



Texas **NURSE AIDE**

written (or oral) examination
& skills evaluation

CANDIDATE HANDBOOK

October 2014

QUICK REFERENCE

TEXAS DEPARTMENT OF AGING AND DISABILITY SERVICES (DADS)

Nurse Aide Registry

Mail E-414

PO Box 149030

Austin, TX 78714-9030

Hours of Operation

Monday through Friday 8:00 a.m. to 5:00 p.m.

(Central Time Zone)

Call the Texas Nurse Aide Automated Registry System at (800) 452-3934 to:

- Find out if you are currently listed on the Registry

Call the Texas Nurse Aide Registry at (512) 438-2050 to:

- Obtain information on official regulations and guidelines for nurse aides
- Clarify information about the Registry
- Change your current address or name once you are on the Registry
- Obtain information about transferring to or from other states
- Obtain waiver information for training completed prior to July 1st, 1989
- Obtain information about continuing your registration on the Registry

Go to the Texas Department of Aging and Disability Services (DADS) Web site to:

**([www.dads.state.tx.us/providers/nf/
credentialing/index.html](http://www.dads.state.tx.us/providers/nf/credentialing/index.html))**

- Obtain information about the Nurse Aide Registry
- Obtain information about training and testing

NACES PLUS FOUNDATION, INC.

Texas Nurse Aide Testing Program

8501 North Mopac Expressway, Suite 400

Austin, TX 78759

(800) 444-5178

Hours of Operation 7:30 a.m. to 5:30 p.m.

(Central Time Zone)

Call NACES Plus Foundation, Inc. to:

- Obtain a Candidate Handbook
- Obtain an Application for Registration by Examination
- Obtain information about registering for the examination
- Inquire about special exam requests and services under the Americans with Disabilities Act (ADA)
- Change your current address **before** testing
- Request an excused absence

PEARSON VUE

Texas Nurse Aide Program

PO Box 13785

Philadelphia, PA 19101-3785

(800) 274-2900

Hours of Operation

Monday through Friday 8:00 a.m. – 5:00 p.m.

(Eastern Time Zone)

Call Pearson VUE to:

- Obtain information regarding your Score Report
- Change your current address or name prior to examination results being sent to Registry
- Request a duplicate Score Report
- Request a duplicate wallet identification card

Go to Pearson VUE's Web site to:

(www.pearsonvue.com)

- Download a Candidate Handbook
- Download an Application for Registration by Examination
- Download Spanish Skills Listing
- View Regional Test Site testing locations and dates

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NNAAP® Written Exam Content Outline and Practical Skills Listing
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INTRODUCTION

This handbook is designed for candidates seeking nurse aide registration in Texas. It describes the process of applying for certification in the National Nurse Aide Assessment Program (NNAAP®) and taking the NNAAP® Examination. **Keep this handbook for future reference.**

The Texas Department of Aging and Disability Services (DADS) has contracted with Pearson VUE, a nationally recognized leading provider of assessment services to regulatory agencies and national associations. Pearson VUE will develop, score and report the results of the NNAAP Examination required for certification and placement on the Texas Nurse Aide Registry. The Nurse Aide Competency Evaluation Service (NACES) will be working with Pearson VUE to schedule and administer the examination.

NATIONAL NURSE AIDE ASSESSMENT PROGRAM (NNAAP®)

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

The National Nurse Aide Assessment Program (NNAAP®) is an examination program designed to determine minimal competency to become a certified nurse aide in your state. The NNAAP was developed by the National Council of State Boards of Nursing, Inc., (NCSBN) to meet the nurse aide evaluation requirement of federal and state laws and regulations. Pearson VUE is the authorized administrator of the NNAAP in your state.

The NNAAP Examination is an evaluation of nurse aide-related knowledge, skills, and abilities. The NNAAP Examination is made up of both a Written (or Oral) Examination and a Skills Evaluation. The purpose of the NNAAP Examination is to test that you understand and can safely perform the job of an entry-level nurse aide.

EXAM OVERVIEW

There are two parts to the NNAAP Examination, the Written (or Oral) Examination and the Skills Evaluation. Both will be administered on the same day. You must pass both parts in order to be certified and listed on the Texas Nurse Aide Registry.

The Written Examination consists of seventy (70) multiple-choice questions written in English. Sample examination questions are provided in this handbook.

An oral examination in English or Spanish may be taken in place of the Written Examination if you have difficulty reading English. The English or Spanish Oral Examination consists of sixty (60) questions and ten (10) multiple-choice reading comprehension questions provided on an audio cassette tape. You will be asked to listen to the Oral Examination and follow along in the test booklet as the questions are read aloud on the tape. If you want to take the English or Spanish Oral Examination, you must request it when you submit your application.

During the Skills Evaluation you will be asked to perform five (5) randomly selected nurse aide skills. You will be given thirty (30) minutes to complete the five (5) skills. You will be rated on these skills by a Nurse Aide Evaluator. You must perform four (4) out of the five (5) skills correctly in order to pass the Skills Evaluation. A complete listing of the skills is shown on pages 25 to 40.

See *The Written (or Oral) Exam* and *The Skills Evaluation* for more details about the NNAAP Examination.

ELIGIBILITY

Individuals that are listed as unemployable on the Employee Misconduct Registry (EMR) or have been convicted of a criminal offense listed in Texas Health and Safety Code, 250.006 are not eligible to test.

REGISTRATION ROUTES

You are eligible to apply to take the examination for registration as a nurse aide in Texas if you qualify under one of the following routes:

NEW OR RETRAINED NURSE AIDE

Has successfully completed a state-approved nurse aide training program within the past twenty-four (24) months.

NURSE AIDES WITH EXPIRED STATUS (ELIGIBILITY ROUTE 5528)

If you have NOT performed nursing or nursing related duties in a health care setting and completed 24 hours of in-service education during the twenty-four (24) months since registration or renewal, your nurse aide registration has expired. To renew your registration, you must take the skills and written or oral examinations. To apply, call DADS at (512) 438-2050 or complete form NAR-5528 and submit to DADS for authorization to test. The form is available at: <http://www.dads.state.tx.us/providers/nf/credentialing/nar/forms.html>

NOTE: If you **HAVE** performed nursing or nursing related duties in a health care setting during the twenty-four (24) months and completed 24 hours of in-service education since registration or renewal, **you do not need to re-test**. Call DADS at (512) 438-2050 or have your employer complete form NAR-5506 and submit to DADS. The form is available at <http://www.dads.state.tx.us/providers/nf/credentialing/NATCEP/forms.html>

NURSE AIDE WITH EQUIVALENT MILITARY TRAINING (ELIGIBILITY ROUTE 5511)

Has completed military training of 100 hours or more on or after July 1, 1989, equivalent to civilian nurse aide training. To apply, call DADS at (512) 438-2017 or complete form 5511-NATCEP and submit to DADS for authorization to test. The form is available at: <http://www.dads.state.tx.us/providers/nf/credentialing/NATCEP/forms.html>

RN/LVN GRADUATE (ELIGIBILITY ROUTE 5512)

Has completed a state-accredited school of nursing in any state within the past twenty-four (24) months. To apply, call DADS at (512) 438-2017 or complete form 5512-NATCEP and submit to DADS for authorization to test. The form is available at: <http://www.dads.state.tx.us/providers/nf/credentialing/NATCEP/forms.html>

RN/LVN STUDENT (ELIGIBILITY ROUTE 5513)

Has completed basic nursing training within the past twenty-four (24) months. To apply, call DADS at (512) 438-2017 or complete form 5513-NATCEP and submit to DADS for authorization to test. The form is available at: <http://www.dads.state.tx.us/providers/nf/credentialing/NATCEP/forms.html>

OUT-OF-STATE TRAINING (ELIGIBILITY ROUTE 5510)

Has completed an approved training program in another state within the past twenty-four (24) months. To apply, call DADS at (512) 438-2017 or complete form 5510-NATCEP and submit to DADS for authorization to test. The form is available at: <http://www.dads.state.tx.us/providers/nf/credentialing/NATCEP/forms.html>

TRAINING PROGRAM CLOSED (ELIGIBILITY ROUTE 5525)

Has completed a training program that is closed within the past twenty-four (24) months.

REQUIRED DOCUMENTS FOR ALL ELIGIBILITY ROUTES:

- Completed Application (If applicable, Part II MUST be filled out and signed in original ink. No faxes or photocopies will be accepted)
- Original Approval letter issued by DADS (if applicable)
- Appropriate fees

APPLICATION AND SCHEDULING

FILLING OUT AN APPLICATION

- You may get an application from your nursing facility employer or your nurse aide training program, or by contacting NACES. You may also download one at the Pearson VUE web site at **www.pearsonvue.com**.
- You are responsible for completing the appropriate sections of the Application for Registration by Examination. You may ask someone from your nurse aide training program or facility employer for assistance in completing the application.
- If you need help or have questions about the application, please contact a NACES Customer Service Representative at (800) 444-5178.
- All required documentation as shown under the Registration Routes section of this handbook must be received at least twelve (12) business days before your scheduled examination date.

EXAM FEES

The fees listed below have been established for the Examination in Texas:

EXAM TYPE	FEE
Written & Skills	\$95.00
Oral English & Skills	\$95.00
Oral Spanish & Skills	\$95.00
Written Only	\$25.00
Oral English Only	\$25.00
Oral Spanish Only	\$25.00
Skills Only	\$70.00

If you are testing for the first time, you must schedule both the Written (or Oral) or Skills Examinations.

Under federal and Texas state laws, nurse aide candidates employed as nurse aides in nursing facilities that participate in Medicaid/Medicare programs are prohibited from paying their examination fees. The nursing facility must pay the initial examination fee and any re-test fee for those nurse aide candidates in their employ as nurse aides or candidates who have received an offer of employment from a nursing facility. Nurse aide candidates not employed in a nursing facility must pay their own examination fee.

Payment must be made in the form of a money order, certified check, Pearson VUE voucher, or company check made payable to “NACES”. Even if it is from your employer, the money order, certified check, Pearson VUE voucher, or company check must display your name so it can be applied to your examination. If you are not currently employed in a nursing facility, you may pay the fee yourself. Company checks may pay for more than one candidate. **Personal checks and cash will not be accepted. Fees are non-refundable and non-transferable once submitted to NACES.**

EXAM SCHEDULING

Once NACES receives your application, required documents, and fee, they will schedule you for testing. NACES will mail your Authorization to Test Notice (yellow postcard) to you at the address listed on your application within forty-eight (48) hours. If you do not receive your Authorization to Test Notice within 10-12 days, please contact NACES.

NACES is to schedule your exam within 30 days of receipt of your completed application. Exams scheduled in excess of 30 days from receipt of your completed application will be subject to a discount.

AUTHORIZATION TO TEST NOTICE

Your Authorization to Test Notice (yellow postcard) has important information about the examination. If you do not receive your notice within ten (10) business days, call NACES. NACES is not responsible for lost, misdirected, or delayed mail.

TESTING LOCATIONS

The nurse aide examination (both parts) will be given at a Regional Test Site. Please visit www.pearsonvue.com to determine the schedule of the test site most convenient to you. When accessing Pearson VUE's website, click on the second tab labeled "Test Taker Services" (next to the "Home" tab), and select "Texas Nurse Aides" from the drop down menu. Then, select "Regional Test Sites and Test Schedules."

ACCOMMODATIONS

DADS complies with the provisions of the Americans with Disability Act as amended. If you need special accommodations for the state exam, contact DADS at 512-438-2017. Test accommodations are individualized and considered on a case-by-case basis. All candidates who are requesting accommodations because of a disability must provide appropriate documentation of their condition and how it is expected to affect their ability to take the test under standard conditions. Accommodation requests must be submitted 6 weeks prior to the exam date for approval.

CANCELLATION AND RE-SCHEDULING

If you are unable to attend your scheduled examination, you **MUST** call NACES *at least five (5) business days* before the examination date to re-schedule (Saturday and Sunday and national holidays are not considered business days). If you do not call NACES at least five (5) business days in advance to re-schedule an examination, and do not attend your scheduled examination, your fee will **NOT** be refunded and you cannot transfer the fee to another examination date. You also may not give your examination date to another person.

If you notify NACES at least five (5) business days in advance, there is no penalty and you may transfer the fee to a new examination date. If your employer paid your examination fees, you should let them know about missing the examination and how you have handled re-scheduling.

REFUNDS

Once payment of exam fees is received, **NO REFUNDS WILL BE ISSUED.**

ABSENCE POLICY

Since unexpected situations sometimes occur, NACES will consider excusing an absence from a scheduled examination in certain situations.

Acceptable excused absences are as follows:

- Illness of either yourself or a member of your immediate family
- Death in the family
- Disabling traffic accident
- Court appearance or jury duty
- Military duty
- Weather emergency

Requests for excused absences must be made in writing and *received within ten (10) business days* following the scheduled examination. Your request must include verification from the cause of your absence. For example, if you are absent because of jury duty, you must supply a copy of the court notice. In the case of illness a verification from your medical provider must be included in your request.

Mail your request to:

NACES
Texas Nurse Aide Program
8501 North Mopac Expressway, Suite 400
Austin TX 78759

The decision of NACES will be final regarding whether an absence is excused and whether you must pay the examination fee if you are absent.

WEATHER EMERGENCIES

Examinations will be delayed or cancelled only in emergencies. If severe weather or a natural disaster makes the test center inaccessible or unsafe, the examination will be delayed or canceled.

EXAM DAY

CHECKING IN

You must arrive 30 minutes prior to your scheduled time for BOTH the written and skills examinations. If you are late for the written examination you will not be allowed to test and your fees will not be refunded. If you missed your written examination and are scheduled for a skills evaluation, please arrive 30 minutes prior to your scheduled time. Skills Evaluation test times are approximate. You will be required to check in for both the written and for the skills examinations. You will be required to present proper identification.

WHAT TO BRING

You **MUST** have the following items with you when you take the examination:

- Two (2) forms of proper identification
- Three (3) No. 2 pencils (sharpened)
- Eraser
- Watch with a second hand

No other materials will be allowed.

continues next page

PROPER IDENTIFICATION

You are required to bring 2 forms of official identification to the test site, your **original, signed** Social Security card and a valid (not expired) **photo-bearing** identification. One of these two (2) forms of identification **MUST** be signature-bearing. Photocopies of identification will **NOT** be accepted. If identification is an ITIN number, you must present a second form of signature bearing ID. Examples of valid photo identification include:

- U.S. Federal- or State-issued identification
- U.S. State issued identification
- U.S. financial institution issued identification
- Work identification
- Student identification
- U.S. government-issued Military I.D. (if not used in lieu of Social Security Card)
- U.S. Passport
- Alien Registration Card

The name on your identification must be the same as the name you used on the application to register for the examination. If your name is different, you **MUST** bring proof of your name change (a copy of an official document such as a marriage license or divorce decree) to the test site. **If you do not bring proper identification, you will not be allowed to test and your examination fee will not be refunded.**

SECURITY AND CHEATING

If you give help to or receive help from anyone during the examination, the examination will be stopped. The incident will be reported to the Texas Department of Aging and Disability Services for review, and your examination will not be scored (see *Testing Policies*).

Please note that all examination questions, each form of the examination, and all other examination materials are copyrighted by, the property of, or licensed to Pearson VUE. Consequently, any distribution of the examination content or materials through any form of reproduction, or through oral or written communication, is strictly prohibited and punishable by law.

Anyone who removes or tries to remove examination materials or information from the test site will be prosecuted.

TESTING POLICIES

The following policies are observed at each Regional Test Site.

LATENESS

Arrive at the test center thirty (30) minutes before the examination starts. If you are late for your scheduled examination, or do not bring all of your required materials, you will **NOT** be allowed to test and your examination fee will **NOT** be returned. If you are late for the Written (or Oral) Examination, but arrive on time for the Skills Evaluation, you **will** be allowed to take the Skills Evaluation.

If you are late for your Skills Evaluation or do not bring all your required materials, you will **NOT** be allowed to test and you will be required to re-apply and pay another examination fee (see *Cancellation* for more details).

ELECTRONIC DEVICES

Cellular phones, beepers or any other electronic devices are not permitted to be used and must be turned off during testing. There is no place for storage of personal belongings at the Regional Test Sites.

STUDY AIDS

You are not permitted to take personal belongings such as briefcases, large bags, study materials, extra books or papers into the examination room. Any such materials brought into the examination room will be collected and returned to you when you have completed the examination. Pearson VUE is not responsible for lost or misplaced items.

EATING/DRINKING/SMOKING

You are not permitted to eat, drink, or smoke during the examination.

MISCONDUCT

If you cause a disturbance of any kind or engage in any kind of misconduct, you will be dismissed from the examination and the incident will be reported to the Texas Department of Aging and Disability Services. Decisions regarding disciplinary measures are the responsibility of the Texas Department of Aging and Disability Services.

GUESTS/VISITORS

Guests, visitors, pets or children are **NOT** allowed at the Regional Test Sites.

THE WRITTEN (OR ENGLISH OR SPANISH ORAL) EXAM

WRITTEN EXAM

The Nurse Aide Evaluator will hand out materials and give instructions for taking the Written Examination. The Written Examination has seventy (70) multiple-choice questions. You will have two (2) hours to complete the Written Examination. You will be told when fifteen (15) minutes are left to finish. Fill in only one (1) box on the answer sheet for each question. Markings in the test booklet will **NOT** be accepted as answers. Your answers must appear on the separate answer sheet. Sample questions for the Written Examination are on page 13.

ENGLISH OR SPANISH ORAL EXAM

An English or Spanish Oral Examination may be taken in place of the Written Examination if you have difficulty reading English. You must request an English Oral or Spanish Oral Examination when filling out your application. The Oral Examination is provided on a cassette tape. A cassette player and earphones are provided at the test center. You will be asked to listen to a tape of the Oral Examination and follow along in the test booklet as the questions are read aloud on the tape.

The English Oral or Spanish Oral Examination consists of two (2) parts, and you must pass both parts in order to pass the Oral Examination. The first part of the Oral Examination has sixty (60) multiple-choice questions. Each of these questions is read twice. As each question is read, you will be asked to choose the correct answer and mark it on your answer sheet.

The second part of the English Oral or Spanish Oral Examination has ten (10) multiple-choice questions. If you are taking the Spanish Oral Examination, this part of the test is recorded and written in English. These questions test your ability to speak a minimum amount of English by recognizing common words used as a nurse aide in long-term care facilities. Each word is read three (3) times. You are asked to match the word you hear on the tape to the written word in the test booklet. As you find the match, you mark your answer on the answer sheet.

You will have up to two (2) hours to complete the Oral Examination. You will be told when fifteen (15) minutes remain in order to finish. Fill in only one (1) oval on the answer sheet for each question. You may write in the test booklet, but markings in the test booklet will **NOT** be accepted as answers. Your answers must appear on the separate answer sheet.

WRITTEN (OR ORAL) EXAM CONTENT OUTLINE

The current NNAAP® Examination Content Outline is based on the findings from the *2009 Job Analysis of Nurse Aides* published by NCSBN in spring 2010.

The NNAAP written examination is comprised of 70 multiple-choice items; 10 are pretest items (non-scored) on which statistical information will be collected. The NNAAP oral examination is comprised of 60 multiple-choice items and 10 reading comprehension (word recognition) items. The candidate is allowed to choose between a written and an oral examination.

	<i>% of the exam</i>	<i># of questions in the exam</i>
I. Physical Care Skills		
A. Activities of Daily Living.....	14%	8
1. Hygiene		
2. Dressing and Grooming		
3. Nutrition and Hydration		
4. Elimination		
5. Rest/Sleep/Comfort		
B. Basic Nursing Skills.....	39%	24
1. Infection Control		
2. Safety/Emergency		
3. Therapeutic/Technical Procedures		
4. Data Collection and Reporting		
C. Restorative Skills.....	7%	4
1. Prevention		
2. Self Care/Independence		
II. Psychosocial Care Skills		
A. Emotional and Mental Health Needs	11%	6
B. Spiritual and Cultural Needs	2%	2
III. Role of the Nurse Aide		
A. Communication.....	8%	5
B. Client Rights	7%	4
C. Legal and Ethical Behavior.....	3%	2
D. Member of the Health Care Team	9%	5

SAMPLE QUESTIONS

The following questions are samples of the kinds of questions that you will find on the Written Examination. Check your answers to these questions in the box below.

- 1. The client's call light should always be placed:**
 - (A) on the bed
 - (B) within the client's reach
 - (C) on the client's right side
 - (D) over the side rail
- 2. Which of the following items is used in the prevention and treatment of bedsores or pressure sores?**
 - (A) rubber sheet
 - (B) air mattress
 - (C) emesis basin
 - (D) restraint
- 3. When caring for a dying client, the nurse aide should:**
 - (A) keep the client's room dark and quiet
 - (B) allow client to express his feelings
 - (C) change the subject if client talks about death
 - (D) contact the client's minister, priest or rabbi
- 4. What does the abbreviation ADL mean?**
 - (A) Ad Lib
 - (B) As Doctor Likes
 - (C) Activities of Daily Living
 - (D) After Daylight
- 5. After giving a client a back rub, the nurse aide should always note:**
 - (A) the last time the client had a back rub
 - (B) any change in the client's skin
 - (C) client's weight
 - (D) amount of lotion used
- 6. How should the nurse aide communicate with a client who has a hearing loss?**
 - (A) face the client when speaking
 - (B) repeat the statement
 - (C) shout so that the client can hear
 - (D) use a high-pitched voice

1. B 2. B 3. B 4. C 5. B 6. A

Correct Answers

SELF-ASSESSMENT READING TEST

The two-part Self-Assessment Reading Test that appears below will help you decide if you should consider taking the Oral Examination instead of the Written Examination. To complete the reading test, follow the instructions provided below and select the answer to each question. When you have completed the reading test, you will be able to determine the number of questions you answered correctly.

PART 1: VOCABULARY

- Circle the best answer to each question.
- When you have finished, check your answers using the answer key on page 19.
- Count up the number of correct answers.
- If your score is less than 17, you may have difficulty reading the Written Examination and should consider taking the Oral Examination.
 - You go to a doctor when you _____.**
(A) feel sleepy (D) need money
(B) need socks (E) need clothes
(C) feel sick
 - A person who flies an airplane is its _____.**
(A) pilot (D) surgeon
(B) steward (E) director
(C) mother
 - You use a _____ to write.**
(A) bow (D) carpenter
(B) calculator (E) needle
(C) pencil
 - To EXIT a room means to _____ it.**
(A) enter (D) read
(B) leave (E) interrupt
(C) forget
 - A wedding is a joyous _____.**
(A) focus (D) occasion
(B) vehicle (E) civilization
(C) balloon
 - To REQUIRE something means to _____ it.**
(A) need (D) understand
(B) have (E) hear
(C) forget

go to next page

7. **You _____ something to find its length.**
(A) slice
(B) lock
(C) measure
(D) force
(E) tape
8. **Soup is served in a _____.**
(A) plate
(B) bowl
(C) fork
(D) chair
(E) closet
9. **To accompany someone means to _____.**
(A) disagree with him
(B) work for him
(C) go with him
(D) speak to him
(E) choose him
10. **A nursing home resident receives _____ from the staff.**
(A) quality
(B) fame
(C) interruption
(D) care
(E) work
11. **Medicine is used to _____ pain.**
(A) widen
(B) conjure
(C) enliven
(D) increase
(E) relieve
12. **To DRENCH the flowers means to _____ them.**
(A) steam
(B) drink
(C) touch
(D) soak
(E) anger
13. **A bicycle is a means of _____.**
(A) nourishment
(B) transportation
(C) prediction
(D) collision
(E) walking
14. **When someone speaks in a whisper, it may be difficult to _____.**
(A) deceive
(B) understand
(C) frighten
(D) estimate
(E) regulate

go to next page

SELF-ASSESSMENT READING TEST

PART 2: COMPREHENSION

In this part of the reading test you will be provided with a series of brief paragraphs. You are to read each paragraph and then answer the questions that appear after the paragraph.

There are many different kinds of fish. All fish live in water. They use their tails and fins to swim.

15. **Fish live in _____.**
- (A) cups
 - (B) houses
 - (C) air
 - (D) water
 - (E) fountains
16. **Fish use their _____ to swim.**
- (A) tails
 - (B) heads
 - (C) gills
 - (D) lungs
 - (E) floats

Maria grew up on a farm. She loved the work on the farm. She knew when all of the crops had to be planted. She would like a job on a farm or in a flower garden.

17. **Maria has had experience as a _____.**
- (A) guide
 - (B) farmer
 - (C) driver
 - (D) nurse
 - (E) teacher
18. **She would like to work in _____.**
- (A) an office
 - (B) a library
 - (C) a garden
 - (D) a hospital
 - (E) a supermarket
19. **As a child Maria lived _____.**
- (A) in the city
 - (B) in an apartment
 - (C) on a farm
 - (D) in a large house
 - (E) on the beach

go to next page

Carolyn has a good job. She is a nurse in a large hospital. Every day she can help many people. She enjoys this very much. She also makes a good salary. Each month she can pay her bills and save some money.

20. Carolyn works in a _____.
- (A) hospital
 - (B) doctor's office
 - (C) garage
 - (D) school
 - (E) library
21. One of the things Carolyn enjoys is _____.
- (A) working in an office
 - (B) helping people
 - (C) reading books
 - (D) working late hours
 - (E) driving a car
22. With her salary she can pay her bills and _____.
- (A) buy furniture
 - (B) give to charity
 - (C) save money
 - (D) buy new clothes
 - (E) pay for college

*This completes the
Self-Assessment Reading Test.*

Answers

- | | | | |
|------|-------|-------|-------|
| 1. C | 7. C | 13. B | 19. C |
| 2. A | 8. B | 14. B | 20. A |
| 3. C | 9. C | 15. D | 21. B |
| 4. B | 10. D | 16. A | 22. C |
| 5. D | 11. E | 17. B | |
| 6. A | 12. D | 18. C | |

If your score is less than 17, you may have difficulty reading the Written Examination and should consider taking the Oral Examination in place of the Written Examination.

THE SKILLS EVALUATION

WHAT TO EXPECT

SETTING

The Skills Evaluation is set up to resemble an actual caregiving situation. The Skills Evaluation area will look similar to your work setting. It will have all the equipment necessary to perform the assigned skills. The Skills Evaluation will be administered by a Nurse Aide Evaluator. Before your skills evaluation begins, the evaluator will show you where equipment is located and answer questions about operating the equipment.

Please arrive 30 minutes early. Test times are approximate. Please plan to spend the day.

See pages 25-40 for the complete skills listing.

WHO WILL ACT AS A CLIENT?

The part of the “client” will be played by a candidate who volunteers to act as a weakened elderly person. While you perform the skills, speak to the candidate volunteer as you would speak to an actual client in a nurse aide work setting. You are encouraged to speak to the candidate volunteer not only because it is part of quality care, but also because it will help you to relax as you perform the skills.

CANDIDATE VOLUNTEER REQUIREMENTS

You will need to act as a candidate volunteer for another nurse aide’s Skills Evaluation and play the role of a nursing facility patient (client). The evaluator will give you verbal instructions that will describe how you should act in performing the role of the client.

CANDIDATE VOLUNTEER DRESS REQUIREMENTS

You **must wear flat, slip-on, non-skid shoes**; a loose-fitting top with short sleeves that can be rolled up to the shoulder, or tank top; and loose fitting pants that can be rolled up, or bathing suit. You will be required to put a gown on over your clothing. In no case may candidates remove clothing down to undergarments.

Prior to beginning the exam, you should inform the evaluator of any food or latex allergy or sensitivity to skin soaps or lotion. Any limitations to range of motion must also be communicated to the evaluator prior to the start of the skills examination.

For infection control purposes, you should not come to the test site with open areas/sores on the skin. Candidates with any open areas or sores on their skin should reschedule their skills test to a later date after their skin fully heals.

THE TASKS

The NNAAP Skills List contains all of the skills that you may be asked to demonstrate during the Skills Evaluation. Each skill represents a task that you will be asked to perform in your job and has been broken down into a series of steps.

See pages 25-40 for the complete skills listing.

A step that is highlighted in **bold type** is called a **Critical Element Step**. Critical Element Steps are important steps that must be performed correctly in order for you to pass the skill. If you leave out a Critical Element Step or do not perform a Critical Element Step properly, you will not pass the skill. However, if you perform only the Critical Element Step correctly in a skill, you do not automatically pass that skill. You must also correctly demonstrate enough steps to meet the passing standard (or *cut score*) for each skill.

Before your Skills Evaluation begins, the Nurse Aide Evaluator will give you an instruction card that will list the five (5) skills selected for you to perform. Hand hygiene will always be one of the skills to be performed. The remaining four (4) skills are randomly chosen from the complete set of skills listings on pages 25 to 40 of this handbook. You are strongly encouraged to perform the skills in the order they are listed on the instruction card.

If you make a mistake, say so, and you will be instructed to tell the evaluator which step(s) is to be corrected and then to perform the step(s). You will not have to redo the entire skill, just the steps you wish to correct. There are, however, some exceptions to this rule. If you fail to put on gloves or take them off when it is required to do so and the evaluator reminds you to do so, for infection control purposes, then you will not receive credit for attempting to correct this step. If you wish to correct an order-dependent step (a step stating that an action should be performed **before** or **after** another step) and you fail to say **when** the corrected step should be performed, you will not receive credit for the correction.

Once you begin a new skill, you may not go back to correct a previous skill. The Nurse Aide Evaluator will not answer questions **during** the Skills Evaluation and will not tell you whether you performed a skill correctly. You may not receive help from anyone during the Skills Evaluation. If you do have any questions, please ask them before the Skills Evaluation begins.

One (1) of the four (4) randomly-selected skills will include a measurement skill (see the section below, *Recording A Measurement*, for more information regarding measurement skills).

You must successfully complete four (4) out of the five (5) skills in the skill form to pass the Skills Evaluation. You will have thirty (30) minutes to demonstrate all five (5) skills.

When you have completed your skills evaluation, the evaluator will direct you to wash your hands. Although this will not effect your examination results, for the purposes of infection control, you must wash your hands.

RECORDING A MEASUREMENT

The NNAAP Skills Evaluation requires every candidate to perform one measurement skill, such as blood pressure, radial pulse, respirations, urine output, or weight. You will be given a special form, called a Recording Sheet for Measurement Skills, to write down, or *record*, the measurement. For example, if performing the *Measures and Records Blood Pressure* skill, you will write the complete systolic and diastolic pressures of your blood pressure reading in a box labeled Candidate Results.

On the following page is a copy of the recording sheet that will be used during the skills exam. The candidate must record his/her results in the Candidate Results box on this sheet. This sheet will be used to record the results of the following measurement skills:

- Measures and Records Blood Pressure
- Measures and Records Weight of Ambulatory Client
- Measures and Records Urinary Output
- Counts and Records Radial Pulse
- Counts and Records Respirations



RECORDING SHEET FOR MEASUREMENT SKILLS

Date _____

Test Site ID _____

CANDIDATE NAME _____

CANDIDATE ID _____

EVALUATOR NAME _____

EVALUATOR ID _____

SAMPLE

SKILL TESTED	
<i>Evaluator must check one box next to the skill being tested.</i>	
<input type="checkbox"/> Blood Pressure	<input type="checkbox"/> Respirations
	<input type="checkbox"/> Urine Output
<input type="checkbox"/> Radial Pulse	<input type="checkbox"/> Weight

CANDIDATE RESULTS	EVALUATOR RESULTS



TIPS FOR THE SKILLS EVALUATION

- You will be expected to perform the skills as you would in a nursing facility setting. When water is required, you must use running water. All candidates will be required to perform the *Hand Hygiene* skill. The evaluator will inform you after you have washed your hands for the first time that you should just tell him or her when you would wash your hands during your performance of the rest of the skills, rather than actually washing them for each skill. For all steps other than hand-washing, you must actually perform the skill in order to receive credit. You may not simply tell the evaluator what you would do for simulating a step. For example, you may not simply tell the evaluator that you would wash the client. You must actually demonstrate washing the client. You may not simply tell the evaluator that you would feed the client. You must actually demonstrate feeding the client.
- After you have introduced yourself to the client for the first time, it is not necessary for you to introduce yourself each time you begin a new skill.
- To receive full credit for a measurement skill, you must accurately make the required measurement and then write that measurement on the *Recording Sheet for Measurement Skills*. The evaluator will provide the Recording Sheet to you at the test site. A sample of the Recording Sheet is shown on page 23 of this handbook. You are encouraged to become familiar with the Recording Sheet before your scheduled test date.
- You must know how to operate both a standing and a non-digital bathroom scale and must know how to set both types of scales to zero.
- You **may not bring** any of your own equipment to the test site (i.e. transfer/gait belt).
- It is important for you to place the call signal within the client's reach whenever you leave the client.
- *Where the word "client" appears, it refers to the person receiving care.*

SKILLS LISTING

The 22 skills that follow are arranged in alphabetical order, except for the *Hand Hygiene (Hand Washing)* skill. Hand Hygiene is listed first as a reminder of the importance of performing this skill before all other skills. The numbered lines below each skill are the steps needed to perform that skill. Critical Element Steps are in bold type.

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 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 **Rinse all surfaces of wrists, hands, and fingers, keeping hands lower than the elbows and the fingertips down**
- 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

APPLIES ONE KNEE-HIGH ELASTIC STOCKING

- 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 the heel
- 5 Places foot of stocking over toes, foot, and heel
- 6 Pulls top of stocking over foot, heel, and leg

Skill continues

- 7 Moves foot and leg gently and naturally, avoiding force and over-extension of limb and joints
- 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

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, 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**
- 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
- 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

ASSISTS WITH USE OF BEDPAN

- 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
- 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 lowered before bedpan is removed
- 13 Avoids overexposure of client
- 14 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

CLEANS UPPER OR LOWER DENTURE

- 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 moderate temperature running water before brushing them
- 4 Applies toothpaste to toothbrush
- 5 Brushes surfaces of denture
- 6 Rinses surfaces of denture under moderate temperature running water
- 7 Before placing denture into cup, rinses denture cup and lid

Skill continues

- 8 Places denture in denture cup with 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

COUNTS AND RECORDS RADIAL PULSE

- 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**

COUNTS AND RECORDS RESPIRATIONS

- 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**

DONNING AND REMOVING PPE (GOWN AND GLOVES)

- 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, remove glove**
- 8 **Slips fingers from ungloved hand underneath cuff of remaining glove at wrist, and removes glove turning it inside out as it is removed**
- 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

DRESSES CLIENT WITH AFFECTED (WEAK) RIGHT ARM

- 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 shirt he/she would like to wear and dresses him/her in 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 shirt before placing garment on left (unaffected) arm**
- 6 While putting on shirt, moves body gently and naturally, avoiding force and over-extension of limbs and joints

Skill continues

- 7 Finishes with clothing in place
- 8 Signaling device is within reach and bed is in low position
- 9 After completing skill, washes hands

FEEDS CLIENT WHO CANNOT FEED SELF

- 1 Explains procedure to client, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
- 2 Before feeding, looks at name card on tray and asks client to state name
- 3 Before feeding client, client is in an upright sitting position (75-90 degrees)**
- 4 Places tray where the food can be easily seen by client
- 5 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
- 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 Candidate asks client if they are ready for next bite of food or sip of beverage
- 11 At end of meal, candidate cleans client's mouth and hands 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

GIVES MODIFIED BED BATH (FACE AND ONE ARM, HAND AND 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 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 stroke, washing inner aspect to outer aspect then proceeds to wash face**
- 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 linen into soiled linen container
- 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

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
- 7 Candidate 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
- 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**

MEASURES AND RECORDS URINARY OUTPUT

- 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**

MEASURES AND RECORDS WEIGHT OF AMBULATORY CLIENT

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

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

- 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 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)
- 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

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

- 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 candidate if pain experienced during exercise
- 4 Supports client's upper and 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**
- 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**
- 7 Signaling device is within reach and bed is in low position
- 8 After completing skill, washes hands

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 Candidate positions client so that client is not lying on arm
- 8 Supports top arm with supportive device
- 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

PROVIDES CATHETER CARE FOR FEMALE

- 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
- 8 While holding catheter at meatus without tugging, cleans at least four inches of catheter 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 at meatus without tugging, rinses at least four inches of catheter from meatus, moving only in one direction, away from meatus, using a clean area of the cloth for each stroke**
- 10 While holding catheter at meatus without tugging, dries at least four inches of catheter moving away from meatus
- 11 Empties, rinses, and dries basin
- 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

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)
- 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

PROVIDES MOUTH CARE

- 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 (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
- 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 basin and toothbrush in designated dirty supply area
- 14 Disposes of used linen into soiled linen container
- 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
- 16 Signaling device is within reach and bed is in low position

PROVIDES PERINEAL CARE (PERI-CARE) FOR FEMALE

- 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 Exposes 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**
- 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**
- 12 Repositions client
- 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 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

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**
- 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
- 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

SCORE REPORTING

EXAM RESULTS

The Nurse Aide Evaluator may not answer questions about your Score Report. If you have questions about your Score Report, or the content of the examination, call Pearson VUE at (800) 274-2900. **Results will not be given over the telephone.**

WRITTEN (OR ORAL) EXAM

After you finish the Written (or English or Spanish Oral) Examination, the Nurse Aide Evaluator will fax your answer sheet for scoring. You will receive an official Score Report at the test center. The Score Report will indicate whether you have passed or failed the Written (or Oral) Examination.

SKILLS EVALUATION

The Nurse Aide Evaluator will also fax your Skills Evaluation results for scoring. After the Nurse Aide Evaluator evaluates your performance, he or she will fax the Skills Evaluation answer sheet for scoring. You will receive an official Score Report at the test center. The Score Report will indicate whether you have passed or failed the Skills Evaluation.

Occasionally, due to infrequent technical difficulties, Score Reports may not be received at the test center on the day of testing. If this happens your answer sheet will be mailed overnight to Pearson VUE for handscoring. Your Score Report will then be mailed to you within 5-7 business days after testing. For questions regarding delayed Score Reports, please contact Pearson VUE at (888) 204-6185.

