



HOME HEALTH AIDE (HHA) JOB DESCRIPTION

- (1) For each Home Health Aide, a home health agency shall have on file documentation of successful completion of at least seventy-five (75) hours of training in the following subject areas:
 - a) Communication skills
 - b) Observation, reporting and documentation of patient status and the care or services provided
 - c) Reading and recording temperature, pulse and respiration
 - d) Basic infection control procedures
 - e) Basic elements of body functions that must be reported to the registered nurse supervisor
 - f) Maintenance of a clean, safe and healthy environment
 - g) Recognition of emergencies and knowledge of emergency procedures
 - h) Physical, emotional and developmental characteristics of the populations served by Florida Home Bound MHA, Inc., including the need for respect for the patient, his/her privacy and property
 - i) Appropriate and safe techniques in personal hygiene and grooming, including bed bath, sponge, tub, or shower bath, shampoo, sink, tub or bed, nail and skin care and oral hygiene
 - j) Safe transfer techniques and ambulation
 - k) Normal range of motion and positioning
 - l) Adequate nutrition and fluid intake
 - m) The role of the Aide in the home
 - n) Differences in families
 - o) Food and household management
 - p) Other health related topics pertinent to home health services (universal precaution).

- (2) A Certified Nursing Assistant, in order to qualify as a Home Health Aide, must complete a supplemental course of 20 hours which includes the home health core curriculum listed in 59A-8.042 (2) (m) through (p), F.A.C.

- (3) Training must be performed by or under the general supervision of a Registered Nurse who possesses a minimum of two (2) years nursing experience, one of which must have been in the provision of home health care.

- (4) Home Health Aides must receive at least twelve (12) hours of in-service training each calendar year. The training requirement may be fulfilled on a prorated basis during the Home Health Aide's first year of employment.

Responsibilities of the Home Health Aide shall include:

1. Personal care activities contained in a written assignment by a health professional employee of the home health agency, and which include assisting the patient with personal hygiene, ambulation, eating, dressing, shaving and physical transfer.
2. Other activities as taught by a health professional employee of the home health agency for a specific patient and are restricted to the following:
 - a. Assisting with the change of a colostomy bag, reinforcement of dressing
 - b. Assisting with the use of devices for aid to daily living, such as a wheelchair or walker
 - c. Assisting with prescribed range of motion exercises
 - d. Assisting with prescribed ice cap or collar
 - e. Doing simple urine tests for sugar, acetone or albumin
 - f. Measuring and preparing special diets
 - g. Measuring intake and output of fluids
 - h. Keeping records of personal health care activities, and observing appearance and gross behavioral changes in the patient and reporting to the Registered Nurse.

Supervision of self-administered medication in the home is limited to the following:

1. Obtaining the medication container from the storage area, if applicable. Preparing necessary items such as juice, water, cups, or spoons to assist the patient in the self-administration of medication.
 2. Reminding the patient that it is time to take the medication as prescribed, and observing the patient self-administering the medication.
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The Home Health Aide shall not change sterile dressings, irrigate body cavities, such as giving an enema, irrigate a colostomy or wound, perform a gastric irrigation, or enter AI feeding, catheterize a patient, administer medication, apply heat by any method, care for a tracheotomy tube, nor provide any personal health service which has not been included in the patient's care plan.

I HAVE RECEIVED A COPY OF MY JOB DESCRIPTION OUTLINING MY DUTIES:

Signature of Employee

Date

Witness

Date



Employee Name _____ Date _____

Match the term to the correct definition.

- | | |
|----------------|--|
| ___ Ambulatory | 1. Temperature, pulse, and respiration |
| ___ Catheter | 2. At liberty |
| ___ Stool | 3. Immediately |
| ___ TPR | 4. Sugar and acetone |
| ___ BP | 5. Nothing by mouth |
| ___ Ad Lib | 6. Able to walk |
| ___ Stat | 7. Intake and output |
| ___ S & A | 8. Blood pressure |
| ___ NPO | 9. Waste, bowel movement |
| ___ I & O | 10. Tube to remove urine |

Directions: Please check the box next to the best answer to each question. There is only one correct answer.

1. If a patient who is recovering from a long illness is cranky and turns on his signal light frequently for little things, which of these actions by the aide would be most helpful to the patient and the nursing staff?
 - a. Leave the man's room as quickly as possible each time you answer the light.
 - b. Go to see him some times when he has not signaled and ask if there is anything he would like.
 - c. Ask him why he is so fussy, or suggest that he be more reasonable.
 - d. Say as little to him as possible.

2. Mrs. T. has been in bed for several days, and is now supposed to get up. Before she gets up, she will be helped to sit on the side of the bed and "dangle" for a few minutes. **The most important reason** for this is to:
 - a. Prevent dizziness or fainting.
 - b. Make it easier to put on her robe and slippers.
 - c. Make her less afraid to get up.
 - d. Provide time to get a chair and pillows in proper position.



