



**D&S Diversified Technologies LLP**

**Headmaster LLP**

# North Dakota Nurse Aide Candidate Handbook

*EFFECTIVE: July 1, 2024*

Version 6

## **July 1, 2024**

Challenging the North Dakota Competency Exam is no longer allowed, and those sections have been removed from the handbook.

Information regarding 'Reactivation by Examination' has been added (page 2).

The identification section has been updated (page 8).

## Contact Information

<p><b>Questions regarding:</b> testing process • test scheduling • eligibility to test                  ..... <b>(800) 393-8664</b></p>		
<p><b>Questions regarding:</b> obtaining information on official regulations and guidelines for nurse aides • nurse aide certification • renewals • North Dakota Nurse Aide Registry                  ..... <b>(701) 328-2353</b></p>		
<p><b>D&amp;SDT-Headmaster, LLP</b>                  PO Box 6609                  Helena, MT 59604-6609                   Email: <a href="mailto:northdakota@hdmaster.com">northdakota@hdmaster.com</a>                  Web Site: <a href="http://www.hdmaster.com">www.hdmaster.com</a>                   North Dakota Nurse Aide TMU©:  <a href="http://nd.tmutest.com">nd.tmutest.com</a></p>	<p>Monday through Friday                  6:00AM – 6:00PM  <i>Mountain Standard Time (MST)</i></p>	<p>Phone #: (800) 393-8664                   Fax #: (406) 442-3357</p>
<p><b>North Dakota Department of Health and Human Services (DHHS)</b>  <b>Health Facilities Unit</b>                  1720 Burlington Dr., Suite A                  Bismarck ND 58504-7736                   Email: <a href="mailto:naregistry@nd.gov">naregistry@nd.gov</a>                  Web Site:  <a href="https://www.hhs.nd.gov/health/regulation-licensure-and-certification/health-facilities-unit/nurse-aide-registry">https://www.hhs.nd.gov/health/regulation-licensure-and-certification/health-facilities-unit/nurse-aide-registry</a></p>	<p>Monday through Friday                  8:00AM – 5:00PM  <i>Central Standard Time (CST)</i></p>	<p>Phone #: (701) 328-2353</p>

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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 healthcare facilities and define training and evaluation standards for nursing assistants who work in such facilities. Each state is responsible for following the terms of this federal law.

As defined in the OBRA regulations, a nurse aide competency evaluation program provides specific standards for nurse aide-related knowledge and skills. The purpose of the 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 nurse aide competency examination process and is designed to help prepare candidates for testing. The examination has two parts: a multiple-choice, knowledge/audio test, and a skill test. To qualify for certification as a nurse aide in North Dakota, exam candidates must be registered, complete approved training, pass both parts of the exam, and meet all other requirements of the North Dakota Department of Health and Human Services (DHHS).

The North Dakota Department of Health and Human Services (DHHS) has approved Headmaster, LLP to provide tests and scoring services for North Dakota nurse aide testing. For questions not answered in this handbook, please check the North Dakota webpage at [www.hdmaster.com](http://www.hdmaster.com) or contact Headmaster at (800)393-8664. The information in this handbook will help you prepare for your examination.

## The Registry

The North Dakota Department of Health and Human Services (DHHS) maintains information regarding the certification of nurse aides in North Dakota. It operates according to federal and state requirements and guidelines. Anyone may contact the North Dakota Department of Health and Human Services (DHHS) to inquire about their status as a nurse aide, lapsed certification, and certification transfer to or from another state.

Initial CNA certification is two years; renewal is required approximately every two years. Initial certification is two years, and renewal is required every two years. Renewal notices will be mailed 60 days before the renewal date to the last known address on file with the Registry.

The North Dakota Department of Health and Human Services (DHHS) must be kept informed of your current address. If your address or name changes at any time after you are placed on the Registry, you may call the North Dakota Department of Health and Human Services (DHHS) Nurse Aide Registry at (701)328-2353 or visit their website at <https://www.hhs.nd.gov/health/regulation-licensure-and-certification/health-facilities-unit/nurse-aide-registry>.

**NOTE:** Effective July 1, 2024, the option to Challenge the North Dakota Certified Nurse Aide Exam is no longer available.

## Reactivation by Exam

As of July 1, 2024, the option to Challenge the North Dakota Certified Nurse Aide Exam is no longer available.

CNAs who have let their CNA license expire on the North Dakota Nurse Aide Registry may be eligible to reactivate their license by examination (taking both components of the nurse aide competency exam – knowledge and skills).

### **To be eligible to ‘Reactive by Exam’, a candidate must meet the following qualifications:**

- ◆ The candidate was not previously listed on the North Dakota Certified Nurse Aide Registry and
- ◆ The candidate did not Challenge the exam for initial placement on the North Dakota Registry.
  - *The candidate must have completed a NDDHHS-approved certified nurse aide training program and can show proof of training completion.*

If you qualify to Reactive by Exam, please complete and submit the **REACTIVATION BY EXAMINATION** application in the North Dakota TMU© at <https://nd.tmutest.com/apply/6>.

## Americans with Disabilities Act (ADA)

### ADA Compliance

The North Dakota Department of Health and Human Services (DHHS) 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).

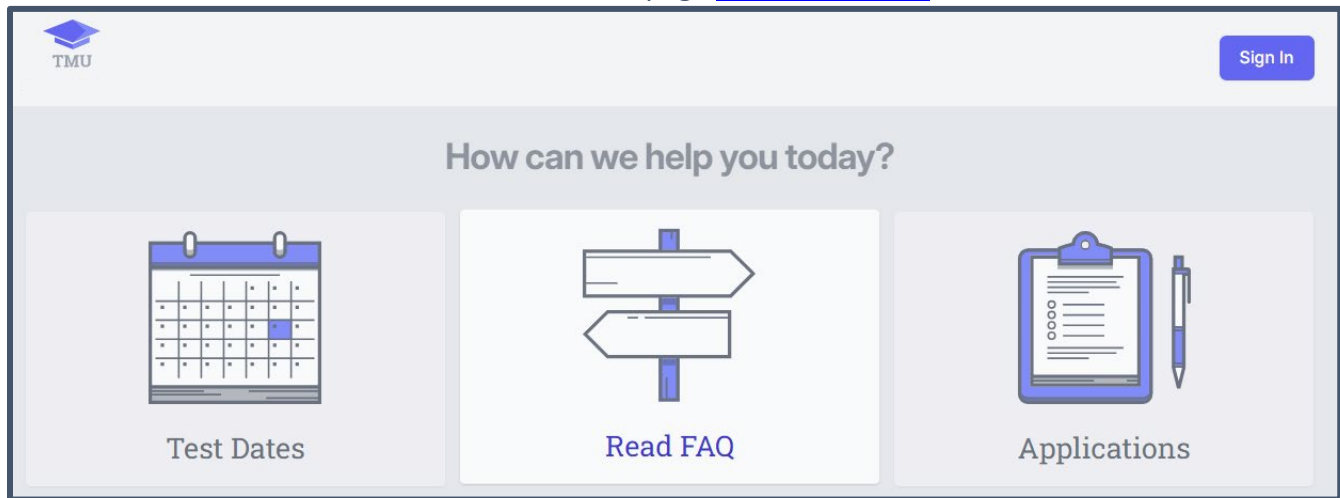
If you have a qualified disability or limitation, you may request special accommodations for examination. D&SDT-Headmaster must approve accommodations in advance of examination. The request for accommodations can be found on the [D&SDT-Headmaster webpage](#) by clicking on the PDF Fillable [ADA Accommodation Form 1404](#). Fill out the ADA Request and attach the required documentation found on the second page of the request form to an email to [northdakota@hdmaster.com](mailto:northdakota@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 (800)393-8664.

## North Dakota Nurse Aide TestMaster Universe TMU©

This is the North Dakota Nurse Aide TMU© main page [nd.tmutest.com](http://nd.tmutest.com).



### Completing your TMU© Account

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

**IMPORTANT:** Before you can test, you must sign in to the North Dakota Nurse Aide TMU© at [nd.tmutest.com](http://nd.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 (800)393-8664.

*-Continued on the next page-*

This is the 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:**

TMU Tests Trainings Profile

Home > Setup Account

Setup Account

Enter the blank \* fields and then click on-Finish Account Setup

**We're Sorry, Your Account Still Needs Some Info**  
Enter the below information to finish setting up your account.

FIRST \* MIDDLE LAST \* SUFFIX  
Best Student

SOCIAL SECURITY # \* BIRTHDATE \* PHONE \*  
Encrypted for your safety

ADDRESS \*  
Best Student Address

CITY \* STATE \* ZIPCODE \*

**DISCLAIMER**  
By completing your account you consent to your name and certification status being publicly listed on the North Dakota CNA registry

Finish Account Setup

TMU Tests Trainings Profile

Thanks, your account has now been set up.

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

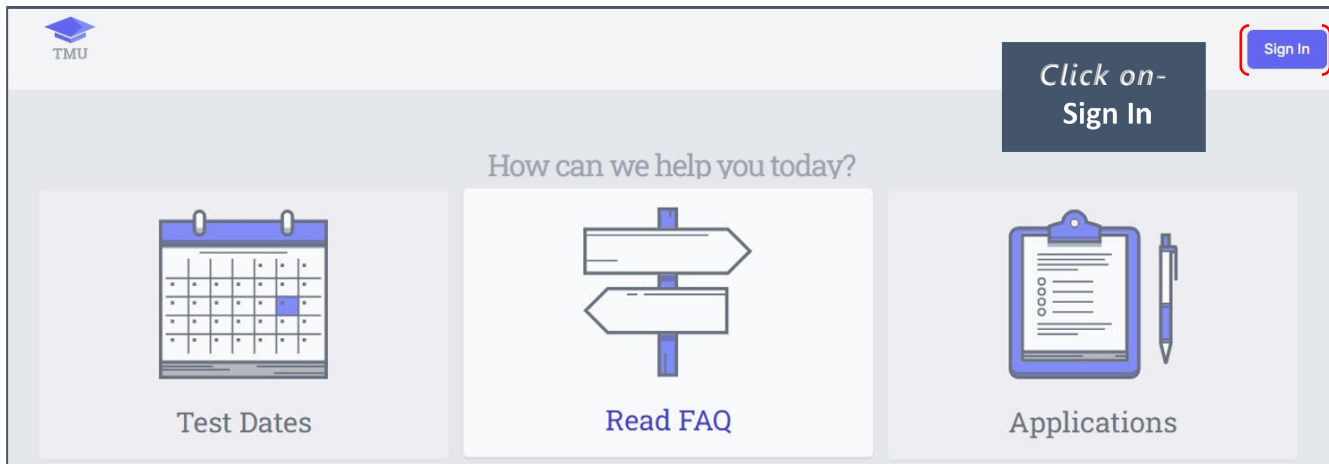
Welcome, Best!

