

# **TEXAS NURSE AIDE CANDIDATE HANDBOOK**

*January 2008*

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# QUICK REFERENCE

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## 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.*

### **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
- Request a duplicate wallet identification card

### **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

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**NACES PLUS FOUNDATION, INC.**  
**Texas Nurse Aide Testing Program**

7600 Burnet Road, Suite 440

Austin, TX 78757-1292

(800) 444-5178

**Email:** txnurseaide@texasnurses.org

**Web site:** NACESPlus.org

*Hours of Operation 8:30 a.m. to 4:30 p.m.*

*(Central Standard Time)*

**Call NACES Plus Foundation, Inc. to:**

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

**NOTE:** Facilities and training programs schedule the examination date with the nurse aide evaluator assigned by NACES.

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**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. – 11:00 p.m.,*

*Saturday 8:00 a.m. – 5:00 p.m., and*

*Sunday 10:00 a.m. – 4:00 p.m.*

*(Eastern Standard Time)*

**Call Pearson VUE to:**

- Obtain information about your Written (or Oral) Examination
- Change your current address or name prior to examination results being sent to Registry
- Request a duplicate Score Report

**Go to Pearson VUE's Web site to:**

**([www.pearsonvue.com](http://www.pearsonvue.com))**

- Download a Candidate Handbook
- Download an Application for Registration by Examination
- View the Nurse Aide Practice Written Examination

Pearson VUE and NACES do not discriminate on the basis of age, sex,  
race, creed, disabling condition, religion, national origin,  
or any other protected characteristics.

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# INTRODUCTION

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This handbook is designed for nurse aide candidates seeking nurse aide registration in Texas. It describes the process of applying for and taking the Texas Skills Examination and the National Nurse Aide Assessment Program (NNAAP™) Written (or Oral) Examination.

The Texas Department of Aging and Disability Services (DADS) has retained the services of Pearson VUE (*formerly Promissor®*) to develop, score, and report the results of the NNAAP Written (or Oral) Examination for the Texas Nurse Aide Registry. The Nurse Aide Competency Evaluation Service (NACES) will be working with Pearson VUE to schedule and administer the Texas Skills Examination and the NNAAP Written (or Oral) Examination.

## NATIONAL NURSE AIDE ASSESSMENT PROGRAM (NNAAP™)

Pearson VUE, together with the National Council of State Boards of Nursing, Inc., (NCSBN) has developed the National Nurse Aide Assessment Program (NNAAP) to meet the nurse aide examination requirement of federal and state laws and regulations. The purpose of the NNAAP Written (or Oral) Examination is to make sure that you understand and can safely perform the job of an entry-level nurse aide.

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 examination standards for nurse aides who work in such facilities. Each state is responsible for following the terms of this federal law.

The examination is a measure of nurse aide-related knowledge, skills, and abilities.

## EXAM OVERVIEW

There are two (2) parts to the nurse aide examination: the Texas Skills Examination and the NNAAP Written (or Oral) Examination. You will take the Skills Examination first. After you pass the Skills Examination, you will be permitted to take the Written (or Oral) Examination

The Skills Examination is a state-developed test. The skills tested are selected from a checklist of thirty-four (34) skills in the *Texas Curriculum for Nurse Aides in Long-Term Care Facilities*. See pages 14-39 for the Skills Listing.

The Written (or Oral) Examination consists of seventy (70) multiple-choice questions written in English. Sample questions are provided in this handbook. An English or Spanish Oral Examination may be substituted for the Written Examination if you have difficulty reading English. The Oral Examination consists of sixty (60) multiple-choice questions and ten (10) reading comprehension questions. If you want to take the Oral Examination, you must request it when you submit your application.

## ELIGIBILITY

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### 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.**

You must:

- Complete an application following the instructions for New or Retrained Nurse Aide eligibility route.
- Submit your completed application to NACES along with a photocopy of your Social Security card, photo identification, and most recent nurse aide training program diploma/certificate of completion.



- Submit the appropriate examination fee with your application. If you are employed in a nursing home, the nursing home will pay this fee. See *Exam Fees* for more information.

■ **Nurse Aides With Expired Registration:**

**If you have NOT performed nursing or nursing related duties in a health care setting during the twenty-four (24) months since registration or re-registration, your nurse aide registration has expired.** To renew your registration, you must re-take the examination. To apply, call DADS at (512) 438-2050 or complete form NAR-5528 and submit to DADS for authorization to retest. The form is available on our website at: <http://www.dads.state.tx.us/providers/nf/credentialing/nar/forms.html>

Once you are approved to retest, you must:

- Complete an application following the instructions for Waiver of Training eligibility route and indicate 9007–Expired Registration.
- Submit your completed application to NACES along with a photocopy of your Social Security card, photo identification, and the original approval letter from DADS.
- Submit the appropriate examination fee with your application. If you are employed in a nursing home, the nursing home will pay this fee. See *Exam Fees* for more information.

**NOTE:** If you **HAVE** performed nursing or nursing related duties in a health care setting during the twenty-four (24) months since registration or re-registration, **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 on our website at: <http://www.dads.state.tx.us/providers/nf/credentialing/NATCEP/forms.html>

■ **Nurse Aide With Equivalent Military Training:**

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 on our website at: <http://www.dads.state.tx.us/providers/nf/credentialing/NATCEP/forms.html>

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Once you are approved to test, you must:

- Complete an application following the instructions for Waiver of Training eligibility route and indicate 9003–Military Training.
- Submit your completed application to NACES along with a photocopy of your Social Security card, photo identification, and the original approval letter from DADS.
- Submit the appropriate examination fee with your application. If you are employed in a nursing home, the nursing home will pay this fee. See *Exam Fees* or more information.

#### ■ **RN/LVN Graduate:**

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 on our website at: <http://www.dads.state.tx.us/providers/nf/credentialing/NATCEP/forms.html>

Once you are approved to test, you must:

- Complete an application following the instructions for Waiver of Training eligibility route and indicate 9005–RN/LVN Graduate.
- Submit your completed application to NACES along with a photocopy of your Social Security card, photo identification, and the original approval letter from DADS.
- Submit the appropriate examination fee with your application. If you are employed in a nursing home, the nursing home will pay this fee. See *Exam Fees* or more information.

#### ■ **RN/LVN student:**

**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 on our website at: <http://www.dads.state.tx.us/providers/nf/credentialing/NATCEP/forms.html>

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Once you are approved to test, you must:

- Complete an application following the instructions for Waiver of Training eligibility route and indicate 9006–RN/LVN Student.
- Submit application to NACES along with a photocopy of your Social Security card, photo identification, and the original approval letter from DADS.
- Submit the appropriate examination fee with your application. If you are employed in a nursing home, the nursing home will pay this fee. See Exam Fees or more information.

■ **Out-of-state Training:**

**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 on our website at: <http://www.dads.state.tx.us/providers/nf/credentialing/NATCEP/forms.html>

Once you are approved to test, you must:

- Complete an application following the instructions for Waiver of Training eligibility route and indicate 9002–Out-of-State Training.
- Submit your completed application to NACES along with a photocopy of your Social Security card, photo identification, and the original approval letter from DADS.
- Submit the appropriate examination fee with your application. If you are employed in a nursing home, the nursing home will pay this fee. See Exam Fees or more information.

**NOTE:** *Persons convicted of certain crimes may not be employed in nursing facilities. As required by the Health and Safety Code, a facility may not employ a person in a position with direct contact duties without performing a criminal history check.*

# APPLICATION AND SCHEDULING

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## 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.
- 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 ten (10) business days before your scheduled examination.
- If you are a new or retrained nurse aide, give your application, examination fee and required documentation to your training program instructor, who will mail them to NACES.
- If you are not a new or retrained nurse aide, call NACES at (800) 444-5178 for instructions.

# EXAM FEES

The following examination fees are applicable to any examination conducted on or after February 1, 2008:

Exam Type	Fee
Skills & Written	\$83.00
Skills & Oral English	\$96.00
Skills & Oral Spanish	\$96.00
Written Only	\$48.00
Oral English Only	\$61.00
Oral Spanish Only	\$61.00
Skills Retest and Written	\$35.00
Skills Restest and Oral English	\$35.00
Skills Restest and Oral Spanish	\$35.00
Additional Fee to Switch from Written to Oral English	\$13.00
Additional Fee to Switch from Written to Oral Spanish	\$13.00

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

If you are applying for a skills test and you previously registered and paid for a Skills and Oral English/Spanish examination, you may **ONLY** apply to take the Skills and retest Oral English/Spanish examination. If you previously registered for the Skills and Written examination and now wish to take the Skills retest and an Oral English/Spanish exam, you **MUST** submit an additional fee of \$13.00.

