

# *2018 NNAAP – Skill Revisions Training Skills 1- 23*

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# What Has Changed

## Materials and Skills

### NEW NNAAP Nurse Aide Evaluator Handbook

- Replaces the Evaluator Manual and the NNAAP Examination Instruction Booklet
- Contains process and procedures and includes Best Practice Scoring Cards
- Skill Instruction Cards are no longer included - NAE will read the laminated *NNAAP Skill Evaluation Candidate Instruction Card*
- New Verbatim for Written (for most states) and Skills (all states)

### Revised Skill Steps

- Multiple step revisions within skills including rewrites, removals, additions
- New Skill: Electronic Blood Pressure
- **All states allow 30 minutes for Skills Evaluation**
- Skills numbered 1-23

# The Skills Evaluation

## Overview

- Three participants (plus the mannequin)
  - RN Evaluator
  - Candidate
  - Client
- Set up with equipment and supplies for 22 possible skills
- Resembles a clinical setting
- Specific instructions are shared
- 30 minutes
- Mistakes and corrections

# Training Module Breakdown

## Included in this Module

1. Side by Side Comparison of old and new Skill/Steps – with bolded changes
2. Scoring Clarifications – with current and **new** clarifications

Skill 13: Measures and Records Urinary Output		
New Steps	Previous Steps	Clarifications
1. Puts on clean gloves before handling bedpan (EVALUATOR: If candidate does not put on gloves and is about to pick up bedpan, evaluator must instruct the candidate to put on gloves and mark "NO" for this step)	1. Puts on clean gloves before handling bedpan (EVALUATOR: If candidate does not put on gloves and is about to pick up bedpan, evaluator must instruct the candidate to put on gloves and mark "NO" for this step)	
2. Pours the contents of the bedpan into measuring container without spilling or splashing urine outside of container	2. Pours the contents of the bedpan into measuring container without spilling or splashing urine outside of container	
3. Rinses bedpan and pours rinse into toilet	3. Rinses bedpan and pours rinse into toilet	
4. Measures the amount of urine at eye level with container on flat surface <b>if between measurement lines, round up to nearest 25 mL/cc</b>	4. Measures the amount of urine at eye level with container on flat surface	<b>if between measurement lines, round up to nearest 25 mL/cc</b>
5. After measuring urine, empties contents of measuring container into toilet	4. After measuring urine, empties contents of measuring container into toilet	
6. Rinses measuring container and pours rinse into toilet	5. Rinses measuring container and pours rinse into toilet	
7. <b>Before recording output, removes and disposes of gloves (without contaminating self) into waste container and washes hands (EVALUATOR: Candidate may state he/she would wash hands or perform hand hygiene; if candidate does not remove gloves and is about to record output, the evaluator must instruct the candidate to remove gloves and mark "NO" for this step)</b>	7. After rinsing equipment, and before recording output, removes and disposes of gloves (without contaminating self) into waste container and washes hands (EVALUATOR: Candidate may state he/she would wash hands or perform hand hygiene; if candidate does not remove gloves and is about to record output, the evaluator must instruct the candidate to remove gloves and mark "NO" for this step)	Note that if candidate removes gloves incorrectly and contaminates self, or touches dirty equipment without wearing gloves, they have also contaminated self and will receive a NO for this step.
8. Records contents of container within plus or minus 25 mL/cc of evaluator's reading	8. Records contents of container within plus or minus 25 mL/cc of evaluator's reading	Candidate will measure in mL or cc, not in ounces. The candidate is <del>not required</del> to record the unit of measurement for urinary output.

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# Skill Revisions

- Side by Side Comparison Skills 1- 23
  - NNAAP Scoring Clarifications

SKILL 1: Hand Hygiene (Hand Washing)				
	New Steps		Previous Steps	Clarifications
1	Address client by name and introduces self to client by name (EVALUATOR: Mark "YES" if candidate does this during this or during a subsequent skill)	1	Address client by name and introduces self to client by name (EVALUATOR: Mark "YES" if candidate does this during this or during a subsequent skill)	
2	Turns on water at sink	2	Turns on water at sink	
3	Wets hands and wrists thoroughly	3	Wets hands and wrists thoroughly	
4	Applies soap to hands	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	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	Hands must be kept lower than the elbows and must lather for 20 seconds. It is acceptable for the candidate to clean fingernails while lathering, but while they are doing this the timing stops and restarts when they finish.  Candidate must lather all surfaces of wrists, hands, and fingers producing friction, for at least 20 (twenty) seconds, keeping hands lower than elbows.
6	Cleans fingernails by rubbing fingertips against palms of the opposite hand	6	Cleans fingernails by rubbing fingertips against palms of the opposite hand	See above
7	Rinse all surfaces of wrists, hands, and fingers, keeping hands lower than the elbows and the fingertips down	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 fingers, hands, and wrists starting at fingertips then disposes of paper towel/towels into waste container	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	NOTE Order "starting at fingertips"
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	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	Evaluator is NOT to touch the hands to ensure they are dry. Evaluator is NOT to test the water. A bath thermometer is NOT used.
10	Does not touch inside of sink at any time	10	Does not touch inside of sink at any time	

The Hand Hygiene Skill must be performed with running water. In other skills in which hand washing is a **step**, the candidate may simply tell the evaluator that they would wash their hands. For no other steps will the candidate be given credit for simply telling the evaluator what they would do or for simulating the step. To receive credit for all other steps the candidate must actually demonstrate what they would do.

Candidate does not need to use hand sanitizer when "verbalizing" they would wash their hands as a Skill Step. Evaluator will ensure the candidate decontaminates hands (with hand sanitizer) before proceeding from live client, but this does not take the place of the candidate verbalizing that they would wash their hands within a skill step. Evaluator asking the candidate to use the hand sanitizer is not a scoreable step and is for infection control only.



Note: Evaluators time the 30 minute Skills Evaluation using a Pearson VUE "timer;" Evaluators time the 20 seconds of lathering in Step 5 using a watch or wall clock with a second hand.

