

**1. WASHES HANDS (pg. 28 Nurse Aide Candidate Handbook – January 2021)**

**Conditions:**

- Supplies: Sink with Warm Running Water  
 Anti-Microbial Liquid Soap in Dispenser  
 Paper Towels in a Dispenser  
 Wastebasket

**Standards:**

Complete the procedure and all critical steps in 5 minutes with a minimum score of 80% within three attempts.

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Evaluator:** \_\_\_\_\_

**Passed: 1<sup>st</sup> attempt** \_\_\_\_\_ **2<sup>nd</sup> attempt** \_\_\_\_\_ **3<sup>rd</sup> attempt** \_\_\_\_\_

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
1. Address client by name and introduces self to client by name.	5	5	5
2. Turns on water at sink.	5	5	5
3. Wets hands and wrists thoroughly.	5	5	5
4. Applies soap to hands.	5	5	5
<b>5. *Lathers all surfaces of wrists, hands, and fingers producing friction, for at least 20 (twenty) seconds, keeping hands lower than elbows and the fingertips down.</b>	<b>20</b>	<b>20</b>	<b>20</b>
6. Clean fingernails by rubbing fingertips against palms of the opposite hand.	10	10	10
<b>7. *Rinse all surfaces of wrists, hands and fingers keeping hands lower than the elbows and the fingertips down.</b>	<b>20</b>	<b>20</b>	<b>20</b>
8. Uses clean, dry paper towel to dry off all surfaces of finger, hands, wrists, starting with fingertips <b>then</b> disposes of paper towel/towels into waste container.	10	10	10
9. Uses clean, dry paper towel/towels to turn off faucet <b>then</b> disposes of paper towel/towels into waste container or uses knee/foot control to turn off faucet.	15	15	15
10. Does not touch inside of sink at any time.	5	5	5

**Evaluators Comments:** \_\_\_\_\_

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**2. APPLIES ONE KNEE-HIGH ELASTIC STOCKING (pg. 28-29 January 2021)**

**Conditions:**

Supplies: One Knee High Elastic Stocking  
 May be performed on another student or mannequin.

**Standards:**

Completes the procedure and all critical steps in 5 minutes with a minimum of 80% within three attempts.

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Evaluator:** \_\_\_\_\_

**Passed:** 1<sup>st</sup> attempt \_\_\_\_\_ 2<sup>nd</sup> attempt \_\_\_\_\_ 3<sup>rd</sup> attempt \_\_\_\_\_

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
1. Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible.	5	5	5
2. Privacy is provided with a curtain, screen, or door.	5	5	5
3. Client is in supine position (lying down in bed) while stocking is applied.	10	10	10
4. Turns stocking inside out, at least to heel area.	10	10	10
5. Places foot of stocking over toes, foot, and heel.	10	10	10
6. Pulls top of stocking over foot, heel, and leg.	10	10	10
7. Moves foot and leg gently and naturally, avoiding force and over-extension of limb and joints.	10	10	10
<b>8. *Finishes procedures with no twists or wrinkles and heel of stocking if present, is over heel and opening in toe area (if present) is either over or under toe area; if using a mannequin, candidate may state stocking needs to be wrinkle-free</b>	<b>30</b>	<b>30</b>	<b>30</b>
9. Signaling device is within client's reach and bed is in low position.	5	5	5
10. <b>After</b> completing skill, wash hands.	5	5	5

**Evaluators Comments:** \_\_\_\_\_

3. **ASSISTS TO AMBULATE USING TRANSFER BELT (pg. 29 January 2021)**

**Conditions:**

Supplies: Transfer (Gait) Belt  
Shoes

**Standards:**

Completes the procedure and all critical steps in 10 minutes with a minimum of 80% within three attempts.

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Evaluator:** \_\_\_\_\_

**Passed:** 1<sup>st</sup> attempt \_\_\_\_\_ 2<sup>nd</sup> attempt \_\_\_\_\_ 3<sup>rd</sup> attempt \_\_\_\_\_

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
1. Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible.	5	5	5
2. Privacy is provided with a curtain, screen, or door	5	5	5
3. <b>*Before assisting to stand, client is wearing non-skid shoes/footwear.</b>	20	20	20
4. <b>Before</b> assisting to stand, bed is at a safe level.	5	5	5
5. <b>Before</b> assisting to stand, checks and/or locks bed wheels.	5	5	5
6. <b>*Before assisting to stand, client is assisted to sitting position with feet flat on the floor.</b>	20	20	20
7. <b>Before</b> assisting to stand, applies transfer belt securely at the waist over clothing/gown.	5	5	5
8. <b>Before</b> assisting to stand, provides instructions to enable client to assist in standing including prearranged signal to alert client to begin standing.	5	5	5
9. Stands facing client positioning self to ensure safety of candidate and client during transfer. Counts to three (or says other prearranged signal) to alert client to begin standing.	5	5	5
10. On signal, gradually assists client to stand by grasping transfer belt on <b>both</b> sides with an upward grasp (candidate's hands are in upward position), and maintaining <b>stability</b> of client's legs by standing knee to knee, or toe to toe with client.	5	5	5
11. Walks slightly behind and to one side of client for a distance of ten (10) feet, <b>while</b> holding onto the belt.	5	5	5
12. Assists client to bed and removes transfer belt.	5	5	5
13. Signaling device is within reach and bed is in low position.	5	5	5
14. <b>After</b> completing skill, washes hands.	5	5	5