FAILING

If you fail the Written (or Oral) Examination or the Skills Evaluation, you will need to repeat the part of the examination that you failed, also called a *re-take*. The Score Report given to you at the test center will provide you with complete information on how to re-take the portion that you failed. Read the next section, *Exam Re-take Policy* for more information.

By state and federal regulations, you are permitted three (3) attempts in the two (2) years after completing the nurse aide training program to pass both parts of the NNAAP

continues next page

Examination. If you fail either part or both parts three (3) times, you will be required to re-train by successfully completing a state-approved training program, after which you must re-take both parts of the examination.

EXAM RE-TAKE POLICY

To re-take any part of the NNAAP Examination, you must either complete a new application and send it to NACES *or* send your failed score report to NACES. Include the correct re-take fees (see the Exam Fee schedules on page 4). An Authorization to Test Notice (yellow postcard) will be mailed to the address supplied on your application.

HOW TO READ A FAILING SCORE REPORT

If you do not pass the Skills Evaluation, you will receive a Failing Score Report. The score report will list the five (5) skills that you performed and a score of *Satisfactory* or *Unsatisfactory* for each skill. Any skill with an *Unsatisfactory* result is considered a failed skill. You must receive a *Satisfactory* result on four (4) out of the five (5) skills in order to pass the Skills Evaluation.

Use your failing Score Report as an aid in studying to re-take the Skills Evaluation. A failed skill will show the reason for the failure. You may not have performed the steps of a skill correctly, or you may have forgotten a step, especially a Critical Element Step.

The failing Score Report will list steps that were missed or incorrect—look for numbers printed directly under a skill marked *Unsatisfactory*. A list of all the skills and the steps needed for each skill can be found in this handbook. Find the skill you failed, and study the steps, especially steps listed as *Unsatisfactory* on the score report.

In the example on the following page, a candidate received a result of *Unsatisfactory* on the skill *Hand Hygiene*. The numbers 1, 5, and 10 printed below the skill refer to steps that were missed or performed incorrectly. To study for re-taking the Skills Evaluation, this candidate should turn to the Skills Listing in this handbook, look for the *Hand Hygiene* skill, and review all the steps, especially steps 1, 5, and 10.

TEXAS NNAAP® Examination Results	
Exam: Skills	Result: Fail
Skills Performance:	
Hand Hygiene 1, 5, 11	Unsatisfactory
Provides Mouth Care	Satisfactory
Measures and Records Blood Pressure	Satisfactory
Puts One Knee-High Elastic Stocking on Client	Satisfactory
Positions on Side	Satisfactory

A sample of a Failing Score Report

PASSING

Once you have passed both the Written (or English or Spanish Oral) Examination and the Skills Evaluation, your name will be submitted to the Texas Department of Aging and Disability Services for placement on the Texas Nurse Aide Registry. You must take and pass both the Written (or English or Spanish Oral) Examination and the Skills Evaluation within two (2) years of completing the nurse aide training program in order to be eligible for placement on the Texas Nurse Aide Registry.

DUPLICATE SCORE REPORT

If you lose your Score Report or need a duplicate Score Report, or would like a handscoring of your Written (or Oral) Examination or Skills Evaluation, complete the *Request for Duplicate Score Report or Handscored Answer Sheet Form* and mail it to Pearson VUE (see *Appendix A*).

GRIEVANCE PROCESS

OVERVIEW

Each candidate has a right to file a grievance to complain or contest the results of their Nurse Aide Exam. The NACES Plus Foundation, Inc. (NACES) will follow-up on each grievance within thirty (30) days of receipt of the candidate grievance letter and a copy of the failing score report.

No grievance will be investigated if it is not received in writing by the NACES Plus Foundation, Inc.

PROCESS

All grievances **must** be in writing. The candidate must provide as much detail as possible in a grievance letter and forward it **with a copy of the failing score report** to the NACES Plus Foundation, Inc. within 30 days of their exam date.

After receipt of the grievance letter, the appropriate RN Associate Program Director will investigate the complaint.

Once the investigation is complete, the RN Associate Program Director will draft a letter back to the candidate informing him/her of the outcome of the investigation. If an error was made by the evaluator, NACES, or Pearson VUE, the candidate will be allowed to retest at no additional cost.

THE REGISTRY

CHANGE OF ADDRESS OR NAME

The Texas Nurse Aide Registry must be kept informed of your correct address. To change your name or address, complete form 5508-NAR: Request for Reprinted Certificate and/or Correction to Nurse Aide Registry Data; and submit to DADS. The form is available on our website at: <http://www.dads.state.tx.us/providers/nf/credentialing/nar/forms.html>

Failure to inform the Registry of an address change may jeopardize your registration status. Be sure to list both the old information and the updated information, including your name, address, Social Security number, and telephone number.

RE-REGISTRATION

Your nurse aide registration will expire twenty-four (24) months after being added to the Nurse Aide Registry or after the last date of verified employment. In order to maintain your registration, you must submit to the Texas Department of Aging and Disability Services an Employment Verification Form, which will document that you have performed paid nursing or nursing-related services and completed 24 hours of in-service education. A list of approved in-service education programs can be found at http://www.dads.state.tx.us/providers/nf/credentialing/nar/education_programs.html. To obtain an Employment Verification Form, please call the Texas Nurse Aide Registry at (512) 438-2050 or have your employer complete form NAR-5506 and submit to DADS. The form is available on our website at <http://www.dads.state.tx.us/providers/nf/credentialing/nar/forms.html>

If you have NOT worked as a nurse aide in a nursing facility or health care setting for twenty-four (24) consecutive months or more and completed 24 hours of in-service education, you must retake the Texas Nurse Aide Skills Examination and the NNAAP Written Examination. (See *Eligibility* for more information). Call the Texas Nurse Aide Registry at (512) 438-2050 to request authorization to retest.

DUPLICATE WALLET IDENTIFICATION CARD

If you lose your Wallet Identification Card, you may receive another copy by calling the Texas Nurse Aide Registry at (512) 438-2050 or complete Form 5508-NAR: Request for Reprinted Certificate and/or Correction to Nurse Aide Registry Data; and submit to DADS. The form is available on our website at: <http://www.dads.state.tx.us/providers/nf/credentialing/nar/forms.html>

Please note that your registration as a nurse aide ***MUST*** be *current* in order to receive a duplicate Wallet Identification Card.

Do not make any changes to your Wallet Identification Card. Any alteration to the card may result in a loss of registration.