Testing Your Profile

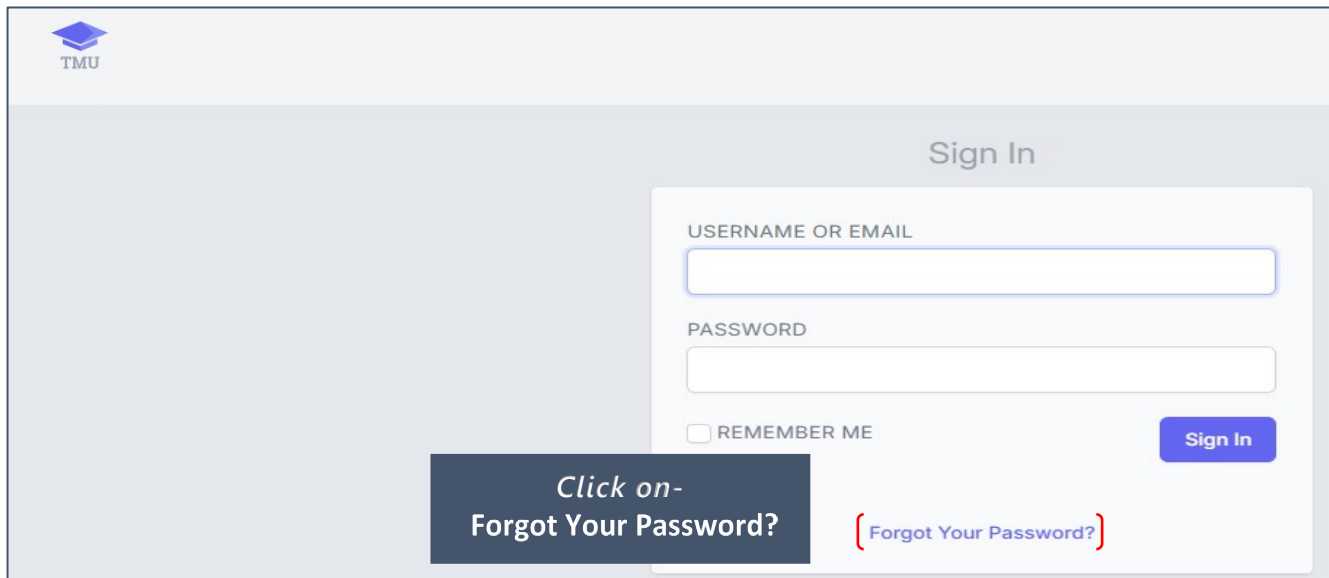


## Forgot your Password and Recover your Account

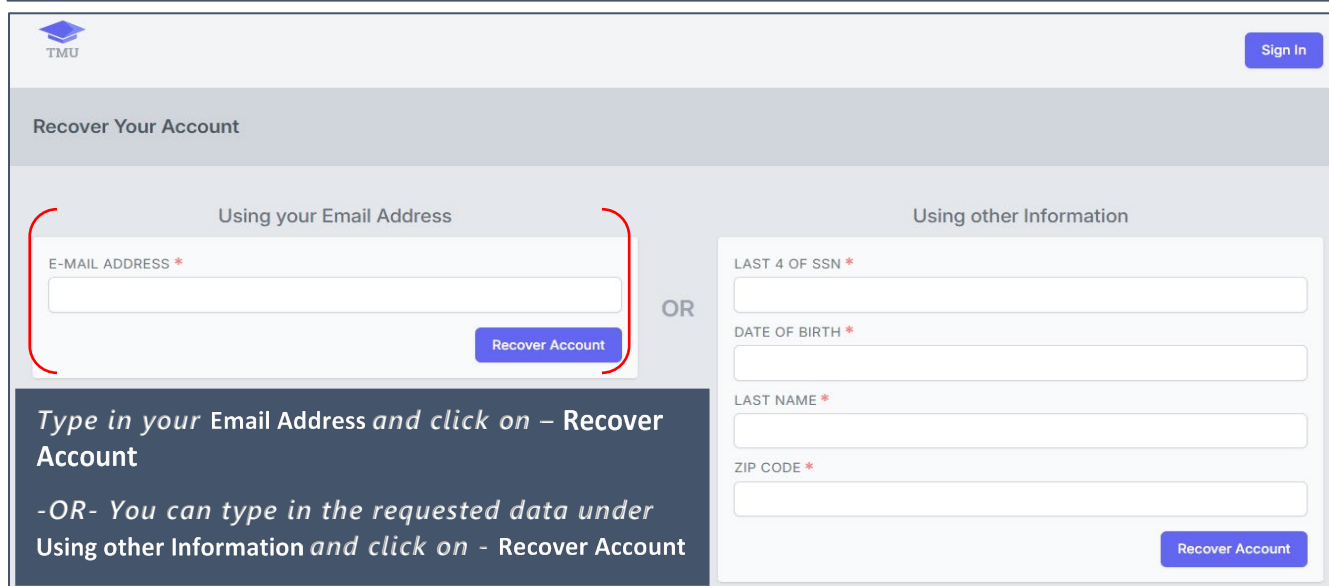
If you have forgotten or do not know your Password, follow the instructions below to Reset it and Recover your Account. Go to [nd.tmutest.com](http://nd.tmutest.com).



The image shows the top navigation bar of the TMU website. On the left is the TMU logo. On the right is a 'Sign In' button. Below the navigation bar is a section titled 'How can we help you today?' with three main navigation options: 'Test Dates' (represented by a calendar icon), 'Read FAQ' (represented by a signpost icon), and 'Applications' (represented by a clipboard icon). A dark blue callout box with white text says 'Click on- Sign In' and points to the 'Sign In' button.



The image shows the 'Sign In' page. It features a 'Sign In' title and a form with fields for 'USERNAME OR EMAIL' and 'PASSWORD'. There is a 'REMEMBER ME' checkbox and a 'Sign In' button. A dark blue callout box with white text says 'Click on- Forgot Your Password?' and points to a 'Forgot Your Password?' link.



The image shows the 'Recover Your Account' page. It has two main sections: 'Using your Email Address' and 'Using other Information'. The 'Using your Email Address' section has an 'E-MAIL ADDRESS \*' field and a 'Recover Account' button. The 'Using other Information' section has fields for 'LAST 4 OF SSN \*', 'DATE OF BIRTH \*', 'LAST NAME \*', and 'ZIP CODE \*', along with a 'Recover Account' button. A dark blue callout box with white text provides instructions: 'Type in your Email Address and click on – Recover Account -OR- You can type in the requested data under Using other Information and click on - Recover Account'.

TMU

Sign In

Recover Your 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.

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

Using your Email Address

E-MAIL ADDRESS \*

Recover Account

OR

Using other Information

LAST 4 OF SSN \*

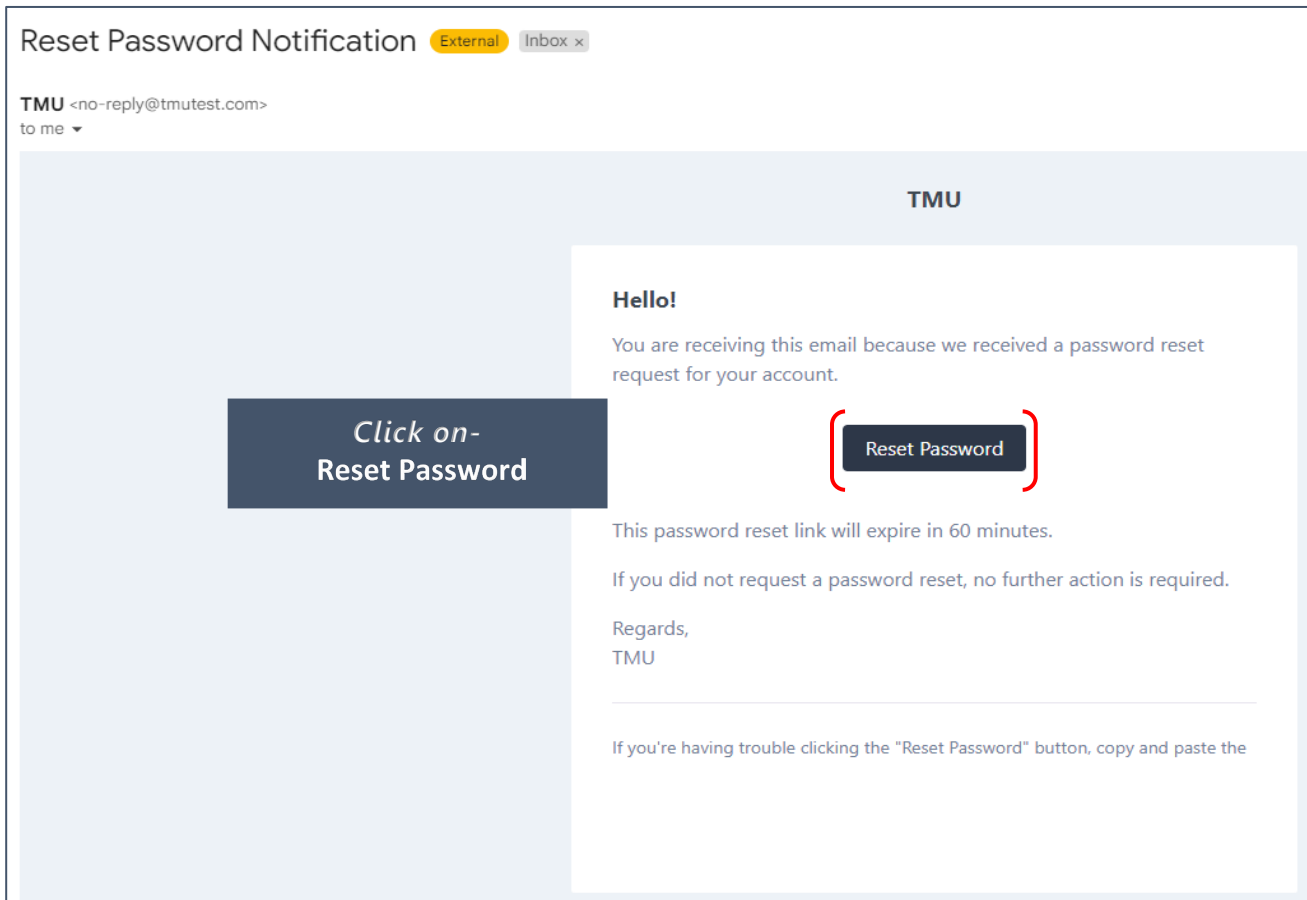
DATE OF BIRTH \*

LAST NAME \*

ZIP CODE \*

Recover Account

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 expires in 60 minutes, and after that time, you will need to request a new link.

### Reset Your Password

E-MAIL ADDRESS  
sample@sampleemail.com

PASSWORD

CONFIRM PASSWORD

Reset Password

Type in your Password and Confirm Password, then click on – Reset Password

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

The dashboard features a top navigation bar with icons for TMU, Tests, Trainings, Billing, Downloads, and Profile. On the right, there is a shopping cart icon and a user profile icon labeled 'Best' with a '1' notification badge. The main content area is titled 'Welcome, Best!' and contains two primary action cards: 'Testing' (with a clipboard icon) and 'Your Profile' (with a person icon). Below these is a section for 'Your Certifications' which displays 'No certifications on record.'

## The North Dakota Nurse Aide Competency Exam

### Scheduling a North Dakota Nurse Aide Exam

To schedule an examination date, candidates must have successfully completed a nurse aide training and competency program (NATCP) approved by the North Dakota Department of Health and Human Services. In addition, all nurse aide certification exam candidates must be registered with D&SDT-Headmaster by their training program. Your registration information will be transmitted to the North Dakota Department of Health and Human Services upon passing both portions of the CNA exam.

### Nurse Aide Training Program Candidates

Your training program will enter your initial training information into the TMU© database.

### Scheduling a Test Event

To schedule a test or re-test, contact your training facility where you previously tested or contact a regional testing facility listed on the [Test Site List 1700](#) on D&SDT-Headmaster's North Dakota website.

The Test Site List Form 1700ND lists the contact person and phone number of the regional testing facility.

### Exam Check-In

You should arrive at your confirmed test site between twenty and thirty (20-30) minutes before your exam starts. (*For example*, if your test start time is 8:00AM, you must be at the test site for check-in no later than 7:30 to 7:40AM).

### Testing Attire

Although testing attire is not required, it is recommended that you wear full clinical attire (scrubs and closed-toed shoes).

- No Bluetooth-connected devices, smart watches, or fitness monitors are allowed.

### Identification

**Mandatory:** You must bring a **United States (US) government-issued, signed, non-expired photo-bearing form of identification AND your Social Security Card.** Some examples of US government-issued, signed, non-expired photo-bearing forms of identification are:

- State-issued Driver's License
  - *You may use the letter 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
- Signed US Passport (Foreign Passports and Passport Cards *are not* acceptable)
  - *Exception: A signed foreign passport with a US VISA in the passport (the VISA does not have a signature) is acceptable.*
- 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 (*accepted without a signature or fingerprint, but will have a bar code or may contain a fingerprint in place of a signature*)
- 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*)
- School ID (*with photo*)

The **FIRST** and **LAST** names listed on your ID and Social Security Card 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 the North Dakota Nurse Aide TMU© database. You may sign in to your TMU© account or call D&SDT-Headmaster at (800)393-8664 to confirm that your name of record matches your photo-bearing ID.

**Note:**

- **You will not be admitted for testing if you do not bring proper/valid identification and your Social Security card.**
  - Be sure your US government-issued identification is signed and not expired.
  - Check to ensure that the FIRST and LAST printed names on your photo ID and social security card match your current name of record in your TMU© account.
  - A driver’s license or state-issued ID card with a hole punched in it is NOT VALID and will not be accepted as an acceptable form of ID.
- In cases where names do not match or your ID(s) are not proper/valid, you will be considered a NO SHOW, and you will forfeit your testing fees and have to pay for another exam date.

## Instructions for the Knowledge and Skills Exams

Test instructions for the knowledge and skills exams will be provided in written format in the waiting area when you check in for your test.

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 and Skill Exam Instructions** are also available under the ‘**DOWNLOADS**’ tab in your TMU© account. Refer to the ‘**Accessing the Candidate Handbook and Testing Instructions in your TMU© Account**’ section of this handbook for instructions.

## Testing Policies

The following policies are observed at each test site—

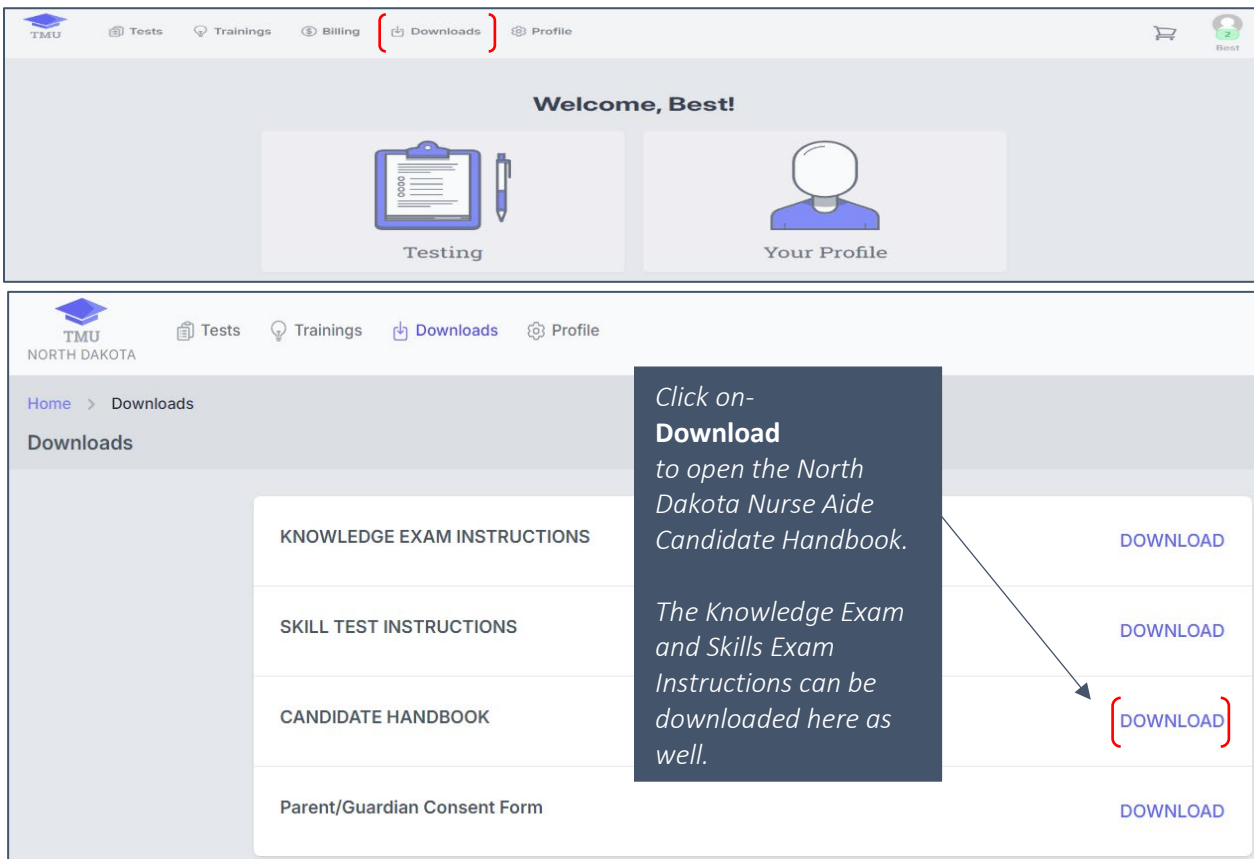
- Make sure you have signed in to your TMU© account at [nd.tmutest.com](https://nd.tmutest.com) before your test date to update your password and complete your demographic information. Refer to the ‘**Completing Your TMU© Account**’ section of this handbook for instructions and information.
  - If you have not signed in and completed/updated your TMU© account when you arrive for your test, you may not be admitted to the exam.

- 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 test 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 and any exam fees paid *will NOT be refunded*.
- If you do not bring valid and appropriate US government-issued, non-expired, signed photo ID and your social security card, you will not be admitted to the exam.
  - If the **FIRST** and **LAST** names listed on your ID and social security card presented to the RN Test Observer during check-in at your test event **DO NOT MATCH** the FIRST and LAST names that were entered in the North Dakota Nurse Aide TMU© database, you will not be admitted to the exam and any exam fees paid *will NOT be refunded*.
- **PERSONAL ITEMS:** Such as water bottles, briefcases, large bags, study materials, extra books, or papers) are not permitted to be on or near you in the testing room. The testing team will inform you of the designated area to place your personal items, and you will collect these items when you complete your test.
- **ELECTRONIC DEVICES:** Cell phones, smart watches, fitness monitors, electronic recording devices, and Bluetooth-connected devices are not permitted on or near you in the testing room. The testing team will inform you of the designated area to place your electronic devices, and you are to collect these items when you complete your test.
  - All electronic devices must be **turned off**.
  - Smartwatches, fitness monitors, and Bluetooth-connected devices must be removed from your wrist/body.
- Anyone caught using any electronic recording device during testing will be dismissed from the exam, have their test scored as a failed attempt, forfeit all testing fees, and reported to your training program and the North Dakota Department of Health and Human Services (DHHS). You may, however, 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 while waiting to test.
- Translation dictionaries, devices, or non-approved language translators **are not allowed**.
- You may bring a basic calculator. You may not use the calculator on your cell phone or any other electronic device.
- You may not remove any 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 rooms 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 rooms to finish your exams.
- If you are discovered causing a disturbance of any kind, engaging in misconduct, being visibly impaired, or trying to take 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 not be allowed to test for six months, and you will be reported to the North Dakota Department of Health and Human Services (DHHS).

## North Dakota Nurse Aide Candidate Handbook

- Test sites, RN Test Observers, and Knowledge Test Proctors are not responsible for the candidate's personal belongings at the test site.
- No visitors, guests, pets (including companion animals), or children are allowed.
  - Service animals with an approved ADA accommodation in place are allowed.
- You may not test if you have any physical limitation (excluding pre-arranged ADAs) that would prevent you from performing your duties as a nurse aide. (Examples: cast, arm/leg braces, crutches, etc.) Call your instructor or training program to reschedule.
- Latex/Powder Allergies: If you have an allergic reaction to latex or the powder in latex gloves, please bring latex/powder-free gloves with you to the test site to use during your skill exam.
- ***Please refer to this Candidate Handbook before your test day for any updates to testing and/or policies.***
- The Candidate Handbook can also be accessed within your TMU© account under your 'Downloads' tab.

### Accessing the Candidate Handbook and Testing Instructions in your TMU© Account



The screenshot shows the TMU© account interface. At the top, there is a navigation bar with icons for Tests, Trainings, Billing, Downloads (highlighted in red), and Profile. Below this is a 'Welcome, Best!' message with two main sections: 'Testing' (represented by a clipboard icon) and 'Your Profile' (represented by a person icon).

The 'Downloads' section is expanded, showing a list of items available for download:

Item Name	Action
KNOWLEDGE EXAM INSTRUCTIONS	DOWNLOAD
SKILL TEST INSTRUCTIONS	DOWNLOAD
CANDIDATE HANDBOOK	<b>DOWNLOAD</b> (highlighted in red)
Parent/Guardian Consent Form	DOWNLOAD

A callout box with a dark background and white text points to the 'DOWNLOAD' button for the 'CANDIDATE HANDBOOK'. The text in the callout box reads: *Click on- **Download** to open the North Dakota Nurse Aide Candidate Handbook. The Knowledge Exam and Skills Exam Instructions can be downloaded here as well.*

### Security

If you refuse to follow directions, use abusive language, disrupt the examination environment, or are visibly impaired, your test 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 the North

Dakota Department of Health and Human Services (DHHS). You will not be allowed to retest for a minimum period of six (6) months.

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 North Dakota Department of Health and Human Services (DHHS) and is subject to prosecution to the full extent of the law. Your test 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 DHHS in order to be eligible to test again.

