Specific Competencies and Skills Tested in this Assessment:

First Aid and Basic Emergency Measures

- Apply pressure to stop bleeding
- Administer aid for burns
- Respond correctly to patient who falls
- Dress cuts appropriately
- Perform CPR
- Perform Heimlich maneuver
- Demonstrate principles of immobilization
- Demonstrate care for various bites
- Identify diabetic emergencies and take appropriate action
- Demonstrate care for seizures
- Demonstrate care of victims of thermal emergencies
- Demonstrate care of shock victim

Abbreviations, Vocabulary, Communication, Reporting, Recording

- Convert abbreviations into terms
- Match physician titles with medical specialty areas
- Use appropriate abbreviations
- Follow plan of care as written
- Use medical dictionary
- Use proper terminology in all aspects of practice with correct spelling
- Measure/record patient intake and output
- Take/record respiratory rate
- Report/record audible lung sounds
- Weigh patient; record and report variance
- Report/record changes in skin integrity
- Report/record changes in mentation
- Report/record changes in speech
- Report/record emesis, diarrhea
- Take/record vital signs
- Record patient’s orientation to persons, place, and time
- Take/record blood pressure
Specific Competencies and Skills continued:

- Report/record any changes in patient condition
- Report/record any injuries or falls of a patient
- Complete agency's standard forms
- Report patient needs
- Schedule appointments
- Reinforce family/patient instructions
- Discuss five stages of grief/dying
- Discuss needs of dying patient

Employability Skills

- Demonstrate interviewing skills
- Maintain positive relationship with others
- Utilize effective communication skills
- Discuss employee rights and responsibilities
- Explain importance of employee reliability/dependability
- Demonstrate personal cleanliness and good grooming
- Obtain a valid driver's license
- Use map to find patient's home
- Use legible penmanship
- Obtain Home Health Aide certification

Patient Care

- Obtain specimens for laboratory tests
- Observe skin for breakdown
- Apply anti-embolic hose
- Assist with braces or prosthetics
- Assist with urinary catheter care
- Apply dry sterile dressing to wound
- Give care to patients with dementia
- Provide hot/cold treatment assistance
- Position footboard/bed cradle
- Perform ROM exercises
- Perform chest percussion
- Assist patient with coughing and deep breathing
Specific Competencies and Skills continued:

Safety

- Demonstrate safe/appropriate handwashing techniques
- Report safety hazards
- Identify potential safety hazards
- Maintain clear traffic pathways in home
- Unplug frayed electric cords and prepare report
- Identify fire escape route
- Demonstrate how to extinguish a fire
- Disinfect contaminated items
- Apply universal precautions to handling of body fluids
- Demonstrate knowledge of OSHA requirements
- Follow environmental safety rules of the agency
- Follow safety precautions for using equipment
- Describe legal implication of accidents in health care
- Describe and discuss the use of chemical/physical/environmental restraints
- Demonstrate personal safety
- Fasten auto seat belt consistently
- Demonstrate "street smart" behaviors
- Demonstrate ability to follow protocol for personal safety

Nutrition and Elimination

- Assist patient with meal planning
- Assist the handicapped person with eating
- Assist with toileting
- Use devices/techniques that promote patient independence
- Encourage adequate fluid intake
- Provide skin/perineal care for incontinent patient
- Assist patient with shopping
- Prepare meal
- Document intake and output
- Provide ostomy care assistance
- Demonstrate catheter care
- Prepare a meal following ADA plan
- Weigh and measure diabetic portions
Specific Competencies and Skills continued:

- Administer Fleet/soapsuds enema
- Follow bowel/bladder training program
- Assist with meal preparation
- Describe special diets used with RN direction

Positioning

- Assist patient into correct position for examination
- Assist patient with range of motion exercises
- Position patient for comfort and alignment
- Maintain position change schedule
- Position patient on bedpan
- Follow safety precautions for turning and positioning patient
- Describe reasons for turning/positioning patient
- Demonstrate supine position
- Demonstrate semi-Fowler position
- Demonstrate Fowler's position
- Demonstrate lateral position
- Demonstrate Sim's position
- Demonstrate prone position
- Log-roll patient
- Adjust hospital bed
- Assist patient into proper body alignment