3. In turning over a weak, elderly patient to rub his back, the aide finds a slightly red area about the size of a quarter at the base of his spine. The aide will report this. What would it be best to do for the patient **before** reporting this finding?
 - a. Omit the back rub and just powder his back.
 - b. Rub his back well and tape a large doughnut around the red spot.
 - c. Apply antiseptic to the spot and avoid rubbing the lower part of his back.
 - d. Rub his back thoroughly and leave him supported on his side.

4. If pulse beats occur at the rate of two per second for a few beats, then one per second, then two per second again, the pulse is called:
 - a. Irregular
 - b. Bounding
 - c. Compressible
 - d. Thready

5. When a person breathes in and then breathes out, then breathes in and out again, this is counted as:
 - a. One respiration
 - b. Two respirations
 - c. Three respirations
 - d. Four respirations

6. On her way to the bathroom, Mrs. C falls and complains she has much pain in her leg and hip. You should:
 - a. Get her up before she gets cold.
 - b. Rub her hip and leg.
 - c. Go get a neighbor to help get her up.
 - d. Call an ambulance or the emergency number.

7. Mr. X. wakes up, having trouble breathing and pain in his chest. He starts to sweat. You should:
 - a. Just pretend everything is all right.
 - b. Get him up to walk.
 - c. Call an ambulance or the emergency number.
 - d. Open the windows to cool him off.

8. Mr. T. has had his morning insulin. That afternoon he become shaky, nervous, and weak. You should:
 - a. Let him sleep.
 - b. Give him orange juice or sugar water, and call the doctor.
 - c. Wait a few hours to see if it passes.
 - d. Tell him to behave himself.

9. The first thing you do when you start to move a patient from bed to chair or back again is:
 - a. Make sure the furniture will not move.
 - b. Keep your knees locked, and pull.
 - c. Grab from behind and lift.
 - d. Do not try unless there are two people in the house.



10. Which is the best breakfast for Mrs. Z., who is on a low-sodium diet?
- a. Fried eggs, crisp bacon, buttered toast, milk, and orange juice.
 - b. Hot cereal made without salt, fresh orange juice.
 - c. Toast, jelly, and tea.
11. Mr. L. has a stroke and is paralyzed on the right side. He gets up in a chair twice a day for a short time. When he is in bed you should:
- a. Keep him on his right side so he can do things with his left hand.
 - b. Keep him on his back or left side, with his swollen right arm and legs up on pillows.
 - c. Tie his paralyzed arm in a sling.
 - d. Keep him flat on his back.

Name

Signature

FOR OFFICE USE ONLY

SCORE: _____

REMARKS: _____



**HOME HEALTH AIDE and
CERTIFIED NURSING ASSISTANT
COMPETENCY TEST**

Name: _____

Date: _____



**HOME HEALTH AIDE/CERTIFIED NURSING ASSISTANT COMPETENCY TEST
WRITTEN EXAMINATION**

ROLE OF THE HOME HEALTH AIDE/CERTIFIED NURSING ASSISTANT

An Aide may perform certain duties. Mark the following True or False for tasks you may legally perform as a Home Health Aide/Certified Nursing Assistant. **T = True F = False**

- _____ 1. Reinforce a dressing
- _____ 2. Apply a hot pack
- _____ 3. Give an enema
- _____ 4. Administer medication
- _____ 5. Change a sterile dressing
- _____ 6. Assist with change of a colostomy bag
- _____ 7. Give a rectal suppository
- _____ 8. Give a tubal feeding
- _____ 9. Give insulin
- _____ 10. Cut nails

CHOOSE ONE CORRECT ANSWER FOR EACH QUESTION BELOW, AND CIRCLE THE CORRESPONDING LETTER.

1. As a Home Health Aide/Certified Nursing Assistant, you:
 - A. Work alone
 - B. Work as part of the health care team
 - C. May become the leader of the health care team
 - D. Will never get any further training after orientation

2. When you work in the home, you will be:
 - A. Responsible for making decisions without any help
 - B. Working under the supervision of a professional supervisor
 - C. Away from your office and have no way to contact your employer
 - D. Responsible for calling the physician with information

3. As a Home Health Aide/Certified Nursing Assistant, it is your responsibility to:
 - A. Plan the client's care
 - B. Do only the tasks that the Registered Nurse or Therapist assigns to you
 - C. Try to do your best, but not ask for any help
 - D. Compare assignments with your co-workers

I. COMMUNICATION

Mark the following True or False **T = True F = False**

- _____ 1. In the home, it is important to be a good listener.
_____ 2. Always tell the patient what you are going to do before starting a procedure.
_____ 3. You only communicate through words.

CHOOSE ONE CORRECT ANSWER FOR EACH QUESTION BELOW, AND CIRCLE THE CORRESPONDING LETTER.