Under federal and Texas state laws, nurse aide candidates employed as nurse aides in nursing homes that participate in Medicaid/Medicare programs are prohibited from paying their examination fees. Employers 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 a written commitment or signed acceptance of employment on file in a Medicaid certified nursing home. Nurse aide candidates not employed as nurse aides are permitted to pay their own examination fee.

**Payment must be made in the form of a money order, certified check, or company check made payable to “NACES”.** If you are not currently employed in a nursing home, you may pay the fee yourself. NACES prefers one company check to pay for all nurse aide candidates in a test session. **Personal checks and cash will not be accepted. Fees are non-refundable and non-transferable.**

## EXAM SCHEDULING

The Skills Examination and the Written (or Oral) Examination will be scheduled through the NACES Nurse Aide evaluator assigned to your facility or training program.

**If you are employed in a long-term care facility,** a facility administrator will coordinate and schedule the Skills and Written (or Oral) Examination in the facility.

**If you are enrolled in an approved training program,** your training program coordinator will assist you in scheduling your Skills Examination and/or Written (or Oral) Examination.

## TESTING LOCATIONS

The Skills Examination and the Written (or Oral) Examination are given by NACES in long-term care facilities. Call NACES at (800) 444-5178 for additional information about testing locations.

## SPECIAL EXAM REQUESTS AND SERVICES

Pearson VUE complies with the provisions of the Americans with Disabilities Act (42 U.S.C. & 12101 *et seq.*) and Title VII of the Civil Rights Act, as amended (42 U.S.C. & 2000e *et seq.*), in accommodating disabled candidates who need special arrangements to take the examination. If you have a disability, you must ask for special arrangements for testing when you apply. All requests must be approved in advance by NACES. Be sure to explain the specific type of help you need and enclose proof of the need (diagnosed disability) from your health care provider. Nurse Aide Evaluators

administering the Written (or English or Spanish Oral) Examination and the Skills Evaluation will be prepared to meet the needs of nurse aide candidates who have disabling conditions.

## **TELECOMMUNICATION DEVICES FOR THE DEAF (TDD)**

Pearson VUE is equipped with Telecommunication Devices for the Deaf (TDD) to assist deaf and hearing-impaired nurse aide candidates. TDD calling is available during all Pearson VUE hours through a special free number, (800) 274-2617. This TDD phone option is for the express use of individuals equipped with compatible TDD machinery.

## **EXCUSED ABSENCES**

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Since unexpected situations sometimes occur, NACES will consider excusing an absence from a scheduled examination for a serious illness or an emergency.

Requests for excused absences must be made in writing and received within thirty (30) business days following the scheduled examination. This request must include verification of your absence from an appropriate source. For example, if you have jury duty, you must supply a copy of your court notice.

Acceptable excused absences are as follows:

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

Mail your request to:

**NACES**  
Texas Nurse Aide Program  
7600 Burnet Road, Suite 440  
Austin TX 78757-1292

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

The examination will be delayed or cancelled only in emergencies. If severe weather or a natural disaster makes the testing location inaccessible or unsafe, the examination will be delayed or cancelled.

## EXAM DAY

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### PROPER IDENTIFICATION

You are required to bring 2 forms of official identification to the test site, your **original** Social Security card and a valid (not expired) **signature and photo-bearing** identification. Photocopies of identification will NOT be accepted. Examples of valid identification include **current, not expired**:

- U.S. Federal issued identification
- U.S. State issued identification
- U.S. financial institution issued identification
- Work identification
- Student identification

Your identification **MUST** be signature and photo-bearing (for example, a driver's license, alien registration card or government issued photo ID). 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.**



## WHAT TO BRING

You must have the following items with you when you take the examination:

- Two (2) forms of identification, as listed above. 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 center, **or you will be unable to test and will not be refunded your examination fee**
- Three (3) No. 2 pencils sharpened
- Eraser
- Watch with a second hand

**No other materials will be allowed.**

## TESTING POLICIES

The following policies are observed at the test site.

### *Lateness*

Plan to arrive 30 minutes before the examination start time. If you are late for your scheduled examination, or do not bring the appropriate identification, you will **NOT** be eligible for an excused absence. You will be required to re-apply and pay another examination fee.

### *Security*

If the nurse aide evaluator observes a nurse aide candidate using notes or other disallowed materials, the materials will be confiscated immediately and the examination for that nurse aide candidate will end. If a nurse aide candidate gives or receives help from anyone during the testing, the examination for both candidates will end. The incident will be described in detail by the nurse aide evaluator and reported to Pearson VUE, NACES and the DADS for review. The test results will not be released and the test will be counted as a failure.

All examination questions, each form of the examination, and all other examination materials are copyrighted by and are the property of 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 material or information from the test site will be prosecuted***

### ***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 test site.

### ***Personal Belongings/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/Disruptive Behavior***

If you are discovered causing a disturbance of any kind or engaging 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 this agency.

### ***Guests/Visitors***

**No guests, visitors, pets, or children are allowed at the test site.**

# THE SKILLS EXAM

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You will be asked to complete five (5) randomly selected nurse aide skills. A listing of the skills is shown on pages 14 to 39 of this handbook. Each of the skills is broken down into a series of important steps. A nurse aide evaluator will observe you as you perform each skill. You will be evaluated on your performance of these skills. **You must pass four (4) out of five (5) skills to pass the Skills Examination.**

## SETTING

The Skills Examination is conducted in a nursing facility and you will demonstrate your skills working with a resident volunteer. All the equipment necessary to perform the assigned skills will be available. You will have an opportunity to ask questions before your examination begins.

## THE TASKS

These skills are randomly chosen from the complete *Skills Listing*. 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. Some skills have **Critical Element Steps** (highlighted in bold type on the skills listing). Critical Element Steps are important steps that must be performed correctly in order for you to pass the skill.

## WHO WILL EVALUATE MY SKILLS?

A trained Nurse Aide Evaluator will rate your performance of the skills. If you make a mistake, tell the evaluator, and you will be allowed to go back and begin from where you think you made the error. You have one opportunity during each skill to correct a mistake. Once you begin a new skill, you may not go back to 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.

# SKILLS LISTING

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For the skills evaluation you will be asked to perform five of the skills listed below.

Following each skill is a list of the steps that should be performed to demonstrate the skill. **Critical Element Steps** are marked in bold type. If you leave out a Critical Element Step or do not perform a Critical Element Step properly, you will not pass the skill.

## Handwashing

### SKILL 1

1. Turns on water.
2. Wets hands.
3. Applies skin cleanser or soap to hands.
- 4. RUBS HANDS TOGETHER FOR AT LEAST 10 SECONDS.**
- 5. WASHES ALL SURFACES OF THE HANDS AT LEAST UP TO THE WRIST.**
6. Rinses hands thoroughly under running water.
7. Dries hands on clean towel/warm air dryer.
8. Turns off faucet with towel and/or avoids contact with sink or other dirty surfaces during rinsing and drying of the hands.
9. Discards wet towel appropriately.

## How to Start Conversation and Send Messages

### SKILL 2

1. Greets resident by preferred name.
2. Identifies self to resident.
3. Focuses on the appropriate topic to be presented.
4. Faces the resident to speak and avoids talking off into space.
- 5. TALKS WITH RESIDENT WHILE GIVING CARE.**
- 6. LISTENS AND RESPONDS APPROPRIATELY WHEN RESIDENT SPEAKS.**
7. Uses social reinforcers such as praise and smiles.
8. Encourages resident to interact with nurse aide and others.
- 9. USES COURTESY WHEN COMMUNICATING.**
10. Informs resident before leaving room.