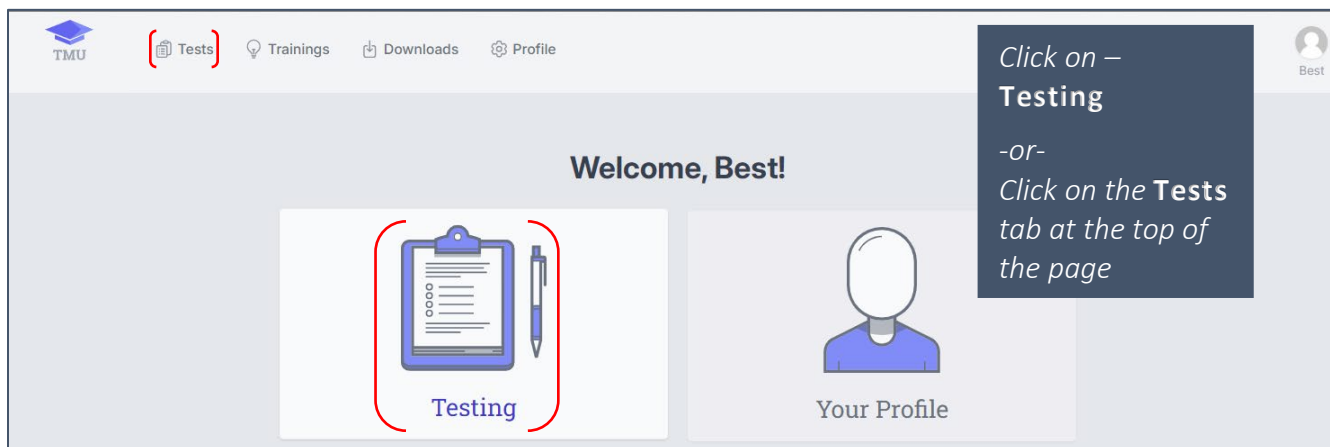
If you give or receive help from anyone during testing (which also includes using electronic recording devices such as cell phones, smart watches, or navigating to other browsers/sites during an electronic exam, etc.), your test will be stopped, you will be dismissed from the testing room, and your test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

## Test Results

After you have completed both the Knowledge and Skills Exams components of the competency exam, your tests will be officially scored and double-checked. Official test results will be available by signing in to your TMU© account after 6:00PM (CST) the business day after your test event.

**Note:** D&SDT-Headmaster does not send postal mail test result letters to candidates.

Sign in to your TMU© account at [nd.tmutest.com](http://nd.tmutest.com) to view your test results. (Refer to the screenshots below.)



-Continued on the next page-



## North Dakota Nurse Aide Candidate Handbook

Home > Tests

### Your Tests

Scheduling

EXAM	REASON
Certified Nurse Aide Knowledge <span>Not Eligible</span>	Current Certification
Certified Nurse Aide Skill <span>Not Eligible</span>	Current Certification

*Click on – Details to view your results.*

*Click on Print Test Results to print your results.*

Testing History

TEST DATE	EXAM	TEST SITE	STATUS	
10/13/2021 6:10 PM CST	Certified Nurse Aide Knowledge	MEDS - MEDICAL EDUCATION DEVELOPMENT & SUPPORT, LLC (TS)	Passed	<a href="#">Details</a> <a href="#">Print Test Results</a>
09/30/2021 10:30 AM CST	Certified Nurse Aide Skill	MEDS - MEDICAL EDUCATION DEVELOPMENT & SUPPORT, LLC (TS)	Failed	<a href="#">Details</a> <a href="#">Print Test Results</a>

### Knowledge Exam Test Results Example:

[← Back](#)
[Print](#)

**HEADMASTER, LLP**  
 P.O. BOX 6609, HELENA, MT 59604-6609  
 800-393-8664 — FAX: 406-442-3357 WWW.HDMASTER.COM  
**NORTH DAKOTA CERTIFIED NURSE AIDE EXAM RESULTS REPORT**

TEST DATE: Monday, September 20, 2021

Dear Makayla,

You have **passed** the knowledge portion of the Certified Nurse Aide exam. Your overall knowledge test score is 78.67%.

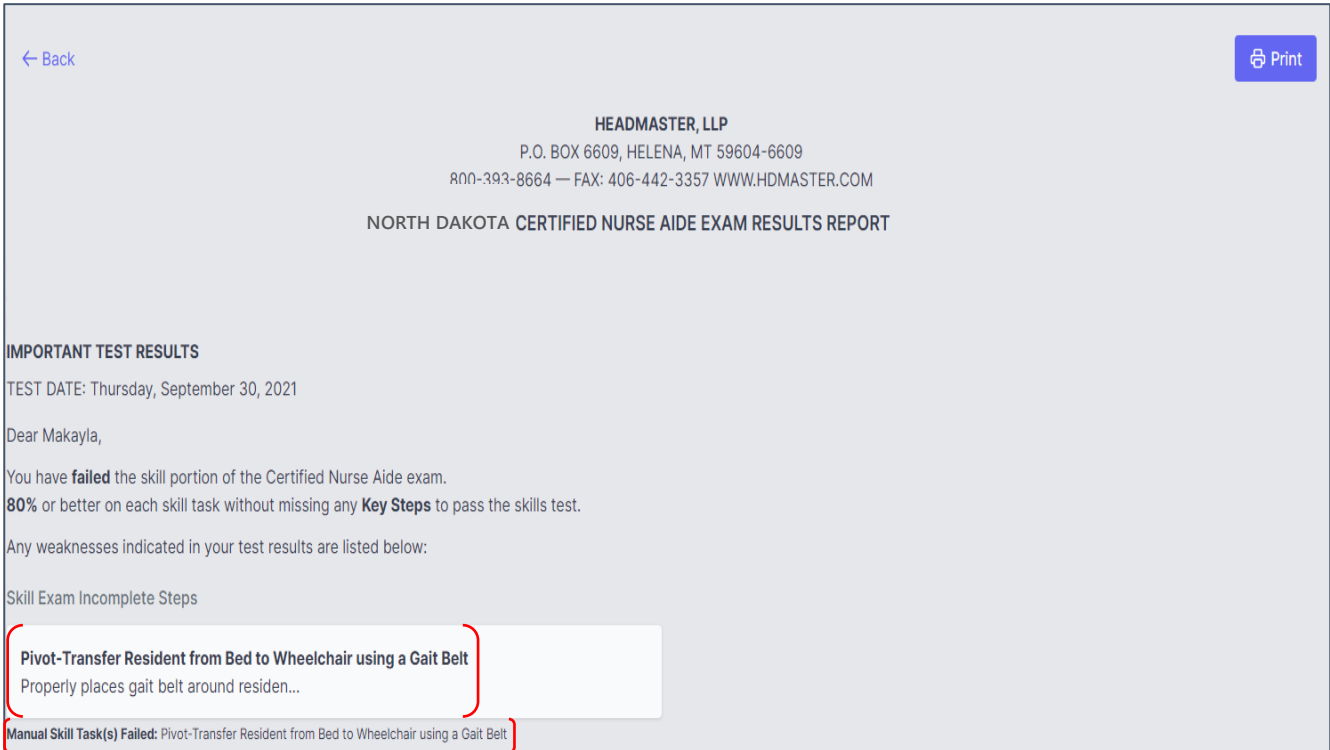
Any weaknesses indicated in your test results are listed below:

Knowledge Exam Results By Subject Area

Safety	88%
Communication	80%
Infection Control	56%
Client Rights	100%
Data Collection	100%
Basic Nursing Skills	73%
Role / Responsibility	86%
Disease Process	80%
Mental Health	100%
Personal Care	63%
Care Impaired	67%
Aging Process and Restorative Care	80%

**Vocabulary words to study:** pressure ulcer, perineal care, incontinence, tendons, decubitus ulcer, deeper tissue, infection control, fire safety, medications, elderly, fraud, catheter, shaving, transporting food, dehydration, isolation precautions, disease process, anti-embolitic stocking

*Skill Exam Test Results Example:*



← Back Print

**HEADMASTER, LLP**  
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**NORTH DAKOTA CERTIFIED NURSE AIDE EXAM RESULTS REPORT**

**IMPORTANT TEST RESULTS**

TEST DATE: Thursday, September 30, 2021

Dear Makayla,

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.

Any weaknesses indicated in your test results are listed below:

Skill Exam Incomplete Steps

Pivot-Transfer Resident from Bed to Wheelchair using a Gait Belt  
Properly places gait belt around residen...

Manual Skill Task(s) Failed: Pivot-Transfer Resident from Bed to Wheelchair using a Gait Belt

## Test Attempts

A candidate who has completed training with an approved training program is allowed **three (3) attempts** to pass both portions of the exam from the date of completion of training. If a candidate fails three attempts, knowledge, skills, or both, the candidate would have to go through an approved nurse aide training program again.

**An individual who has been on the ND Nurse Aide Registry and can prove they completed an approved NATCEP in the past but whose registration expired may reactivate it by taking the exam (see information under the ‘Reactivation by Examination’ section).**

## Checking your North Dakota Nurse Aide Registry Certification

After you have successfully passed both the knowledge and skills test components of the nurse aide exam, your test results will be sent electronically to the North Dakota Department of Health and Human Services (DHHS) by D&SDT-Headmaster.

You will be certified by the North Dakota Department of Health and Human Services (DHHS) only after you meet all DHHS requirements. To check on your nurse aide certificate, go to DHHS’s website at <https://services.ndnar.org/> and under Registration Verifications, click on “Verify a Registration” (or go to <https://www.health.nd.gov> and click “Regulations and Licensure” then click on “Nurse Aide Registry and CNA”, then on “Nurse Aide Registry On-Line Services” and under Registration Verifications, click on “Verify a Registration”).

## Retaking the Nurse Aide Exam

In the event that you fail the knowledge and/or skill portion of the exam, when you want to apply for a retest, you will need to repay for the portion you failed before you can schedule a new exam date.

To schedule a test or re-test, contact your training facility where you previously tested or contact a regional testing facility listed on the [Test Site List 1700](#) on D&SDT-Headmaster's North Dakota website.

The Test Site List Form 1700ND lists the regional testing facility's contact person and phone number.

## Test Review Requests

You may request a review of your test results or dispute any other testing condition. **There is a \$25 test review deposit fee.** To request a review, you must submit the PDF fillable [Test Review Request Form](#), which is available on D&SDT-Headmaster's main webpage at [www.hdmaster.com](http://www.hdmaster.com) (before you get to the North Dakota Nurse Aide webpage). Submit the Test Review Fee of \$25 (MasterCard, Visa, or debit card) and a detailed explanation of why you feel your dispute is valid (upload with Form 1403) via the PDF fillable Test Review Request and Payment Form 1403 **within three (3) business days** from official scoring of your test (excluding Saturdays, Sundays and Holidays). Late requests will be returned and will not be considered.

**PLEASE READ BEFORE FILLING OUT THE TEST REVIEW REQUEST:** Please call D&SDT-Headmaster at (800)393-8664 during regular business hours, Monday through Friday, 7:00AM to 7:00PM CST, excluding Holidays, 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.

Since one qualification for certification as a nurse aide in North Dakota 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 pay for your re-test fee and refund your 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). D&SDT-Headmaster cannot discuss test results or test disputes with the candidate's instructor/training program. 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 years of age. D&SDT-Headmaster will complete your review request within ten business days of receiving your timely review request and will email the review results to your email address in your TMU© account and the North Dakota Department of Health and Human Services (DHHS).

## The Knowledge/Audio Exam

The Knowledge Test Proctor will provide instructions for taking the Knowledge Exam.

You will have a maximum of **ninety (90) minutes** to complete the 72-question Knowledge/Audio 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 75% or better score to pass the knowledge portion of the exam.**

Electronic testing using TMU© internet-connected computers is utilized at all sites in North Dakota. The knowledge exam portion of your exam will be displayed on a computer screen for you to read and key/tap or click in 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 **‘Completing your TMU© Account’** to sign in to your TMU© account.

**NOTE:** *The Knowledge Test Proctor will provide you with a code at the test event to start your test.*

An audio (oral) version of the knowledge test is available and is only offered electronically. However, you must request an Audio exam before you submit your testing fee payment. There is an additional charge for an audio exam. For the Audio version of the knowledge exam, questions are neutrally read to you and can be heard through headphones/earbuds plugged into the computer, which has control buttons on the computer screen (play, rewind, pause, etc.).