1. Which of the following is important in communicating with people:
 - A. Courtesy
 - B. Tact
 - C. Listening
 - D. All of the above

2. Body Language is:
 - A. A way of communicating feelings by using the body, facial expressions and the eyes
 - B. Only used by clients to tell their doctors what is causing them problems
 - C. Only used by persons who are deaf and mute
 - D. The newest dance craze

3. Aide care for a conscious patient should be preceded by:
 - A. Asking the patient for his permission to go ahead with the procedure
 - B. Telling the patient you would like to have his cooperation
 - C. Giving an explanation of what is going to be done
 - D. Explaining to the patient that the doctor ordered this done

4. Miss Ferris, a Home Health Aide/Certified Nursing Assistant, is assigned to care for Mr. Conway. Miss Ferris notices that she feels very angry when she is with Mr. Conway. What should Miss Ferris do because she feels this way?
 - A. Tell Mr. Conway how she is feeling
 - B. Find out if other Aides have felt this way
 - C. Try to pretend that Mr. Conway is someone she likes
 - D. Talk with the agency supervisor about the situation

5. A patient accuses a Home Health Aide/Certified Nursing Assistant of stealing five dollars. The Aide has not taken the patient's money, but the patient does not believe this. What should the Aide do?
 - A. Ask the other Aides who care for the patient if they took the five dollars
 - B. Ask the patient why the Aide is being accused
 - C. Offer to give the patient five dollars
 - D. Notify the agency supervisor

II. OBSERVATION, REPORTING AND DOCUMENTATION

Mark the following True or False **T = True** **F = False**

- _____ 1. If you do not chart a task that you do for a patient, legally, it was not done.
- _____ 2. If the patient has a new area of skin breakdown, and the Nurse is coming in two days, you do not need to report the skin breakdown to your supervisor.
- _____ 3. A rapid pulse and shortness of breath in a patient usually indicates the patient is excited and does not need to be reported to the Nurse.

CHOOSE ONE CORRECT ANSWER FOR EACH QUESTION BELOW, AND CIRCLE THE CORRESPONDING LETTER.

1. The patient tells you he has not moved his bowels in three days. What should you do?
 - A. Tell him not to worry about it
 - B. Tell him to take a laxative
 - C. Report it to the nursing supervisor
 - D. Pretend you didn't hear him

2. Which of these actions is the Home Health Aide/Certified Nursing Assistant permitted to take in relation to drug administration?
 - A. Recording and reporting the patient's reaction to the medication
 - B. Handling out nonprescription medications to the patient who asks for them
 - C. Adjusting the dosage of medications given to the patient
 - D. Adjusting the times medications are given to fit into patient's activities schedule

3. When a patient complains of pain, what should the Home Health Aide/Certified Nursing Assistant do **first**?
 - A. Ask the patient to describe the pain
 - B. Call the patient's doctor
 - C. Offer the patient some warm tea
 - D. Change the patient's position

4. A patient's prescription for heart pills has recently been **changed**. The Home Health Aide/Certified Nursing Assistant should notify the agency supervisor immediately if the patient makes which of these comments?
 - A. "The pills are very expensive"
 - B. "These pills are different shape from the pills I used to take"
 - C. "I have a rash on my stomach since I've been taking these pills"
 - D. "I can't take these pills unless I have really cold water to drink"

5. Mrs. Rand, who has diabetes and takes insulin regularly, tells the Home Health Aide/Certified Nursing Assistant that she feels very nervous and jittery. What should the Aide do immediately?
- A. Take her temperature
 - B. Find out when she has her next doctor's appointment
 - C. Have her lie down in bed
 - D. Give her a glass of orange juice

III. READING AND RECORDING TEMPERATURE, PULSE AND RESPIRATIONS

Mark the following True or False **T = True F = False**

- _____ 1. Always report a pulse rate if the beats per minute are under 60 or over 100.
- _____ 2. The temperature of an unconscious patient should be taken orally since they are not moving about.
- _____ 3. Recording a patient's "TPR" or vital signs is not important as long as you remember what they were.

CHOOSE ONE CORRECT ANSWER FOR EACH QUESTION BELOW, AND CIRCLE THE CORRESPONDING LETTER.

1. For which, if any, of these body areas is 99.6 degrees F. a normal temperature?
- A. Axilla
 - B. Mouth
 - C. Rectum
 - D. None of the above
2. When taking a patient's pulse, you should take it for:
- A. 15 seconds
 - B. 1 full minute
 - C. 5 seconds
 - D. 2 minutes
3. When a patient's respirations are being counted, it is best that the patient:
- A. Tries to breathe evenly
 - B. Tries to breathe as deeply as he can
 - C. Sits up straight
 - D. Not be aware that the respirations are being counted

IV. INFECTION CONTROL

Mark the following True or False **T = True** **F = False**

- _____ 1. Hand washing is the single best way to decrease the transfer of pathogens.
_____ 2. Gloves should be worn when handling items soiled by body fluids.
_____ 3. The catheter drainage bag must be lower than the bladder, but not on the floor.

CHOOSE ONE CORRECT ANSWER FOR EACH QUESTION BELOW, AND CIRCLE THE CORRESPONDING LETTER.

1. During a visit, you need to wash your hands after removing gloves:
- A. Before you give physical care to the patient
 - B. After you pet the dog
 - C. Before you leave the patient's home
 - D. All of the above
2. In what situation should gloves be used?
- A. The patient is vomiting
 - B. The patient has been incontinent of stool
 - C. The patient has a drainage wound
 - D. All of the above

V. BODY FUNCTIONS AND CHANGES

Mark the following True or False **T = True** **F = False**

- _____ 1. Diarrhea can cause dehydration and other serious complications and should be reported.
_____ 2. If a person complains of pain, it is important to have the patient describe the pain and then report it to the nurse and record it in your notes.
_____ 3. It's normal for most people to complain of pressure, swelling or bloating in their ankles, feet, stomach or legs.

CHOOSE ONE CORRECT ANSWER FOR EACH QUESTION BELOW, AND CIRCLE THE CORRESPONDING LETTER.

1. If you notice the patient's catheter is not draining, the first thing you should do is:
- A. Call your supervisor
 - B. Empty the drainage bag
 - C. Check the tubing to see if it is kinked
 - D. Do nothing, this is the Nurse's problem

2. Which of the following is not recommended for promoting good daily bowel habits:
 - A. Plenty of water
 - B. Laxatives
 - C. Exercise
 - D. Well balanced meals

3. The patient's pulse has been between 90 and 110 beats per minute since his first Aide visit. Now you find it to be 58 beats per minute. What should you do next?
 - A. Tell the patient he must be getting better
 - B. Wait 15 minutes and take the pulse again
 - C. Inform the supervisor right away
 - D. Just record the pulse in the normal way

4. Mrs. Amos has not had a bowel movement for three days. She has always given herself an enema if she does not have a bowel movement for that long a time. Mrs. Amos asks the Home Health Aide/Certified Nursing Assistant to give her an enema. What should the Aide do?
 - A. Give Mrs. Amos an enema
 - B. Tell Mrs. Amos to wait another day
 - C. Suggest that Mrs. Amos take a laxative first.
 - D. Contact the agency supervisor to discuss the situation

VI. MAINTENANCE OF A CLEAN, SAFE ENVIRONMENT

Mark the following True or False **T = True F = False**

- _____ 1. A bedside call bell needs to be available so the bedbound patient can summon assistance.
- _____ 2. Bedrails should never be used to secure vest restraints.
- _____ 3. Smoking in bed is fine for anyone who is not confused.

CHOOSE ONE CORRECT ANSWER FOR EACH QUESTION BELOW, AND CIRCLE THE CORRESPONDING LETTER.

1. Part of your duties as a Home Health Aide/Certified Nursing Assistant are to assure safe home environment. This includes:
 - A. Proper infection control with good hand washing
 - B. Electrical and fire safety
 - C. Moving things which may cause the patient to fall
 - D. All of the above

2. A patient is receiving oxygen through a nasal cannula. What safety precaution should the Home Health Aide/Certified Nursing Assistant take?
- A. Keep the television set at least 5 feet from the oxygen tank
 - B. Do not permit the patient to drink soda
 - C. Allow no smoking in the patient's room
 - D. Do not use any lotions that contain oil in the patient's room.

VII. EMERGENCY PROCEDURES

Mark the following True or False **T = True F = False**

- _____ 1. For an injury with profuse bleeding, apply pressure and call for assistance.
- _____ 2. If the patient begins to have a seizure, your first responsibility is to prevent the patient from injuring himself.
- _____ 3. If the patient falls and complains of pain in his hip, you should help him to get up and walk to the bed.

CHOOSE ONE CORRECT ANSWER FOR EACH QUESTION BELOW, AND CIRCLE THE CORRESPONDING LETTER.

1. A patient is choking on some object that is caught in his airway. Before first aid measures are applied, find out:
- A. If the patient's pulse rate is over 80
 - B. If the patient can swallow clear fluids
 - C. If the patient can speak or cough
 - D. What medications the patient has taken in the past 24 hours
2. While giving a bath on a shower chair, the patient suddenly gasps and becomes unresponsive. The Home Health Aide/Certified Nursing Assistant should:
- A. Call for family assistance and continue with the bath
 - B. Leave the patient and call 911
 - C. Lower the patient to the floor, call for the family to call 911, determine if CPR is needed and initiate it if indicated
 - D. Tell the family to stay with the patient while you call 911 and the supervisor
3. For which of these emergencies is a knowledge of pressure points essential?
- A. Health stroke
 - B. Burns
 - C. Food poisoning
 - D. Bleeding

4. The telephone numbers of all of the following are important to a patient. Which number **must** the Home Health Aide/Certified Nursing Assistant have next to the telephone?
- A. The patient's clergyman
 - B. The drugstore
 - C. The emergency medical squad
 - D. The next-door neighbor

VIII. HUMAN DEVELOPMENT

Mark the following True or False **T = True F = False**

- _____ 1. Every patient is the same and has the same needs and wants.
- _____ 2. It is alright to use any item in the home without asking, as long as it is for the patient's personal care.
- _____ 3. You may use the telephone in the patient's home without asking permission.

CHOOSE ONE CORRECT ANSWER FOR EACH QUESTION BELOW, AND CIRCLE THE CORRESPONDING LETTER.

1. A neighbor has asked you some questions about the patient you are presently taking care of: "Mrs. Collier is dying, isn't she?" How will you answer her?
- A. "Mrs. Collier is doing as well as can be expected."
 - B. "I am sorry, but I cannot discuss Mrs. Collier."
 - C. "Yes, it's too bad, but she's very ill."
 - D. "How did you know about Mrs. Collier and her illness?"
2. Which of these statements about the elderly is true?
- A. They cannot change
 - B. They can learn new things
 - C. They want to become dependent on others
 - D. They do not enjoy meeting new people
3. When working with persons who are disabled, the general goal of care is to:
- A. Provide constant supervision
 - B. Provide total care
 - C. Promote maximum self-care and independence within the limits of the person's ability
 - D. Promote the complete return of the person's abilities

4. It is Mrs. Amos's usual time for lunch, but she says she is not hungry yet. This is the first time that Mrs. Amos has made this type of statement. What should the Home Health Aide/Certified Nursing Assistant do?
- A. Insist that Mrs. Amos eat at this time
 - B. Tell Mrs. Amos to let the Aide know when she wants to eat, and remind her that it is important that she have lunch
 - C. Tell Mrs. Amos that if she does not eat by herself, she will have to be fed
 - D. Tell Mrs. Amos that it took a lot of time to prepare the food and that she should eat it while it is fresh
5. The ability to make observations is even more important when working with infants and young children than it is when working with adults. The chief reason for this is that infants and young children:
- A. Do not like to be told what to do
 - B. Are usually sicker than adults
 - C. Enjoy human contact more than adults
 - D. Cannot explain how they feel

IX. PERSONAL CARE

Mark the following True or False **T = True F = False**

- _____ 1. It is important to keep a patient covered during a bedbath except for the part being washed.
- _____ 2. Massaging of bony prominences helps to prevent skin breakdown by increasing the blood supply to the area.
- _____ 3. When giving peri-care to a patient after a BM, wash using a front to back motion in order not to spread fecal material to other areas.

CHOOSE ONE CORRECT ANSWER FOR EACH QUESTION BELOW, AND CIRCLE THE CORRESPONDING LETTER.

1. Which of the following is the most appropriate practice to promote good skin care in the elderly?
- A. Keep the skin clean and well moisturized
 - B. Apply alcohol to bare areas of the skin
 - C. Wash daily with scented soaps
 - D. All of the above
2. If dentures are not worn when sleeping, where should you store them?
- A. Wrap in a washcloth
 - B. Put in a sterile container
 - C. Wrap in a gauze pad
 - D. Place in a clean container in clean water

3. Why is it important that a patient have good mouth care?
 - A. Bacteria in the mouth can cause tooth decay and gum infections
 - B. The saliva in the mouth is the source of stomach juices
 - C. Poor oral hygiene causes more saliva to be made
 - D. Poor oral hygiene interferes with the sense of smell

4. An elderly male patient occasionally wets his trousers. What should the Home Health Aide/Certified Nursing Assistant do?
 - A. Give him fluids with his meals only
 - B. Avoid giving him coffee and tea
 - C. Tell him if he urinates on himself he will have to be put in diapers
 - D. Encourage him to go to the bathroom at least every two hours.

5. In giving foot care to a patient who has diabetes, the Home Health Aide/Certified Nursing Assistant may take which of these actions?
 - A. Clean under the toenails
 - B. Cut the toenails
 - C. Soak the patient's feet for more than 5 minutes in a basin of warm water
 - D. Put lotion on the patient's feet after drying them

X. SAFE TRANSFER TECHNIQUES AND AMBULATION

Mark the following True or False **T = True F = False**

- _____ 1. Always transfer a patient towards his good side.
- _____ 2. There is no need to be near an object to pick it up, just reach.
- _____ 3. It's best to use a gait belt if a patient is unsteady.

CHOOSE ONE CORRECT ANSWER FOR EACH QUESTION BELOW, AND CIRCLE THE CORRESPONDING LETTER.

1. A patient lying on his back has slid down in bed and needs help in moving up again. To start this, the patient should, if possible:
 - A. Raise himself on his elbows
 - B. Separate his legs widely
 - C. Arch his back
 - D. Flex his knees and push with his heels

2. Before helping a patient into or out of a wheelchair, which of these actions are necessary?
 - A. Have the brakes unlocked and leave the foot pieces down
 - B. Lock the brakes and fold the foot pieces up
 - C. Have the brake unlocked and the foot pieces up
 - D. Lock the brakes and leave the foot pieces down

3. When assisting a patient to walk with his walker, you should:
- A. Clear a pathway and remove all safety hazards
 - B. Stay close to the patient's side
 - C. Stand on the other side of the room
 - D. A and B
4. A patient who has been on bed rest is to get up in a chair. The Home Health Aide/Certified Nursing Assistant helps the patient to sit on the edge of the bed. The patient says "I am dizzy". What should the Aide do?
- A. Rub the patient's feet
 - B. Help the patient to a standing position and see if the dizziness goes away
 - C. Put a cool compress on the patient's head
 - D. Support the patient in a sitting position and wait a minute or so to see if the dizziness goes away.
5. Patient has had a stroke and has a right-sided weakness. The patient can walk with a little assistance. It is best for the Home Health Aide/Certified Nursing Assistant to assist the patient by walking in which of these positions?
- A. Directly in front of the patient
 - B. Directly in back of the patient
 - C. On the patient's left side
 - D. On the patient's right side
6. Mr. Stone is 76 years old, needs help with bathing, and has a foley catheter in place. He has great difficulty walking and uses a wheelchair. When helping Mr. Stone from the bed to the wheelchair, which of these actions is essential?
- A. Place the foot supports of the wheelchair so that he can step up on them
 - B. Have a blanket draped in the wheelchair
 - C. Have the brakes on the wheelchair in a locked position
 - D. Place a pillow on the seat of the wheelchair

