



**NACES Plus**  
**COMPETENCY**  
**EVALUATION**

**NNAAP®**

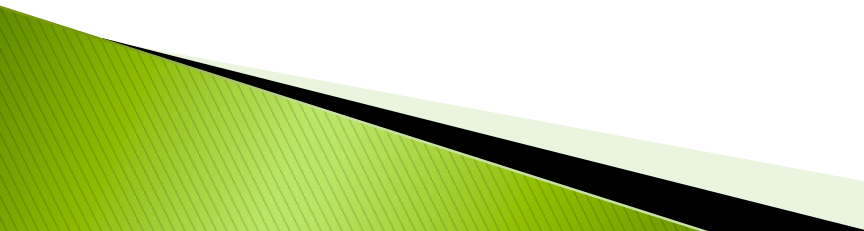
**New Skills Effective**

**July 1, 2013**

# Skills Examination Process

1. NAE sets up room
2. Two Candidates sign in on skills alpha roster. NAE verifies ID
3. Candidates enter skills lab
4. NAE reads “Instructions to Person Playing Role of the Client” to both candidates
5. NAE reads first paragraph of “Instructions to Candidates” then:
  - Points out and demonstrates equipment (bed controls and locks, side rails, signal device, privacy, wheelchair, scale, etc.). Candidates are given opportunity to ask questions and operate equipment
  - Identifies the “dirty” area where used equipment will be placed
  - Identifies the bedside commode/collection container as the toilet if there is not a toilet

# Skills Examination Process cont.

6. Candidate acting as client puts on gown and gets in bed
  7. NAE continues to read instructions and hands the candidate testing the “Candidate Instruction Card” and reads aloud
  8. NAE asks candidate testing if they are ready to begin. Time begins once candidate says start and begins selecting equipment
  9. Candidate will be reminded when 5 minutes remain
  10. Time stops when either the time limit has expired or candidate says “I am finished”
- 

# Skills Evaluation

## Candidate Instruction Card

Your examination consists of the following five skills:

1. WASHES HANDS
- 2.
- 3.
- 4.
- 5.

- 
- For infection control purposes, you must perform the skills that require direct contact with a live client immediately after the hand washing skills.
  - You must decontaminate your hands (with hand sanitizer) before proceeding from live client to mannequin or to another skill station
  - Please perform the skills in the order listed on the instruction card.
  - You must complete each skill before moving on to the next skill.
  - You must wash your hands upon completion of the examination.
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# **Written & Skills Evaluation Score Reports**



# Written Score Reports

**NNAAP**  
National Nurse Aide Assessment Program  
An NCSBN Examination

**PEARSON**

Social Security Number: XXX-XXX-0002  
Date of Birth: 08/04/1961  
Examination date: 01/03/2009  
Answer Sheet Serial Number: 411000001

**NNAAP® Examination Results**

**Exam: Written** **Result: Pass**

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**This is your official score report.**

Next Steps:

Congratulations! You have passed the NNAAP® Written Examination in South Carolina.

If you have also passed the Skills Evaluation today or have passed the Skills Evaluation within the past 24 months, your name will be placed on the South Carolina Nurse Aide Registry. You will be notified when your name has been placed on the Registry. At that time, you may verify your listing on the Registry by \_\_\_\_\_.

Please note that your listing on the Nurse Aide Registry is valid for XX months from the date listed above. Prior to your listing expiration date, it is your responsibility to renew your listing and failure to do so will result in your name being removed from the Registry. Please notify the Registry of name and address changes to ensure you receive renewal information.

Pass

**NNAAP**  
National Nurse Aide Assessment Program  
An NCSBN Examination

**PEARSON**

Social Security Number: XXX-XXX-0002  
Date of Birth: 08/04/1961  
Examination date: 01/03/2009  
Answer Sheet Serial Number: 411000002

**NNAAP® Examination Results**

**Exam: Written** **Result: Fail**

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**Content Area Performance:**

Activities of Daily Living	Satisfactory
Basic Nursing Skills	Satisfactory
Restorative Skills	Satisfactory
Emotional & Mental Health Needs	Unsatisfactory
Spiritual & Cultural Needs	Satisfactory
Communication	Unsatisfactory
Client Rights	Satisfactory
Legal & Ethical Behavior	Satisfactory
Member of the Health Care Team	Unsatisfactory

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**This is your official score report.**

Next Steps:

If you failed the Written Examination you may re-take it at a later date.