You may bring a basic calculator. You may not use a cell phone or computer calculator.

All test materials 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 North Dakota Department of Health and Human Services (DHHS).

Per the North Dakota Department of Health and Human Services (DHHS), foreign translation dictionaries (either paper format or electronic), translating devices, or non-approved language translators **are not allowed**.

All test materials 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 the North Dakota Department of Health and Human Services (DHHS).

## Knowledge Exam Content

The Knowledge Exam consists of 72 multiple-choice questions. Questions are selected from subject areas based on the DHHS-approved North Dakota test plan and included from all the required categories as defined in OBRA regulations. The subject areas are as follows on the next page.

## Knowledge Exam Subject Areas

Subject Area	# of Questions
Basic Nursing Skills	11
Care Impaired	5
Communication and Interpersonal Skills	6
Data Collection	3
Disease Process	5
Growth & Development Across the Ages	2
Infection Control	5
Mental Health	4
Personal Care	6
Resident Rights	6
Role and Responsibility	11
Safety	8

### Subject Area Information

Questions regarding the following subject areas would involve or include:

**Basic Nursing Skills:** This is a broad subject area that includes any act or activity that would be considered a basic skill necessary to perform the job of a CNA. It includes data acquisition, handling, and routing.

**Care Impaired:** Questions dealing with residents that are limited either physically or mentally from receiving “standard” care. CNAs must perform more extensively or differently to accommodate these residents.

**Communication and Interpersonal Skills:** Any communication, both verbal and non-verbal, written and spoken; any communication related to hearing, seeing, feeling, tasting, or smelling.

**Data Collection:** Questions relating to date acquisition, handling, and routing.

**Disease Process:** Questions dealing with the stages of disease(s) and/or the theory of disease(s) and the detection, prevention, or treatment of disease(s).

**Growth and Development Across the Ages:** The process and progression of humans becoming what they will be as they move along the timeline of their lives.

**Infection Control:** Relating to the nature of infections; causes and prevention, correct methods and procedures for dealing with infection.

**Mental Health:** Mental processes of residents, signs and stages of mental states of residents, both normal and care impaired; mental well-being and interaction of a CNA and co-workers.

**Personal Care:** includes activities or acts performed by a CNA for or to residents that are personal in nature, accommodations necessary for care-impaired residents, and stages and/or the theory of diseases, detection, prevention, and treatment.

**Resident Rights:** Rights residents are legally entitled to; facility and CNA roles in ensuring those rights.

**Role and Responsibility:** A broad subject area, including any act or activity that would be considered part of the basic role or responsibility of a CNA in the workplace.

**Safety:** Safety of residents, CNAs, facility safety issues, and safety of facility personnel in general.

### 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](http://www.hdmaster.com). Candidates may also purchase complete practice tests that are 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 **NORTH DAKOTA** from the drop-down list.

*The following are 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's bed
- (C) Considered dirty and placed in the soiled linen hamper
- (D) Used only in the room with the floor the linen fell on

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

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

**3. A resident's psychological needs:**

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

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

### The Manual Skill Test

- The purpose of the Skill Test is to evaluate your performance when demonstrating North Dakota-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 again, which 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. Once the Skill Test begins and the timer starts, you may not ask questions, and the RN Test Observer may not answer questions.
- Each of your randomly selected **three (3) or four (4) tasks** will have scenarios associated with them. The scenarios will be read to you by the RN Test Observer immediately before you are asked to do each task.
- You will be allowed a maximum of **thirty (30) minutes** to complete your tasks. After 15 minutes have elapsed, you will be alerted that fifteen (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 of the **key** (in **bold font**) steps and 80% of all non-key steps on each task assigned.
- If you believe you made a mistake while performing a task, say so. You will need to demonstrate the step or steps on the task you believe you performed incorrectly for the correction to be noted for the step.
- You may repeat or correct **any step** or **steps** on any task you believe you have performed incorrectly at **any time** during your allotted thirty-five minutes or until you tell the RN Test Observer you are finished with the Skill Test.
- At any time during any task, you may direct the RN Test Observer to move anywhere needed to assist in providing safety for the resident.
- The skill task steps are generally 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 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. You will be asked to sign your recording form during the equipment/supplies demonstration before you start your skill test.

Recording Form:

Candidate's Name: _____	
PLEASE PRINT	
PULSE: _____ RESPIRATIONS: _____ BP: _____ / _____	
URINARY OUTPUT: _____ ml WEIGHT: _____ lbs.	
GLASS 1: _____	<u>Feeding Task</u>
GLASS 2: _____	FOOD INTAKE: _____ %
GLASS 3: _____	
TOTAL FLUID INTAKE: _____ ml	FLUID INTAKE: _____ ml
Candidate's Signature: _____	

### Skill Test Mandatory First Tasks

You will be assigned one of the following mandatory tasks as your first task:

- ◆ Assist Resident with a Bedpan, Measure, and Record Output with Hand Washing
- ◆ Donn an Isolation Gown and Gloves, then Empty a Urinary Drainage Bag, Measure and Record Output, and Remove the Gown and Gloves with Hand Washing
- ◆ Perineal Care of a Female Resident with Hand Washing [\[DEMONSTRATED ON A MANIKIN\]](#)

**Note:** Hand washing using actual 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 or three 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, which is why some skill tests will have a different number of tasks.

### Skill Tasks Listing

Every step must actually be performed and demonstrated during your skill test demonstration in order to receive credit.

The steps that are listed for each task are the steps required for a nurse aide candidate to successfully demonstrate minimum proficiency in the skill task for the RN Test Observer. The steps will be performed on a live resident actor for all of the tasks except for the perineal care task, which will be demonstrated 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** (critical) steps. If you fail the Skill Test, you will have to take another Skill test with three or four tasks, one of which will be one of the previously failed tasks.



Tasks included on your Skill Test are randomly chosen so that every Skill Test is comparable in difficulty and 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 scenario steps included in this handbook are offered as guidelines to help prepare candidates for the North Dakota nurse aide skill test. The steps included herein are not intended to be used to provide complete care that would be all-inclusive of best care practiced in an actual work setting.

## Bedpan and Output with Hand Washing

*(One of the possible mandatory first tasks)*

- 1) Knock on the door.
- 2) Introduce yourself to the resident.
- 3) Perform hand hygiene.
  - a. Cover all surfaces of hands with hand sanitizer.
  - b. Rub your hands together until they are completely dry.
- 4) Explain the procedure to the resident.
- 5) Provide privacy for the resident – pull curtain.
- 6) Put on gloves.
- 7) Raise the bed height.
- 8) Position resident on bedpan/fracture pan correctly. *(Pan is not upside down; it is centered, etc.)*
- 9) Position resident on bedpan/fracture pan using correct body mechanics.
- 10) Raise the head of the bed to a comfortable level.
- 11) Leave tissue within reach of the resident.
- 12) Leave the call light or signal calling device within easy reach of the resident.
- 13) Move to an area of the room away from the Actor.
- 14) When the RN Test Observer indicates the candidate returns.
- 15) Wash/assist resident to wash hands. *(Using a wet washcloth or a disposable wipe.)*
- 16) Discard soiled linen in the designated laundry hamper or dispose of wipes.
- 17) Lower the head of the bed.
- 18) Gently remove the bedpan/fracture pan.
- 19) Hold the bedpan/fracture pan for the RN Test Observer while the liquid is poured into the bedpan/fracture pan.
- 20) Place the graduate on a level, flat surface.
- 21) With the graduate at eye level, read the output.
- 22) Record output on the previously signed recording form.
- 23) The candidate's recorded output measurement is within 25mls of the RN Test Observer's pre-measured output amount.**
- 24) Lower bed.
- 25) Empty equipment used in the designated toilet.
- 26) Rinse the equipment used and empty rinse water into the designated toilet.
- 27) Dry equipment used.
- 28) Remove gloves, turning inside out.
- 29) Properly dispose of gloves.
- 30) Place the call light or signal calling device within easy reach of the resident.

- 31) Maintain respectful, courteous interpersonal interactions at all times.
- 32) Wash hands: Turn on water.
- 33) Begin by wetting your hands.
- 34) Apply soap to hands.
- 35) Rub hands together using friction.
- 36) Rub hands together for at least twenty (20) seconds.
- 37) Using friction, rub interlaced fingers together while pointing downward.
- 38) Wash all surfaces of your hands with soap.
- 39) Wash wrists with soap.
- 40) Rinse hands thoroughly under running water with fingers pointed downward.
- 41) Dry hands with a clean paper towel(s).
- 42) Turn off the faucet with a paper towel.
- 43) Discard paper towel(s) in a trash container as used.
- 44) Do not re-contaminate hands by touching the faucet or sink at any time during/after the hand washing procedure.**

## Donn an Isolation Gown and Gloves, then Empty a Urinary Drainage Bag with Hand Washing

*(One of the possible mandatory first tasks)*

- 1) Perform hand hygiene.
  - a. Cover all surfaces of hands with hand sanitizer.
  - b. Rub your hands together until they are completely dry.
- 2) Face the back opening of the gown.
- 3) Unfold the gown.
- 4) Place arms through each sleeve.
- 5) Secure the neck opening.
- 6) Secure the waist, ensuring the back flaps cover clothing as completely as possible.
- 7) Put on gloves.
- 8) Gloves overlap gown sleeves at the wrist.
- 9) Knock on the door.
- 10) Introduce yourself to the resident.
- 11) Explain the procedure to the resident.
- 12) Provide privacy for the resident – pull curtain.
- 13) Place a barrier on the floor under the drainage bag.
- 14) Place the graduate on the previously placed barrier.
- 15) Open the drain to allow the urine to flow into the graduate.
- 16) Avoid touching the graduate with the tip of the tubing.
- 17) Close the drain.
- 18) Replace the drain in the holder.
- 19) Place the graduate on a level, flat surface.
- 20) With the graduate at eye level, read the output.
- 21) Empty the graduate into the designated toilet.
- 22) Rinse equipment emptying into the designated toilet.
- 23) Return equipment to storage.
- 24) Leave the resident in a position of comfort and safety.

- 25) Record the output in mls on the previously signed recording form.
- 26) The candidate's recorded output measurement is within 25mls of the RN Test Observer's pre-measured output amount.**
- 27) Place the call light or signal calling device within easy reach of the resident.
- 28) Maintain respectful, courteous interpersonal interactions at all times.
- 29) Remove gloves, turning inside out.
- 30) Dispose of the gloves in an appropriate container.
- 31) Unfasten the gown at the neck.
- 32) Unfasten the gown at the waist.
- 33) Remove the gown by folding the soiled area to the soiled area.**
- 34) Bare hands never touch the soiled surface of the gown.
- 35) Dispose of the gown in the garbage can or designated container.
- 36) Wash hands: Turn on water.
- 37) Begin by wetting your hands.
- 38) Apply soap to hands.
- 39) Rub hands together using friction.
- 40) Rub hands together for at least twenty (20) seconds.
- 41) Using friction, rub interlaced fingers together while pointing downward.
- 42) Wash all surfaces of your hands with soap.
- 43) Wash wrists with soap.
- 44) Rinse hands thoroughly under running water with fingers pointed downward.
- 45) Dry hands with a clean paper towel(s).
- 46) Turn off the faucet with a paper towel.
- 47) Discard paper towel(s) in a trash container as used.
- 48) Do not re-contaminate hands by touching the faucet or sink at any time during/after the hand washing procedure.**

## Perineal Care for a Female with Hand Washing

*(One of the possible mandatory first tasks)*

- 1) Knock on the door.
- 2) Introduce yourself to the resident.
- 3) Perform hand hygiene.
  - a. Cover all surfaces of hands with hand sanitizer.
  - b. Rub your hands together until they are completely dry.
- 4) Explain the procedure to the resident. (manikin)
- 5) Provide privacy for the resident – pull curtain.
- 6) Fill a basin with warm water.
- 7) Raise the bed height.
- 8) Put on gloves.
- 9) Direct the RN Test Observer to stand on the opposite side of the bed or raise the side rail on the opposite side of the bed.
- 10) Turn the resident or raise the hips and place the barrier under the buttocks. *(Candidate will choose a barrier such as a towel, waterproof pad, chux pad, etc.)*
- 11) Expose perineum only.
- 12) Separate labia.

- 13) Use water and a soapy washcloth.
- 14) Clean one side of the labia from top to bottom.**
- 15) Use a clean portion of a washcloth and clean the other side of the labia from top to bottom.
- 16) Use a clean portion of a washcloth; clean the vaginal area from top to bottom.
- 17) Use a clean washcloth and rinse one side of the labia from top to bottom.
- 18) Use a clean portion of a washcloth; rinse the other side of the labia from top to bottom.
- 19) Use a clean portion of a washcloth; rinse the vaginal area from top to bottom.
- 20) Pat dry.
- 21) Cover the exposed area with the bath blanket or gown or a combination of both.
- 22) Assist the resident in turning onto the side away from the candidate.
- 23) Use a clean washcloth.
- 24) Use water, washcloth and soap.
- 25) Clean only from the vagina to the rectal area.**
- 26) Use a clean portion of a washcloth with any stroke.
- 27) Use a clean washcloth, and rinse from the vagina to the rectal area.
- 28) Use a clean portion of a washcloth with any stroke.
- 29) Pat dry.
- 30) Safely remove the barrier from under the buttocks.
- 31) Position resident (manikin) on their back.
- 32) Lower bed.
- 33) Dispose of soiled linen in the designated laundry hamper.
- 34) Empty equipment in the designated sink or toilet.
- 35) Rinse equipment.
- 36) Dry equipment.
- 37) Return equipment to storage.
- 38) Remove gloves, turning inside out.
- 39) Dispose of gloves in an appropriate container.
- 40) Place the call light or signal calling device within easy reach of the resident.
- 41) Maintain respectful, courteous interpersonal interactions at all times.
- 42) Wash hands: Turn on water.
- 43) Begin by wetting your hands.
- 44) Apply soap to hands.
- 45) Rub hands together using friction.
- 46) Rub hands together for at least twenty (20) seconds.
- 47) Using friction, rub interlaced fingers together while pointing downward.
- 48) Wash all surfaces of your hands with soap.
- 49) Wash wrists with soap.
- 50) Rinse hands thoroughly under running water with fingers pointed downward.
- 51) Dry hands with a clean paper towel(s).
- 52) Turn off the faucet with a paper towel.
- 53) Discard paper towel(s) in a trash container as used.
- 54) Do not re-contaminate hands by touching the faucet or sink at any time during/after the hand washing procedure.**

## Abdominal Thrust

- 1) **The candidate is able to identify symptoms of choking. Evaluate choking by asking the resident, "Are you choking?"**
- 2) **The candidate verbalizes they would call for help.**
- 3) Stand behind the resident and wrap arms around the resident's waist.
- 4) Make a fist with one hand.
- 5) Place the thumb side of the fist against the resident's abdomen.
- 6) Position your fist slightly above the navel and below the xiphoid process.
- 7) Grasp the fist with the other hand and press the fist and hand into the resident's abdomen with an inward, upward thrust 6-10 times. Must demonstrate at least one time and then verbalize the rest of the upward thrusts.
- 8) **Stop and ask the resident, "Are you still choking?" If the resident indicates yes –**
- 9) The candidate should indicate that they would repeat this procedure until it is successful or until the victim loses consciousness.
- 10) The candidate verbalizes they would notify the nurse.

## Ambulation with a Gait Belt

- 1) Knock on the door.
- 2) Introduce yourself to the resident.
- 3) Perform hand hygiene.
  - a. Cover all surfaces of hands with hand sanitizer.
  - b. Rub your hands together until they are completely dry.
- 4) Explain the procedure to the resident.
- 5) Obtain a gait belt for the resident.
- 6) **Lock bed brakes to ensure resident's safety.**
- 7) Position the bed so the resident's feet will rest comfortably flat on the floor when sitting on the bed.
- 8) Bring the resident to a sitting position.
- 9) Properly place the gait belt around the resident's waist to stabilize.
- 10) Tighten gait belt.
- 11) Check the gait belt for tightness by slipping fingers between the gait belt and the resident.
- 12) Assist the resident in putting on non-skid footwear.
- 13) Stand in front of and face the resident.
- 14) Grasp the gait belt on each side of the resident with an underhand grip.
- 15) Ensure the resident is stable.
- 16) Bring the resident to a standing position.
- 17) Use proper body mechanics at all times.
- 18) Grasp the gait belt with one hand, using an underhand grip.
- 19) Stabilizing the resident with the other hand by holding the forearm, shoulder, or other appropriate method to stabilize the resident.
- 20) Ambulate the resident at least 10 steps and return the resident to the chair.
- 21) Assist the resident to sit in the chair in a controlled manner that ensures safety.
- 22) Remove the gait belt.
- 23) Leave the resident in a position of comfort and safety.
- 24) Place the call light or signal calling device within easy reach of the resident.

- 25) Maintain respectful, courteous interpersonal interactions at all times.
- 26) Perform hand hygiene.
  - a. Cover all surfaces of hands with hand sanitizer.
  - b. Rub your hands together until they are completely dry.

## Ambulation with a Walker

- 1) Knock on the door.
- 2) Introduce yourself to the resident.
- 3) Perform hand hygiene
  - a. Cover all surfaces of hands with hand sanitizer
  - b. Rub your hands together until they are completely dry.
- 4) Explain the procedure to the resident.
- 5) Obtain a gait belt that fits the resident.
- 6) Lock bed brakes to ensure resident's safety.**
- 7) Lower the bed so the resident's feet will be flat on the floor when sitting on the edge of the bed.
- 8) Bring the resident to a sitting position with the resident's feet flat on the floor.
- 9) Properly place the gait belt around the resident's waist to stabilize.
- 10) Tighten gait belt.
- 11) Check the gait belt for tightness by slipping fingers between the gait belt and the resident.
- 12) Assist resident in putting on non-skid footwear BEFORE standing.
- 13) Stand in front of and face the resident.
- 14) Grasp the gait belt on each side of the resident with an underhand grip.
- 15) Bring the resident to a standing position.
- 16) Ensure the resident is stable.
- 17) Position the walker in front of the resident.
- 18) Ensure the resident has a stabilized walker.
- 19) Position yourself behind and slightly to the side of the resident.
- 20) Instruct the resident on the proper use of a walker.
- 21) The candidate walks to the side, a little behind the resident.
- 22) Safely ambulate the resident 10 steps and return the resident to the chair.
- 23) Assist the resident to sit in the chair in a controlled manner that ensures safety.
- 24) The candidate uses correct body mechanics at all times.
- 25) Remove the gait belt.
- 26) Leave the resident in a position of comfort and safety.
- 27) Perform hand hygiene
  - a. Cover all surfaces of hands with hand sanitizer
  - b. Rub your hands together until they are completely dry.
- 28) Maintain respectful, courteous interpersonal interactions at all times.
- 29) Place the call light or signal calling device within easy reach of the resident.

## Applying an Anti-Embolic Stocking to One Leg

- 1) Knock on the door.
- 2) Introduce yourself to the resident.
- 3) Perform hand hygiene.
  - a. Cover all surfaces of hands with hand sanitizer.
  - b. Rub your hands together until they are completely dry.
- 4) Explain the procedure to the resident.
- 5) Provide privacy for the resident by only exposing one leg.
- 6) Roll, gather, or turn the stocking down inside out to the heel.
- 7) Place stocking over the resident's toes, foot, and heel.
- 8) Roll or pull stocking up the leg.
- 9) Check toes for possible pressure from the stocking and adjust as needed.
- 10) Leave the resident with a stocking that is smooth and wrinkle-free.
- 11) Leave the resident with a stocking that is properly placed without restriction.**
- 12) Cover the exposed leg.
- 13) Place the call light or signal calling 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.

## Bed Bath- Whole Face and One Arm, Hand and Underarm

- 1) Knock on the door.
- 2) Introduce yourself to the resident.
- 3) Perform hand hygiene.
  - a. Cover all surfaces of hands with hand sanitizer.
  - b. Rub your hands together until they are completely dry.
- 4) Explain the procedure to the resident.
- 5) Provide privacy for the resident – pull curtain.
- 6) Raise bed height.
- 7) Cover the resident with a bath blanket.
- 8) Remove the remaining top linens. (*Fold top linens to the bottom of the bed or place them aside.*)
- 9) Remove the resident's gown without exposing the resident.
- 10) Dispose of the gown in the designated laundry hamper.
- 11) Fill a basin with warm water.
- 12) Wash face WITHOUT SOAP.
- 13) Use a clean portion of the washcloth with each wipe.
- 14) Pat dry face.
- 15) Exposes one arm.
- 16) Place a towel under the arm, exposing one arm.
- 17) Wash arm with soap.
- 18) Wash hand with soap.
- 19) Wash underarm with soap.
- 20) Rinse arm.

- 21) Rinse hand.
- 22) Rinse underarm.
- 23) Pat dry arm.
- 24) Pat dry hand.
- 25) Pat dry underarm.
- 26) Assist the resident in putting on a clean gown.
- 27) Lower bed.
- 28) Empty equipment in the designated sink or toilet.
- 29) Rinse equipment.
- 30) Dry equipment.
- 31) Return equipment to storage.
- 32) Dispose of soiled linen in the designated laundry hamper.
- 33) Place the call light or signal calling device within easy reach of the resident.
- 34) Maintain respectful, courteous interpersonal interactions at all times.
- 35) Perform hand hygiene.
  - a. Cover all surfaces of hands with hand sanitizer.
  - b. Rub your hands together until they are completely dry.

## Blood Pressure

- 1) Knock on the door.
- 2) Introduce yourself to the resident.
- 3) Perform hand hygiene.
  - a. Cover all surfaces of hands with hand sanitizer.
  - b. Rub your hands together until they are completely dry.
- 4) Explain the procedure to the resident.
- 5) Position resident with forearm supported in a palm-up position.
- 6) Position the resident with the forearm approximately at the heart level.
- 7) If the resident is wearing a top with sleeves, roll the sleeve up about 5 inches above the elbow.
- 8) Apply the appropriate size cuff around the upper arm just above the elbow.
- 9) Line cuff arrows up with the brachial artery.
- 10) Clean the earpieces of the stethoscope appropriately and place them in your ears.
- 11) Clean the diaphragm of the stethoscope.
- 12) Place stethoscope earpieces in the ears.
- 13) Locate the brachial artery with fingertips.
- 14) Place the stethoscope diaphragm over the brachial artery and hold it snugly in place.
- 15) Inflate the cuff to 160-180mmHg or 30mmHg above where the pulse was last heard or felt.
- 16) Inflate the blood pressure cuff no more than two times per arm.
- 17) Slowly release air from the cuff to the disappearance of pulsations. Remove cuff.
- 18) Place call light or signal calling 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.



