwear.
6. Adjust the bed height to ensure that the resident's feet will be flat on the floor when the resident is sitting on the edge of the bed.
7. Lock bed brakes to ensure resident's safety.
8. **Lock wheelchair brakes to ensure resident's safety.**
9. Bring the resident to a sitting position.
10. Place the gait belt around the resident's waist.
11. Tighten gait belt.
12. Check the gait belt for tightness by slipping fingers between the gait belt and the resident.
13. Position the wheelchair so that it is touching the side of the bed.
14. Face the resident.

15. Grasp the gait belt on both sides with an upward grasp.
16. Bring the resident to a standing position.
17. Assist resident to pivot/turn in a controlled manner that ensures safety.
18. Lower the resident into the wheelchair in a controlled manner that ensures safety.
19. Remove gait belt.
20. Place the call light or signaling device within easy reach of the resident.
21. Maintain respectful, courteous interpersonal interactions at all times.
22. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.

VITAL SIGNS – COUNT AND RECORD RESIDENT'S RADIAL PULSE AND RESPIRATIONS

1. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.
2. Explain the procedure to the resident.
3. Locate the resident's radial pulse by placing fingertips on the thumb side of the resident's wrist.
4. Count the resident's radial pulse for one full minute.
    a. *Tell the RN Test Observer when you start counting and tell them when you stop counting. (This is because the RN Test Observer will count the resident's radial pulse on the resident's other arm and will start and stop counting when directed by the candidate.)*
5. Record the resident's radial pulse rate reading on the previously signed recording form.
6. **The candidate's recorded radial pulse rate is within four (4) beats of the RN Test Observer's recorded rate.**
7. Count the resident's respirations for one full minute.
    a. *Tell the RN Test Observer when you start counting and tell them when you stop counting. (This is because the RN Test Observer will count the resident's radial pulse on the resident's other arm and will start and stop counting when directed by the candidate.)*
8. Record the resident's respiration reading on the previously signed recording form.
9. **The candidate's recorded respiratory rate is within two (2) breaths of the RN Test Observer's recorded rate.**
10. Place the call light or signaling device within easy reach of the resident.
11. Maintain respectful, courteous interpersonal interactions at all times.
12. Perform hand hygiene.
    a. Cover all surfaces of hands with hand sanitizer.
    b. Rub your hands together until they are completely dry.

Knowledge Exam Vocabulary List

abandonment	absorption	acute
abdominal thrust	abuse	adaptive
abductor wedge	accidents	ADL
abnormal vital signs	activities	admission

admitting resident	call light	CVA
affected side	cancer	dangling
aging process	cardiac arrest	de-escalation
agitation	cardiovascular system	death and dying
Alzheimer's	care impaired	decubitus ulcer
ambulation	care plan	dehydration
angina	care planning	delegation
anterior	cataract	demanding resident
anti-embolic stocking	catheter	dementia
anxiety	catheter care	denture care
aphasia	ccs in an ounce	dentures
arthritis	central nervous system	dependability
aspiration	chain of command	developmental disability
assault	charge nurse	diabetes
assistive device	choking	diastolic
atrophy	chronic	diet
attitudes	circulation	dietitian
authorized duty	circulatory system	digestion
axillary temperature	cleaning	dirty linen
basic needs	clear liquid diet	discharging resident
bath water temperature	clergy	disease
bathing	cognitively impaired	disease process
bed cradle	cold compress	disinfection
bed height	cold pack	disoriented
bed making	colostomy	disposing of contaminated materials
bedrest	colostomy care	disrespect
behavior	coma	dizziness
behavioral care plan	combative resident	DNR
beliefs	communicable	documentation
biohazard	communication	domestic abuse
bladder training	conduct	dressing
bleeding	confidentiality	dry skin
blindness	conflict	dying
blood pressure	confused resident	dysphagia
body alignment	congestive heart failure	dyspnea
body fluid	constipation	dysuria
body language	contamination	edema
body mechanics	contracture	elastic stockings
body temperature	converting measures	elimination
bone loss	COPD	emesis
bowel program	coughing excessively	emesis basin
brain stem	CPR	emotional abuse
breathing	cultural	emotional needs
burnout	culture	