Patient Transfer

- Transfer patient from bed to wheelchair
- Assist ambulatory patient with walking
- Assist patient with assistive ambulatory devices
- Demonstrate proper body mechanics
- Operate wheelchair
- Demonstrate use of transfer belt
- Demonstrate use of mechanical lift
- Transfer patient from wheelchair to commode
- Transfer patient from chair into tub/shower
Specific Competencies and Skills continued:

Provide Personal Care

- Make occupied bed
- Give a complete bed bath
- Administer bed shampoo
- Assist with tub/shower shampoo
- Provide foot care
- Provide nail care
- Provide (or assist with) oral hygiene
- Assist handicapped patient with dressing
- Support patient use of adaptive self-help aids
- Interact with patient
- Provide skin care
- Provide perineal care
- Administer oral hygiene and denture care
- Provide care for the hair
- Shave patient
- Provide partial bath
- Provide grooming assistance
- Perform special mouth care
- Make unoccupied bed
- Place urinal or bedpan

Home Maintenance Management

- Clean patient environment
- Leave kitchen clean/orderly
- Leave bathroom clean/orderly
- Shop for groceries
- Report vermin/rodent infestation
- Plan weekly/daily schedule cleaning
- Perform basic cleaning tasks
- Teach patient/family cleaning tasks
- Demonstrate problem-solving behavior
- Report evidence of neighborhood crime
Specific Competencies and Skills continued:

Child Care
- Provide care appropriate to developmental level of the child
- Support family structure
- Report child abuse/neglect

Medications
- Follow prescribed medication plan
- Report deviation from plan
- Report untoward reaction to medications
- Store medications correctly/safely

Patient Rights
- Support patient’s right of choice
- Maintain confidentiality of information
- Maintain patient’s privacy
- Support patient’s right to lodge complaint
- Describe status/location of patient’s MDPOA
- Report suspected abuse/neglect
Written Assessment:

Administration Time: 3 hours
Number of Questions: 131

Areas Covered:

- First Aid: 8%
- Abbreviations, Vocabulary, Communication, Reporting, Recording: 10%
- Employability Skills: 4%
- Client Care, Medications: 5%
- Safety: 17%
- Nutrition and Elimination: 14%
- Positioning: 8%
- Client Transfer: 6%
- Personal Care Skills: 20%
- Home Maintenance Management: 3%
- Client Rights: 5%
Sample Questions:

Symptoms of shock include
   A. low or falling blood pressure; cool moist skin and rapid, weak pulse
   B. flushed skin, elevated blood pressure
   C. an increase in urinary output accompanied by severe pain
   D. none of the above

During a bed bath the client complains of chest pains and appears short of breath. You should
   A. contact the charge nurse
   B. continue the bath
   C. stop the bath and tell the client to take several deep breaths
   D. assist the client to a sitting position

The drainage bag for the indwelling catheter should always be
   A. changed daily
   B. emptied every two hours
   C. hung above the bladder
   D. hung below the bladder

The purpose of using restraints is to
   A. position an atrophied extremity
   B. protect the client and others from injury
   C. prevent wandering in the halls
   D. all of the above

When preparing the client for mealtime, you should
   A. place the tray at the client’s affected side
   B. position the client in a Fowler's position, if possible
   C. assist the client by always cutting up the food
   D. feed the client the first few bites to entice them
Performance Assessment:

Administration Time: 2 hours and 10 minutes
Number of Jobs: 6

Areas Covered:

14% Vital Signs
Taking and recording of vital signs.
Procedures. Aseptic technique.
Communication with client.
Organization. Accuracy of readings.

11% Therapeutic Diet Meal Planning

27% Bed, Bath, and Personal Care

18% Occupied Bedmaking

12% First Aid for Bleeding
OSHA blood-borne pathogen guidelines. Aseptic techniques. Techniques for slowing or stopping the flow of blood. Application of dressing. Techniques for cleaning up blood spill.
Performance Assessment continued:

18% Client Transfer
Sample Job: Bathing and Personal Care of Adult

Maximum Time: 45 minutes

Participant Activity: The participant will give a complete bed bath, including nail care, perennial care, and a backrub. Client interaction is expected.

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