**Communicating with Residents  
Who Have Vision Loss**

**SKILL 3**

- 1. TO AVOID STARTLING THE RESIDENT, KNOCKS ON DOOR BEFORE ENTERING AND IDENTIFIES SELF UPON ENTERING THE ROOM.**
2. Positions self in good light and faces resident when speaking.
3. Greets resident by preferred name using touch such as pat on the arm or holding hand as appropriate.
- 4. TALKS WITH RESIDENT WHILE GIVING CARE, GIVING STEP-BY-STEP EXPLANATION AS APPROPRIATE.**
5. Explains what the resident is to do.
- 6. LISTENS ATTENTIVELY AND CLARIFIES RESIDENT'S UNDERSTANDING AS APPROPRIATE.**
- 7. INFORMS RESIDENT BEFORE LEAVING THE ROOM.**
- 8. USES COURTESY WHEN COMMUNICATING.**

**Communicating with Residents  
Who Have Hearing Loss**

**SKILL 4**

1. Alerts resident to presence by approaching from the front or side.
2. Positions self in good light and faces resident while speaking.
3. Greets resident by preferred name.
4. Identifies self to resident.
- 5. TALKS WITH RESIDENT WHILE GIVING CARE.**
- 6. SPEAKS IN A LOWER PITCHED VOICE AT A NORMAL OR ONLY SLIGHTLY INCREASED LOUDNESS-AVOIDS SHOUTING AS APPROPRIATE.**
- 7. LISTENS ATTENTIVELY AND CLARIFIES RESIDENTS UNDERSTANDING AS APPROPRIATE.**
- 8. USES COURTESY WHEN COMMUNICATING.**
9. Informs resident before leaving room.

**Communicating With Residents  
Who Have Problems  
With Speech**

**SKILL 5**

1. Greets resident by preferred name.
2. Identifies self to resident.
- 3. TALKS WITH RESIDENT WHILE GIVING CARE.**
- 4. GIVES RESIDENT ADEQUATE TIME TO RESPOND, LISTENING ATTENTIVELY.**
5. Encourages and assists resident with the use of assistive devices for communication, such as picture board and word boards, if necessary.
6. Clarifies resident's understanding as appropriate.
- 7. USES COURTESY WHEN COMMUNICATING.**
8. Informs resident before leaving the room.

**Assisting Residents Who Have  
Memory Loss, Confusion or  
Understand Problems**

**SKILL 6**

1. Greets resident by preferred name.
2. Identifies self to resident.
- 3. TALKS WITH RESIDENT WHILE GIVING CARE, GIVING SIMPLE STEP-BY-STEP INSTRUCTION AS APPROPRIATE.**
- 4. PRONOUNCES WORDS CLEARLY AND SLOWLY.**
5. Promotes resident's independence.
- 6. LISTENS AND RESPONDS APPROPRIATELY WHEN RESIDENT SPEAKS.**
7. Provides some orientation to resident with mild memory loss as appropriate.
8. Continues to call resident by name during conversation.
- 9. USES COURTESY WHEN COMMUNICATING.**
10. Informs resident before leaving room.

## **Assisting Resident Who Is Demanding or Angry**

### **SKILL 7**

1. Greets resident by preferred name.
2. Identifies self to resident.
- 3. TALKS WITH RESIDENT WHILE GIVING CARE AS APPROPRIATE.**
- 4. REMAINS CALM.**
5. Encourages resident to talk about concerns as appropriate.
- 6. LISTENS ATTENTIVELY AS RESIDENT SPEAKS.**
- 7. USES COURTESY WHEN COMMUNICATING.**
8. Informs resident before leaving room.

## **Moving the Helpless Resident to the Head of the Bed with One Assistant (Using Draw Sheet or Incontinent Pad)**

### **SKILL 8**

1. Properly cleans hands before procedure as appropriate.
2. Explains procedure to resident and encourages resident to participate as appropriate.
3. Provides for resident's privacy as appropriate.
- 4. INSURES RESIDENT'S SAFETY.**
5. Lowers the head of the bed as flat as possible if tolerated by resident.
6. Places pillow against headboard before moving resident, to protect resident's head.
7. Exhibits proper body mechanics.
8. Gives directions and coordinates moves with assistant.
- 9. USING DRAW SHEET OR INCONTINENT PAD MOVES THE RESIDENT TO THE HEAD OF THE BED, PREVENTING TRAUMA AND AVOIDABLE PAIN.**
10. Leaves resident in a position of comfort, replacing pillow under head, if appropriate.

## **Assisting Resident to Sit Up On Side of Bed**

### **SKILL 9**

1. Properly cleans hands before procedure as appropriate.
2. Explains procedure to resident and encourages resident to participate as appropriate.
3. Provides for resident's privacy as appropriate.
- 4. INSURES RESIDENT'S SAFETY.**
5. Rolls head of bed to upright position.
6. Exhibits proper body mechanics.
- 7. SAFELY SUPPORTS AND TURNS THE RESIDENT, ALLOWING THE LEGS TO GO OVER THE SIDE OF THE BED AS THE TRUNK BECOMES UPRIGHT.**
- 8. PREVENTS TRAUMA AND AVOIDABLE PAIN TO THE RESIDENT DURING MOVE.**
- 9. REMAINS WITH RESIDENT WHILE HE/SHE SITS ON SIDE OF BED AS APPROPRIATE.**
10. Leaves resident in a position of comfort.

## **Assisting the Resident to Transfer from Chair to Bed or Bed to Chair**

### **SKILL 10**

1. Properly cleans hands before procedure as appropriate.
2. Assembles appropriate equipment before procedure.
3. Explains procedure to resident and encourages resident to participate as appropriate.
4. Provides for resident's privacy as appropriate.
- 5. INSURES RESIDENT'S SAFETY.**
6. Obtains assistance if needed and exhibits proper body mechanics.
7. Places chair or wheelchair near the bed if appropriate.
- 8. LOCKS WHEELS IF POSSIBLE OR STABILIZES BOTH BED AND WHEELCHAIR.**
9. Assists resident into sitting position and allow resident to rest in sitting position before standing, if indicated.

*Skill continues*



10. **SAFELY TRANSFERS RESIDENT, SUPPORTING RESIDENT DURING PROCEDURE.**
11. **PREVENTS TRAUMA AND AVOIDABLE PAIN TO RESIDENT DURING PROCEDURE.**
12. Leaves resident in a position of comfort.

### **Assisting the Resident With Ambulation**

### **SKILL 11**

1. Properly cleans hands before procedure as appropriate.
2. Explains procedure to resident and encourages resident to participate as appropriate.
3. **ASSEMBLES APPROPRIATE EQUIPMENT BEFORE PROCEDURE INCLUDING AMBULATION AIDS SUCH AS CANE, WALKER OR GAIT BELT IF USED BY RESIDENT.**
4. Provides for resident's privacy as appropriate.
5. **INSURES RESIDENT'S SAFETY.**
6. Obtains assistance if needed and exhibits proper body mechanics.
7. **SAFELY ASSISTS RESIDENT TO STANDING POSITION.**
8. Walks slightly behind and to one side of ambulating resident.
9. **SUPPORTS RESIDENT AS NEEDED DURING AMBULATION TO AVOID FALLS AND TRAUMA.**
10. Leaves resident in a position of comfort.

### **Making the Unoccupied Bed** **SKILL 12**

1. Properly cleans hands before procedure as appropriate.
2. Assembles appropriate equipment and places it in the appropriate place.
3. Begins with bed in flat position and elevated to appropriate height if possible. Lowers bed when completed.
4. **REMOVES SOILED LINEN AND PLACES IT IN APPROPRIATE PLACE.**
5. Avoids shaking and touching linen to uniform as much as possible.
6. Applies bottom sheet to clean mattress, keeping it straight and centered.

*Skill continues*

- 7. MAKES ALL CLEAN BOTTOM LINEN TIGHT AND FREE OF WRINKLES (UNLESS WATER BED, EGG CRATE OR AIR MATTRESS.)**
- 8. APPLIES TOP LINEN.**
9. Applies clean pillowcase to the pillow, keeping zippers and/or tags on the pillow to the inside of the pillowcase.
10. Leaves bed completely and neatly made according to facility policy.

## **Making the Occupied Bed**

## **SKILL 13**

1. Properly cleans hands before procedure as appropriate.
2. Explains procedure to resident and encourages resident to participate as appropriate.
3. Assembles appropriate equipment before procedure and places it in appropriate place.
4. Provides for resident's privacy as appropriate.
- 5. INSURES RESIDENT'S SAFETY.**
6. Begins with the bed in flat position, if tolerated by resident and elevated appropriate height if possible.
- 7. RAISES SIDE RAIL AND ASSISTS RESIDENT TO ROLL ON SIDE FACING SIDE RAIL.**
8. Rolls or fan folds soiled linen, soiled side inside, to the center of the bed.
9. Places clean bottom sheet along the center of the bed and rolls or fanfolds linen against resident's back and unfolds remaining half.
- 10. RAISES THE OPPOSITE SIDE RAIL AND ASSISTS THE RESIDENT TO ROLL OVER THE BOTTOM LINEN, PREVENTING TRAUMA AND AVOIDABLE PAIN TO RESIDENT.**
- 11. REMOVES SOILED LINEN AND PLACES IN APPROPRIATE PLACE.**
12. Avoids shaking and touching linen to uniform as much as possible.
- 13. MAKES ALL CLEAN BOTTOM LINEN TIGHT AND FREE OF WRINKLES (UNLESS WATER BED, EGG CRATE OR AIR MATTRESS.)**
- 14. APPLIES UNSOILED TOP LINEN.**
15. Applies clean pillowcase with zippers and/or tags to inside, gently lifting resident's head to replace pillow.
16. Leaves resident in position of comfort in a neatly made bed.

## **Tub or Shower Bath with Shampooing the Hair**

**SKILL 14**

1. Properly cleans hands before procedure as appropriate.
2. Explains procedure to resident and encourages resident to participate as appropriate.
3. Assembles appropriate equipment before procedure.
4. Provides for resident's privacy as appropriate.
- 5. INSURES RESIDENT SAFETY.**
6. Assists resident to undress as needed.
- 7. REGULATES TEMPERATURE AND FLOW OF WATER PRIOR TO AND DURING SHOWER OR BATH AND SHAMPOO.**
8. Positions resident to shampoo hair, offering washcloth to protect the eyes.
9. Directs warm water close to scalp and away from face.
10. Applies appropriate shampoo, works up lather, and massages into scalp using tips of fingers/not fingernails.
11. Rinses hair thoroughly and towel dries.
- 12. WASHES, RINSES AND DRIES BODY FROM CLEAN TO DIRTY AREAS, LEAVING RESIDENT CLEAN AND DRY.**
13. Reports any deviations from the norm.  
(Nurse Aide Evaluator asks aide for report)
14. Leaves resident in position of comfort.

## **Perineal Care/Incontinent Care—Female With or Without Catheter**

**SKILL 15**

1. Properly cleans hands before procedure as appropriate.
2. Explains procedure to resident.
3. Assembles appropriate equipment before procedure.
4. Provides for resident's privacy as appropriate.
- 5. INSURES RESIDENT'S SAFETY.**
6. If indwelling catheter present, holds and supports catheter tubing to one side to avoid traction or unnecessary movement during procedure.

*Skill continues*

7. If indwelling catheter present, when cleaning urethral area, gently washes, rinses, and dries the catheter tubing from urethra outward for about three inches of tubing.
8. If indwelling catheter present, keeps drainage bag below level of bladder.
9. First separates labia and gently washes, rinses, and dries, as appropriate, the urethral area, wiping from front to back and avoiding the rectum.
10. Then washes, rinses and dries, as appropriate, the remaining perineal area, wiping from front to back and working outward to thighs.
11. Turns resident on side and appropriately and gently washes, rinses and dries the remaining area including the rectum and buttocks without returning to the urethral area.
- 12. APPROPRIATELY AND GENTLY WASHES, RINSES AND DRIES FROM CLEAN TO DIRTY AREA LEAVING ENTIRE AREA CLEAN AND DRY.**
13. Removes soiled linen and places in an appropriate place.
14. Leaves resident in position of comfort.

**Perineal Care/Incontinent Care—  
Male With or Without  
Catheter**

**SKILL 16**

1. Properly cleans hands before procedure as appropriate.
2. Explains procedure to resident and encourages resident to participate as appropriate.
3. Assembles appropriate equipment before procedure.
4. Provides for resident's privacy as appropriate.
- 5. INSURES RESIDENT'S SAFETY.**
6. If uncircumcised male, retracts foreskin before and replaces foreskin after procedure.
7. If indwelling catheter present, holds and supports catheter tubing to one side to avoid traction or unnecessary movement during procedure.

*Skill continues*

8. If indwelling catheter present, when cleaning urethral area, appropriately and gently washes, rinses and dries the catheter tubing from urethra outward for about 3 inches of tubing.
9. If indwelling catheter present, keeps drainage bag below level of bladder.
10. Appropriately and gently washes, rinses and dries the tip of the penis, starting at urethra first and working outward in a circular motion.
11. Then washes, rinses and dries the entire perineal area including the penis, scrotum and outward to thighs.
12. Turns resident on side and appropriately and gently washes, rinses and dries the remaining area including the rectum and buttocks without returning to the urethral area.
- 13. APPROPRIATELY AND GENTLY WASHES, RINSES, AND DRIES FROM CLEAN TO DIRTY AREA LEAVING ENTIRE AREA CLEAN AND DRY.**
14. Removes soiled linen and places in an appropriate place.
15. Leaves resident in position of comfort.

## Back Rub

## SKILL 17

### NOT TESTED

## Brushing the Teeth

## SKILL 18

1. Properly cleans hands before procedure as appropriate.
2. Explains procedure to resident and encourages resident to participate as appropriate.
3. Assembles appropriate equipment before procedure.
4. Provides for resident's privacy as appropriate.
- 5. INSURES RESIDENT'S SAFETY.**
- 6. POSITIONS RESIDENT UPRIGHT OR ON SIDE WITH HEAD TURNED WELL TO ONE SIDE AS APPROPRIATE TO AVOID CHOKING OR ASPIRATION.**

*Skill continues*

7. Drapes the chest as needed to prevent soiling.
8. Applies or assists/supervises resident in applying toothpaste to toothbrush.
- 9. GENTLY AND THOROUGHLY BRUSHES OR ASSISTS/SUPERVISES RESIDENT IN BRUSHING TEETH, INCLUDING THE INNER, OUTER AND CHEWING SURFACES OF ALL UPPER AND LOWER TEETH.**
10. Cleans tongue if appropriate.
11. Assists or supervises resident in rinsing mouth.
12. Leaves resident in position of comfort.
13. Reports all deviations from the norm. (Nurse Aide Evaluator asks nurse aide for report.)

## Denture Care

## SKILL 19

1. Properly cleans hands before procedure as appropriate.
2. Explains procedure to resident and encourages resident to participate as appropriate.
3. Assembles appropriate equipment before procedure.
4. Provides for resident's privacy as appropriate.
- 5. INSURES RESIDENT'S SAFETY.**
6. Positions resident upright or on side with head turned well to one side as appropriate to avoid choking or aspiration.
7. Removes or assists/supervises resident in removing dentures from mouth or storage container.
8. Handles dentures carefully to avoid damage.
- 9. THOROUGHLY BRUSHES DENTURES, INCLUDING THE INNER, OUTER AND CHEWING SURFACES OF UPPER AND LOWER DENTURES.**
- 10. RINSES DENTURES USING CLEAN WATER. (DOES NOT USE HOT WATER.)**
11. Assists or supervises resident in cleaning or rinsing mouth.
12. Replaces or assists/supervises in replacing dentures in resident's mouth or into clean denture cup.
13. Leaves resident in position of comfort.
14. Reports all deviations from the norm. (Nurse Aide Evaluator asks nurse aide for report.)

## **Mouth Care of Dependent Resident**

### **SKILL 20**

1. Properly cleans hands before procedure as appropriate.
2. Explains procedure to resident and encourages resident to participate as appropriate.
3. Assembles appropriate equipment before procedure.
4. Provides for resident's privacy as appropriate.
- 5. INSURES RESIDENT'S SAFETY.**
- 6. POSITIONS RESIDENT UPRIGHT OR ON SIDE WITH HEAD TURNED WELL TO ONE SIDE AS APPROPRIATE TO AVOID CHOKING OR ASPIRATION.**
7. Drapes chest/bed as needed to prevent from soiling.
8. Uses applicators or soft toothbrush and cleaning solutions according to facility policy.
- 9. GENTLY AND THOROUGHLY CLEANS INSIDE OF MOUTH INCLUDING THE GUMS, TONGUE, AND THE INNER, OUTER AND CHEWING SURFACES OF ALL UPPER AND LOWER TEETH.**
10. Leaves resident in position of comfort.
11. Reports all deviations from the norm. (Nurse aide evaluator asks nurse aide for report.)

## **Shaving the Male Resident– Safety or Disposable Razor**

### **SKILL 21**

1. Properly cleans hands before procedure as appropriate.
2. Explains procedure to resident and encourages resident to participate as appropriate.
3. Assembles appropriate equipment before procedure.
4. Provides for resident's privacy as appropriate.
- 5. INSURES RESIDENT'S SAFETY.**
6. Provides adequate lighting.
7. Drapes chest appropriately to prevent soiling.
8. Wets face with warm water then appropriately applies shaving soap or cream to bearded areas.