- 21) Record reading on the previously signed recording form.
- 22) The candidate's recorded systolic blood pressure is within 4mmHG beats of the RN Test Observer's systolic blood pressure recording.**
- 23) The candidate's recorded diastolic blood pressure is within 4mmHG beats of the RN Test Observer's diastolic blood pressure recording.**

## Denture Care

- 1) Knock on the door.
- 2) Introduce yourself to the resident.
- 3) Perform hand hygiene.
  - a. Cover all surfaces of hands with hand sanitizer.
  - b. Rub your hands together until they are completely dry.
- 4) Explain the procedure to the resident.
- 5) Line the bottom of the sink with a protective lining (towel, washcloth, or paper towel) or fill the sink with water to prevent damage to the dentures in case they are dropped.
- 6) Put on gloves.
- 7) Carefully remove dentures from the cup.
- 8) Handle dentures carefully to avoid damage.
- 9) Rinse denture cup.
- 10) Never put dentures in/on a contaminated surface.
- 11) Apply denture cleanser/cream to denture brush/toothbrush.
- 12) Thoroughly brush the inner surfaces of the upper or lower dentures.
- 13) Thoroughly brush the outer surfaces of the upper or lower dentures.
- 14) Thoroughly brush denture chewing surfaces of upper or lower dentures.
- 15) Thoroughly brush the denture groove or plate that touches the gum surface.
- 16) Rinse the denture using clean, cool running water.
- 17) Place the denture in a rinsed denture cup.
- 18) Add cool, clean water to the denture cup.
- 19) Rinse equipment.
- 20) Dry equipment.
- 21) Return equipment to storage.
- 22) Discard the sink protective lining in an appropriate container or drain the sink.
- 23) Remove gloves, turning inside out.
- 24) Dispose of gloves in an appropriate container.
- 25) Place the call light or signal calling device within easy reach of the resident.
- 26) Maintain respectful, courteous interpersonal interactions at all times.
- 27) Perform hand hygiene.
  - a. Cover all surfaces of hands with hand sanitizer.
  - b. Rub your hands together until they are completely dry.

## Dressing a Bedridden Resident

- 1) Knock on the door.
- 2) Introduce yourself to the resident.
- 3) Perform hand hygiene.
  - a. Cover all surfaces of hands with hand sanitizer.
  - b. Rub your hands together until they are completely dry.
- 4) Explain the procedure to the resident.
- 5) Provide privacy for the resident – pull curtain.
- 6) Keep the resident covered while removing the gown.
- 7) Remove the gown from the unaffected (strong) side first.
- 8) Place the soiled gown in the designated laundry hamper.
- 9) Dress the resident in a button-up shirt. Insert your hand through the sleeve of the shirt and grasp the resident's hand.
- 10) When dressing the resident in a button-up shirt, always dress from the affected (weak) side first.**
- 11) 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.
- 12) When dressing the resident in pants, always dress the affected (weak) side leg first.**
- 13) Put on the resident's socks. Draw the socks up the resident's foot until they are smooth.
- 14) Leave the resident in correct body alignment.
- 15) Leave the resident properly dressed.
- 16) Place call light or signal calling 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.

## Feeding a Dependent Resident

- 1) Knock on the door.
- 2) Introduce yourself to the resident.
- 3) Perform hand hygiene.
  - a. Cover all surfaces of hands with hand sanitizer.
  - b. Rub your hands together until they are completely dry.
- 4) Explain the procedure to the resident.
- 5) Look at the diet card to check that the resident has received the correct tray.
- 6) Position the resident in an upright position, at least 90 degrees.**
- 7) Protect clothing from soiling by using an appropriate clothing protector.
- 8) Wash the resident's hands BEFORE feeding. (May use a wet washcloth or disposable wipe.)
- 9) Discard soiled linen in the designated laundry hamper or dispose of the wipes.
- 10) Sit next to the resident while assisting with feeding.
- 11) Describe the foods being offered to the resident.
- 12) Offer fluid frequently.
- 13) Offer small amounts of food at a reasonable rate.
- 14) Allow resident time to chew and swallow.
- 15) Wipe resident's hands and face during the meal as needed.

- 16) Leave the resident clean and in a position of comfort.
- 17) Place call light or signal calling 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.
- 20) Record intake as a percentage of total solid food eaten on the previously signed recording form.
- 21) The candidate's calculation must be within 25 percentage points of the RN Test Observer's calculation.**
- 22) Record the sum of estimated fluid intake in mls on the previously signed recording form.
- 23) The candidate's calculation must be within 30ml of the RN Test Observer's calculation.**

## Fluid Intake

- 1) Knock on the door.
- 2) Introduce yourself to the resident.
- 3) Perform hand hygiene.
  - a. Cover all surfaces of hands with hand sanitizer.
  - b. Rub your hands together until they are completely dry.
- 4) Explain the procedure to the resident.
- 5) Observe the dinner tray.
- 6) Uses paper, pencil, and/or mental computation to determine the number of mls consumed.
- 7) Decide on mls of fluid consumed from each container.
- 8) Candidate obtains total fluid consumed in mls.
- 9) Place the call light or signal calling device within easy reach of the resident.
- 10) Maintain respectful, courteous interpersonal interactions.
- 11) Perform hand hygiene.
  - a. Cover all surfaces of hands with hand sanitizer.
  - b. Rub your hands together until they are completely dry.
- 12) Record the total ml consumed from the tray on the previously signed recording form.
- 13) The pre-measured total and Candidate-calculated total are within the required range.**

## Mouth Care—Brushing Teeth

- 1) Knock on the door.
- 2) Introduce yourself to the resident.
- 3) Perform hand hygiene.
  - a. Cover all surfaces of hands with hand sanitizer.
  - b. Rub your hands together until they are completely dry.
- 4) Explain the procedure to the resident.
- 5) Provide privacy for the resident – pull curtain.
- 6) Drape the resident's chest with a towel to prevent soiling.
- 7) Put on gloves.
- 8) Apply toothpaste to the resident's toothbrush or toothette.
- 9) Brush the resident's teeth, including the inner surfaces of all upper and lower teeth.**
- 10) Brush the resident's teeth, including the outer surfaces of all upper and lower teeth.**

- 11) Brush the resident's teeth, including chewing surfaces of all upper and lower teeth.**
- 12) Clean the resident's tongue.
- 13) Assist the resident in rinsing their mouth.
- 14) Wipe the resident's mouth.
- 15) Remove soiled linen.
- 16) Place soiled linen in the designated linen hamper.
- 17) Empty emesis basin.
- 18) Rinse the emesis basin.
- 19) Dry emesis basin.
- 20) Rinse the toothbrush or discard the toothette.
- 21) Return equipment to storage.
- 22) Remove gloves, turning inside out.
- 23) Dispose of gloves in an appropriate container.
- 24) Leave the resident in a position of comfort.
- 25) Place the call light or signal calling device within easy reach of the resident.
- 26) Maintain respectful, courteous interpersonal interactions at all times.
- 27) Perform hand hygiene.
  - a. Cover all surfaces of hands with hand sanitizer.
  - b. Rub your hands together until they are completely dry.

## Making an Occupied Bed

- 1) Knock on the door.
- 2) Introduce yourself to the resident.
- 3) Perform hand hygiene.
  - a. Cover all surfaces of hands with hand sanitizer.
  - b. Rub your hands together until they are completely dry.
- 4) Explain the procedure to the resident.
- 5) Gather linen.
- 6) Transport linen away from the body.
- 7) Place clean linen on a clean surface (bedside stand, chair, or over-bed table).
- 8) Provide privacy for the resident – pull curtain.
- 9) Direct the RN Test Observer to stand on the opposite side of the bed or raise the side rail opposite the working side of the bed.
- 10) Raise the bed height.
- 11) The resident is to remain covered with a sheet or blanket at all times.
- 12) Assist resident to roll onto the side toward RN Test Observer or side rail.
- 13) Roll or fan fold linen, dirty side inside, to the center of the bed.
- 14) Place the clean bottom sheet along the center of the bed, roll or fan-fold the linen against the resident's back, and unfold the remaining half.
- 15) Secure two fitted corners.
- 16) Direct the RN Test Observer to the opposite side of the bed or raise the side rail opposite the working side of the bed.
- 17) Assist the resident in rolling over the bottom linen, preventing trauma and avoidable pain to the resident.
- 18) Remove dirty linen without shaking.

- 19) Avoid placing dirty linen on the over-bed table, chair, or floor.
- 20) Avoid touching linen to uniform.
- 21) Dispose of dirty linen in the designated laundry hamper.
- 22) Pull through and smooth out the clean bottom linen.
- 23) Secure the other two fitted corners.
- 24) Make sure the resident's body never touches the bare mattress.
- 25) Place clean top linen over the covered resident. Remove dirty linen while keeping resident unexposed at all times.
- 26) Tuck in top linen at the foot of the bed.
- 27) Make mitered corners at the foot of the bed.
- 28) Apply a clean pillow case with zippers and/or tags to the inside, gently lifting the resident's head to replace the pillow.
- 29) Lower bed.
- 30) Lower side rails, if they were used.
- 31) Place the call light or signal calling device within easy reach of the resident.
- 32) Maintain respectful, courteous interpersonal interactions at all times.
- 33) Perform hand hygiene.
  - a. Cover all surfaces of hands with hand sanitizer.
  - b. Rub your hands together until they are completely dry.

## Nail Care

- 1) Knock on the door.
- 2) Introduce yourself to the resident.
- 3) Perform hand hygiene.
  - a. Cover all surfaces of hands with hand sanitizer.
  - b. Rub your hands together until they are completely dry.
- 4) Explain the procedure to the resident.
- 5) Soak nails in comfortably warm, soapy water for at least five (5) minutes. *The five minutes may be verbalized.*
- 6) Gently clean under nails with a file or nailbrush. Nails may be cleaned as they soak.
- 7) Dry hands thoroughly, being careful to dry between fingers.
- 8) Gently push the cuticle back with a towel or washcloth.
- 9) Offer to cut resident's nails.
- 10) Clean equipment and return to storage.
- 11) Place dirty linen in the designated laundry hamper.
- 12) Place the call light or signal calling device within easy reach of the resident.
- 13) Maintain respectful, courteous interpersonal interactions at all times.
- 14) Perform hand hygiene.
  - a. Cover all surfaces of hands with hand sanitizer.
  - b. Rub your hands together until they are completely dry.

## Passing Fresh Water

- 1) Knock on the door.
- 2) Introduce yourself to the resident.
- 3) Perform hand hygiene.
  - a. Cover all surfaces of hands with hand sanitizer.
  - b. Rub your hands together until they are completely dry.
- 4) Scoop ice (or marbles) into a water pitcher.
- 5) Properly use ice scoop.**
  - a. *Do not allow ice to touch your hand and fall back into the container.*
  - b. *Or use an ice dispenser without contaminating water.*
- 6) Properly store the ice scoop after use.
  - a. *The scoop is placed in the appropriate receptacle after each use.*
- 7) Add water to the pitcher.
- 8) Return pitcher to resident.
- 9) Pour a glass of water for the resident.
- 10) Leave the pitcher and glass at the bedside.
- 11) Place the call light or signal calling device within easy reach of the resident.
- 12) Maintain respectful, courteous interpersonal interactions at all times.
- 13) Perform hand hygiene.
  - a. Cover all surfaces of hands with hand sanitizer.
  - b. Rub your hands together until they are completely dry.