To retake the written examination, you must make a reservation by called 1-800-XXX-XXXX Monday-Friday 8am-11pm. A fee of \$XX using a credit or debit card, electronic check or Pearson VUE voucher is required to make a reservation..

To re-apply for the Written Examination, you must complete a new application signed by your training program and submit it along with a copy of your training program certificate or diploma and re-take fee of \$XX to NACES at 7600 Burnet Road, Suite 440, Austin, TX 78757-1299. You may obtain a new application from either your training program or you may download a copy from Pearson VUE's Web site at [www.pearsonvue.com](http://www.pearsonvue.com). For questions concerning re-takes, contact NACES at (800) XXX-XXXX.

Fail

# Skills Score Reports

**NNAAP**  
National Nurse Aide Assessment Program  
An NCESB® Examination

**PEARSON**

Social Security Number: XXX-XXX-0002  
Date of Birth: 08/04/1961  
Examination date: 01/03/2009  
Answer Sheet Serial Number: 412000001

**NNAAP® Examination Results**

<b>Exam: Skills</b>	<b>Result: Pass</b>
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**This is your official score report.**

**Next Steps:**

Congratulations! You have passed the NNAAP™ Skills Evaluation.

If you have also passed the Written Examination today or have passed the Written Examination within the past 24 months, your name will be placed on the Nurse Aide Registry.

If you qualify for placement on the Registry, Pearson VUE will mail your Nurse Aide Certificate to you approximately 5-7 business days after your passing examination date. If you do not receive your Nurse Aide Certificate within 15 business days from your test date, please contact Pearson VUE at (800) 475-8290.

Please note that your nurse aide certificate is valid for 24 months from the date it was issued.

Pass

**NNAAP**  
National Nurse Aide Assessment Program  
An NCESB® Examination

**PEARSON**

Social Security Number: XXX-XXX-0002  
Date of Birth: 08/04/1961  
Examination date: 01/03/2009  
Answer Sheet Serial Number: 412000002

**NNAAP® Examination Results**

<b>Exam: Skills</b>	<b>Result: Fail</b>
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**Skills Performance:**

<b>Washes Hands</b> 1, 5, 11	<b>Unsatisfactory</b>
<b>Assists Client With Use of Bedpan</b>	<b>Satisfactory</b>
<b>Measures and Records Blood Pressure</b> Safety Stop	<b>Unsatisfactory</b>
<b>Puts One Knee-High Elastic Stocking on Client</b>	<b>Satisfactory</b>
<b>Positions on One Side</b> Did Not Perform	<b>Unsatisfactory</b>

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**This is your official score report.**

Please refer to the "Skills Listing" in your candidate handbook, available online at [www.pearsonvue.com](http://www.pearsonvue.com), for a description of any listed failed step(s), identified by the number(s) under the Skill name.

**Next Steps:**

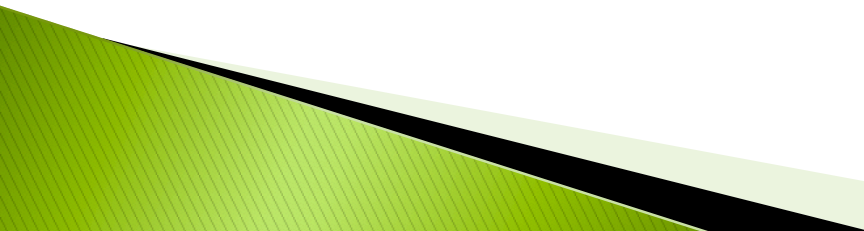
If you failed the Skills Evaluation you may re-take it at a later date. A fee of \$55 is required each time you re-take the Skills Evaluation.

You are permitted 3 attempts by state and federal regulation to pass both the Skills Evaluation and the Written (or English or Spanish Oral) Examination. If you should fail either or both parts 3 times, you will be required to successfully complete a state-approved training program and retake the part of the NNAAP™ Examination that you failed 3 times.