XI. NORMAL RANGE OF MOTION

Mark the following True or False **T = True** **F = False**

- _____ 1. Passive range of motion exercises are for the prevention of contractures in patients with paralyzed limbs.
- _____ 2. During range of motion exercises, if you feel resistance or the patient complains of pain, you should continue anyway.
- _____ 3. It's best to have a pillow between the legs of a patient with a new hip replacement.

CHOOSE ONE CORRECT ANSWER FOR EACH QUESTION BELOW, AND CIRCLE THE CORRESPONDING LETTER.

1. To prevent bedsores in the elderly, you should:
 - A. Change the patient's position every two hours if they are unable to do so themselves
 - B. Get the patient out of bed if they are allowed to do so
 - C. Ensure adequate nutrition with special emphasis on protein intake
 - D. All of the above

2. The Home Health Aide/Certified Nursing Assistant should be sure to take which of these actions when caring for a newborn baby:
 - A. Support the baby's head and neck when picking the baby up
 - B. Clean the inside of the baby's ears with cotton swabs
 - C. Use petroleum jelly to keep the area around the baby's naval moist
 - D. Hold the baby only at feeding and bathing times

3. Which of these statements describes good body mechanics?
 - A. Carry heavy objects as far away from the body as possible
 - B. Bend the knees when lifting an object off the floor
 - C. Bend over at the waist when lifting an object from the floor
 - D. Lift rather than push a heavy object

4. When caring for a patient who is on bed rest, what should the Aide do to prevent bedsores?
 - A. Keep the top sheets well tucked in
 - B. Keep the bottom sheet free of wrinkles
 - C. Use only sheets that are 100% cotton on the patient's bed
 - D. Use only woolen blankets to cover the patient

5. Physical Therapy has started range of motion exercises. Which of these statements about exercises is true?
 - A. If a patient cannot talk, do not explain the exercises to the patient
 - B. During exercise, all joints should be moved in all directions
 - C. When the patient does not assist when the joint is moved through its range of motion, the exercise is called active exercise
 - D. It is important to support the body parts above and below the joints when they are moved during exercises

XII. NUTRITION

Mark the following True or False **T = True F = False**

- _____ 1. Soy sauce is good to spice up a low salt diet.
_____ 2. A regular diet is a well balanced diet with no restrictions.
_____ 3. Bread and potatoes are a good source of protein.

CHOOSE ONE CORRECT ANSWER FOR EACH QUESTION BELOW, AND CIRCLE THE CORRESPONDING LETTER.

1. Foods on a liquid diet would include:
 - A. Chicken, eggs and toast
 - B. Chopped and strained foods
 - C. Broth, tea and jello
 - D. Lightly seasoned foods

2. Foods that are high in Vitamin C include:
 - A. Oranges, tomatoes and watermelon
 - B. Potatoes, raisins and bananas
 - C. Liver, beef and chicken
 - D. Cheese, milk and cottage cheese

3. If there is 50cc left in a glass, and the glass holds 150cc you should record the intake as:
 - A. 90cc
 - B. 120cc
 - C. 100cc
 - D. 50cc

4. Which of these fluids is highest is protein?
 - A. Vegetable broth
 - B. Lemonade
 - C. Tomato juice
 - D. Eggnog

5. Milk is a good source of calcium. Which of these foods is also high in calcium?
 - A. Cheese
 - B. Bananas
 - C. Orange juice
 - D. Raisins

6. When patients do not have enough fluids, they may develop which of these problems?
- A. Diarrhea
 - B. Swelling
 - C. Constipation
 - D. Dandruff
7. If a patient is to have a fluid intake record kept, the right time to record the patient's fluid is:
- A. When the fluids are served to the patient
 - B. When the patient has drank the fluids
 - C. Every 2 hours
 - D. After each meal
8. Patients on low salt diets are usually allowed to have which of these foods?
- A. Hard cheeses
 - B. Canned soups
 - C. Raisins
 - D. Olives

XIII. CULTURAL DIFFERENCES IN FAMILIES

CHOOSE ONE CORRECT ANSWER FOR EACH QUESTION BELOW, AND CIRCLE THE CORRESPONDING LETTER.