**Evaluators Comments:** \_\_\_\_\_

**4. ASSISTS WITH USE OF BEDPAN (pg. 30 January 2021)  
(Standard Bedpan Only)**

**Conditions:**

Supplies: Gloves (2 pairs), Antiseptic Hand Wipes  
Standard Bedpan **only**  
Toilet Paper  
Trash Can, Rinse Water, Toilet

**Standards:**

Completes the procedure and all critical steps in 15 minutes with a minimum of 80% within three attempts.

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Evaluator:** \_\_\_\_\_

**Passed: 1<sup>st</sup> attempt** \_\_\_\_\_ **2<sup>nd</sup> attempt** \_\_\_\_\_ **3<sup>rd</sup> attempt** \_\_\_\_\_

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
1. Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible.	5	5	5
2. Privacy is provided with curtain, screen, or door.	5	5	5
3. <b>Before</b> placing bedpan, lowers head of bed.	5	5	5
4. Puts on clean gloves <b>before</b> placing bedpan under client.	5	5	5
5. Places bedpan correctly under client's buttocks.	20	20	20
6. Removes and disposes of gloves (without contaminating self) into waste container and washes hands.	5	5	5
7. <b>After</b> positioning client on bedpan and removing gloves, raises head of bed.	5	5	5
8. Toilet tissue is within reach.	5	5	5
9. Hand wipe is within reach and client is instructed to clean hands with hand wipe when finished.	5	5	5
10. Signaling device within reach and client is asked to signal when finished.	5	5	5
11. Puts on clean gloves <b>before</b> removing bedpan.	5	5	5
12. Head of bed is lowered <b>before</b> bedpan is removed.	5	5	5
13. Ensures client is covered except when placing and removing bedpan.	5	5	5
14. Empties, and rinses bedpan and pours rinse into toilet.	5	5	5
15. Places bedpan in designated dirty supply area.	5	5	5
16. Removes and disposes of gloves (without contaminating self) into waste container and washes hands.	5	5	5
17. Signaling device is within reach and bed is in low position.	5	5	5

**Evaluators Comments:** \_\_\_\_\_

**5. CLEANS UPPER OR LOWER DENTURE (pg. 30 - 31 January 2021)**

**Conditions:**

Supplies: Denture Brush or Toothbrush, Toothpaste  
 Gloves, Emesis Basin  
 Dentures Soaking in Denture Cup with Lid  
 Tepid/Moderate Temperature Running Water, Sink Liner or Stopper  
 Waste container

**Standards:**

Completes the procedure and all critical steps in 10 minutes with a minimum of 80% within three attempts.

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Evaluator:** \_\_\_\_\_

**Passed: 1<sup>st</sup> attempt** \_\_\_\_\_ **2<sup>nd</sup> attempt** \_\_\_\_\_ **3<sup>rd</sup> attempt** \_\_\_\_\_

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
1. Puts on clean gloves <b>before</b> handling dentures.	7	7	7
2. Bottom of sink is lined and/or sink is partially filled with water <b>before</b> denture is held over sink.	12	12	12
3. Rinses denture in moderate temperature running water <b>before</b> brushing them.	8	8	8
4. Applies toothpaste to toothbrush.	7	7	7
5. Brushes all surfaces of denture.	7	7	7
6. Rinses all surfaces of denture under moderate temperature running water.	11	11	11
7. Rinses denture cup and lid.	7	7	7
8. Places denture in denture cup with moderate temperature water/solution and places lid on cup.	8	8	8
9. Rinses toothbrush and places in designated toothbrush basin/container.	7	7	7
10. Maintains clean technique with placement of toothbrush and denture.	7	7	7
11. Sink liner is removed and disposed of appropriately and/or sink is drained.	7	7	7
12. Removes and disposes of gloves (without contaminating self) into waste container and washes hands.	12	12	12

**Evaluators Comments:** \_\_\_\_\_

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**6. COUNTS AND RECORDS RADIAL PULSE \*(p. 31 January 2021)**

**(NAE Counts for 1 full minute)**

**(“Tell me when you start and when you stop”)**

**Conditions:**

Supplies: Watch with Second Hand  
Recording Sheet  
Pencil

\*Count for 1 Full Minute (Candidates must state when they begin and stop counting)

**Standards:**

Completes the procedure and all critical steps in 5 minutes with a minimum of 80% within three attempts.

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Evaluator:** \_\_\_\_\_

**Passed:** 1<sup>st</sup> attempt \_\_\_\_\_ 2<sup>nd</sup> attempt \_\_\_\_\_ 3<sup>rd</sup> attempt \_\_\_\_\_

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
1. Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible.	10	10	10
2. Places fingertips on thumb side of client’s wrist to locate radial pulse.	15	15	15
3. Counts beats for <b>one full minute</b> .	15	15	15
4. Signaling device is within reach.	15	15	15
5. <b>Before</b> recording, washes hands.	15	15	15
6. <b>*Records pulse rate within plus or minus 4 beats of evaluator’s reading.</b>	30	30	30

**Evaluators Comments:** \_\_\_\_\_

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7. **COUNTS AND RECORDS RESPIRATIONS\*** (pg. 31 January 2021)

(NAE Counts for 1 full minute)

(“Tell me when you start and when you stop”)

**Conditions:**

Supplies: Watch with Second Hand  
Recording Sheet  
Pencil

\*Count for 1 Full Minute (Candidates must state when they begin and stop counting)

**Standards:**

Completes the procedure and all critical steps in 5 minutes with a minimum of 80% within three attempts.

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Evaluator:** \_\_\_\_\_

**Passed:** 1<sup>st</sup> attempt \_\_\_\_\_ 2<sup>nd</sup> attempt \_\_\_\_\_ 3<sup>rd</sup> attempt \_\_\_\_\_

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
1. Explains procedure (for testing purposes), speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible.	15	15	15
2. Counts respirations for <b>one full minute</b> .	25	25	25
3. Signaling device is within reach.	15	15	15
4. <b>Before</b> recording, washes hands.	15	15	15
5. <b>*Records respiration rate within plus or minus 2 breaths of evaluator’s reading.</b>	30	30	30

**Evaluators Comments:** \_\_\_\_\_

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**8. DONNING AND REMOVING PPE (GOWN AND GLOVES) (pg. 31-32 January 2021)**

**Conditions:**

Supplies: Isolation Gown  
Gloves  
Wastebasket

**Standards:**

Completes the procedure and all critical steps in 5 minutes with a minimum of 80% within three attempts.

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Evaluator:** \_\_\_\_\_

**Passed:** 1<sup>st</sup> attempt \_\_\_\_\_ 2<sup>nd</sup> attempt \_\_\_\_\_ 3<sup>rd</sup> attempt \_\_\_\_\_

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
1. Picks up gown and unfolds.	5	5	5
2. Facing the back opening of the gown places arms through each sleeve.	5	5	5
3. Fastens the neck opening.	5	5	5
4. Secures gown at waist making sure that back of clothing is covered by gown (as much as possible).	5	5	5
5. Puts on gloves.	5	5	5
6. Cuffs of gloves overlap cuffs of gown.	5	5	5
7. <b>*Before removing gown, with one gloved hand, grasps the other glove at the palm, removes glove.</b>	20	20	20
8. <b>*Slips fingers from ungloved hand underneath cuff of remaining glove at wrist, and removes glove turning it inside out as it is removed.</b>	20	20	20
9. Disposes of gloves into designated waste container without contaminating self.	5	5	5
10. <b>After</b> removing gloves, unfastens gown at waist and neck.	5	5	5
11. <b>After</b> removing gloves, removes gown without touching outside of gown.	5	5	5
12. <b>While</b> removing gown, holds gown away from body without touching the floor, turns gown inward and keeps it inside out.	5	5	5
13. Disposes of gown in designated container without contaminating self.	5	5	5
14. <b>After</b> completing skill, washes hands.	5	5	5

**Evaluators Comments:** \_\_\_\_\_

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**9. DRESSES CLIENT WITH AFFECTED (WEAK) RIGHT ARM (pg. 32 January 2021)  
(Clothing choices extra-large tops that open at the front)**

**Conditions:**

Supplies: Two Tops to Provide Choice

**Standards:**

Completes the procedure and all critical steps in 5 minutes with a minimum of 80% within three attempts.

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Evaluator:** \_\_\_\_\_

**Passed: 1<sup>st</sup> attempt** \_\_\_\_\_ **2<sup>nd</sup> attempt** \_\_\_\_\_ **3<sup>rd</sup> attempt** \_\_\_\_\_

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
1. Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible.	7	7	7
2. Privacy is provided with a curtain, screen, or door.	7	7	7
3. Asks which shirt he/she would like to wear and dresses him/her in shirt of choice.	7	7	7
4. Avoid overexposure of client by ensuring client's chest is covered.	7	7	7
5. Removes gown from the left (unaffected) side first, <b>then</b> removes gown from the right (affected/weak) side.	7	7	7
6. Before dressing client, disposes of gown into soiled linen container.	7	7	7
7. <b>*Assists to put the right (affected/weak) arm through the right sleeve of the shirt, before placing garment on left (unaffected) arm.</b>	<b>30</b>	<b>30</b>	<b>30</b>
8. <b>While</b> putting on shirt, moves body gently and naturally, avoiding force and over-extension of limbs and joints.	7	7	7
9. Finishes with clothing in place.	7	7	7
10. Signaling device is within reach and bed is in low position.	7	7	7
11. <b>After</b> completing skill, washes hands.	7	7	7

**Evaluators Comments:** \_\_\_\_\_

**10. FEEDS CLIENT WHO CANNOT FEED SELF (pg. 33 January 2021)  
(Food choices must be food eaten with a spoon, prefer fruit cocktail)**

**Conditions:**

Supplies: Chair to Sit In  
Tray with Name/Diet Card  
Napkin and Spoon  
Three foods Plus Cup of Water  
Trash Can

**Standards:**

Completes the procedure and all critical steps in 10 minutes with a minimum of 80% within three attempts.