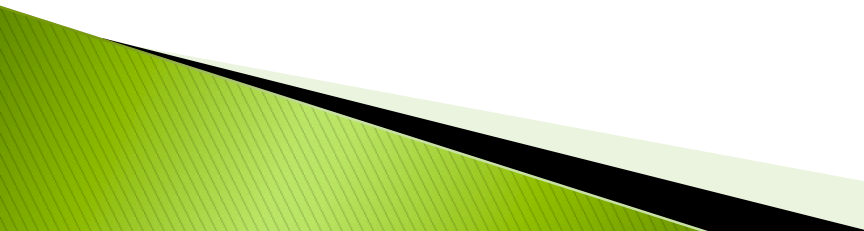
To re-apply for the Skills Evaluation, you may submit your failing score report or submit a new application and re-take fee of \$55 to NACES at 7600 Burnet Road, Suite 440, Austin, TX 78757-1299. You may obtain a new application from either your training program or you may download a copy from Pearson VUE's Web site at [www.pearsonvue.com](http://www.pearsonvue.com). For questions concerning re-takes, contact NACES at (800) 273-3517.

Fail

# Administering the Skills Evaluation

- State Specific Time Limit
  - Five skills will be administered  
Must pass 5 of the 5 skills
  - Some Skills have Critical Elements
  - Some steps are Order Dependent  
Before/After – Then - While
  - Some steps have Multiple components  
All parts of step must be performed = “YES”
- 

# Administering the Skills Evaluation

- Evaluator will Document – “yes” / “no”
  - Skill steps are not Simulated
  - Mistakes may be corrected
    - Perform step → state order dependency
    - Exception – Gloving → “put on” “take off” = “NO”
  - Answer sheets faxed – Same day results
  - Cut score
  - NAE can only answer questions about the testing process
- 

# ***THE BIG 10 CONCEPTS*** ***2013...***



# ***NNAAP®*** ***SKILLS REVIEW***

***NNAAP®***

***SKILLS REVIEW***





# #1 HAND HYGIENE (HAND WASHING)

1. Address client by name and introduces self to client by name
2. Turns on water at sink
3. Wets hands and wrists thoroughly
4. Applies soap to hands
5. **\*Lathers all surfaces of wrists, hands, and fingers producing friction, for at least ~~15 (fifteen)~~ 20 (twenty) seconds, keeping hands lower than the elbows and the fingertips down**
6. Cleans fingernails by rubbing fingertips against palms of the opposite hand
7. **\* ~~After lathering for at least 15 seconds,~~ **Rinse all surfaces of wrists, hands, and fingers keeping hands lower than the elbows and the fingertips down (NOW CRITICAL)****

# #1 HAND HYGIENE (HAND WASHING)

CONT.

8. Uses clean, dry paper towel/towels to dry all surfaces of hands, wrists, and fingers then disposes of paper towel/towels into waste container
9. Uses clean, dry paper towel/towels to turn off faucet then disposes of paper towel/towels into waste container or uses knee/foot control to turn off faucet
10. Does not touch inside of sink at any time

# #2 APPLIES ONE KNEE-HIGH ELASTIC STOCKING

*(Full Female Mannequin/Decontaminate Hands)*

1. Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
2. Privacy is provided with a curtain, screen, or door
3. Client is in supine position (lying down in bed) while stocking is applied
4. Turns stocking inside-out, **at least to heel**
5. Places foot of stocking over toes, foot, and heel
6. Pulls top of stocking over foot, heel, and leg
7. Moves foot and leg gently and naturally, avoiding force and over-extension of limb and joints

# #2 APPLIES ONE KNEE-HIGH ELASTIC STOCKING

*CONT.*

8. \*Finishes procedure 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
9. Signaling device is within reach and bed is in low position
10. After completing skill, wash hands

# #3 ASSISTS TO AMBULATE USING TRANSFER BELT

1. Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
2. **\*Before assisting to stand, ~~candidate ensures client is wearing shoes~~**
3. Before assisting to stand, bed is at a safe level
4. Before assisting to stand, checks and/or locks bed wheels
5. **\*Before assisting to stand, client is assisted to sitting position with feet flat on the floor (NOW CRITICAL)**
6. Before assisting to stand, applies transfer belt securely **at the waist** over clothing/gown
7. Before assisting to stand, provides instructions to enable client to assist in standing including prearranged signal to alert client to begin standing

# #3 ASSISTS TO AMBULATE USING TRANSFER BELT

*CONT.*

8. 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
9. On signal, gradually assists client to stand by grasping transfer belt on both sides with an upward grasp (candidate's hands are in upward position), and maintaining stability of client's legs
10. Walks slightly behind and to one side of client for a distance of ten (10) feet, while holding onto the belt
11. After ambulation, assists client to bed and removes transfer belt
12. Signaling device is within reach and bed is in low position
13. **After completing skill**, wash hands

# #4 ASSISTS WITH USE OF BEDPAN

*(Standard Bedpan Only)*

1. Explains procedure speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
2. Privacy is provided with a curtain, screen, or door
3. Before placing bedpan, lowers head of bed
4. Puts on clean gloves before handling bedpan
5. **\*Places bedpan correctly under client's buttocks**
6. Removes and disposes of gloves (without contaminating self) into waste container and washes hands
7. After positioning client on bedpan and removing gloves, raises head of bed
8. Toilet tissue is within reach
9. Hand wipe is within reach and client is instructed to clean hands with hand wipe when finished



# #4 ASSISTS WITH USE OF BEDPAN

*CONT.*

10. Signaling device within reach and client is asked to signal when finished
11. Puts on clean gloves before removing bedpan
12. Head of bed is flat lowered before bedpan is removed
13. Avoids overexposure of client
14. ~~Removes,~~ Empties and rinses bedpan and pours rinse into toilet
15. After rinsing bedpan, places bedpan in designated dirty supply area
16. After placing bedpan in designated dirty supply area, removes and disposes of gloves (without contaminating self) into waste container and washes hands
17. Signaling device is within reach and bed is in low position

# #5 CLEANS UPPER OR LOWER DENTURE

*(Decontaminate Hands)*

1. Puts on clean gloves before handling denture
2. **Bottom of** sink is lined and/or sink is partially filled with water before denture is held over sink
3. Rinses denture in ~~tepid~~/**moderate** temperature running water before brushing them
4. Applies toothpaste to toothbrush
5. Brushes surfaces of denture
6. Rinses surfaces of denture under ~~tepid~~/**moderate** temperature running water
7. Before placing denture into cup, rinses denture cup and lid

# #5 CLEANS UPPER OR LOWER DENTURE

CONT.

8. Places denture in denture cup with tepid/moderate temperature water/solution and places lid on cup
9. Rinses toothbrush and places in designated toothbrush basin/container
10. Maintains clean technique with placement of toothbrush and denture
11. Sink liner is removed and disposed of appropriately and/or sink is drained
12. After rinsing equipment and disposing of sink liner, removes and disposes of gloves (without contaminating self) into waste container and washes hands

# #6 COUNTS AND RECORDS RADIAL PULSE

*(NAE Counts for 1 full minute)*

*("Tell me when you start and when you stop")*

1. Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
2. Places fingertips on thumb side of client's wrist to locate radial pulse
3. Count beats for one full minute
4. Signaling device is within reach
5. **Before recording,** washes hands
6. **\*After obtaining pulse by palpating in radial artery position, records pulse rate within plus or minus 4 beats of evaluator's reading**

# #7 COUNTS AND RECORDS RESPIRATIONS

*(NAE Counts for 1 full minute)*

*("Tell me when you start and when you stop")*

1. Explains procedure (for testing purposes), speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
2. Counts respirations for one full minute
3. Signaling device is within reach
4. Washes hands
5. **\*Records respiration rate within plus or minus 2 breaths of evaluator's reading**

# #8 DONNING AND REMOVING PPE (GOWN AND GLOVES)

*(Decontaminate Hands) (Gown tie/velcro, side/back)*

1. Picks up gown and unfolds
2. Facing the back opening of the gown places arms through each sleeve
3. Fastens the neck opening
4. Secures gown at waist making sure that back of clothing is covered by gown (as much as possible)
5. Puts on gloves
6. Cuffs of gloves overlap cuffs of gown
7. **\*Before removing gown**, with one gloved hand, grasps the other glove at the palm, ~~pulls glove off~~ **remove glove** (NOW CRITICAL)

# #8 DONNING AND REMOVING PPE (GOWN AND GLOVES)

*CONT.*

8. \*Slips fingers from ungloved hand underneath cuff of remaining glove at wrist, and removes glove turning it inside out as it is removed (**NOW CRITICAL**)
9. Disposes of gloves into designated waste container without contaminating self
10. After removing gloves, unfastens gown at neck and waist
11. After removing gloves, removes gown without touching outside of gown
12. While removing gown, holds gown away from body without touching the floor, turns gown inward and keeps it inside out
13. Disposes of gown in designated container without contaminating self
14. After completing skill, washes hands



# #9 DRESSES CLIENT WITH AFFECTED (WEAK) RIGHT ARM

*(Extra-large shirts that open at the front)*

1. Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
2. Privacy is provided with a curtain, screen, or door
3. Asks which top shirt he/she would like to wear and dresses him/her in top shirt of choice
4. While avoiding overexposure of client, removes gown from the unaffected side first, then removes gown from the affected side and disposes of gown into soiled linen container
5. **\*Assists to put the right (affected/weak) arm through the right sleeve of the top shirt before placing garment on left (unaffected) arm**

# #9 DRESSES CLIENT WITH AFFECTED (WEAK) RIGHT ARM

*CONT.*

6. While putting on items shirt, moves body gently and naturally, avoiding force and over-extension of limbs and joints
7. Finishes with clothing in place
8. ~~Disposes of gown into soiled linen container~~
9. 8. Signaling device is within reach and bed is in low position
10. 9. After completing skill, washes hands

# #10 FEEDS CLIENT WHO CANNOT FEED SELF

*(Food choices must be food eaten with a spoon, prefer fruit cocktail)*

1. Explains procedure to client, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
2. Before feeding, ~~candidate picks up~~ looks at name card on tray and asks client to state name
3. **\*Before feeding client, client is in an upright sitting position**  
~~(45-90 degrees)~~ (75-90 degrees)
4. Places tray where it the food can be easily seen by client
5. ~~Client's hands are cleaned~~ Candidate cleans client's hands with hand wipe before beginning feeding
6. Candidate sits facing client during feeding
7. Tells client what foods are on tray and asks what client would like to eat first

# #10 FEEDS CLIENT WHO CANNOT FEED SELF

CONT.

8. Using spoon, offers client one bite of each type of food on tray, telling client the content of each spoonful
9. Offers beverage at least once during meal
10. ~~Makes sure client's mouth is empty before offering~~ **Candidate asks client if they are ready for** next bite of food or sip of beverage
11. At end of meal, ~~client's mouth is wiped~~ **candidate cleans client's mouth** and hands are ~~cleaned~~ with wipes
12. Removes food tray and places tray in designated dirty supply area
13. Signaling device is within client's reach
14. **After completing skill**, washes hands

# #11 GIVES MODIFIED BED BATH (FACE & ONE ARM, HAND & UNDERARM)

1. Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
2. Privacy is provided with a curtain, screen, or door
3. Removes gown ~~while keeping client covered~~ **and places in soiled linen container, while avoiding overexposure of the client**
4. Before washing, checks water temperature for safety and comfort and asks client to verify comfort of water
5. Puts on clean gloves before washing client
6. **\*Beginning with eyes, washes eyes with wet washcloth (no soap), using a different area of the washcloth for each eye stroke, washing inner aspect to outer aspect then proceeds to wash face (NOW CRITICAL)**

# #11 GIVES MODIFIED BED BATH (FACE & ONE ARM, HAND & UNDERARM)

*CONT.*

7. Dries face with towel
8. Exposes one arm and places towel underneath arm
9. Applies soap to wet washcloth
10. Washes arm, hand, and underarm keeping rest of body covered
11. Rinses and dries arm, hand, and underarm
12. Moves body gently and naturally, avoiding force and over-extension of limbs and joints
13. Puts clean gown on client
14. Empties, rinses, and dries basin
15. After rinsing and drying basin, places basin in designated dirty supply area
16. Disposes of ~~used gown and~~ linen into soiled linen container

# #11 GIVES MODIFIED BED BATH (FACE & ONE ARM, HAND & UNDERARM)

*CONT.*

17. Avoids contact between candidate clothing and used linens
18. After placing basin in designated dirty supply area, and disposing of used linen, removes and disposes of gloves (without contaminating self) into waste container and washes hands
19. Signaling device is within reach and bed is in low position



# #12 MEASURES AND RECORDS BLOOD PRESSURE

1. Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
2. Before using stethoscope, wipes bell/diaphragm and earpieces of stethoscope with alcohol
3. Client's arm is positioned with palm up and upper arm is exposed
4. Feels for brachial artery on inner aspect of arm, at bend of elbow
5. Places blood pressure cuff snugly on client's upper arm, with sensor/arrow over brachial artery site
6. Earpieces of stethoscope are in ears and bell/diaphragm is over brachial artery site

# #12 MEASURES AND RECORDS BLOOD PRESSURE

*CONT.*

7. Candidate ~~does one of the following~~ inflates cuff between 160 mm Hg to 180 mm Hg. If beat heard immediately upon cuff deflation, completely deflate cuff. Re-inflate cuff to no more than 200 mm Hg. **OR** ~~b.. Inflates cuff 30 mm Hg beyond where radial or brachial pulse was last heard or felt~~
8. Deflates cuff slowly and notes the **first sound** (systolic reading), and **last sound** (diastolic reading) (If rounding needed, measurements are rounded **UP** to the nearest 2 mm of mercury)
9. Removes cuff
10. Signaling device is within reach
11. **Before recording**, washes hands
12. **\*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**

# #13 MEASURES AND RECORDS URINARY OUTPUT

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

1. Puts on clean gloves before handling bedpan
2. Pours the contents of the bedpan into measuring container without spilling or splashing urine outside of container
3. Measures the amount of urine at eye level with container on flat surface
4. After measuring urine, empties contents of measuring container into toilet
5. Rinses measuring container and pours rinse into toilet
6. Rinses bedpan and pours rinse into toilet
7. After rinsing equipment, and before recording output, removes and disposes of gloves (without contaminating self) into waste container and washes hands
8. **\*Records contents of container within plus or minus 25 ml/cc of evaluator's reading**

# #14 MEASURES AND RECORDS WEIGHT OF AMBULATORY CLIENT

1. Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
2. ~~Candidate ensures~~ Client has shoes on before walking to scale
3. Before client steps on scale, candidate sets scale to zero then obtains client's weight
4. While client steps onto scale, candidate stands next to scale and assists client, if needed, onto center of scale ~~then determines client's weigh~~
5. While client steps off scale, candidate stands next to scale and assists client, if needed, off scale before recording weight

# #14 MEASURES AND RECORDS WEIGHT OF AMBULATORY CLIENT *CONT.*

7.6. **Before recording**, washes hands

6.7 \*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)

# #15 PERFORMS MODIFIED PASSIVE RANGE OF MOTION (PROM) FOR ONE KNEE AND ONE ANKLE

*(Screen for Tolerance)*

1. Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
2. Privacy is provided with a curtain, screen, or door
3. Instructs client to inform ~~nurse aide~~ candidate if pain is experienced during exercise
4. Supports leg at knee and ankle while performing range of motion for knee
5. Bends the knee and then returns leg to client's normal position (extension/flexion) (AT LEAST 3 TIMES unless pain is verbalized)

# #15 PERFORMS MODIFIED PASSIVE RANGE OF MOTION (PROM) FOR ONE KNEE AND ONE ANKLE

*(Screen for Tolerance) CONT.*

6. Supports foot and ankle close to the bed while performing range of motion for ankle
7. Pushes/pulls foot toward head (dorsiflexion), and pushes/pulls foot down, toes point down (plantar flexion) (AT LEAST 3 TIMES unless pain is verbalized)
8. **\*While supporting the limb, moves joints gently, slowly, and smoothly through the range of motion, discontinuing exercise if client verbalizes pain**
9. Signaling device is within reach and bed is in low position
10. After completing skill, washes hands

# #16 PERFORMS MODIFIED PASSIVE RANGE OF MOTION (PROM) FOR ONE SHOULDER

*(Screen for Tolerance)*

1. Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
2. Privacy is provided with a curtain, screen, or door
3. Instructs client to inform ~~nurse aide~~ candidate if pain is experienced during exercise
4. Supports client's ~~arm at elbow~~ upper and ~~wrist~~ lower arm while performing range of motion for shoulder
5. **\*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)**  
**Supporting the limb, moves joint gently, slowly, and smoothly through the range of motion, discontinuing exercise if client verbalizes pain (NOW CRITICAL)**