emotional stress
emotional support
empathy
essential behaviors
ethics
eyeglasses
facility policy
falls
fasting
feces
feeding
fingernail care
fire
fire safety
first aid
flatus
Foley catheter
foot care
foot drop
fractures
fraud
frayed cord
gait belt
gastric feedings
gastrostomy tube
geriatrics
gerontology
gestures
gifts
gloves
grand mal seizure
grieving process
group settings
hair care
hand care
hand hygiene
hand tremors
hand washing
health-care team
hearing aid
hearing impaired
hearing loss
heart muscle
Heimlich maneuver

helping residents
hemiplegia
HIPAA
HIV
hormones
hospice
hyperglycemia
hypertension
hyperventilation
I&O
immobility
impaired
in-house transfer
in-service programs
incident reporting
incontinence
indwelling catheter
infection
infection control
initial observations
insomnia
intake
intake and output
integumentary system
interpersonal skills
invasion of privacy
isolation
isolation precautions
IV care
jaundice
job description
lactose intolerance
lift/draw sheet
linen
log roll
log rolling
loose teeth
male perineal care
masturbation
measuring height
measuring temperature
mechanical lift
medical record
medications

memory loss
mental health
mentally impaired
metastasis
microorganism
military time
mistakes
mobility
mouth care
moving
Multiple Sclerosis
muscle spasms
musculoskeletal
nail care
nasal cannula
neglect
non-contagious disease
non-verbal communication
NPO
nursing assistant's role
nutrition
objective
objective data
occupied bed
ombudsman
oral care
oral hygiene
oral temperature
orientation
oriented
orthostatic hypotension
osteoporosis
ostomy bag
output
overbed table
oxygen
oxygen use
palliative care
paralysis
paranoia
Parkinson's
passive
patience
perineal care

personal care
personal hygiene
personal items
personal values
pet therapy
phone etiquette
physical needs
physical therapist
physician's authority
plaque
plate rim
positioning
PPE (personal protective equipment)
precautions
pressure ulcer
preventing falls
privacy
professionalism
pronation
prostate gland
prosthesis
psychological needs
psychosocial
pulse
quadriplegia
quality of life
RACE (acronym)
radial
range of motion
reality orientation
rectal
regulation
rehabilitation
religious service
reminiscing
renewal
reporting
reposition
resident abuse
resident belongings
resident independence
resident pictures
resident right

resident treatment
resident trust
Resident's Bill of Rights
resident's chart
resident's environment
resident's families
residents
respectful treatment
respiration
respiratory symptoms
responding to resident behavior
restorative care
restraint
resuscitation
rights
rigor mortis
risk factor
rotation
safety
safety procedures
sanitizer
scale
scope of practice
secretions
seizure
self-esteem
sexual abuse
sexual harassment
sexual needs
shampoo tray
sharing information
sharps container
shaving
shearing
Sitz bath
skin observation
smoking
social needs
social worker
soiled linen
specimen
spiritual needs
standard precautions

stealing
stethoscope
stress
stroke
subjective
subjective data
sundowning
supplemental feedings
suprapubic
survey
swelling
tachycardia
telephone etiquette
temperature
tendons
terminal illness
terminology
thermometers
thickened liquids
threatening resident
tips
toenails
toileting
transfers
transporting food
transporting linens
tub bath
tubing
twice daily
tympanic
tympanic temperature
unaffected
unconscious
unsteady
urethral
urinary catheter bag
urinary elimination
urinary system
urinary tract
urination
validation therapy
vision change
vital signs
vocabulary

vomitus
walker
wandering resident
water faucets

weakness
weighing
weight
well-being

wheelchair safety
withdrawn resident

Notes: