

UNTESTED SKILLS

The following skills are not tested, but are required knowledge in accordance with the state.

MAKES AN OCCUPIED BED

- 1 Explains procedure to client, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
- 2 Places clean linen on clean surface within candidate's reach (e.g., bedside stand, over-bed table, or chair)
- 3 Provides for client's privacy throughout procedure with curtain, screen, or door
- 4 Lowers head of bed before moving client
- 5 Loosens top linen from the end of the bed on working side
- 6 Unfolds bath blanket over the top sheet and removes top sheet
- 7 Raises side rail, goes to other side, moves client's body toward self, then slowly rolls client onto side toward raised side rail
- 8 Loosens bottom soiled linen on working side and moves bottom soiled linen toward center of bed
- 9 Places and tucks in clean bottom linen or fitted bottom sheet on working side (If flat sheet is used, tucks in at top and working side), then raises side rail
- 10 Goes to other side of bed, lowers side rail, then assists client to turn onto clean bottom sheet
- 11 Removes soiled bottom linen
- 12 Pulls and tucks in clean bottom linen, finishing with bottom sheet free of wrinkles
- 13 Covers client with clean top sheet and removes bath blanket
- 14 Changes pillowcase
- 15 Centers and anchors clean linen over client
- 16 Avoids contact between candidate's clothing and soiled linen throughout procedure
- 17 Disposes of soiled linen in soiled linen container
- 18 Signaling device is within client's reach
- 19 Leaves bed in low position
- 20 Washes hands

MEASURES AND RECORDS ORAL TEMPERATURE WITH NON-MERCURY GLASS THERMOMETER

- 1 Explains procedure to client, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
- 2 Puts on clean gloves before handling oral thermometer
- 3 Holds oral thermometer by stem
- 4 Before inserting oral thermometer in client's mouth, shakes oral thermometer down to 96 degrees F or lower
- 5 Places a sheath/protective cover on oral thermometer
- 6 Inserts bulb end of oral thermometer into client's mouth, under tongue and to one side
- 7 Tells client to hold oral thermometer in mouth with lips closed and assists as necessary
- 8 Leaves thermometer in place for at least 3 minutes (for testing purposes only, may leave thermometer in place for one minute)
- 9 Removes sheath/protective cover and disposes of in wastebasket
- 10 Reads oral thermometer before cleaning thermometer
- 11 Cleans oral thermometer and returns to container for used thermometers
- 12 Removes gloves and disposes of in wastebasket
- 13 Signaling device is within client's reach
- 14 Washes hands
- 15 **Records oral temperature within plus or minus 0.2 degrees of evaluator's reading**

PROVIDES FINGERNAIL CARE ON ONE HAND

- 1 Explains procedure to client, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
- 2 Provides for client's privacy during procedure with curtain, screen, or door
- 3 Tests water temperature and ensures it is safe and comfortable before immersing client's fingers in water, and adjusts if necessary
- 4 Basin placed at a comfortable level for client
- 5 Soaks client's fingers (fingernails) in basin of water
- 6 Puts on clean gloves before cleaning under fingernails
- 7 Cleans under each fingernail with orangewood stick
- 8 Wipes orangewood stick on towel after each nail
- 9 Dries client's hand/fingers, including between fingers

- 10 Grooms nails with file or emery board
- 11 Finishes with nails smooth and free of rough edges
- 12 Empties, rinses, and wipes basin, and returns to proper storage
- 13 Disposes of soiled linen in soiled linen container
- 14 Removes and disposes of gloves in wastebasket
- 15 Signaling device is within client's reach
- 16 Washes hands

SHAMPOOS CLIENT'S HAIR IN BED

- 1 Explains procedure to client, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
- 2 Tests water temperature to ensure it is safe and comfortable before wetting client's hair, and adjusts if necessary
- 3 Lowers head of the bed (if elevated) and removes pillow
- 4 Protects the bed with waterproof covering
- 5 Places collection container under client's head (e.g., trough, basin, shampoo tray)
- 6 Protects client's eyes with dry washcloth
- 7 Wets hair and applies shampoo
- 8 Lathers and massages scalp with fingertips
- 9 Rinses hair until water runs clear
- 10 Covers hair with towel
- 11 Removes collection container and waterproof covering
- 12 Before drying and combing hair, raises head of bed
- 13 Dries and combs client's hair according to client preference
- 14 Empties, rinses, and wipes bath basin/pitcher and returns to proper storage
- 15 Cleans comb/brush and returns comb/brush to proper storage
- 16 Places soiled linen in soiled linen container
- 17 Washes hands

PROVIDES CATHETER CARE FOR FEMALE

- 1 Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
- 2 Privacy is provided with a curtain, screen, or door
- 3 Before washing, checks water temperature for safety and comfort and asks client to verify comfort of water
- 4 Puts on clean gloves before washing
- 5 Places linen protector under perineal area including buttocks before washing
- 6 Exposes area surrounding catheter (only exposing client between hip and knee)
- 7 Applies soap to wet washcloth
- 8 While holding catheter at meatus without tugging, cleans at least four inches of catheter from meatus, moving in only one direction, away from meatus, using a clean area of the washcloth for each stroke**
- 9 While holding catheter at meatus without tugging, using a clean washcloth, rinses at least four inches of catheter from meatus, moving only in one direction, away from meatus, using a clean area of the washcloth for each stroke**
- 10 While holding catheter at meatus without tugging, dries at least four inches of catheter moving away from meatus using a dry cloth towel/washcloth
- 11 Empties, rinses, and dries basin
- 12 Places basin in designated dirty supply area
- 13 Disposes of used linen into soiled linen container and disposes of linen protector appropriately
- 14 Avoids contact between candidate clothing and used linen
- 15 Removes and disposes of gloves (without contaminating self) into waste container and washes hands
- 16 Signaling device is within reach and bed is in low position