# #16 PERFORMS MODIFIED PASSIVE RANGE OF MOTION (PROM) FOR ONE SHOULDER

*(Screen for Tolerance) CONT.*

6. \*Moves client's straightened arm away from the side of body to shoulder level and returns to side of body (abduction/adduction) (AT LEAST 3 TIMES unless pain is verbalized).  
Supporting the limb, moves joint gently, slowly, and smoothly through the range of motion, discontinuing exercise if client verbalizes pain (NOW CRITICAL)
7. ~~While supporting the limb, moves joint gently, slowly, and smoothly through the range of motion, discontinuing exercise if client verbalizes pain~~
8. 7. Signaling device is within reach and bed is in low position
9. 8. After completing skill, washes hands

# #17 POSITIONS ON SIDE

1. Explains procedure, speaking clearly, slowly and directly, maintaining face-to-face contact whenever possible
2. Privacy is provided with a curtain, screen, or door
3. Before turning, lowers head of bed
4. Raises side rail on side to which body will be turned
5. Slowly rolls onto side as one unit toward raised side rail
6. Places or adjusts pillow under head for support
7. ~~Client is positioned~~ Candidate positions client so that client is not lying on arm
8. Supports top arm with supportive device

# #17 POSITIONS ON SIDE

*CONT.*

9. Places supportive device behind client's back
10. Places supportive device between legs with top knee flexed; knee and ankle supported
11. Signaling device is within reach and bed is in low position
12. After completing skill, washes hands

# #18 PROVIDES CATHETER CARE FOR FEMALE

*(Full Female Mannequin/Decontaminate Hands)*

1. Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
2. Privacy is provided with a curtain, screen, or door
3. Before washing, checks water temperature for safety and comfort and asks client to verify comfort of water
4. Puts on clean gloves before washing
5. Places linen protector under perineal area before washing
6. Exposes area surrounding catheter while avoiding overexposure of client
7. Applies soap to wet washcloth

# #18 PROVIDES CATHETER CARE FOR FEMALE

*CONT.*

8. While holding catheter near at meatus without tugging, cleans at least four inches of catheter nearest from meatus, moving in only one direction (i.e., away from meatus) using a clean area of the cloth for each stroke
9. While holding catheter near at meatus without tugging, rinses at least four inches of catheter nearest from meatus, moving only in one direction, away from meatus, using a clean area of the cloth for each stroke
10. While holding catheter near at meatus without tugging, dries at least four inches of catheter moving away from meatus
11. Empties, rinses, and dries basin

# #18 PROVIDES CATHETER CARE FOR FEMALE

*CONT.*

12. After rinsing and drying basin, places basin in designated dirty supply area
13. Disposes of used linen into soiled linen container and disposes of linen protector appropriately
14. Avoids contact between candidate clothing and used linen
15. After disposing of used linen and cleaning equipment, removes and disposes of gloves (without contaminating self) into waste container and washes hands
16. Signaling device is within reach and bed is in low position

# #19 PROVIDES FOOT CARE ON ONE FOOT

1. Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
2. Privacy is provided with a curtain, screen, or door
3. Before washing, checks water temperature for safety and comfort and asks client to verify comfort of water
4. Basin is in a comfortable position for client and on protective barrier
5. Puts on clean gloves before washing foot
6. Client's bare foot is placed into the water
7. Applies soap to wet washcloth
8. Lifts foot from water and washes foot (including between the toes)
9. Foot is rinsed (including between the toes)

# #19 PROVIDES FOOT CARE ON ONE FOOT

*CONT.*

10. Dries foot (including between the toes)
11. Applies lotion to top and bottom of foot, removing excess (if any) with a towel
12. Supports foot and ankle during procedure
13. Empties, rinses, and dries basin
14. After rinsing and drying basin, places basin in designated dirty supply area
15. Disposes of used linen into soiled linen container
16. After cleaning foot and equipment, and disposing of used linen, removes and disposes of gloves (without contaminating self) into waste container and washes hands
17. Signaling device is within reach



# #20 PROVIDES MOUTH CARE

*(Screen for Dental Surgery/Procedures)*

*(No Tongue Rings)*

1. Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
2. Privacy is provided with a curtain, screen, or door
3. Before providing mouth care, client is in upright sitting position (~~45-90 degrees~~) (75-90 degrees)
4. Puts on clean gloves before cleaning mouth
5. Places clothing protector across chest before providing mouth care
6. Secures cup of water and moistens toothbrush
7. Before cleaning mouth, applies toothpaste to moistened toothbrush