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Evaluator:** \_\_\_\_\_

**Passed: 1<sup>st</sup> attempt** \_\_\_\_\_ **2<sup>nd</sup> attempt** \_\_\_\_\_ **3<sup>rd</sup> attempt** \_\_\_\_\_

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
1. Explains procedure to client, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible.	5	5	5
2. <b>Before</b> feeding, looks at name card on tray and asks client to state name.	7	7	7
3. <b>*Before feeding client, client is in an upright sitting position (75-90 degrees).</b>	20	20	20
4. Places tray where the food can be easily seen by client.	5	5	5
5. Candidate cleans client's hands <b>before</b> beginning feeding.	5	5	5
6. Candidate sits in a chair facing client <b>during</b> feeding.	6	6	6
7. Tells client what foods and beverage are on tray.	6	6	6
8. Ask client what he/she would like to eat first.	6	6	6
9. Using spoon, offer client one bite of each type of food on tray, telling client the content of each spoonful.	6	6	6
10. Offers beverage at least once during meal.	6	6	6
11. Candidate asks client if they are ready for next bite of food or sip of beverage.	8	8	8
12. At end of meal, candidate cleans client's mouth and hands.	5	5	5
13. Removes food tray.	5	5	5
14. Leaves client in upright sitting position (75-90 degrees) with signaling device within client's reach.	5	5	5
15. <b>After</b> completing skill, washes hands.	5	5	5

**Evaluators Comments:** \_\_\_\_\_

**11. GIVES MODIFIED BED BATH (FACE AND ONE ARM, HAND AND UNDERARM)**  
**(pg. 33- 34 January 2021)**

**Conditions:**

Supplies: Towel and Wash Cloth  
 Basin of Water  
 Soap  
 Two Gowns

**Standards:**

Completes the procedure and all critical steps in 10 minutes with a minimum of 80% within three attempts.

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Evaluator:** \_\_\_\_\_

**Passed:** 1<sup>st</sup> attempt \_\_\_\_\_ 2<sup>nd</sup> attempt \_\_\_\_\_ 3<sup>rd</sup> attempt \_\_\_\_\_

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
1. Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible.	5	5	5
2. Privacy is provided with a curtain, screen, or door.	5	5	5
3. <b>Removes</b> gown and places directly in soiled container, <b>while</b> ensuring client's chest and lower body is covered.	5	5	5
4. <b>Before</b> washing, checks water temperature for safety and comfort and asks client to verify comfort of water.	5	5	5
5. Puts on clean gloves <b>before</b> washing client.	5	5	5
6. <b>*Beginning with eyes, washes eyes with wet washcloth (no soap), using a different area of the washcloth for each stroke, washing inner aspect to outer aspect then proceeds to wash face.</b>	20	20	20
7. Dries face with dry cloth towel/washcloth.	4	4	4
8. Exposes one arm and places towel underneath arm.	4	4	4
9. Applies soap to wet washcloth.	4	4	4
10. Washes fingers (including fingernails), hand, arm, and underarm, keeping rest of body covered.	4	4	4
11. Rinses and <b>dries</b> fingers, hand, arm, and under arm.	5	5	5
12. Moves body gently and naturally, avoiding force and over-extension of limbs and joints.	4	4	4
13. Puts clean gown on client.	4	4	4
14. Empties, rinses, and dries basin.	4	4	4
15. Places basin in designated dirty supply area.	5	5	5
16. Disposes of linen into soiled linen container.	4	4	4
17. Avoids contact between candidate clothing and used linens.	4	4	4
18. Removes and disposes of gloves (without contaminating self) into waste container and washes hands.	5	5	5
19. Signaling device is within reach and bed is in low position.	4	4	4

**Evaluators Comments:** \_\_\_\_\_

**13. MEASURES AND RECORDS URINARY OUTPUT (pg. 35 January 2021)**

**(Decontaminate Hands- All liquids into toilet)**

**Conditions:**

- Supplies:       Gloves  
                   Bedpan with Mock Urine  
                   Measuring Container  
                   Rinse Water  
                   Pencil  
                   Recording Paper

**Standards:**

Completes the procedure and all critical steps in 10 minutes with a minimum of 80% within three attempts.

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Evaluator:** \_\_\_\_\_

**Passed: 1<sup>st</sup> attempt** \_\_\_\_\_ **2<sup>nd</sup> attempt** \_\_\_\_\_ **3<sup>rd</sup> attempt** \_\_\_\_\_

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
1. Puts on clean gloves <b>before</b> handling bedpan.	20	20	20
2. Pours the contents of the bedpan into measuring container without spilling or splashing urine outside of container.	10	10	10
3. Rinses bedpan and pours rinse into toilet.	15	15	15
4. Measures the amount of urine at eye level with container on flat surface. (if between measurement lines, round up to nearest 25 ml/cc)	10	10	10
5. <b>After</b> measuring urine, empties content of measuring container into toilet.	5	5	5
6. Rinses measuring container and pours rinse into toilet	5	5	5
7. <b>Before</b> recording output, removes and disposes of gloves (without contaminating self) into waste container and washes hands.	10	10	10
8. <b>*Records contents of container within plus or minus 25 ml/cc of evaluator's reading.</b>	25	25	25

**Evaluators Comments:** \_\_\_\_\_

**14. MEASURES AND RECORDS WEIGHT OF AMBULATORY CLIENT (pg. 35 January 2021)**

**Conditions:**

Supplies: Upright Scale  
Recording Sheet  
Pencil

**Standards:**

Completes the procedure and all critical steps in 5 minutes with a minimum of 80% within three attempts.

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Evaluator:** \_\_\_\_\_

**Passed:** 1<sup>st</sup> attempt \_\_\_\_\_ 2<sup>nd</sup> attempt \_\_\_\_\_ 3<sup>rd</sup> attempt \_\_\_\_\_

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
1. Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible.	10	10	10
2. Client has non-skid shoes/footwear on <b>before</b> walking to scale.	10	10	10
3. <b>Before</b> client steps on scale, candidate sets scale to zero.	15	15	15
4. <b>Asks</b> client to step on center of the scale and obtains client's weight.	10	10	10
5. <b>Asks</b> client to step off scale.	10	10	10
6. <b>Before</b> recording, washes hands	15	15	15
7. <b>*Records weight based on indicator on scale. Weight is within plus or minus 2 lbs of evaluator's reading (If weight recorded in kg weight is within plus or minus 0.9 kg of evaluator's reading).</b>	30	30	30

**Evaluators Comments:** \_\_\_\_\_

**15. PERFORMS PASSIVE RANGE OF MOTION (PROM) FOR ONE KNEE AND ONE ANKLE (pg. 36 January 2021) (Screen for tolerance)**

**Conditions:**

Supplies: Expose one leg to bare knee

**Standards:**

Completes the procedure and all critical steps in 5 minutes with a minimum of 80% within three attempts.

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Evaluator:** \_\_\_\_\_

**Passed:** 1<sup>st</sup> attempt \_\_\_\_\_ 2<sup>nd</sup> attempt \_\_\_\_\_ 3<sup>rd</sup> attempt \_\_\_\_\_

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
1. Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible.	<b>6</b>	<b>6</b>	<b>6</b>
2. Privacy is provided with a curtain, screen, or door.	<b>6</b>	<b>6</b>	<b>6</b>
3. Ensures that client is supine in bed and instructs client to inform candidate if pain is experienced during exercise.	<b>8</b>	<b>8</b>	<b>8</b>
4. <b>*While supporting the leg at knee and ankle, bends the knee and then returns leg to client's normal position (flexion/extension) (AT LEAST 3 TIMES unless pain is verbalized). Moves joints gently, slowly and smoothly through the range of motion, discontinuing exercise if client verbalizes pain.</b>	<b>30</b>	<b>30</b>	<b>30</b>
5. <b>*While supporting the foot and ankle close to the bed, pushes/pulls foot toward head (dorsiflexion), and pushes/pulls foot down, toes point down (plantar flexion) (AT LEAST 3 TIMES unless pain is verbalized). Moves joints gently, slowly and smoothly through the range of motion, discontinuing exercise if client verbalizes pain.</b>	30	30	30
6. Signaling device is within reach and bed is in low position.	<b>10</b>	<b>10</b>	<b>10</b>
7. <b>After</b> completing skill washes hands.	<b>10</b>	<b>10</b>	<b>10</b>

**Evaluators Comments:** \_\_\_\_\_

**16. PERFORMS PASSIVE RANGE OF MOTION (PROM) FOR ONE SHOULDER**  
 (pg. 36-37 January 2021) (Screen for tolerance)

**Conditions:**

Supplies: Expose area you are working on

**Standards:**

Completes the procedure and all critical steps in 5 minutes with a minimum of 80% within three attempts.

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Evaluator:** \_\_\_\_\_

**Passed:** 1<sup>st</sup> attempt \_\_\_\_\_ 2<sup>nd</sup> attempt \_\_\_\_\_ 3<sup>rd</sup> attempt \_\_\_\_\_

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
1. Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible.	6	6	6
2. Privacy is provided with a curtain, screen, or door.	6	6	6
3. Instructs client to inform candidate if pain is experienced during exercise.	8	8	8
4. <b>*While supporting arm at the elbow and at the wrist, raises client's straightened arm from side position upward toward head to ear level and returns arm down to side of body (flexion/ extension) (AT LEAST 3 TIMES unless pain is verbalized) Moves joint gently, slowly, and smoothly through the range of motion, discontinuing exercise if client verbalizes pain.</b>	30	30	30
5. <b>*While supporting arm at the elbow and at the wrist, moves client's straightened arm away from side of body to shoulder level and returns to side of body (abduction/adduction) (AT LEAST 3 TIMES unless pain is verbalized). Moves joint gently, slowly, and smoothly through the range of motion, discontinuing exercise if client verbalizes pain.</b>	30	30	30
6. Signaling device is within reach and bed is in low position.	10	10	10
7. <b>After</b> completing skill, washes hands.	10	10	10

**Evaluators Comments:** \_\_\_\_\_

**17. POSITIONS ON SIDE (pg. 37 January 2021)**

**Conditions:**

Supplies: 4 Pillows or Supportive Devices

**Standards:**

Completes the procedure and all critical steps in 10 minutes with a minimum of 80% within three attempts.

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Evaluator:** \_\_\_\_\_

**Passed:** 1<sup>st</sup> attempt \_\_\_\_\_ 2<sup>nd</sup> attempt \_\_\_\_\_ 3<sup>rd</sup> attempt \_\_\_\_\_

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
1. Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible.	5	5	5
2. Privacy is provided with a curtain, screen, or door.	5	5	5
3. <b>Before</b> turning, lowers head of bed.	10	10	10
4. Raises side rail on side to which body will be turned.	10	10	10
5. Candidate assists client to slowly rolls onto side toward raised side rail.	10	10	10
6. <b>Places or adjusts</b> pillow under head for support.	8	8	8
7. Candidate repositions arm and shoulder so that client is <b>not lying</b> on arm.	8	8	8
8. <b>Supports</b> top arm with supportive device.	9	9	9
9. Places supportive device behind client's back.	10	10	10
10. Places supportive device between legs with top knee flexed; knee and ankle supported.	10	10	10
11. Signaling device is within reach and bed is in low position.	10	10	10
12. <b>After</b> completing skill, washes hands.	5	5	5

**Evaluators Comments:** \_\_\_\_\_



**18. PROVIDES CATHETER CARE FOR FEMALE (pg. 37- 38 January 2021)  
(Full Female Mannequin/ Decontaminate Hands)**

**Conditions:**

Supplies:       Gloves, Towel or Linen Protector  
                  Washbasin  
                  Water, Soap  
                  2 Wash Cloth

**Standards:**

Completes the procedure and all critical steps in 10 minutes with a minimum of 80% within three attempts.

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Evaluator:** \_\_\_\_\_

**Passed: 1<sup>st</sup> attempt** \_\_\_\_\_ **2<sup>nd</sup> attempt** \_\_\_\_\_ **3<sup>rd</sup> attempt** \_\_\_\_\_

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
1. Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible.	5	5	5
2. Privacy is provided with a curtain, screen, or door.	4	4	4
3. <b>Before</b> washing checks water temperature for safety and comfort and asks client to verify comfort of water.	5	5	5
4. Puts on clean gloves <b>before</b> washing.	4	4	4
5. Places linen protector under perineal area including buttocks <b>before</b> washing.	4	4	4
6. Exposes area surrounding catheter (only exposing client between hip and knee).	3	3	3
7. Applies soap to wet washcloth.	4	4	4
8. <b>*While holding catheter at meatus without tugging, cleans at least four inches of catheter from meatus, moving in only one direction, away from meatus, using a clean area of the washcloth for each stroke.</b>	20	20	20
9. <b>*While holding catheter at meatus without tugging, using a clean washcloth, rinses at least four inches of catheter from meatus, moving only in one direction, away from meatus, using a clean area of washcloth for each stroke.</b>	20	20	20
10. <b>While</b> holding catheter at meatus without tugging, dries at least four inches of catheter moving away from meatus using a dry cloth towel/washcloth..	10	10	10
11. Empties, rinses, and dries basin.	3	3	3
12. Places basin in designated dirty supply area.	2	2	2
13. Disposes of used linen into soiled linen container and disposes of linen protector appropriately.	4	4	4
14. Avoids contact between candidate clothing and used linen.	4	4	4
15. Removes and disposes of gloves (without contaminating self) into waste container and washes hands.	5	5	5
16. Signaling device is within reach and bed is in low position.	3	3	3

**Evaluators Comments:** \_\_\_\_\_

**19. PROVIDES FOOT CARE ON ONE FOOT (pg. 38-39 January 2021)**

**Conditions:**

- Supplies:       Gloves  
                   Towel (could be protective barrier)  
                   Washcloth  
                   Basin of Water  
                   Soap  
                   Body lotion  
                   Waste Container  
                   Soiled Linen Container

**Standards:**

Completes the procedure and all critical steps in 10 minutes with a minimum of 80% within three attempts.

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Evaluator:** \_\_\_\_\_

**Passed: 1<sup>st</sup> attempt** \_\_\_\_\_ **2<sup>nd</sup> attempt** \_\_\_\_\_ **3<sup>rd</sup> attempt** \_\_\_\_\_