1. Patients sometimes express religious beliefs with which the Home Health Aide/Certified Nursing Assistant does not agree. In dealing with these situations, which of these understandings should the Aide use as a guide?
- A. Patients have a right to their own beliefs, which should be respected
 - B. Patients should be told not to discuss their beliefs with Aides
 - C. Aides should explain their beliefs to patients
 - D. Aides should pretend to have the same beliefs that patients have

Name of Employee _____

Name of Instructor: _____

HOME HEALTH AIDE/CERTIFIED NURSING ASSISTANT
COMPETENCY EVALUATION

**Competency shall be determined through observation
of the Aide's performance of tasks**

| ACTIVITY | OBSERVED/ DATE | COMPETENT/ DATE | COMMENTS/INITIALS |
|--|-------------------|--------------------|-------------------|
| Demonstrates Vital Signs reading and recording | | | |
| Temperature | | | |
| Oral | | | |
| Pediatric | | | |
| Blood Pressure | | | |
| Pulse | | | |
| Apical | | | |
| Radial | | | |
| Respirations | | | |
| Safe Techniques for: | | | |
| Ambulation | | | |
| Transfers | | | |
| Use of Assistive Devices: | | | |
| Cane | | | |
| Crutches | | | |
| Walker | | | |
| Wheelchair | | | |
| Hoyer Lift (optional) | | | |
| Proper Body Mechanics (e.g. transferring patient): | | | |
| Self | | | |
| Patient | | | |

Employee Name: _____

The following is a list of skills that you may or may not have had experience with. It is essential that you answer honestly so that we may determine which skill you are proficient in and which skills you may need assistance with.

Please mark the box that most accurately reflects your experience in the area.

The skills with an asterisk (*) are not considered essential for performance of nursing in the home health setting. You will be required to demonstrate your skill in these areas prior to performing them unsupervised. The preceptor will initial the box labeled "competent" or "re-evaluate) during your orientation period. Skills marked "re-evaluate" will have to be repeated prior to performing them unsupervised.

| Procedure | Self Assessment | | Preceptor | |
|--|-----------------|--------------|-------------|-------------|
| | Experienced | Needs Review | Experienced | Re-evaluate |
| Hand washing | | | | |
| Bag technique | | | | |
| Bathing: | | | | |
| Partial Bath | | | | |
| Shower with stool | | | | |
| Bed bath | | | | |
| Oral Care | | | | |
| Nail Care | | | | |
| Hair Shampoo | | | | |
| Decubitus Prevention | | | | |
| Positioning | | | | |
| Body Alignment | | | | |
| Following simple instructions for decubitus care | | | | |
| Making the bed | | | | |
| Changing draw sheet/occupied bed | | | | |
| Foley Care | | | | |
| Meatus care for male | | | | |
| Meatus care for female | | | | |
| Proper positioning of tubing & drainage | | | | |
| Emptying of Drainage bags | | | | |
| Technique of changing drainage bags | | | | |
| External catheter | | | | |
| Intake and output | | | | |
| Observation of urine (odor, color, consistency) | | | | |
| Perineal care | | | | |
| Checking Vital Signs | | | | |
| Temperature | | | | |
| Axillary | | | | |
| Rectal | | | | |
| Radial Pulse | | | | |
| Respiration | | | | |

| Procedure | Self Assessment | | Preceptor | |
|---|-----------------|--------------|-------------|-------------|
| | Experienced | Needs Review | Experienced | Re-evaluate |
| Nutrition | | | | |
| Preparing well-balanced meals | | | | |
| Diabetic diet exchange system | | | | |
| Low salt & other restricted diets | | | | |
| Methods of serving to the ill | | | | |
| Food preparation | | | | |
| Physical Therapy Activity | | | | |
| Ambulation w/walker or cane | | | | |
| Transfer activities: | | | | |
| Bed to chair | | | | |
| Chair to bed | | | | |
| Into shower/bath | | | | |
| Range of motion exercises: | | | | |
| Active | | | | |
| Passive | | | | |
| Knowledge of body mechanics | | | | |
| Transfer board | | | | |
| Use of Hover Lift | | | | |
| Home Management | | | | |
| Laundry & cleaning | | | | |
| Principles of cleanliness | | | | |
| Safety needs | | | | |
| Patient environment | | | | |
| Fire safety | | | | |
| Management of incidents in patient's home | | | | |
| Emergency & first aid procedure | | | | |
| Understanding differences in families & interpersonal relationships | | | | |
| Care of Diabetic Patient | | | | |
| Skin & foot care | | | | |
| Abnormal s/s to be reported | | | | |
| Foot soak | | | | |
| Care of Cardiac Patient | | | | |
| Ability to detect swelling of ankles | | | | |
| Positioning of legs when in a sitting position, if edema is present | | | | |
| Aware of s/s to be reported | | | | |
| Weigh patient | | | | |

| Procedure | Self Assessment | | Preceptor | |
|-----------------------|-----------------|--------------|-------------|-------------|
| | Experienced | Needs Review | Experienced | Re-evaluate |
| Care of Patient with: | | | | |
| Tracheotomy* | | | | |
| Paraplegia | | | | |
| Hemiplegia | | | | |
| Ventilators* | | | | |
| Seizures | | | | |
| Ted Hose | | | | |
| Colostomy | | | | |