# #20 PROVIDES MOUTH CARE

*CONT.*

8. \*Cleans mouth (including tongue and surfaces of teeth), using gentle motions
9. Maintains clean technique with placement of toothbrush
10. Candidate holds emesis basin to chin while client rinses mouth
11. Candidate wipes mouth and removes clothing protector
12. After rinsing toothbrush, empty, rinse and dry the basin and place used toothbrush in designated basin/container
13. ~~Places used toothbrush in basin~~ Places basin and toothbrush in designated dirty supply area
14. ~~After rinsing basin, places basin in designated dirty supply area~~

# #20 PROVIDES MOUTH CARE

CONT.

- 15. 14. Disposes of ~~clothing protector appropriately~~ used linen into linen container
- 16. 15. After placing basin and toothbrush in designated dirty supply area, and disposing of used linen, removes and disposes of gloves (without contaminating self) into waste container and washes hands
- 17. 16. Signaling device is within reach and bed is in low position

# #21 PERINEAL CARE (PERICARE) FOR FEMALE

*(Full Female Mannequin/Decontaminate Hands)*

1. Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
2. Privacy is provided with a curtain, screen, or door
3. Before washing, checks water temperature for safety and comfort and asks client to verify comfort of water
4. Puts on clean gloves before washing perineal area
5. Places pad/linen protector under perineal area before washing
6. Expose perineal area while avoiding overexposure of client
7. Applies soap to wet washcloth
8. **\*Washes genital area, moving from front to back, while using a clean area of the washcloth for each stroke**

# #21 PERINEAL CARE (PERICARE) FOR FEMALE

*CONT.*

9. **\*Using clean washcloth, rinses soap from genital area, moving from front to back, while using a clean area of the washcloth for each stroke**
10. Dries genital area moving from front to back with towel
11. **\*After washing genital area, turns to side, then washes and rinses rectal area moving from front to back using a clean area of washcloth for each stroke. Dries with towel (NOW CRITICAL)**
12. Repositions client
13. Empties, rinses, and dries basin
14. After rinsing **and drying** basin, places basin in designated dirty supply area

# #21 PERINEAL CARE (PERICARE) FOR FEMALE

*CONT.*

15. Disposes of used linen into soiled linen container and disposes of linen protector appropriately
16. Avoids contact between candidate clothing and used linen
17. After disposing of used linen, and placing used equipment in designated dirty supply area, removes and disposes of gloves (without contaminating self) into waste container and washes hands
18. Signaling device is within reach and bed is in low position

# #22 TRANSFERS FROM BED TO WHEELCHAIR USING TRANSFER BELT

1. Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
2. Privacy is provided with a curtain, screen, or door
3. Before assisting to stand, wheelchair is positioned along side of bed, at head of bed facing foot or foot of bed facing head
4. Before assisting to stand, footrests are folded up or removed
5. Before assisting to stand, bed is at a safe level
6. **\*Before assisting to stand, locks wheels on wheelchair**
7. Before assisting to stand, checks and/or locks bed wheels
8. **\*Before assisting to stand, client is assisted to a sitting position with feet flat on the floor (NOW CRITICAL)**

# #22 TRANSFERS FROM BED TO WHEELCHAIR USING TRANSFER BELT *CONT.*

9. Before assisting to stand, client is wearing shoes
10. Before assisting to stand, applies transfer belt securely at the waist over clothing/gown
11. Before assisting to stand, provides instructions to enable client to assist in transfer including prearranged signal to alert when to begin standing
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
13. On signal, gradually assists client to stand by grasping transfer belt on both sides with an upward grasp (candidate's hands are in upward position) and maintaining stability of client's legs



# #22 TRANSFERS FROM BED TO WHEELCHAIR USING TRANSFER BELT *CONT.*

14. Assists client to turn to stand in front of wheelchair with back of client's legs against wheelchair
15. Lowers client into wheelchair
16. Positions client with hips touching back of wheelchair and transfer belt is removed
17. Positions feet on footrests
18. Signaling device is within reach
19. After completing skill, washes hands