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
1. Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible.	6	6	6
2. Privacy is provided with a curtain, screen, or door.	5	5	5
3. <b>Before</b> washing, checks water temperature for safety and comfort and asks client to verify comfort of water.	7	7	7
4. Basin is in a comfortable position for client and on <b>protective barrier</b> .	6	6	6
5. Puts on clean gloves <b>before</b> washing foot.	6	6	6
6. Client's bare foot is placed into the water.	5	5	5
7. Applies soap to wet washcloth.	5	5	5
8. <b>Lifts</b> foot from water and washes foot, (including between the toes).	7	7	7
9. Foot is rinsed, (including between the toes).	7	7	7
10. Dries foot, (including between the toes) with dry cloth towel/washcloth.	7	7	7
11. Applies lotion to top and bottom of foot, (excluding between the toes) removing excess with a towel/ washcloth.	6	6	6
12. <b>Supports</b> foot and ankle during procedure.	6	6	6
13. Empties, rinses, and dries basin.	5	5	5
14. Places basin in designated dirty supply area.	5	5	5
15. Disposes of used linen into soiled linen container.	5	5	5
16. Removes and disposes of gloves (without contaminating self) into <b>waste container</b> and washes hands.	6	6	6
17. Signaling device is within reach.	6	6	6

**Evaluators Comments:** \_\_\_\_\_

**20. PROVIDES MOUTH CARE (pg. 39 January 2021)  
(Screen for Dental Surgery/ Procedures- NO Tongue Rings)**

**Conditions:**

Supplies:       Gloves  
                   Toothbrush or Toothette, Toothpaste  
                   Emesis Basin, Towel (or Clothing Protector)  
                   Cup  
                   Water

**Standards:**

Completes the procedure and all critical steps in 5 minutes with a minimum of 80% within three attempts.

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Evaluator:** \_\_\_\_\_

**Passed: 1<sup>st</sup> attempt** \_\_\_\_\_ **2<sup>nd</sup> attempt** \_\_\_\_\_ **3<sup>rd</sup> attempt** \_\_\_\_\_

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
1. Explains procedure, speaking clearly, slowly, and directly; maintaining face-to-face contact whenever possible.	5	5	5
2. Privacy is provided with a curtain, screen, or door.	4	4	4
3. <b>Before</b> providing mouth care, client is in an upright sitting position (75-90 degrees).	10	10	10
4. Puts on clean gloves <b>before</b> cleaning mouth.	5	5	5
5. Places cloth towel across chest <b>before</b> providing mouth care.	5	5	5
6. Secures cup of water and moistens toothbrush.	4	4	4
7. <b>Before</b> cleaning mouth, applies toothpaste to moistened toothbrush.	4	4	4
<b>8. *Cleans mouth (including tongue and all surfaces of teeth), using gentle motions.</b>	<b>30</b>	<b>30</b>	<b>30</b>
9. Maintains clean technique with placement of toothbrush.	4	4	4
10. Candidate holds emesis basin to chin <b>while</b> client rinses mouth.	5	5	5
11. Candidate wipes mouth and removes clothing protector.	5	5	5
12. Disposes of used linen into soiled linen container.	4	4	4
13. Rinses toothbrush and empties, rinses, and dries basin.	5	5	5
14. Removes and disposes of gloves (without contaminating self) into waste container and washes hands.	5	5	5
15. Signaling device is within reach and bed is in low position.	5	5	5

**Evaluators Comments:** \_\_\_\_\_

**21. PROVIDES PERINEAL CARE (PERI-CARE) FOR FEMALE (pg. 40 January 2021)**

**(Full Female Mannequin)**

**Conditions:**

Supplies: Gloves, 4 Wash Cloth, Towel  
 Linen Protectors  
 Bath Blanket (Optional), Female Model  
 Washbasin, Soap, Water

**Standards:**

Completes the procedure and all critical steps in 5 minutes with a minimum of 80% within three attempts.

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Evaluator:** \_\_\_\_\_

**Passed:** 1<sup>st</sup> attempt \_\_\_\_\_ 2<sup>nd</sup> attempt \_\_\_\_\_ 3<sup>rd</sup> attempt \_\_\_\_\_

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
1. Explains procedure, speaking clearly, slowly, and directly maintaining face-to-face contact whenever possible.	4	4	4
2. Privacy is provided with a curtain, screen, or door.	3	3	3
3. <b>Before</b> washing checks water temperature for safety and comfort and asks client to verify comfort of water.	5	5	5
4. Puts on clean gloves <b>before</b> washing perineal area.	5	5	5
5. Places pad/linen protector under perineal area including buttocks <b>before</b> washing.	5	5	5
6. Exposes perineal area (only exposing between hips and knees).	4	4	4
7. Applies soap to wet washcloth.	3	3	3
8. <b>*Washes genital area, moving from front to back, while using a clean area of the washcloth for each stroke.</b>	15	15	15
9. <b>*Using clean washcloth, rinses soap from genital area, moving from front to back, while using a clean area of the washcloth for each stroke.</b>	15	15	15
10. Dries genital area moving from front to back with dry cloth towel/washcloth.	4	4	4
11. <b>After</b> washing genital area, turns to side, then washes rectal area moving from front to back using a clean area of washcloth for each stroke.	5	5	5
12. Using clean washcloth, rinses soap from rectal area, moving from front to back, while using a clean area of the washcloth for each stroke.	4	4	4
13. Dries rectal area moving from front to back with dry cloth towel/washcloth.	3	3	3
14. Repositions client	3	3	3
15. Empties, rinses, and dries basin.	3	3	3
16. Places basin in designated dirty supply area.	4	4	4
17. Disposes of used linen into soiled linen container and disposes of linen protector appropriately.	3	3	3
18. Avoids contact between candidate clothing and used linen.	3	3	3
19. Removes and disposes of gloves (without contaminating self) into waste container and washes hands.	5	5	5
18. Signaling device is within reach and bed is in low position.	4	4	4