*Skill continues*

9. **ENCOURAGES RESIDENT TO MAKE SKIN TAUT, OR PULLS SKIN TAUT WITH FREE HAND TO AVOID CUTTING FACE.**
10. **USES SHORT AND EVEN STROKES UNTIL SHAVED.**
11. Removes excess shaving cream or soap as appropriate.
12. Leaves resident shaved and in a position of comfort.

### **Shaving the Male Resident– Electric Razor**

### **SKILL 22**

1. Properly cleans hands before procedure as appropriate.
2. Explains procedure to resident and encourages resident to participate as appropriate.
3. Assembles appropriate equipment before procedure.
4. Provides for resident's privacy as appropriate.
5. **INSURES RESIDENT'S SAFETY.**
6. Provides adequate lighting.
7. Encourages resident to make skin taut or pulls skin taut with free hand.
8. **SHAVES WHISKERS USING UP AND DOWN OR CIRCULAR MOTIONS UNTIL SHAVED.**
9. Leaves resident shaved and in a position of comfort.

### **Hand and Fingernail Care**

### **SKILL 23**

1. Properly cleans hands before procedure as appropriate.
2. Explains procedure to resident and encourages resident to participate as appropriate.
3. Assembles appropriate equipment before procedure.
4. Provides for resident's privacy as appropriate.
5. **INSURES RESIDENT'S SAFETY.**
6. Provides adequate lighting.
7. Immerses nails in comfortable warm water and soaks for at least five (5) minutes. (If resident just completed shower or tub bath no additional soaking is necessary.)

*Skill continues*



8. Gently cleans under nails with file, orange stick or nailbrush. (Nails may be cleaned as they soak.)
9. Dries hands thoroughly, being careful to dry between fingers.
10. Gently pushes cuticle back with towel or orange stick.
- 11. CUTS FINGERNAILS STRAIGHT ACROSS OR SLIGHTLY OVAL AND EVEN WITH OR SLIGHTLY ABOVE END OF FINGERS, WITHOUT CAUSING TRAUMA OR AVOIDABLE PAIN.**
12. Smooth rough edges of nails with nail file or emery board, shaping as appropriate.
13. Leaves resident in position of comfort with fingernails smooth and clean.

**Foot and Toenail Care**

**SKILL 24**

**NOT TESTED**

**NO SKILL**

**SKILL 25**

**NOT TESTED**

**Oral Temperature/Pulse/  
Respirations**

**SKILL 26**

**Oral Temperature:**

1. Cleans hands appropriately before procedure.
2. Explains procedure to resident and encourages resident to participate as appropriate.
3. Assembles appropriate equipment before procedure.
4. Provides for resident's privacy as appropriate.
- 5. INSURES RESIDENT'S SAFETY.**
- 6. PREPARES THERMOMETER FOR USE APPROPRIATELY (IF GLASS THERMOMETER, SHAKES DOWN MERCURY TO 96 DEGREES OR BELOW) AND PLACES CORRECT END OF THERMOMETER INTO RESIDENT'S MOUTH, UNDER TONGUE.**

*Skill continues*

- 7. LEAVES THERMOMETER IN PLACE FOR APPROPRIATE LENGTH OF TIME WITH LIPS CLOSED, (IF MERCURY THERMOMETER, THREE MINUTES.)**
8. Records the temperature reading. (Evaluator should ask nurse aide to do this step.)  
(**Instructions to Nurse Aide Evaluator:** *Read thermometer AFTER nurse aide does and record both readings on the Nurse Aide Skills Examination Performance Summary Sheet.*)
- 9. NURSE AIDE'S RECORDED TEMPERATURE VARIES NO MORE THAN 0.2 DEGREES FROM EVALUATOR'S RECORDED TEMPERATURE.**

**Radial Pulse:**

- 10. LOCATES THE RADIAL PULSE BY PLACING TIPS OF FINGERS ON THUMB SIDE OF THE RESIDENT'S WRIST.**
- 11. COUNTS PULSE FOR 30 SECONDS TIMES 2 OR FOR 60 SECONDS, USING A TIMEPIECE. (NURSE AIDE EVALUATOR SHOULD ASK NURSE AIDE LENGTH OF TIME SHE/HE COUNTED.)**
12. Records pulse rate. (**Nurse Aide Evaluator:** *Check resident's pulse rate, using same wrist, AFTER nurse aide does and record both rates on the Nurse Aide Skills Examination Performance Summary Sheet.*)
- 13. NURSE AIDE'S RECORDED PULSE RATE IS WITHIN 10% OF NURSE AIDE EVALUATOR'S RECORDED RATE.**

**Respirations:**

- 14. COUNTS AND RECORDS RESIDENT'S RESPIRATIONS FOR 30 SECONDS TIMES 2 OR FOR 60 SECONDS, USING A TIMEPIECE. (NURSE AIDE EVALUATOR SHOULD ASK NURSE AIDE FOR LENGTH OF TIME SHE/ HE WILL COUNT AND CHECK RESIDENT'S RESPIRATIONS WHILE NURSE AIDE DOES, RECORDING BOTH RATES ON THE NURSE AIDE EXAMINATION PERFORMANCE SUMMARY SHEET.)**
- 15. NURSE AIDE'S RECORDED RESPIRATORY RATE IS WITHIN 20% OF NURSE EVALUATOR'S RECORDED RATE.**
16. Leaves resident in position of comfort.

## Axillary Temperature/Pulse/ Respirations

**SKILL 27**

### Axillary Temperature:

1. Cleans hands appropriately before procedure.
2. Explains procedure to resident and encourages resident to participate as appropriate.
3. Assembles appropriate equipment before procedure.
4. Provides for resident's privacy as appropriate.
5. **INSURES RESIDENT'S SAFETY.**
6. **PREPARES THERMOMETER FOR USE APPROPRIATELY (IF GLASS THERMOMETER, SHAKES DOWN MERCURY TO 96 DEGREES OR BELOW) AND PLACES CORRECT END OF THERMOMETER IN THE HOLLOW OF THE ARMPIT.**
7. **HOLDS THERMOMETER IN PLACE FOR APPROPRIATE LENGTH OF TIME, TEN (10) MINUTES IF MERCURY THERMOMETER, HOLDING RESIDENT'S ARM CLOSE TO HIS/HER BODY.**
8. Records the temperature reading, placing an "Ax" to indicate Axillary temperature. (Nurse Aide Evaluator should ask nurse aide to record the reading.) (**Instructions to Nurse Aide Evaluator:** *Read thermometer after nurse aide does and record both readings on the Nurse Aide Skills Examination Performance Summary Sheet.*)
9. **NURSE AIDE'S RECORDED TEMPERATURE VARIES NO MORE THAN 0.2 DEGREES FROM EVALUATOR'S RECORDED TEMPERATURE.**

### Radial Pulse:

10. **LOCATES THE RADIAL PULSE BY PLACING TIPS OF FINGERS ON THUMB SIDE OF THE RESIDENT'S WRIST.**
11. **COUNTS PULSE FOR 30 SECONDS TIMES 2 OR FOR 60 SECONDS, USING A TIMEPIECE. (NURSE AIDE EVALUATOR SHOULD ASK NURSE AIDE FOR LENGTH OF TIME SHE/HE COUNTED.)**
12. Records pulse rate. (**Nurse Aide Evaluator:** *Check resident's pulse rate, using same wrist, AFTER nurse aide does and record both rates on the Nurse Aide Skills Examination Performance Summary Sheet.*)

*Skill continues*

**13. NURSE AIDE'S RECORDED PULSE RATE IS WITHIN 10% OF NURSE AIDE EVALUATOR'S RECORDED RATE.**

**Respirations:**

**14. COUNTS AND RECORDS RESIDENT'S RESPIRATIONS FOR 30 SECONDS TIMES 2 OR FOR 60 SECONDS, USING A TIMEPIECE. (NURSE AIDE EVALUATOR SHOULD ASK NURSE AIDE FOR LENGTH OF TIME SHE/ HE WILL COUNT AND CHECK RESIDENT'S RESPIRATIONS WHILE NURSE AIDE DOES, RECORDING BOTH RATES ON THE NURSE AIDE SKILLS EXAMINATION PERFORMANCE SUMMARY SHEET.)**

**15. NURSE AIDE'S RECORDED RESPIRATORY RATE IS WITHIN 20% OF NURSE AIDE EVALUATOR'S RECORDED RATE.**

16. Leaves resident in position of comfort.

**Rectal Temperature/Pulse/  
Respirations**

**SKILL 28**

**Rectal Temperature:**

1. Cleans hands appropriately before procedure.
2. Explains procedure to resident and encourages resident to participate as appropriate.
3. Assembles appropriate equipment before procedure.
4. Provides for resident's privacy as appropriate.
- 5. INSURES RESIDENT'S SAFETY.**
- 6. PREPARES THERMOMETER FOR USE APPROPRIATELY (IF GLASS THERMOMETER, SHAKES DOWN MERCURY TO 96 DEGREES OR BELOW.) APPLIES SMALL AMOUNT OF LUBRICANT ON BULB OF RECTAL THERMOMETER IF NOT PRELUBRICATED AND GENTLY INSERTS CORRECT END OF THERMOMETER INTO RECTUM APPROXIMATELY ONE INCH.**
- 7. HOLDS THERMOMETER IN PLACE FOR APPROPRIATE LENGTH OF TIME, (THREE (3) MINUTES IF MERCURY THERMOMETER.)**
8. Records the temperature reading, placing an "R" to indicate rectal temperature. (Nurse Aide Evaluator should ask nurse aide to record reading.) **(Instructions to Nurse Aide**

*Skill continues*

**Evaluator:** Read thermometer AFTER nurse aide does and record both readings on the Nurse Aide Skills Examination Performance Summary Sheet.)

**9. NURSE AIDE'S RECORDED TEMPERATURE VARIES NO MORE THAN 0.2 DEGREES FROM EVALUATOR'S RECORDED TEMPERATURE.**

**Radial Pulse:**

- 10. LOCATES THE RADIAL PULSE BY PLACING TIPS OF FINGERS ON THUMB SIDE OF THE RESIDENT'S WRIST.**
- 11. COUNTS PULSE FOR 30 SECONDS TIMES 2 OR FOR 60 SECONDS, USING A TIMEPIECE. (NURSE AIDE EVALUATOR SHOULD ASK NURSE AIDE FOR LENGTH OF TIME SHE/HE COUNTED.)**
12. Records pulse rate. (**Nurse Aide Evaluator:** Check resident's pulse rate, using same wrist, AFTER nurse aide does and record both rates on the Nurse Aide Skills Examination Performance Summary Sheet.)
- 13. NURSE AIDE'S RECORDED PULSE RATE IS WITHIN 10% OF NURSE AIDE EVALUATOR'S RECORDED RATE.**

**Respirations:**

- 14. COUNTS AND RECORDS RESIDENT'S RESPIRATIONS FOR 30 SECONDS TIMES 2 OR FOR 60 SECONDS, USING A TIMEPIECE. (NURSE AIDE EVALUATOR SHOULD ASK NURSE AIDE FOR LENGTH OF TIME HE/SHE WILL COUNT AND CHECK RESIDENT'S RESPIRATIONS WHILE NURSE AIDE DOES. RECORDING BOTH RATES ON THE NURSE AIDE SKILLS EXAMINATION PERFORMANCE SUMMARY SHEET.)**
- 15. NURSE AIDE'S RECORDED RESPIRATORY RATE IS WITHIN 20% OF NURSE AIDE EVALUATOR'S RECORDED RATE.**
16. Leaves resident in position of comfort.

**Blood Pressure**

**SKILL 29**

1. Properly cleans hands appropriately before procedure.
2. Explains procedure to resident and encourages resident to participate as appropriate.
3. Assembles appropriate equipment before procedure such as correct sized cuff.

***Skill continues***

4. Provides for resident's privacy as appropriate.
- 5. INSURES RESIDENT'S SAFETY.**
6. Provides adequate lighting.
7. Assists resident into a comfortable sitting or recumbent position with forearm relaxed and supported in a palm-up position, approximately at the level of the heart.
8. Rolls resident's sleeve up about 5 inches above the elbow and applies the cuff around the upper arm just above the elbow.
9. Cleans earpieces of stethoscope appropriately and places in ears.
- 10. LOCATES BRACHIAL ARTERY, PLACES STETHOSCOPE OVER BRACHIAL ARTERY AND HOLDS SNUGLY IN PLACE WITHOUT TOUCHING CUFF, OR FEELS BRACHIAL PULSE WITH FINGERS WHILE INFLATING CUFF.**
11. Tightens valve attached to air bulb.
12. Quickly pumps air into cuff to about 20 mm to 30 mm above the point where pulse ceased to be detected. (Places stethoscope over brachial artery now, if not done at step #10.)
13. Opens valve on air bulb, letting air escape slowly and evenly, while watching gauge and listening for pulse sounds. Notes the systolic pressure (when the first regular sound is heard) and the diastolic pressure (when the pulse changes from a loud beat to a faint murmur, or if no change is heard, until the sound disappears.)
14. Records the systolic and diastolic blood pressure. (**Instructions to Evaluator:** Ask nurse aide to record blood pressure, then the Nurse Aide Evaluator checks blood pressure in same arm and records results on the Nurse Aide Skills Examination Performance Summary Sheet. Use teaching stethoscope if available.)
- 15. NURSE AIDES RECORDED BLOOD PRESSURE READING (BOTH SYSTOLIC AND DIASTOLIC) VARIES NO MORE THAN 10 MM HG FROM NURSE AIDE EVALUATOR'S BLOOD PRESSURE MEASUREMENT.**
16. Removes blood pressure cuff and leaves resident in a position of comfort.

## Weight of Ambulatory Resident

### SKILL 30

1. Properly cleans hands before procedure as appropriate.
2. Explains procedure to resident and encourages resident to participate as appropriate.
3. Assembles appropriate equipment before procedure.
4. Provides for resident's privacy as appropriate.
- 5. INSURES RESIDENT'S SAFETY.**
- 6. ASSURES THAT SCALE IS IN BALANCE BEFORE WEIGHING RESIDENT.**
- 7. CHECKS THAT RESIDENT IS BALANCED AND CENTERED ON SCALE WITH ARMS AT SIDES AND NOT HOLDING ON TO ANYTHING THAT COULD ALTER READING OF THE WEIGHT.**
8. Properly adjusts weights until scale is in balance.
9. Reads weight and reports it to the Nurse Aide Evaluator.  
(**Nurse Aide Evaluator:** *Read weight of resident WHILE the nurse aide does and record both weights on the Nurse Aide Skills Examination Performance Summary Sheet.*)
- 10. NURSE AIDE'S RECORDED WEIGHT VARIES NO MORE THAN 2 LBS. FROM NURSE AIDE EVALUATOR'S READING.**
11. Leaves resident in position of comfort.

## Range of Motion (ROM)– Exercise for Right or Left Upper Extremity

### SKILL 31

1. Properly cleans hands before procedure as appropriate.
2. Explains procedure to resident and encourages resident to participate as appropriate.
3. Provides for resident's privacy as appropriate.
- 4. INSURES RESIDENT'S SAFETY, SUCH AS BY STOPPING EXERCISE IMMEDIATELY IF ANY PAIN OR DISCOMFORT OCCURS AND NOTIFYING CHARGE NURSE IF PAIN IS SHARP OR UNEXPECTED.**

*Skill continues*

5. Positions resident supine and in good body alignment.
- 6. MOVES JOINTS GENTLY, SMOOTHLY AND SLOWLY THROUGH THE RANGE OF MOTION TO THE POINT OF RESISTANCE AS TOLERATED.**
- 7. GENTLY SUPPORTS ARM AT ELBOW AND WRIST.**
8. Beginning with arm straight at side, flexes elbow and brings arm over head as far as possible, then returns arm to side of body x3.
9. Beginning with arm straight at side, moves straight arm out at a right angle to body, then returns straight arm to side x3.
10. (*Optional step*) With resident standing or sitting, moves arm slightly behind body, then returns arm to side x3. (*If this step is not performed by nurse aide, score NA.*)
11. Beginning with arm at side, flexes elbow and moves hand toward shoulder then straightens arm x3.
12. With arm flat on bed, turns hand so palm is up, then turns hand so palm is down x3.
- 13. GENTLY SUPPORTS WRIST AND HAND.**
14. With palm up, flexes wrist toward shoulder then extends wrist x3.
15. Moves hand side to side at wrist toward thumb then toward little finger x3.
16. Places fingers over resident's fingers and curls resident's fingers to form fist, then straightens resident's fingers out x3.
17. Touches resident's thumb to each finger x3.
18. Moves each finger and thumb away from middle finger, then moves each finger and thumb toward middle finger x3.
19. Leaves resident in a position of comfort.