Skill 2: Applies one Knee-High Elastic Stocking				
	New Steps		Previous Steps	Clarifications
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible	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	2	Privacy is provided with a curtain, screen, or door	
3	Client is in supine position (lying down in bed) while stocking is applied	3	Client is in supine position (lying down in bed) while stocking is applied	For infection control purposes, application of the elastic stocking is to be performed on a mannequin, unless otherwise specified for the State in which you are testing. If a mannequin is not available, there must be an adequate supply (in various sizes) of clean (unused) stockings so that each candidate uses a clean (unused) stocking.
4	Turns stocking inside-out, at least to the heel	4	Turns stocking inside-out, at least to the heel	
5	Places foot of stocking over toes, foot, and heel	5	Places foot of stocking over toes, foot, and heel	Places foot of stocking over toes, foot, and heel. Candidate needs to have the foot of the stocking over the toes, foot, and heel before step 6.
6	Pulls top of stocking over foot, heel, and leg	6	Pulls top of stocking over foot, heel, and leg	
7	Moves foot and leg gently and naturally, avoiding force and over-extension of limb and joints	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; if using a mannequin, candidate may state stocking needs to be wrinkle-free	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	<p>Once Candidate has completed the Skill, and not before, evaluator will verify no twists/wrinkles and heel and toe placement.</p> <p>If using a mannequin and the stocking is not "wrinkle free" but the candidate verbalizes "the stocking needs to be wrinkle free" they receive credit for no wrinkles - ONLY, but in order to receive credit for step 8 all components of the Step must be met. There cannot be any twists in the stocking, and heel of stocking, if present, is over heel and opening in toe area (if present) is either over or under toe area.</p>

## Skill 2: Applies one Knee-High Elastic Stocking

9	Signaling device is within reach and bed is in low position	9	Signaling device is within reach and bed is in low position	The signaling device must be within reach and the bed in low position at the end of the skill before the candidate moves on to the next skill to receive YES for this step.
10	After completing skill, wash hands	10	After completing skill, wash hands	

For infection control purposes, application of the elastic stocking is to be performed on a mannequin unless otherwise specified for the state in which you are testing. If a mannequin is not available, there must be an adequate supply (in various sizes) of clean (unused) stockings so each candidate uses a clean (unused) stocking



Skill 3: Assists to Ambulate Using Transfer Belt				
	New Steps		Previous Steps	Clarifications
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible	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, client is wearing non-skid shoes/footwear	2	Before assisting to stand, client is wearing shoes	Evaluator will NOT TO STOP the candidate from ambulating the client if the shoes are not put on. The candidate has until the end of the skill to make this correction. Shoes can be put on while client is supine or seated on the side of the bed. Client should be wearing their own shoes. Once Candidate begins to put the shoes on, evaluator can state, "the client can assist with putting on the shoes if needed."
4	Before assisting to stand, bed is at a safe level	3	Before assisting to stand, bed is at a safe level	"Safe level" refers to the client's safety and not to the working height preferred by the candidate.
5	Before assisting to stand, checks and/or locks bed wheels	4	Before assisting to stand, checks and/or locks bed wheels	
6	Before assisting to stand, client is assisted to sitting position with feet flat on the floor	5	Before assisting to stand, client is assisted to sitting position with feet flat on the floor	The candidate must "assist" the client into a sitting position (must touch the client), and the evaluator must be in position to see if the feet are flat on the floor. Depending on the client's height, the client's feet may not immediately touch the floor, and the candidate may need to adjust by moving the client down the bed or lowering the bed even more to get the feet flat on the floor.
7	Before assisting to stand, applies transfer belt securely at the waist over clothing/gown	6	Before assisting to stand, applies transfer belt securely at the waist over clothing/gown	Transfer/gait belt will be placed over the gown. Not all gowns are the correct size, and if the transfer belt touches the client's "street clothes," even though the candidate has made an effort to cover the client with the gown, the candidate's score is still YES.
8	Before assisting to stand, provides instructions to enable client to assist in standing including prearranged signal to alert client to begin standing	7	Before assisting to stand, provides instructions to enable client to assist in standing including prearranged signal to alert client to begin standing	

### Skill 3: Assists to Ambulate Using Transfer Belt

9	Stands facing client positioning self to ensure safety of candidate and client during transfer. Counts to three (or says other prearranged signal) to alert client to begin standing	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	
10	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 by standing knee to knee, or toe to toe with client	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	Note, knee to knee and/or toe to toe.
11	Walks slightly behind and to one side of client for a distance of ten (10) feet, while holding onto the belt	10	Walks slightly behind and to one side of client for a distance of ten (10) feet, while holding onto the belt	The position of the candidate's hands in step 11 is not scoreable (hands turned up or down, one or both hands on the belt etc.). The evaluator will indicate the distance and route when reading the candidate instructions.
12	Assists client to bed and removes transfer belt	11	After ambulation, assists client to bed and removes transfer belt	
13	Signaling device is within reach and bed is in low position	12	Signaling device is within reach and bed is in low position	The signaling device must be within reach and the bed in low position at the end of the skill before the candidate moves on to the next skill to receive YES for this step.
14	After completing skill, wash hands	13	After completing skill, wash hands	

#### Skill 4: Assists With Use of Bedpan

	New Steps		Previous Steps	Clarifications
1	Explains procedure speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible	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	2	Privacy is provided with a curtain, screen, or door	
3	Before placing bedpan, lowers head of bed	3	Before placing bedpan, lowers head of bed	
4	Puts on clean gloves before placing bedpan under client	4	Puts on clean gloves before handling bedpan	The candidate is allowed to gather supplies including the bedpan, without gloves on. This step is referring to the candidate having gloves on before they pick up the bedpan to place it under the client.
5	Places bedpan correctly under client's buttocks	5	Places bedpan correctly under client's buttocks	
6	Removes and disposes of gloves (without contaminating self) into waste container and washes hands	6	Removes and disposes of gloves (without contaminating self) into waste container and washes hands	Must remove gloves and verbalize "wash hands" after placing bedpan under client and before raising the head of the bed.
7	After positioning client on bedpan and removing gloves, raises head of bed	7	After positioning client on bedpan and removing gloves, raises head of bed	
8	Toilet tissue is within reach	8	Toilet tissue is within reach	
9	Hand wipe is within reach and client is instructed to clean hands with hand wipe when finished	9	Hand wipe is within reach and client is instructed to clean hands with hand wipe when finished	A hand wipe is preferred, but if not available a moist washcloth or paper towel is acceptable.
10	Signaling device within reach and client is asked to signal when finished	10	Signaling device within reach and client is asked to signal when finished	
11	Puts on clean gloves before removing bedpan	11	Puts on clean gloves before removing bedpan	
12	Head of bed is lowered before bedpan is removed	12	Head of bed is lowered before bedpan is removed	
13	Ensures client is covered except when placing and removing bedpan	13	Avoids overexposure of client	Note, definition of overexposure.
14	Empties and rinses bedpan and pours rinse into toilet	14	Empties and rinses bedpan and pours rinse into toilet	
15	Places bedpan in designated dirty supply area	15	After rinsing bedpan, places bedpan in designated dirty supply area	

## Skill 4: Assists With Use of Bedpan

16	Removes and disposes of gloves (without contaminating self) into waste container and washes hands	16	After placing bedpan in designated dirty supply area, removes and disposes of gloves (without contaminating self) into waste container and washes hands	Gloves must be removed and hands washed following the disposal of dirty equipment/materials/linens etc. If candidate removes gloves incorrectly and contaminates self or touches dirty equipment, for example used basin or used linens, they have also contaminated self and will receive a NO for this step.
17	Signaling device is within reach and bed is in low position	17	Signaling device is within reach and bed is in low position	The signaling device must be within reach and the bed in low position at the end of the skill before the candidate moves on to the next skill to receive YES for this step.

The client must be covered with a gown, sheet, blanket, or bath towel, from the chest down over the feet; except when placing or removing the bedpan.

### Skill 5: Cleans Upper or Lower Denture

	New Steps		Previous Steps	Clarifications
1	Puts on clean gloves before handling denture	1	Puts on clean gloves before handling denture	Candidate must have gloves on when handling denture.
2	Bottom of sink is lined and/or sink is partially filled with water before denture is held over sink	2	Bottom of sink is lined and/or sink is partially filled with water before denture is held over sink	Can be lined with paper towel, washcloth, towel etc.
3	Rinses denture in moderate temperature running water before brushing them	3	Rinses denture in moderate temperature running water before brushing them	"Moderate" water temperature is determined thus: if the faucet has a single handle, candidate should use the center setting; if it has one handle for hot and one handle for cold, both should be turned on. Evaluator is NOT to test the water. A bath thermometer is not used.
4	Applies denture toothpaste to toothbrush	4	Applies toothpaste to toothbrush	
5	Brushes all surfaces of denture	5	Brushes surfaces of denture	
6	Rinses all surfaces of denture under moderate temperature running water	6	Rinses surfaces of denture under moderate temperature running water	See moderate water above
7	Rinses denture cup and lid	7	Before placing denture into cup, rinses denture cup and lid	
8	Places denture in denture cup with moderate temperature water/solution and places lid on cup	8	Places denture in denture cup with moderate temperature water/solution and places lid on cup	See moderate water above
9	Rinses toothbrush and places in designated toothbrush basin/container	9	Rinses toothbrush and places in designated toothbrush basin/container	
10	Maintains clean technique with placement of toothbrush and denture	10	Maintains clean technique with placement of toothbrush and denture	The candidate may lay a barrier down on which to place clean dentures/toothbrush while they are rinsing the cup/lid, or they hold on to dentures in hand until ready to place in clean cup. A barrier can be a washcloth, towel or paper towel. This step pertains to the handling of the dentures and toothbrush throughout the Skill.
11	Sink liner is removed and disposed of appropriately and/or sink is drained	11	Sink liner is removed and disposed of appropriately and/or sink is drained	
12	Removes and disposes of gloves (without contaminating self) into waste container and washes hands	12	After rinsing equipment and disposing of sink liner, removes and disposes of gloves (without contaminating self) into waste container and washes hands	If candidate removes gloves before completing the skill they have "contaminated self" and will receive a NO for this step.  If candidate removes gloves incorrectly and contaminates self, score NO for this step.

\*Please note the placement of the denture toothpaste at the end of the skill is not scored.

### Skill 6: Counts and Records Radial Pulse

	New Steps		Previous Steps	Clarifications
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible	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	2	Places fingertips on thumb side of client's wrist to locate radial pulse	
3	Count beats for one full minute	3	Count beats for one full minute	Analog watch (sweeping hands; no digital or smart watches)
4	Signaling device is within reach	4	Signaling device is within reach	The signaling device must be within reach at the end of the skill before the candidate moves on to the next skill to receive YES for this step.
5	Before recording, washes hands	5	Before recording, washes hands	
6	Records pulse rate within plus or minus 4 beats of evaluator's reading	6	After obtaining pulse by palpating in radial artery position, records pulse rate within plus or minus 4 beats of evaluator's reading	The candidate is not required to record the unit of measurement for radial pulse.

### Skill 7: Counts and Records Respirations

	New Steps		Previous Steps	Clarifications
1	Explains procedure (for testing purposes), speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible	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	2	Counts respirations for one full minute	Analog watch (sweeping hands; no digital or smart watches)
3	Signaling device is within reach	3	Signaling device is within reach	The signaling device must be within reach before the candidate moves on to the next skill to receive YES for step 3.
4	Before recording, washes hands	4	Washes hands	
5	Records respiration rate within plus or minus 2 breaths of evaluator's reading	5	Records respiration rate within plus or minus 2 breaths of evaluator's reading	The candidate is not required to record the unit of measurement for respirations.

### Skill 8: Donning and Removing PPE (Gown and Gloves)

	New Steps		Previous Steps	Clarifications
1	Picks up gown and unfolds	1	Picks up gown and unfolds	
2	Facing the back opening of the gown places arms through each sleeve	2	Facing the back opening of the gown places arms through each sleeve	
3	Fastens the neck opening	3	Fastens the neck opening	Neck can be secured (tied, bow or knot) before waist or after.
4	Secures gown at waist making sure that back of clothing is covered by gown (as much as possible)	4	Secures gown at waist making sure that back of clothing is covered by gown (as much as possible)	Must be secured (tied, bow, knot, velcro) at back or side (not front). Candidate ensure "back of clothing is covered by gown (as much as possible)." Evaluator please note that the proper size gown may not be available and the candidate may not be able to cover back of clothing completely.
5	Puts on gloves	5	Puts on gloves	
6	Cuffs of gloves overlap cuffs of gown	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	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	8	Slips fingers from ungloved hand underneath cuff of remaining glove at wrist, and removes glove turning it inside out as it is removed	May use one or several "fingers" to remove second glove.
9	Disposes of gloves into designated waste container without contaminating self	9	Disposes of gloves into designated waste container/waste container without contaminating self	
10	After removing gloves, unfastens gown at waist and neck	10	After removing gloves, unfastens gown at neck and waist	Waist and neck are not order dependent; can do neck, then waist.
11	After removing gloves, removes gown without touching outside of gown	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	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	13	Disposes of gown in designated container without contaminating self	
14	After completing skill, washes hands	14	After completing skill, washes hands	



### Skill 9: Dresses Client with Affected (Weak) Right Arm

	New Steps		Previous Steps	Clarifications
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible	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	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	3	Asks which shirt he/she would like to wear and dresses him/her in shirt of choice	Candidate <u>asks</u> which shirt client would like to wear.
4	Avoids overexposure of client by ensuring client's chest is covered			Note definition of overexposure; ensuring client's chest is covered.
5	Removes gown from the left (unaffected) side first, then removes gown from the right (affected/weak) side	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	
6	Before dressing client, disposes of gown into soiled linen container			Candidate cannot use the gown to cover the client as the shirt is being placed, because it needs to be disposed of into the soiled linen container before dressing.
7	Assists to put the right (affected/weak) arm through the right sleeve of the shirt before placing garment on left (unaffected) arm	5	Assists to put the right (affected/weak) arm through the right sleeve of the shirt before placing garment on left (unaffected) arm	
8	While putting on shirt, moves body gently and naturally, avoiding force and over-extension of limbs and joints	6	While putting on shirt, moves body gently and naturally, avoiding force and over-extension of limbs and joints	If step 7 NO, then step 8 scored NO, because applying the shirt incorrectly means that the candidate is not moving the body gently and naturally, and is applying force and over-extension of limbs and joints.
9	Finishes with clothing in place	7	Finishes with clothing in place	Clothing does not need to be fastened.
10	Signaling device is within reach and bed is in low position	8	Signaling device is within reach and bed is in low position	The signaling device must be within reach and the bed in low position at end of skill before the candidate moves on to the next skill to receive YES for this step.
11	After completing skill, washes hands	9	After completing skill, washes hands	

Skill 10: Feeds Client Who Cannot Feed Self			
	New Steps	Previous Steps	Clarifications
1	Explains procedure to client, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible	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	2 Before feeding, looks at name card on tray and asks client to state name	<u>Asks</u> the client to state name.
3	Before feeding client, client is in an upright sitting position (75-90 degrees)	3 Before feeding client, client is in an upright sitting position (75-90 degrees)	If client not upright 75-90 degrees the Evaluator will STOP the candidate and have the candidate put the client into the correct position. Although the candidate will be marked NO on step 3, they may continue with the Skill once the correction is made. This is not a Safety Stop.
4	Places tray where the food can be easily seen by client	4 Places tray where the food can be easily seen by client	
5	Candidate cleans client's hands before beginning feeding	5 Candidate cleans client's hands with hand wipe before beginning feeding	Removed specificity of language "hand wipe." May use moist washcloth, towel, or paper towel, or wipe.
6	Candidate sits in a chair facing client during feeding	6 Candidate sits facing client during feeding	Clarification for proper infection control technique. The candidate cannot sit on the bed; they must sit in a chair. The client is in an upright sitting position (75-90 degrees).
7	Tells client what foods and beverage are on tray	7 Tells client what foods are on tray and asks what client would like to eat first	
8	Asks client what he/she would like to eat first		
9	Using spoon, offers client one bite of each type of food on tray, telling client the content of each spoonful	8 Using spoon, offers client one bite of each type of food on tray, telling client the content of each spoonful	
10	Offers beverage at least once during meal	9 Offers beverage at least once during meal	If client requests the beverage before the candidate can offer the beverage step 10 is marked YES.
11	Candidate asks client if they are ready for next bite of food or sip of beverage	10 Candidate asks client if they are ready for next bite of food or sip of beverage	
12	At end of meal, candidate cleans client's mouth and hands	11 At end of meal, candidate cleans client's mouth and hands with wipes	The candidate may use a moist washcloth, towel, or paper towel, or hand wipe. The candidate can use one implement for mouth and hands, and it can be the same one used in Step 5.

## Skill 10: Feeds Client Who Cannot Feed Self

13	Removes food tray	12	Removes food tray and places tray in designated dirty supply area	The evaluator will direct the candidate on where to place the tray.
14	Leaves client in upright sitting position (75-90 degrees) with signaling device within client's reach	13	Signaling device is within client's reach	
15	After completing skill, washes hands	14	After completing skill, washes hands	

### Skill 11: Gives Modified Bed Bath (Face and One Arm, Hand and Underarm)

	New Steps		Previous Steps	Clarifications
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible	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	2	Privacy is provided with a curtain, screen, or door	
3	Removes gown and places directly in soiled linen container while ensuring client's chest and lower body is covered	3	Removes gown and places in soiled linen container, while avoiding overexposure of the client	The candidate should place the client's dirty gown directly in soiled linen container as soon as it is removed. The candidate should ensure that the client's chest and lower body are covered.
4	Before washing, checks water temperature for safety and comfort and asks client to verify comfort of water	4	Before washing, checks water temperature for safety and comfort and asks client to verify comfort of water	Candidate can accomplish testing the water at the sink while running the water or by putting their hand/finger in the basin.  Water can be checked with the candidate wearing gloves, and the candidate will be marked YES.  Live client must be asked to verify water temperature by actually touching the water.
5	Puts on clean gloves before washing client.	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	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	If candidate places soap on the washcloth and is about to wash the face/eyes the Evaluator will tell the candidate to stop and select a washcloth that does not have soap on it. The Candidate will receive a NO. This is not a Safety Stop.
7	Dries face with dry cloth towel/washcloth	7	Dries face with towel	
8	Exposes one arm and places cloth towel underneath arm	8	Exposes one arm and places towel underneath arm	
9	Applies soap to wet washcloth	9	Applies soap to wet washcloth	
10	Washes fingers (including fingernails), hand, arm, and underarm keeping rest of body covered	10	Washes arm, hand, and underarm keeping rest of body covered	Clarification of proper technique: Candidates should use the washcloth to "wipe" each finger, and thumb; including going over the fingernails/fingertips. This may be accomplished by wrapping the washcloth around each finger/thumb, or wiping across each digit.  There is no specified order on what to wash first/last. Please note that underarm = armpit.
11	Rinses and dries fingers, hand, arm, and underarm	11	Rinses and dries arm, hand, and underarm	Candidate is NOT REQUIRED to change water to rinse during any skill "bath water concept."

## Skill 11: Gives Modified Bed Bath

				There is no specified order on what to dry first/last. Please note that underarm = arm pit
12	Moves body gently and naturally, avoiding force and over-extension of limbs and joints	12	Moves body gently and naturally, avoiding force and over-extension of limbs and joints	
13	Puts clean gown on client	13	Puts clean gown on client	
14	Empties, rinses, and dries basin	14	Empties, rinses, and dries basin	
15	Places basin in designated dirty supply area	15	After rinsing and drying basin, places basin in designated dirty supply area	
16	Disposes of linen into soiled linen container	16	Disposes of linen into soiled linen container	
17	Avoids contact between candidate clothing and used linens	17	Avoids contact between candidate clothing and used linens	
18	Removes and disposes of gloves (without contaminating self) into waste container and washes hands	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	Gloves must be removed and hands washed following the disposal of dirty equipment/materials/linens etc. If candidate removes gloves incorrectly and contaminates self or touches dirty equipment — for example, used basin or used linens— they have “contaminated self” and will receive a NO for this step.
19	Signaling device is within reach and bed is in low position	19	Signaling device is within reach and bed is in low position	The signaling device must be within reach and the bed in low position at the end of the skill before the candidate moves on to the next skill to receive YES for this step.

## Skill 12: Measures and Records Electronic Blood Pressure –

\* STATE SPECIFIC (EVALUATOR: DO NOT SUBSTITUTE THIS SKILL FOR SKILL 23 'MANUAL BLOOD PRESSURE')

	New Steps	Clarifications
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	Has client assume a comfortable lying or sitting position	
4	Client's arm is positioned at level of heart with palm up and upper arm is exposed	
5	Selects appropriate cuff size	
6	Feels for brachial artery on inner aspect of arm, at bend of elbow	
7	Places blood pressure cuff snugly on client's upper arm and sensor/arrow is over the brachial artery site	
8	Turns on the machine and ensures device is functioning. If the machine has different settings for infants, children, and adults, selects the appropriate setting	
9	Pushes start button. If cuff inflates to more than 200 mm Hg then stops machine and uses cuff on client's other arm	Cuff may quickly inflate slightly over 200 mmHg and then quickly begin to deflate below 200 mmHg as part of normal functioning. If the machine continues to rise above 200 mmHg and is malfunctioning the evaluator will stop the machine and candidate will try again on a different arm. If the machine continues to malfunction, the evaluator will stop the timer. Evaluator may select a different client and/or use a different monitor. This is not a Safety Stop.
10	Waits until the blood pressure reading appears on the screen and for the cuff to deflate, then removes the cuff	<p>If candidate incorrectly uses the equipment and states that they cannot "get a reading", Evaluator will state "You can retake twice on each arm and then you will need to write down your measurement." At completion of Skill evaluator will stop the timer, and retake the BP correctly.</p> <p>If candidate correctly uses the equipment but is unable to get a reading, evaluator will stop timer and reference the monitor instruction booklet for an error message and/or use a different monitor or candidate.</p>

## Skill 12: Measures and Records Electronic Blood Pressure

11	Signaling device is within reach	The signaling device must be within reach before the candidate moves on to the next skill to receive YES this Step.
12	Before recording, washes hands	
13	After obtaining reading using BP cuff, records both systolic and diastolic pressures exactly as displayed on the digital screen	The candidate is not required to record the unit of measurement for Blood Pressure.

### Skill 13: Measures and Records Urinary Output

	New Steps		Previous Steps	Clarifications
1	Puts on clean gloves before handling bedpan	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	2	Pours the contents of the bedpan into measuring container without spilling or splashing urine outside of container	
3	Rinses bedpan and pours rinse into toilet	3	Rinses bedpan and pours rinse into toilet	
4	Measures the amount of urine at eye level with container on flat surface (if between measurement lines, round up to nearest 25 ml/cc)	4	Measures the amount of urine at eye level with container on flat surface	If between measurement lines, round up to nearest 25 ml/cc.
5	After measuring urine, empties contents of measuring container into toilet	5	After measuring urine, empties contents of measuring container into toilet	
6	Rinses measuring container and pours rinse into toilet	6	Rinses measuring container and pours rinse into toilet	
7	Before recording output, removes and disposes of gloves (without contaminating self) into waste container and washes hands	7	After rinsing equipment, and before recording output, removes and disposes of gloves (without contaminating self) into waste container and washes hands	Note that if candidate removes gloves incorrectly and contaminates self, or touches dirty equipment without wearing gloves, they have also contaminated self and will receive a NO for this step.
8	Records contents of container within plus or minus 25 ml/cc of evaluator's reading	8	Records contents of container within plus or minus 25 ml/cc of evaluator's reading	Candidate will measure in ml or cc; not in ounces. The candidate is <u>not required</u> to record the unit of measurement for urinary output.



### Skill 14: Measures and Records Weight of Ambulatory Client

	New Steps		Previous Steps	Clarifications
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible	1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible	
2	Client has non-skid shoes/footwear on before walking to scale	2	Client has shoes on before walking to scale	Client must have shoes on before walking. Candidate can put on, or candidate can ask client to put on, but candidate must initiate. If client does not have shoes on and is about to walk to the scale, the evaluator will tell the client to put on shoes and mark "NO" for the step. Client to wear their own shoes for testing.
3	Before client steps on scale, candidate sets scale to zero (If the candidate does not set the scale to zero, mark "NO" for this step)	3	Before client steps on scale, candidate sets scale to zero	If candidate has client remove shoes before stepping onto scale evaluator tell client to leave shoes on; this does not impact the scoring.
4	Asks client to step on center of scale and obtains client's weight	4	While client steps onto scale, candidate stands next to scale and assists client, if needed, onto center of scale; then obtains client's weight (If the candidate does not set the scale to zero, mark "NO" for this step)	
5	Asks client to step off scale	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	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)	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)	Candidate is required to write the unit of measurement, lb or kg, when writing the measurement on the measurement sheet. If candidate forgets to record, evaluator will remind candidate. If weight is recorded within the limits in the step and the unit of measurement is correct the candidate will score YES.

Skill 15: Performs Modified Passive Range of Motion (PROM) for One Knee and One Ankle			
	New Steps	Previous Steps	Clarifications
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible	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	2 Privacy is provided with a curtain, screen, or door	
3	Ensures that client is supine in bed and instructs client to inform candidate if pain is experienced during exercise	3 Instructs client to inform candidate if pain is experienced during exercise	Supine/in bed. If the candidate asks the client to alert them if they have pain, before they begin PROM, and/or during PROM, score YES. If the candidate only asks about pain after completing PROM score NO.
4	While supporting the leg at knee and ankle, bends the knee and then returns leg to client's normal position (flexion/extension) (AT LEAST 3 TIMES unless pain is verbalized). Moves joints gently, slowly and smoothly through the range of motion, discontinuing exercise if client verbalizes pain.	4 Supports leg at knee and ankle while performing range of motion for knee	Must support UNDER the KNEE and UNDER the ANKLE. Candidate to bend leg at knee and bring heel toward buttocks then return leg to straightened position on the bed.
5	While supporting the foot and ankle close to the bed, pushes/pulls foot toward head (dorsiflexion), and pushes/pulls foot down, toes point down (plantar flexion) (AT LEAST 3 TIMES unless pain is verbalized). Moves joints gently, slowly and smoothly through the range of motion, discontinuing exercise if client verbalizes pain.	5 Bends the knee and then returns leg to client's normal position. (extension/flexion) (AT LEAST 3 TIMES unless pain is verbalized)	Must support the FOOT and UNDER the ANKLE.
		6 Supports foot and ankle close to the bed while performing range of motion for ankle	Must support the FOOT and UNDER the 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	
6	Signaling device is within reach and bed is in low position	9 Signaling device is within reach and bed is in low position	The signaling device must be within reach and the bed in low position at the end of the skill before the candidate moves on to the next skill to receive YES for this step.
7	After completing skill, washes hands	10 After completing skill, washes hands	

Skill 16: Performs Modified Passive Range of Motion (PROM) for One Shoulder			
	New Steps	Previous Steps	Clarifications
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible	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	2 Privacy is provided with a curtain, screen, or door	
3	Instructs client to inform candidate if pain experienced during exercise	3 Instructs client to inform candidate if pain experienced during exercise	If the candidate asks the client to alert them if they have pain, before they begin PROM, and/or during PROM, score YES. If the candidate only asks about pain after completing PROM score NO.
4	While supporting arm at the elbow and at the wrist, raises client's straightened arm from side position upward toward head to ear level and returns arm down to side of body (flexion/extension) (AT LEAST 3 TIMES unless pain is verbalized). Moves joint gently, slowly and smoothly through the range of motion, discontinuing exercise if client verbalizes pain.	4 Supports client's upper and lower arm while performing range of motion for shoulder	Must support UNDER the ELBOW and UNDER the WRIST cannot grasp client arm from above.
5	While supporting arm at the elbow and at the wrist, 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). Moves joint gently, slowly and smoothly through the range of motion, discontinuing exercise if client verbalizes pain.	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.	Must support UNDER the ELBOW and UNDER WRIST cannot grasp client arm from above.
		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.	
6	Signaling device is within reach and bed is in low position	7 Signaling device is within reach and bed is in low position	The signaling device must be within reach and the bed in low position at the end of the skill before the candidate moves on to the next skill to receive YES for this step.
7	After completing skill, washes hands	8 After completing skill, washes hands	

Skill 17: Positions on Side			
	New Steps	Previous Steps	Clarifications
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible	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	2 Privacy is provided with a curtain, screen, or door	
3	Before turning, lowers head of bed	3 Before turning, lowers head of bed	
4	Raises side rail on side to which body will be turned	4 Raises side rail on side to which body will be turned	
5	Candidate <b>assists client</b> to slowly roll onto side toward raised side rail	5 Slowly rolls onto side as one unit toward raised side rail	There is no specification for how the client is to be turned other than "Candidate assists client to slowly roll onto side." Therefore, as long as the candidate touches the client during the turning, the Evaluator should score YES.
6	Places or adjusts pillow under head for support	6 Places or adjusts pillow under head for support	The candidate <u>must touch the pillow</u> , placing or adjusting under client head for support.
7	Candidate <b>repositions arm and shoulder</b> so that client is not lying on arm	7 Candidate positions client so that client is not lying on arm	If candidate is <u>lying on arm and shoulder</u> reposition. If client is not lying on arm and shoulder candidate <u>must touch the arm and/or shoulder</u> to demonstrate that they are aware of this requirement.
8	Supports top arm with supportive device	8 Supports top arm with supportive device	
9	Places supportive device behind client's back	9 Places supportive device behind client's back	
10	Places supportive device between legs with top knee flexed; knee and ankle supported	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	11 Signaling device is within reach and bed is in low position	The signaling device must be within reach and the bed in low position at the end of the skill before the candidate moves on to the next skill to receive YES for this step.
12	After completing skill, washes hands	12 After completing skill, washes hands	

Skill 18: Provides Catheter Care for Female			
	New Steps	Previous Steps	Clarifications
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible	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	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	3 Before washing, checks water temperature for safety and comfort and asks client to verify comfort of water	It is acceptable for the candidate to ask the mannequin if the water is ok; they do not have to put mannequin hand in the basin. The Evaluator should "speak" for the mannequin. The candidate can accomplish testing the water at the sink while running the water or by putting their hand/finger in the basin. The candidate can check the water while wearing gloves; the candidate will be marked YES.
4	Puts on clean gloves before washing	4 Puts on clean gloves before washing	
5	Places linen protector under perineal area including buttocks before washing	5 Places linen protector under perineal area before washing	The protector is placed under perineal area, including "buttocks." Candidate not penalized if pad/linen protector is put in place without gloves.
6	Exposes area surrounding catheter (only exposing client between hip and knee)	6 Exposes area surrounding catheter while avoiding overexposure of client	Added for consistency for privacy to be included throughout the skills. Defines what can be exposed.
7	Applies soap to wet washcloth	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, away from meatus, using a clean area of the washcloth for each stroke	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	Candidate must hold at the meatus (fingers should be touching the meatus), no tugging. Number of strokes is not specified, but candidate must clean/rinse/dry the full circumference of the catheter.
9	While holding catheter at meatus without tugging, using a clean washcloth, rinses at least four inches of catheter from meatus, moving only in one direction, away from meatus, using a clean area of the washcloth 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	Clarification of proper technique. See above. Candidate is NOT REQUIRED to change water to rinse during any skill "bath water concept."

## Skill 18: Provides Catheter Care for Female

10	While holding catheter at meatus without tugging, dries at least four inches of catheter moving away from meatus <b>using a dry cloth towel/washcloth</b>	10	While holding catheter at meatus without tugging, dries at least four inches of catheter moving away from meatus	Candidate must hold at the meatus (fingers should be touching the meatus), no tugging. Use <u>dry</u> towel or <u>dry</u> washcloth.
11	Empties, rinses, and dries basin	11	Empties, rinses, and dries basin	
12	<b>Places basin in designated dirty supply area</b>	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	13	Disposes of used linen into soiled linen container and disposes of linen protector appropriately	Disposes of used linen AND linen protector.
14	Avoids contact between candidate clothing and used linen	14	Avoids contact between candidate clothing and used linen	
15	<b>Removes and disposes of gloves (without contaminating self) into waste container and washes hands</b>	15	After disposing of used linen and cleaning equipment, removes and disposes of gloves (without contaminating self) into waste container and washes hands	Gloves must be removed and hands washed following the disposal of dirty equipment/materials/linens etc. If candidate removes gloves incorrectly and contaminates self or touches dirty equipment without wearing gloves, for example used basin, used linens, or the catheter, then they have "contaminated self" and will receive a NO for this step.
16	Signaling device is within reach and bed is in low position	16	Signaling device is within reach and bed is in low position	The signaling device must be within reach and the bed in low position at the end of the skill before the candidate moves on to the next skill to receive YES for this step.

Skill 19: Provides Foot Care on One Foot			
	New Steps	Previous Steps	Clarifications
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible	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	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	3 Before washing, checks water temperature for safety and comfort and asks client to verify comfort of water	The candidate can accomplish testing the water at the sink while running the water or by putting their hand/finger in the basin. The candidate can check the water while wearing gloves; the candidate will be marked YES. Live client must be asked to verify water temperature by actually touching the water.
4	Basin is in a comfortable position for client and on protective barrier	4 Basin is in a comfortable position for client and on protective barrier	Position of the client is not specified may be supine, sitting etc.
5	Puts on clean gloves before washing foot	5 Puts on clean gloves before washing foot	
6	Client's bare foot is placed into the water	6 Client's bare foot is placed into the water	
7	Applies soap to wet washcloth	7 Applies soap to wet washcloth	
8	Lifts foot from water and washes foot (including between the toes)	8 Lifts foot from water and washes foot (including between the toes)	
9	Foot is rinsed (including between the toes)	9 Foot is rinsed (including between the toes)	Candidate is NOT REQUIRED to change water to rinse during any skill "bath water concept."
10	Dries foot (including between the toes) with dry cloth towel/washcloth	10 Dries foot (including between the toes)	Dry cloth towel or dry cloth washcloth
11	Applies lotion to top and bottom of foot (excluding between the toes) removing excess with a towel/washcloth	11 Applies lotion to top and bottom of foot, removing excess (if any) with a towel	Towel or washcloth can be the same one used in step 10.
12	Supports foot and ankle during procedure	12 Supports foot and ankle during procedure	

## Skill 19: Provides Foot Care on One Foot

13	Empties, rinses, and dries basin	13	Empties, rinses, and dries basin	
14	Places basin in designated dirty supply area	14	After rinsing and drying basin, places basin in designated dirty supply area	
15	Disposes of used linen into soiled linen container	15	Disposes of used linen into soiled linen container	
16	Removes and disposes of gloves (without contaminating self) into waste container and washes hands	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	Gloves must be removed and hands washed following the disposal of dirty equipment/materials/linens etc. If candidate removes gloves incorrectly and contaminates self or touches dirty equipment without wearing gloves — for example, used basin or used linens — they have also contaminated self, and will receive a NO for step 16.
17	Signaling device is within reach	17	Signaling device is within reach	The signaling device must be within reach before the candidate moves on to the next skill to receive YES for this step.



Skill 20: Provides Mouth Care			
	New Steps	Previous Steps	Clarifications
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible	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	2 Privacy is provided with a curtain, screen, or door	
3	Before providing mouth care, client is in upright sitting position (75-90 degrees)	3 Before providing mouth care, client is in upright sitting position (75-90 degrees)	If client not upright 75-90 degrees the Evaluator will STOP the candidate and have the candidate put the client into the correct position. Although the candidate will be marked "NO" on Step 3, they may continue with the Skill once the correction is made. This is not a Safety Stop.
4	Puts on clean gloves before cleaning mouth	4 Puts on clean gloves before cleaning mouth	If candidate forgets gloves, evaluator to wait until the candidate is just about to clean the mouth before instructing candidate to glove. This provides the candidate time to correct the step.
5	Places <b>cloth towel</b> across chest before providing mouth care	5 Places clothing protector across chest before providing mouth care	A clothing protector for this Skill is a cloth towel, a cloth towel can be any size towel or a washcloth.
6	Secures cup of water and moistens toothbrush	6 Secures cup of water and moistens toothbrush	Secures cup means that the candidate has a cup of water available for this skill.
7	Before cleaning mouth, applies toothpaste to moistened toothbrush	7 Before cleaning mouth, applies toothpaste to moistened toothbrush	Toothbrush is moistened <u>before</u> toothpaste is applied.
8	Cleans mouth (including tongue and all surfaces of teeth), using gentle motions	8 Cleans mouth (including tongue and surfaces of teeth), using gentle motions	Clarification of proper technique Note: This is a bolded step
9	Maintains clean technique with placement of toothbrush	9 Maintains clean technique with placement of toothbrush	During skill client's toothbrush can be placed in the used emesis basin and be considered clean technique.
10	Candidate holds emesis basin to chin while client rinses mouth	10 Candidate holds emesis basin to chin while client rinses mouth	
11	Candidate wipes mouth and removes clothing protector	11 Candidate wipes mouth and removes clothing protector	
12	Disposes of used linen into soiled linen container	12 After rinsing toothbrush, empty, rinse and dry the basin and place used toothbrush in designated basin/container	
13	Rinses toothbrush and empties, rinses, and dries basin	13 Places basin and toothbrush in designated dirty supply area	Evaluator will tell candidate where to place toothbrush, toothpaste and emesis basin (possibly bedside table or sink); but where the

## Skill 20: Provides Mouth Care

				candidate places the equipment is not scoreable.
14	Removes and disposes of gloves (without contaminating self) into waste container and washes hands	14	Disposes of used linen into soiled linen container	Gloves must be removed and hands washed following the disposal of dirty equipment/materials/linens etc. If candidate removes gloves incorrectly and contaminates self or touches dirty equipment — for example, the client's emesis basin or toothbrush — they have also contaminated self and will receive a NO for this step.
15	Signaling device is within reach and bed is in low position	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	The signaling device must be within reach and the bed in low position at the end of the skill before the candidate moves on to the next skill to receive YES for this step.
		16	Signaling device is within reach and bed is in low position	

### Skill 21: Provides Perineal Care (Peri-Care) for Female

	New Steps	Previous Steps	Clarifications
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible	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	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	3 Before washing, checks water temperature for safety and comfort and asks client to verify comfort of water	It is acceptable for the candidate to ask the mannequin if the water is ok; candidate does not have to put mannequin hand in the basin. Evaluator should "speak" for the mannequin. Candidate can accomplish testing the water at the sink while running the water or by putting their hand/finger in the basin. The candidate can check the water while wearing gloves; the candidate will be marked YES.
4	Puts on clean gloves before washing perineal area	4 Puts on clean gloves before washing perineal area	If candidate forgets gloves, evaluator to wait until the candidate is just about to wash the client before instructing candidate to glove. This provides the candidate time to correct the step.
5	Places pad/ linen protector under perineal area including buttocks before washing	5 Places pad/ linen protector under perineal area before washing	The protector is placed under perineal area, including "buttocks." Candidate not penalized if pad/linen protector is put in place without gloves.
6	Exposes perineal area (only exposing between hips and knees)	6 Exposes perineal area while avoiding overexposure of client	Only exposing between hips and knees.
7	Applies soap to wet washcloth	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	8 Washes genital area, moving from front to back, while using a clean area of the washcloth for each stroke	Acceptable to use one or more strokes. Number of strokes is not specified.
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	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	Number of strokes is not specified. Candidate is NOT REQUIRED to change water to rinse during any skill "bath water concept."
10	Dries genital area moving from front to back with dry cloth towel/washcloth	10 Dries genital area moving from front to back with towel	Dry cloth towel or washcloth

## Skill 21: Provides Perineal Care

11	After washing genital area, turns to side, then washes rectal area moving from front to back using a clean area of washcloth for each stroke	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	Clean area of the washcloth
12	Using clean washcloth, rinses soap from rectal area, moving from front to back, while using a clean area of the washcloth for each stroke			Candidate is NOT REQUIRED to change water to rinse during any skill "bath water concept."
13	Dries rectal area moving from front to back with dry cloth towel/washcloth			Dry cloth towel or washcloth
14	Repositions client	12	Repositions client	
15	Empties, rinses, and dries basin	13	Empties, rinses, and dries basin	
16	Places basin in designated dirty supply area	14	After rinsing and drying basin, places basin in designated dirty supply area	
17	Disposes of used linen into soiled linen container and disposes of linen protector appropriately	15	Disposes of used linen into soiled linen container and disposes of linen protector appropriately	Disposes of used linen AND linen protector.
18	Avoids contact between candidate clothing and used linen	16	Avoids contact between candidate clothing and used linen	
19	Removes and disposes of gloves (without contaminating self) into waste container and washes hands	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	Gloves must be removed and hands washed following the disposal of dirty equipment/materials/linens etc. If candidate removes gloves incorrectly and contaminates self or touches dirty equipment without wearing gloves, for example used basins or used linens they have also contaminated self and will receive a NO for this step.
20	Signaling device is within reach and bed is in low position	18	Signaling device is within reach and bed is in low position	The signaling device must be within reach and the bed in low position at the end of the skill before the candidate moves on to the next skill to receive YES for this step.

### Skill 22: Transfers from Bed to Wheelchair Using Transfer Belt

	New Steps		Previous Steps	Clarifications
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible	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	2	Privacy is provided with a curtain, screen, or door	
3	Before assisting to stand, wheelchair is positioned alongside of bed, at head of bed facing foot or foot of bed facing head	3	Before assisting to stand, wheelchair is positioned alongside of bed, at head of bed facing foot or foot of bed facing head	"Alongside of the bed" is defined as: the wheelchair is positioned close enough to the bed so the client can stand and pivot to be placed into the wheelchair in Step 14. If the client can stand and pivot but needs to shuffle backwards to get the backs of legs against the wheelchair, the score is YES for this step. If the client needs to walk to the wheelchair, the score is NO for this step. Note, wheelchair must also be facing foot or head of the bed.
4	Before assisting to stand, footrests are folded up or removed	4	Before assisting to stand, footrests are folded up or removed	Candidates can fold up foot rests, remove footrests, or swing them to the side before putting client in wheelchair.
5	Before assisting to stand, locks wheels on wheelchair	5	Before assisting to stand, bed is at a safe level	Note order, must lock wheels on wheelchair before client is assisted to stand.
6	Before assisting to stand, bed is at a safe level	6	Before assisting to stand, locks wheels on wheelchair	"Safe level" refers to the client's safety and not to the working height preferred by the candidate.
7	Before assisting to stand, checks and/or locks bed wheels	7	Before assisting to stand, checks and/or locks bed wheels	Note order, bed wheels must be checked/locked before the client is assisted to stand.
8	Before assisting to stand, client is assisted to a sitting position with feet flat on the floor	8	Before assisting to stand, client is assisted to a sitting position with feet flat on the floor	The candidate must "assist" the client into a sitting position (must touch the client), and the Evaluator must be in position to see if the feet are flat on the floor. Depending on the client's height, the client's feet may not immediately touch the floor, and the candidate may need to adjust by moving the client down the bed or lowering the bed even more.

## Skill 22: Transfers from Bed to Wheelchair Using Transfer Belt

9	Before assisting to stand, client is wearing shoes	9	Before assisting to stand, client is wearing shoes	Evaluator will NOT TO STOP the candidate from ambulating the client if the shoes are not put on. The candidate has until the end of the skill to make this correction.
10	Before assisting to stand, applies transfer belt securely at the waist over clothing/gown	10	Before assisting to stand, applies transfer belt securely at the waist over clothing/gown	Transfer/gait belt will be placed over the gown. Not all gowns are the correct size, and if the transfer belt touches the client's "street clothes," even though the candidate has made an effort to cover the client with the gown, the candidate's score is still YES.
11	Before assisting to stand, provides instructions to enable client to assist in transfer including prearranged signal to alert when to begin standing	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	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 by standing knee to knee, or toe to toe with the client	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	Note, knee to knee and/or toe to toe.
14	Assists client to turn to stand in front of wheelchair with back of client's legs against wheelchair	14	Assists client to turn to stand in front of wheelchair with back of client's legs against wheelchair	
15	Lowers client into wheelchair	15	Lowers client into wheelchair	
16	Positions client with hips touching back of wheelchair and transfer belt is removed	16	Positions client with hips touching back of wheelchair and transfer belt is removed	
17	Positions feet on footrests	17	Positions feet on footrests	
18	Signaling device is within reach	18	Signaling device is within reach	The signaling device must be within reach at the end of the skill before the candidate moves on to the next skill to receive YES for this step.
19	After completing skill, washes hands	19	After completing skill, washes hands	Candidate DOES NOT need to put the client back in bed.

**Skill 23: Measures and Records Manual Blood Pressure –**

**\* STATE SPECIFIC (EVALUATOR: DO NOT SUBSTITUTE THIS SKILL FOR SKILL 12 'ELECTRONIC BLOOD PRESSURE')**

	New Steps	Clarifications
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 160mm 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	If candidate inflates the cuff above 200 mmHg, the evaluator will call a "Safety Stop." A Safety Stop means that the candidate is not allowed to continue the Manual Blood Pressure Skill and must stop the BP skill/steps and move on to the next skill.
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)	If candidate reports the inability to hear the B/P (may have deflated too quickly or simply not know how to take a B/P, evaluator will instruct candidate to re-inflate and try again. The candidate can retake the blood pressure up to two times on each arm. After retaking, if the evaluator can hear sounds, but the candidate cannot, the candidate must record a measurement. If neither the candidate nor the evaluator can hear sounds, select a new client. If the candidate does not do the B/P correctly, for example if after repeating, does not put stethoscope in ears or if the evaluator does not hear the B/P, after candidate completes skill, evaluator must stop the time and re-take the B/P to get a correct reading.
9	Removes cuff	

## Skill 23: Measure and Records Manual Blood Pressure

10	Signaling device is within reach	
11	Before recording, washes hands	The signaling device must be within reach before the candidate moves on to the next skill to receive YES this Step.
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	The candidate is not required to record the unit of measurement for Blood Pressure.



# Thank you

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**Educators:** Survey should be completed once for each module. If you visit this module again you do not need to complete the survey a second time.

**Evaluators:** Please complete the Quiz on Conductor after viewing ALL four modules. ONLY Credentia Evaluators are required to complete the QUIZ.