**Evaluators Comments:** \_\_\_\_\_

**22. TRANSFERS FROM BED TO WHEELCHAIR USING TRANSFER BELT (pg. 41  
January 2021)**

**Conditions:**

Supplies: Client in Bed  
Bed with locked wheels  
Wheelchair brakes and footrests  
Transfer (gait) Belt

**Standards:**

Completes the procedure and all critical steps in 5 minutes with a minimum of 80% within three attempts.

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Evaluator:** \_\_\_\_\_

**Passed:** 1<sup>st</sup> attempt \_\_\_\_\_ 2<sup>nd</sup> attempt \_\_\_\_\_ 3<sup>rd</sup> attempt \_\_\_\_\_

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
1. Explains procedure, speaking clearly, slowly, and directly maintaining face-to-face contact whenever possible.	2	2	2
2. Privacy is provided with a curtain, screen, or door.	2	2	2
3. <b>Before</b> assisting to stand, wheelchair is positioned along side of bed, at head of bed facing foot or foot of the bed facing head.	5	5	5
4. <b>Before</b> assisting to stand, footrests are folded up or removed.	5	5	5
5. <b>*Before assisting to stand, locks wheels on wheelchair.</b>	5	5	5
6. <b>Before</b> assisting to stand, bed is at safe level.	15	15	15
7. <b>Before</b> assisting to stand, checks and/or locks bed wheels.	5	5	5
8. <b>*Before assisting to stand, client is assisted to a sitting position with feet flat on the floor.</b>	15	15	15
9. <b>Before</b> assisting to stand, client is wearing shoes.	5	5	5
10. <b>Before</b> assisting to stand, applies transfer belt securely at the waist over clothing/gown.	5	5	5
11. <b>Before</b> assisting to stand, provides instructions to enable client to assist in transfer including prearranged signal to alert when to begin standing.	5	5	5
12. Stands facing client positioning self to ensure safety of candidate and client during transfer. Counts to three (or says other prearranged signal) to alert client to begin standing.	4	4	4
13. On signal, gradually assists client to stand by grasping transfer belt on both sides with an upward grasp (candidates hands are in upward position) and maintaining stability of client's legs by standing knee to knee, or toe to toe with the client.	4	4	4
14. Assists client to turn to stand in front of wheelchair with back of client's legs against wheelchair.	4	4	4
15. Lowers client into wheelchair.	4	4	4
16. Positions client with hips touching back of wheelchair and transfer belt is removed.	4	4	4
17. Positions feet on footrests.	4	4	4
18. Signaling device is within reach.	3	3	3
19. <b>After</b> completing skill, washes hands.	4	4	4

**Evaluators Comments:** \_\_\_\_\_

23. MEASURES AND RECORDS MANUAL BLOOD PRESSURE (pg. 42 January 2021)

**Conditions:**

- Supplies: Blood Pressure Cuff  
 Stethoscope  
 Alcohol Wipes  
 Pencil  
 Recording Sheet

**Standards:**

Completes the procedure and all critical steps in 5 minutes with a minimum of 80% within three attempts.

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Evaluator:** \_\_\_\_\_

**Passed:** 1<sup>st</sup> attempt \_\_\_\_\_ 2<sup>nd</sup> attempt \_\_\_\_\_ 3<sup>rd</sup> attempt \_\_\_\_\_

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
1. Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible.	6	6	6
2. <b>Before</b> using stethoscope, wipes bell/diaphragm and earpieces of stethoscope with alcohol. ( <i>Candidate cleans both sets of earpieces.</i> )	6	6	6
3. Client's arm is positioned with palm up and upper arm is exposed.	6	6	6
4. Feels for brachial artery on inner aspect of arm, at bend of elbow.	8	8	8
5. Places blood pressure cuff snugly on client's upper arm with sensor/arrow over brachial artery site.	8	8	8
6. Earpieces of stethoscope are in ears and bell/diaphragm is over brachial artery site.	7	7	7
7. Candidate inflates cuff between 160 mm Hg to 180 mm Hg. If the beat is heard immediately upon cuff deflation, completely deflate the cuff. Re-inflate cuff to no more than 200 mm Hg.	10	10	10
8. Deflates cuff slowly and notes the <b>first sound</b> (systolic reading), and <b>last sound</b> (diastolic reading) (If rounding needed, measurements are rounded <b>UP</b> to the nearest 2 mm of mercury).	12	12	12
9. Removes cuff.	6	6	6
10. Signaling device is within reach.	6	6	6
11. <b>Before</b> recording, washes hands.	5	5	5
12. <b>After obtaining reading using BP cuff and stethoscope, records both systolic and diastolic pressures each within plus or minus 8 mm of evaluator's reading.</b>	20	20	20

**Evaluators Comments:** \_\_\_\_\_