**Range of Motion (ROM)–  
Exercise for Right or Left  
Lower Extremity**

**SKILL 32**

1. Properly cleans hands before procedure as appropriate.
2. Explains procedure to resident and encourages resident to participate as appropriate.
3. Provides for resident's privacy as appropriate.
- 4. INSURES RESIDENT'S SAFETY, SUCH AS STOPPING EXERCISE IMMEDIATELY IF ANY PAIN OR DISCOMFORT OCCURS AND NOTIFYING CHARGE NURSE IF PAIN IS SHARP OR UNEXPECTED.**
5. Positions resident supine and in good body alignment.
- 6. MOVES JOINTS GENTLY, SMOOTHLY AND SLOWLY THROUGH THE RANGE OF MOTION TO THE POINT OF RESISTANCE AS TOLERATED.**
- 7. GENTLY SUPPORTS LEG AT KNEE AND ANKLE.**
8. Beginning with leg straight, flexes the knee and slowly raises the leg, then straightens the knee and lowers the leg x3.
9. Beginning with leg straight, moves straight leg away from center of body then moves straight leg back toward center x3.
10. With leg straight, turns leg inward, then turns leg outward x3.
- 11. GENTLY SUPPORTS ANKLE AND FOOT.**
12. Moves forefoot in clockwise circles, and counter clockwise circles x3.
13. Places fingers over resident's toes and curls toes down, then straightens toes x3.
14. Moves each toe away from the middle toe, then moves each toe toward middle toe x3.
15. Leaves resident in position of comfort.

## **Assisting the Totally Dependent Resident With Dressing, Hair Combing, and Application of Prosthetic Devices**

### **SKILL 33**

**Note to Nurse Aide Evaluator:** *Prosthetic devices shall include eyeglasses, hearing aid and dental devices.*

1. Properly cleans hands before procedure as appropriate.
2. Explains procedure to resident and encourages resident to participate as appropriate.
3. Assembles appropriate equipment before procedure.
4. Provides for resident's privacy as appropriate.
- 5. INSURES RESIDENT'S SAFETY.**
6. Encourages resident to select his/her own clothing as appropriate.
- 7. GENTLY AND NATURALLY MOVES BODY PARTS, TO AVOID FORCING OR OVEREXTENDING LIMBS, JOINTS OR TO PREVENT TRAUMA AND AVOIDABLE PAIN.**
8. Dresses resident in an organized manner to prevent undue exertion.
9. Combs resident's hair including back of head, and arranges it according to resident's preference.
10. Assist resident to put on desired prosthetic device(s) as needed, i.e., eyeglasses, hearing aid, and dental devices.
11. Leaves resident in a position of comfort.

## **Complete Bed Bath**

### **SKILL 34**

1. Properly cleans hands before procedure as appropriate.
2. Explains procedure to resident and encourages resident to participate as appropriate.
3. Assembles appropriate equipment before procedure and places it in appropriate place.
4. Provides for resident's privacy as appropriate.
- 5. INSURES RESIDENT'S SAFETY.**
6. Checks water for comfortable temperature.

*Skill continues*

7. Wets washcloth, applies soap (if resident desires) and supervises/assists resident in washing, rinsing (if soap is used) and drying face, ears and neck.
8. Supervises/assists resident in washing, rinsing, and drying arms and hands, thoroughly drying between fingers.
9. Supervises/assists resident in washing, rinsing, and drying chest and abdomen.
10. Supervises/assists resident in washing, rinsing, and drying legs and feet, thoroughly drying between toes.
11. Changes bath water in basin at least prior to washing the back and as needed during bath to keep water reasonable warm, clean and free of excess soap.
12. Washes, rinses, and dries back of neck, back and buttocks.
13. Supervises/assists resident with properly washing, rinsing and drying perineal area or provides privacy if resident is able to wash perineum without assistance.
- 14. WASHES, RINSES, AND DRIES FROM CLEAN TO DIRTY AREAS.**
15. Reports all deviations from the norm (Nurse Aide Evaluator asks nurse aide for report.)
16. Leaves resident clean and in a position of comfort.

### **Feeding the Dependent Resident (Offering Food and Fluids)**

### **SKILL 35**

1. Properly cleans hands before procedure as appropriate.
2. Explains procedure to resident and encourages resident to participate as appropriate.
3. Assembles appropriate equipment before procedure.
4. Provides for resident's privacy as appropriate.
- 5. INSURES RESIDENT'S SAFETY.**
- 6. POSITIONS RESIDENT UPRIGHT AT LEAST 45 DEGREES OR ON SIDE TO AVOID CHOKING OR ASPIRATION.**
7. Protects clothing from soiling such as by using napkin or bib.

*Skill continues*

8. Washes resident's hands and face before feeding as needed.
9. Describes the foods being offered.
10. Assures the safe temperature of food to avoid burns.
11. Allows resident to feed self as much as possible to increase independence.
12. Offers fluid after every third or fourth bite.
- 13. OFFERS FOOD IN SMALL AMOUNTS AT A REASONABLE RATE, ALLOWING RESIDENT TO CHEW AND SWALLOW.**
14. Wipes resident's hands and face during meal as needed.
15. Leaves resident clean and in position of comfort.

**Turning the Resident  
On His Side Toward You**

**SKILL 36**

1. Properly cleans hands before procedure as appropriate.
2. Explains procedure to resident and encourages resident to participate as appropriate.
3. Provides for resident's privacy as appropriate.
- 4. INSURES RESIDENT'S SAFETY.**
5. Exhibits proper body mechanics.
6. Positions resident to assist in turning.
- 7. GENTLY ROLLS RESIDENT ON TO SIDE TOWARD YOU WITHOUT TRAUMA OR AVOIDABLE PAIN.**
8. Leaves resident in position of comfort and in good body alignment, using supports as needed to maintain the side-lying position.

**Assisting Resident  
With Use of Bedpan**

**SKILL 37**

1. Properly cleans hands before procedure as appropriate.
2. Assembles appropriate equipment.
3. Explains procedure to resident and encourages resident to participate as appropriate.
4. Provides for resident's privacy as appropriate.
- 5. INSURES RESIDENT'S SAFETY.**
- 6. ADJUSTS CLOTHING AS NECESSARY AND PLACES/ASSISTS RESIDENT ONTO BEDPAN WITHOUT TRAUMA OR AVOIDABLE PAIN.**
7. Elevates head of bed, as appropriate.
8. Places call signal and tissue in easy reach of resident.
9. Instructs resident to call when finished or if help is needed.
10. Washes hands and if appropriate leaves room.
11. Returns when needed and lowers head of bed if appropriate.
- 12. ASSISTS RESIDENT TO WIPE PERINEUM IF NEEDED, WIPING FROM FRONT OF BACK, OR PROVIDES PERINEAL CARE IF NEEDED.**
- 13. REMOVES BEDPAN WITHOUT TRAUMA OR AVOIDABLE PAIN.**
14. Empties, cleans, and replaces bedpan following facility policy.
15. Leaves resident in a position of comfort.

**Aural Temperature/Pulse/Respirations**

**SKILL 38**

**NOT TESTED**

# **THE WRITTEN (OR ENGLISH OR SPANISH ORAL) EXAM**

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## **WRITTEN EXAM**

The nurse aide evaluator will hand out materials and give instructions for taking the Written Examination. 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) oval 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 (see *Sample Questions*). The Written Examination will contain “pre-test” questions. Pre-test questions are questions on which statistical information is being collected for use in constructing future examinations. Your responses to pre-test questions do not affect your score. Pre-test questions are mixed in with the scored questions and are not identified.

## **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 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. The Oral Examination takes two (2) hours to complete. 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.

## SUSPECTED CHEATING

If you give help 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 and the property of 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 removed examination materials or information from the rest site will be prosecuted.**

# WRITTEN (OR ORAL) EXAM CONTENT OUTLINE

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The revised NNAAP™ Content Outline is based on the findings of the 2002 Job Analysis of Nurse Aides, published September 2003 by the National Council of State Boards of Nursing (NCSBN).

The NNAAP™ Written Examination is comprised of seventy (70) multiple-choice questions. Ten (10) of these questions are pre-test (non-scored) questions on which statistical information will be collected.

The NNAAP™ Oral Examination is comprised of sixty (60) multiple-choice questions and ten (10) word recognition (or reading comprehension) questions.

	<i>% of the exam</i>	<i># of questions in the exam</i>
<b>I. Physical Care Skills</b>		
A. Activities of Daily Living	14%	9
1. Hygiene		
2. Dressing and Grooming		
3. Nutrition and Hydration		
4. Elimination		
5. Rest/Sleep/Comfort		
B. Basic Nursing Skills	35%	21
1. Infection Control		
2. Safety/Emergency		
3. Therapeutic/Technical Procedures		
4. Data Collection and Reporting		
C. Restorative Skills	8%	5
1. Prevention		
2. Self Care/Independence		
<b>II. Psychosocial Care Skills</b>		
A. Emotional and Mental Health Needs	10%	6
B. Spiritual and Cultural Needs	4%	2
<b>III. Role of the Nurse Aide</b>		
A. Communication	7%	4
B. Client Rights	7%	4
C. Legal and Ethical Behavior	5%	3
D. Member of the Health Care Team	10%	6



# SAMPLE QUESTIONS

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The following questions are samples of the kinds of questions that you will find on the Written (or Oral) 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

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## PART 1: VOCABULARY

1. Circle the best answer to each question.
2. When you have finished, check your answers using the answer key on page 47.
3. Count up the number of correct answers.
4. If your score is less than 17, you may have difficulty reading the Written Examination and should consider taking the Oral Examination.

**1. You go to a doctor when you \_\_\_\_\_.**

- (A) feel sleepy
- (B) need socks
- (C) feel sick
- (D) need money
- (E) need clothes

**2. A person who flies an airplane is its \_\_\_\_\_.**

- (A) pilot
- (B) steward
- (C) mother
- (D) surgeon
- (E) director

**3. You use a \_\_\_\_\_ to write.**

- (A) bow
- (B) calculator
- (C) pencil
- (D) carpenter
- (E) needle

**4. To EXIT a room means to \_\_\_\_\_ it.**

- (A) enter
- (B) leave
- (C) forget
- (D) read
- (E) interrupt

**5. A wedding is a joyous \_\_\_\_\_.**

- (A) focus
- (B) vehicle
- (C) balloon
- (D) occasion
- (E) civilization

**6. To REQUIRE something means to \_\_\_\_\_ it.**

- (A) need
- (B) have
- (C) forget
- (D) understand
- (E) hear

*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

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## PART 2: COMPREHENSION

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.***

# SCORE REPORTING

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## EXAM RESULTS

After the Skills Examination, you will be told whether you have passed or failed. The nurse aide evaluator will discuss your results with you, and you must sign the Candidate Performance Summary Sheet. Retain your copy of this sheet. After the Written (or Oral) Examination, the nurse aide evaluator will score your answer sheet and will give you your unofficial preliminary results. After Pearson VUE receives your testing materials, your official results will be mailed within ten (10) business days. If you do **NOT** receive your results within thirty (30) days following testing, contact Pearson VUE at (800) 274-2900. Examination results will not be given over the telephone.

## FAILING

### *Skills Exam*

If you fail the Skills Examination, contact your training program or employer to re-test. Payment must be received at NACES ten (10) business days prior to your examination date.

**NOTE:** *A new application must be completed each time you schedule to test.*

**If you fail the Skills Examination three (3) times, you must re-train before re-testing.**

### *Written (or Oral) Exam*

If you fail the Written (or Oral) Examination, contact your training program or employer to re-test. Your Score Report will give you instructions on what to do. Payment must be received at NACES ten (10) business days prior to your examination date.

**NOTE:** *A new application must be completed each time you schedule to test.*

**If you fail the Written (or Oral) Examination three (3) times, you must re-train before re-testing.**

## PASSING

When you pass both the Skills Examination and the Written (or Oral) Examination, you will be mailed your Wallet Identification Card and your name will be submitted to the DADS for placement on the Texas Nurse Aide Registry. You must show your Wallet Identification Card to your employer. Remember, you must successfully pass both parts of the nurse aide examination.

# GRIEVANCE PROCESS

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## 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 30 days of receipt of the candidate grievance letter.

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 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. The RN Associate Program Director will lead the investigation into the complaint. This investigation may include following up with the Evaluator that conducted the exam and with Pearson VUE for detailed results.

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.

A copy of the original grievance letter along with the results of the investigation will be forwarded to the appropriate agency and to Pearson VUE.

## LEGAL ACTION

If the candidate wants to take or threatens to take any legal action, the entire process will be turned over to the Texas Department of Aging and Disability Services. The RN Associate Program Director is instructed not to answer questions from candidates, facilities, or training programs once the notice of possible legal action is given. From that point on, all communication will run through our legal council and will always be in writing.

# THE REGISTRY

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## 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. To obtain an Employment Verification Form, please call the Texas Nurse Aide Registry at (512) 438-2050 or have your employer complete for 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 home or health care setting for twenty-four (24) consecutive months or more, 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) 231-5829 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><b>1.</b> How do I become a CNA?</p>	<p><b>1.</b> To become a certified nurse aide in Texas, you must:</p> <ul style="list-style-type: none"> <li>• Successfully complete a state-approved nurse aide training and competency evaluation program, (or)</li> <li>• Successfully complete the competency evaluation program examination (or)</li> <li>• Qualify to be placed on the Texas Nurse Aide Registry by waiver or reciprocity</li> </ul>
<p><b>2.</b> May I perform the duties of a nurse aide before I am certified?</p>	<p><b>2.</b> 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><b>3.</b> How do I decide which exam to take?</p>	<p><b>3.</b> It is best to discuss exam options with your program director or program instructor.</p>
<p><b>4.</b> Is there a time limit in which I must pass both parts of the exam?</p>	<p><b>4.</b> 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><b>5.</b> Is the test available in other languages?</p>	<p><b>5.</b> Yes, Oral Spanish.</p>
<p><b>6.</b> How do I arrange for special accommodation?</p>	<p><b>6.</b> If you need special accommodations for the state exam, contact NACES at 1-800-444-5178.</p>

## TEXAS NURSE AIDE CERTIFICATION — FREQUENTLY ASKED QUESTIONS

QUESTION	ANSWER
7. Can I register for an exam or check my test scores online?	7. No.
8. What form of payment do you accept and may I take it and my application to the test site?	8. Payment must in the form of a money order, certified check or company check made payable to NACES. Personal checks and cash will not be accepted.
9. What is the next test date?	9. You must contact NACES at 1-800-444-5178 for the next exam date.
10. How do I verify if I am on the Nurse Aide Registry?	10. You can call 1-800-452-3943 or you can check the following website: <a href="http://www.pearson.com">http://www.pearson.com</a>
11. How long will my name remain on the registry?	11. 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.
12. How do I change my name and/or address?	12. 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: <a href="http://www.dads.tx.us/providers/nf/credentialing/nar/forms.html">http://www.dads.tx.us/providers/nf/credentialing/nar/forms.html</a>

## TEXAS NURSE AIDE CERTIFICATION — FREQUENTLY ASKED QUESTIONS

QUESTION	ANSWER
<p><b>13.</b> My certification expired. How do I renew it or become certified again?</p>	<p><b>13.</b> 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. 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 <a href="http://www.dads.state.tx.us/providers/nf/credentialing/nar/forms.html">http://www.dads.state.tx.us/providers/nf/credentialing/nar/forms.html</a></p>
<p><b>14.</b> How do I keep my certification current?</p>	<p><b>14.</b> If you have NOT worked as a nurse aide in a nursing home or health care setting for twenty-four (24) consecutive months or more, 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: <a href="http://www.dads.state.tx.us/providers/nf/credentialing/nar/forms.html">http://www.dads.state.tx.us/providers/nf/credentialing/nar/forms.html</a></p>
<p><b>15.</b> I am moving to or from another state; may I perform nurse aide duties in that state?</p>	<p><b>15.</b> 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>

## TEXAS NURSE AIDE CERTIFICATION — FREQUENTLY ASKED QUESTIONS

QUESTION	ANSWER
<p><b>16.</b> I found out I have adverse findings against me on the Nurse Aide Registry. How do I become certified again?</p>	<p><b>16.</b> 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:** You may use this form to request a duplicate copy of your Score Report or a handscore of your Skills Examination or Written (or Oral) Examination 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 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 Nurse Aide — Reports  
**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 Skills Examination or Written (or Oral) Examination.

Your Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE COMPLETE BOTH SIDES OF THIS FORM**