## Position Resident on their Side

- 1) Knock on the door.
- 2) Introduce yourself to the resident.
- 3) Perform hand hygiene.
  - a. Cover all surfaces of hands with hand sanitizer.
  - b. Rub your hands together until they are completely dry.
- 4) Explain the procedure to the resident.
- 5) Provide privacy for the resident – pull curtain.
- 6) Position bed flat.
- 7) Raise bed height.
- 8) Ensure the resident's face is never obstructed by the pillow.
- 9) Direct the RN Test Observer to stand in the position opposite the working side of the bed to provide safety, use the side rail, or always turn the resident towards yourself.
- 10) Move the resident's upper body toward self from the working side of the bed.
- 11) Move the resident's hips toward self from the working side of the bed.
- 12) Move the resident's legs toward self from the working side of the bed.
- 13) Move to the opposite side of the bed if the RN Test Observer wasn't directed or the side rail wasn't used, and turn the resident toward self. Otherwise, the resident may remain on the working side of the bed and turn toward the RN Test Observer or raised side rail.
- 14) Assist/turn the resident on his/her left/right side. (Turned to correct side read to candidate by RN Test Observer.)**
- 15) Check to be sure the resident is not lying on their downside arm.
- 16) Maintain correct body alignment with the head of the bed flat.

- 17) Ensure/place support device(s) under the resident's head.
- 18) Place support device(s) under the resident's upside arm.
- 19) Place support device(s) behind back.
- 20) Place support device(s) between knees.
- 21) Lower bed.
- 22) Lower side rail, if it was used.
- 23) Place the call light or signal calling device within easy reach of the resident.
- 24) Maintain respectful, courteous interpersonal interactions at all times.
- 25) Perform hand hygiene.
  - a. Cover all surfaces of hands with hand sanitizer.
  - b. Rub your hands together until they are completely dry.

## Range of Motion for Hip and Knee

- 1) Knock on the door.
- 2) Introduce yourself to the resident.
- 3) Perform hand hygiene.
  - a. Cover all surfaces of hands with hand sanitizer.
  - b. Rub your hands together until they are completely dry.
- 4) Explain the procedure to the resident.
- 5) Provide privacy for the resident – pull curtain.
- 6) Raise bed height.
- 7) Position resident supine (bed flat).**
- 8) Position the resident in good body alignment.
- 9) Support leg joints (knee and ankle) with one hand under the knee and one hand under the ankle at all times.**
- 10) Move the entire leg away from the body. (abduction)
- 11) Move the entire leg toward the body. (adduction)
- 12) Complete abduction and adduction of the hip at least three times.
- 13) Continue correctly supporting joints by placing one hand under the resident's knee and the other under the resident's ankle.
- 14) Bend the resident's knee and hip toward the resident's trunk. (flexion of hip and knee at the same time)
- 15) Straighten the knee and hip. (extension of knee and hip at the same time)
- 16) Complete flexion and extension of the knee and hip at least three times.
- 17) Do not force any joint beyond the point of free movement.
- 18) The candidate must ask at least once during the ROM exercise if there is/was any discomfort/pain.**
- 19) Leave the resident in a comfortable position.
- 20) Place the call light or signal calling 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.

## Range of Motion for Shoulder

- 1) Knock on the door.
- 2) Introduce yourself to the resident.
- 3) Perform hand hygiene.
  - a. Cover all surfaces of hands with hand sanitizer.
  - b. Rub your hands together until they are completely dry.
- 4) Explain the procedure to the resident.
- 5) Provide privacy for the resident – pull curtain.
- 6) Support arm joints (elbow and wrist) with one hand under the elbow and one hand under the wrist at all times.**
- 7) Raise the resident's arm up and over the resident's head. (flexion)
- 8) Bring the resident's arm back down to the resident's side. (extension)
- 9) Complete flexion and extension of the shoulder at least three times.
- 10) Continue the same support for the shoulder joint.
- 11) Move the resident's entire arm out away from the body. (abduction)
- 12) Return the arm to the side of the resident's side. (adduction)
- 13) Complete abduction and adduction of the shoulder 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 ROM exercise if there is/was any discomfort/pain.**
- 16) Leave the resident sitting in the wheelchair.
- 17) Place the call light or signal calling 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.

## Stand and Pivot-Transfer a Weight Bearing Resident from Bed to Wheelchair using a Gait Belt

- 1) Knock on the door.
- 2) Introduce yourself to the resident.
- 3) Perform hand hygiene.
  - a. Cover all surfaces of hands with hand sanitizer.
  - b. Rub your hands together until they are completely dry.
- 4) Explain the procedure to the resident.
- 5) Obtain a gait belt.
- 6) Position the wheelchair arm/wheel touching the side of the bed.
- 7) Lock wheelchair brakes to ensure resident's safety.**
- 8) Lock bed brakes to ensure resident's safety.**
- 9) Bring the resident to a sitting position using proper body mechanics with the bed placed at a height such that the resident's feet are naturally flat on the floor.
- 10) Assist the resident in putting on non-skid footwear.
- 11) Place a gait belt around the resident's waist to stabilize the trunk.
- 12) Tighten gait belt.



- 13) Check the gait belt for tightness by slipping fingers between the gait belt and the resident.
- 14) Grasp the gait belt in an underhand grip with both hands to stabilize the resident.
- 15) Ensure the resident is stable.
- 16) Bring the resident to a standing position using proper body mechanics.
- 17) Do not ambulate resident.
- 18) Assist resident to pivot and sit in a wheelchair in a controlled manner that ensures safety.
- 19) Remove gait belt.
- 20) Leave the resident in a position of safety and comfort.
- 21) Place the call light or signal calling 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.

## Stand and Pivot-Transfer a Weight Bearing Resident from Wheelchair to Bed using a Gait Belt

- 1) Knock on the door.
- 2) Introduce yourself to the resident.
- 3) Perform hand hygiene.
  - a. Cover all surfaces of hands with hand sanitizer.
  - b. Rub your hands together until they are completely dry.
- 4) Explain the procedure to the resident.
- 5) Obtain a gait belt.
- 6) Position the wheelchair arm/wheel touching the side of the bed.
- 7) The wheelchair is placed at a slight angle to the bed.
- 8) Raise the bed to the same level as the wheelchair seat.
- 9) Lock wheelchair brakes to ensure resident's safety.**
- 10) Lock bed brakes to ensure resident's safety.**
- 11) Place the gait belt at the resident's waist.
- 12) Check the gait belt for tightness by slipping fingers between the gait belt and the resident.
- 13) Ensure the resident's feet are flat on the floor.
- 14) Instruct resident to place hands on wheelchair armrests.
- 15) Ensure the resident is stable.
- 16) Grasp the gait belt in an underhand grip with both hands to stabilize the resident.
- 17) Bring the resident to a standing position using proper body mechanics.
- 18) Do not ambulate resident.
- 19) Assist the resident in pivoting and sitting on the bed in a controlled manner that ensures safety.
- 20) Remove the gait belt.
- 21) Remove the resident's footwear.
- 22) Assist resident to lie down in the center of the bed, supporting extremities as necessary.
- 23) Make sure the resident is comfortable and in good body alignment.

- 24) Place the call light or signal calling device within easy reach of the resident.
- 25) Maintain respectful, courteous interpersonal interactions at all times.
- 26) Perform hand hygiene.
  - a. Cover all surfaces of hands with hand sanitizer.
  - b. Rub your hands together until they are completely dry.

## Vital Signs: Pulse and Respirations

- 1) Knock on the door.
- 2) Introduce yourself to the resident.
- 3) Perform hand hygiene.
  - a. Cover all surfaces of hands with hand sanitizer.
  - b. Rub your hands together until they are completely dry.
- 4) Explain the procedure to the resident.
- 5) Locate the radial pulse by placing the tips of your fingers on the thumb side of the resident's wrist.
- 6) Count pulse for 60 seconds.
  - a. *Tell the RN Test Observer when you start counting and tell them when you stop counting.*
- 7) Count respirations for 60 seconds.
  - a. *Tell the RN Test Observer when you start counting and tell them when you stop counting.*
- 8) Place the call light or signal calling device within easy reach of the resident.
- 9) Maintain respectful, courteous interpersonal interactions at all times.
- 10) Perform hand hygiene.
  - a. Cover all surfaces of hands with hand sanitizer.
  - b. Rub your hands together until they are completely dry.
- 11) Record your pulse reading on the previously signed recording form.
- 12) The candidate's recorded pulse rate is within four (4) beats of the RN Test Observer's recorded rate.**
- 13) Record your respiration reading on the previously signed recording form.
- 14) The candidate's recorded respiratory rate is within two (2) breaths of the RN Test Observer's recorded rate.**

## Weighing an Ambulatory Resident

- 1) Knock on the door.
- 2) Introduce yourself to the resident.
- 3) Perform hand hygiene.
  - a. Cover all surfaces of hands with hand sanitizer.
  - b. Rub your hands together until they are completely dry.
- 4) Explain the procedure to the resident.
- 5) Balance (or zero) scale.**
- 6) Assist resident to stand.
- 7) Walk the resident to the scale.
- 8) Assist the resident in stepping on the scale.
- 9) Check that the resident is centered on the scale.

- 10) Check that the resident has arms at the side.
  - 11) Check that the resident is not holding on to anything that would alter the weight reading.
  - 12) Appropriately adjust weights until the scale is in balance.
  - 13) Return the resident to the chair.
  - 14) Assist the resident to sit in the chair.
  - 15) Place the call light or signal calling 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.
  - 18) Record weight on the previously signed recording form.
  - 19) **The candidate's recorded weight varies no more than two (2) pounds from the RN Test Observer's recorded weight.**
- 

## Knowledge Exam Vocabulary List

abandonment
abdominal thrusts
abduction
abductor wedge
abnormal vital signs
absorption
abuse
accidents
activities
acute
adaptive
adaptive devices
adaptive equipment
adduction
ADL
admission
admitting residents
advance directives
afebrile
affected side
aggressive residents
aging process
agitation
AIDS

alternating pressure mattress
Alzheimer's
Alzheimer's care
Alzheimer's disease
ambulation
amputees
anatomy
anger
angina
antibiotics
anti-embolic stocking(s)
anxiety
aphasia
apical pulse
apnea
appropriate response
arteries
arthritis
aseptic
aspiration
assault

assistive device
atrophy
attitudes
authorized duty
axillary temperature
bacteria
bargaining
basic human needs
basic needs
basic nursing skills
basic skin care
bath water temperature
bathing
bed cradle
bed making
bed position
bedrails
bedrest
bedsore
behavior
behavioral
behavioral care plan
beliefs

## North Dakota Nurse Aide Candidate Handbook

biohazard
bladder training
blindness
blood pressure
body alignment
body fluid
body mechanics
body system
body temperature
bowel and bladder programs
bowel program
BP
bradycardia
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burnout
burns
call light
cancer
cardiac arrest
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cardiovascular system
care impaired
care plan
care planning
cast
cataract
catheter
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