Employee Signature

Date

Training and Development

Date

Employee _____

Date _____

Sub-contracted Agency _____

| Check One: <input type="checkbox"/> Probationary <input type="checkbox"/> Annual <input type="checkbox"/> Other | | Competency | |
|---|---|------------|----|
| | | Yes | No |
| 1. Preparation for Visit | | | |
| 1.1 | Uniform dress/identification tag? | | |
| 1.2 | Calls patient ahead before visit? | | |
| 1.3 | Provider bag content? Supplies adequate? Cleanliness? | | |
| 1.4 | Organization of materials? | | |
| 1.5 | Understands Assignment? | | |
| 2. Assessment of Skills | | | |
| 2.1 | Temperature | | |
| 2.2 | Pulse | | |
| 2.3 | Respiration | | |
| 2.4 | Bathing: Specify: | | |
| 2.5 | Hair care | | |
| 2.6 | Skin care | | |
| 2.7 | Nail care | | |
| 2.8 | Oral hygiene | | |
| 2.9 | Transfers / Ambulation | | |
| 2.9.1 | Transfer belt | | |
| 2.9.2 | Proper body mechanics | | |
| 2.9.3 | Hoyer Lift | | |
| 2.9.4 | Transfer from bed to chair | | |
| 2.10 | Toileting and Elimination: Specify: | | |
| 2.11 | Range of Motion | | |
| 3. Treatment Technique | | | |
| 3.1 | Explanation to patient | | |
| 3.2 | Treatment: Specify | | |
| 3.3 | Proper draping of patient for privacy | | |
| 3.4 | Use of Universal Precautions | | |
| 3.4.1 | Gloves worn for the contact or potential contact of blood/body fluids | | |
| 3.4.2 | Masks, gowns, goggles (or mask&sheild) are worn for actual or potential splashing or aerosolization of blood or body fluids | | |
| 3.4.3 | Provider has appropriate personal protective equipment (PPE) to use when a potential for exposure exists. | | |
| 3.4.4 | Handwashing is performed as outlined in Infection Control and Safety Management Manual. | | |
| 3.5 | Follows provider bag technique as outlined in the Infection Control and Safety management manual. | | |
| 3.6 | Maintains a clean, safe, healthy environment. | | |
| 4. Evaluation of Documentation | | | |
| 4.1 | HHA Note | | |
| 4.2 | Communicates with RN as needed | | |
| 4.3 | Review of field chart | | |
| 4.3.1 | Patient Summary report | | |
| 4.3.2 | HHA Care Plan | | |
| 4.3.3 | Communications Log | | |
| 4.4 | Reports changes in patient's condition to Case Manager. | | |

| | | Competency | |
|--|--|------------|----|
| | | Yes | No |
| 5. Ability to Perform New Procedure/Technique | | | |
| 5.1 | Demonstrates new procedure/technique appropriately | | |
| 5.2 | Demonstrates use of equipment/Type of equipment: | | |
| 5.2.1 | Safely | | |
| 5.2.2 | Appropriately | | |
| 6. Evaluation of Safety/Environment | | | |
| 6.1 | Home | | |
| 6.1.1 | Floors | | |
| 6.1.2 | Electrical | | |
| 6.1.3 | Phone | | |
| 6.1.4 | Bathroom | | |
| 6.1.5 | Stairs | | |
| 7. Evaluation of Waste Management | | | |
| 7.1 | Safely | | |
| 7.2 | Appropriately | | |

8. Comments _____

| Skill Identified | Improvement Plan | Projected Completion | Actual Completion |
|------------------|------------------|----------------------|-------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Employee Signature _____

Training and Development _____

Date _____

Employee Name: _____

| Performance Responsibilities | Below | Meets | Exceeds |
|---|-------|-------|---------|
| Works under the direction of the Director of Nursing/Nursing Supervisor, Registered Nurse, or Physical Therapist according to instructions of the Aide Care Plan. | | | |
| Provides basic personal care such as assisting with bathing, oral hygiene, toileting, skin care, ambulation, and exercise. | | | |
| Measures and records oral, rectal, auxiliary temperatures, pulse, respiration, and blood pressure when ordered (within the training limitations of the aide). | | | |
| Assists with household tasks directly essential to the client's health. | | | |
| Provides a clean and safe environment within the home, including safe use of equipment, e.g. foot stools, side rails, wheelchairs, oxygen, etc. | | | |
| Prepares meals based on client preference and prescribed medical regimen. | | | |
| Assists client with prescribed medication regimen including medications that are ordinarily self-administered. | | | |
| Does not administer medication, take physician's orders or perform any other procedures requiring the knowledge/skill of a licensed nurse or registered therapist. | | | |
| Performs range of motion and other simple procedures as an extension of therapy service as ordered (within the training limitations of the aide). | | | |
| Immediately reports any changes in client's mental, physical, or environmental condition or any incidents to Nursing Supervisor or designated alternate. | | | |
| Accurately documents services provided in accordance with agency policies and procedures on the day services are rendered; submits no less often than weekly. | | | |
| Participates in client case conferences. | | | |
| Attends appropriate Inservice and Continuing Education Programs totaling no less than 12 hours per calendar year. | | | |
| Documents all client-related activities in a timely manner. | | | |
| Reacts to change productively and performs other job-related tasks and duties as assigned. | | | |

Employee Signature _____ Date _____

Training and Development _____ Date _____