TEXAS NURSE AIDE CERTIFICATION — FREQUENTLY ASKED QUESTIONS

QUESTION	ANSWER
<p>1. How do I become a CNA?</p>	<p>1. To become a certified nurse aide in Texas, you must:</p> <ul style="list-style-type: none"> • Successfully complete a state-approved nurse aide training and competency evaluation program, (or) • Successfully complete the competency evaluation program examination (or) • Qualify to be placed on the Texas Nurse Aide Registry by waiver or reciprocity
<p>2. May I perform the duties of a nurse aide before I am certified?</p>	<p>2. Individuals who currently are enrolled in an approved nurse aide training program may work up to four months in a nursing facility. The nursing facility must terminate anyone who is not on the Registry within that time.</p>
<p>3. How do I decide which exam to take?</p>	<p>3. You must take and pass both parts of the NNAAP Examination (written and skills) administered by Pearson VUE.</p>
<p>4. Is there a time limit in which I must pass both parts of the exam?</p>	<p>4. You must successfully complete the skills and written exam within two years of the completion of your nurse aide training or you will have to re-train. You have 3 chances to pass the state exam. If you fail either the skills or the written exam after three tries, you must retrain.</p>
<p>5. Is the test available in other languages?</p>	<p>5. Yes, Oral Spanish.</p>
<p>6. How do I arrange for special accommodation?</p>	<p>6. If you need special accommodations for the state exam, contact the Texas Department of Aging and Disability Services.</p>

TEXAS NURSE AIDE CERTIFICATION — FREQUENTLY ASKED QUESTIONS

QUESTION	ANSWER
<p>7. Can I register for an exam or check my test scores online?</p>	<p>7. No, there is no online registration. You must complete and submit a testing application to NACES to be scheduled for an examination.</p>
<p>8. What form of payment do you accept and may I take it and my application to the test site?</p>	<p>8. Payment must in the form of a money order, certified check, company check, or Pearson VUE voucher made payable to NACES. Personal checks and cash will not be accepted.</p>
<p>9. How do I verify if I am on the Nurse Aide Registry?</p>	<p>9. You can call 1-800-452-3934 or you can check www.pearson.com</p>
<p>10. How long will my name remain on the registry?</p>	<p>10. Once you become a certified nurse aide in Texas, your name will always remain on the Texas Nurse Aide Registry as Active as long as it is renewed and remains in good standing.</p>
<p>11. How do I change my name and/or address?</p>	<p>11. To change your name or address, complete form 5508-NAR and submit it to the address on the form. The form can be found on the following website: http://www.dads.tx.us/providers/nf/credentialing/nar/forms.html</p>

TEXAS NURSE AIDE CERTIFICATION — FREQUENTLY ASKED QUESTIONS

QUESTION	ANSWER
<p>12. My certification expired. How do I renew it or become certified again?</p>	<p>12. Your nurse aide registration will expire twenty-four (24) months after being added to the Nurse Aide Registry or after your last date of verified employment. In order to maintain your registration, you must submit to the Texas Department of Aging and Disability Services an Employment Verification Form, which will document that you have performed paid nursing or nursing-related services and completed 24 hours of in-service education. A list of approved in-service education programs can be found at http://www.dads.state.tx.us/providers/nf/credentialing/nar/education_programs.html. To obtain an Employment Verification Form, please call the Texas Nurse Aide Registry at (512) 438-2050 or have your employer complete form NAR-5506 and submit it to DADS. The form is available on our website at http://www.dads.state.tx.us/providers/nf/credentialing/nar/forms.html</p>
<p>13. How do I keep my certification current?</p>	<p>13. If you have NOT worked as a nurse aide in a nursing facility or health care setting for twenty-four (24) consecutive months or more, and completed 24 hours of in-service education, you must retake the Texas Nurse Aide Skills Examination and the NNAAP Written Examination (See Eligibility for more information). Call the Texas Nurse Aide Registry at (512) 438-2050 or complete form NAR-5528 and submit it to DADS for authorization to re-test. The form is available on our website at http://www.dads.state.tx.us/providers/nf/credentialing/nar/forms.html</p>

TEXAS NURSE AIDE CERTIFICATION — FREQUENTLY ASKED QUESTIONS

QUESTION	ANSWER
<p>14. I am moving to or from another state; may I perform nurse aide duties in that state?</p>	<p>14. If you are moving to another state you must contact the state you are moving to in order to transfer your nurse aide certification.</p>
<p>15. I found out I have adverse findings against me on the Nurse Aide Registry. How do I become certified again?</p>	<p>15. You cannot get certified again if your name has been placed on the abuse registry or if you have adverse findings. Contact Credentialing Enforcement at (512) 438-5495 for specific information regarding the adverse findings on your record.</p>

Texas Nurse Aide

REQUEST FOR DUPLICATE SCORE REPORT OR HANDSCORED ANSWER SHEET

DIRECTIONS:

Use this form to request Pearson VUE to send a duplicate copy of your Score Report or to request a handscore of your Written (or Oral) Examination or Skills Evaluation answer sheet. Please print or type all information on the reverse side of this form and include correct fees, or your request will be returned. Check the service requested:

Duplicate Score Report Handscore

FEE:

\$15 each. Please enclose a certified check or money order made payable to *Pearson VUE Processing Center*. **Do not send cash.** Write the Pearson VUE identification number found on your Score Report or your Social Security number on your payment.

SEND TO:

TX NNAAP Processing Center
Pearson VUE
PO Box 13785
Philadelphia, PA 19101-3785

AMOUNT ENCLOSED:

\$ _____

PLEASE COMPLETE BOTH SIDES OF THIS FORM

PLEASE COMPLETE THE FOLLOWING FORM WITH YOUR CURRENT NAME AND ADDRESS. ALL INFORMATION MUST BE COMPLETE AND ACCURATE TO ENSURE PROPER PROCESSING.

Name _____

Street _____

City _____ State _____ Zip _____

Tel. (_____) _____ Pearson VUE Identification Number or Social Security Number _____

IF THE ABOVE INFORMATION WAS DIFFERENT AT THE TIME YOU WERE TESTED, PLEASE INDICATE ORIGINAL INFORMATION.

Name _____

Street _____

City _____ State _____ Zip _____

Tel. (_____) _____

I hereby authorize Pearson VUE to send to me at the address above a duplicate copy of my Score Report or the handscored results of my Written (or Oral) Examination or Skills Evaluation.

Your Signature _____ Date _____

PLEASE COMPLETE BOTH SIDES OF THIS FORM

