

This form is used with all facility audits and must be completed to ensure the testing site has all required items. For each item listed in the first column, please place a check in the YES or NO column to verify if the criteria has been met. If **all** criteria have been met on this form, then go to the INF/RTS QUALITY FACILITY AUDIT QUESTIONNAIRE-CATEGORY II: SKILLS EXAM ROOM and complete #19.

START-UP FURNITURE AND EQUIPMENT				
ITEMS	YES	NO	COVID-19 AMOUNTS	
Bed, adjustable bed with *non telescoping side rails. Side rails must be in good working condition and go up and down. Head of the bed must go up/down, and wheels must lock/unlock.			1 per Nurse Aide Evaluator (NAE) testing	YES YES NO*
Chair			1 per NAE testing	
Clock (preferred) or Analog wristwatch with Second Hand (No Smart Watch) A clock must be visible from all angles. The testing room may require multiple clocks.			1 per NAE testing unless wall clock can be clearly seen from all testing angles	11 12 1 10 2 9 3 8 4 7 6 5
Fax machine - Dedicated (accessible to skills lab)			1 per testing site	
Linen Receptacle (designated for used/soiled linen)			1 per NAE testing	Or similar



Mannequin* (must be a full female mannequin able to accept catheter) *[MD: Although no catheter skill performed, mannequin with female genitalia is required for perineal care].	1 per every 2 NAE test	ing
Privacy curtain*, Screen or Door if private room [*North Carolina- Must be a 360° Privacy curtain]	1 per NAE testing	Or Moveable Screens or Doors
Scale, calibrated (bathroom/standing) [NO electronic scale, NO digital scale] [North Carolina- Must be a Standing Scale]	1 for usage of all NAEs	
Signaling device, movable (Must be on cord and attached to bed, can be non-functional)	1 per skills bed	Found by or attached to hospital bed



Sink with plumbing and running hot & cold water. *Portable Sinks are not allowed to be used.	Minimum 1 sink	NO*
Bedside Table	1 per NAE testing	
Table, over bed	1 per NAE testing	
Toilet or Bedside Commode clearly labeled as toilet (preferred)	1 for usage of all NAEs	
Wastebasket with liner	1 by each bed used.1 by each sink used.1 for the PPE Station	
Standard sized wheelchair with footrests. Footrests must be removable or fold back. Wheel locks must be in working condition.	1 for usage of all NAEs	
Paper towel holder/dispenser Paper towels cannot be loose on the sink. The candidate must have access to clean, dry paper towels.	1 per sink used for testing	YES NO



	LINEN/CLOTHING					
ITEMS	YES	NO	COVID-19 AMOUNTS			
Bath towels Minimum of 36 Bath towels needed.			3 Per Candidate Scheduled 12 Candidate Maximum (3 X 12 = 36 Bath Towels.)			
Clothing protector (bib or towel)			2 Per NAE Testing			
Clothing tops (Extra-large & XXL shirts or blouses that open in the front. No more than four (4) buttons/snaps -no hospital gowns)			2 Per Candidate Scheduled 12 Candidate Maximum (2 X 12 = 24 clothing Tops.)			
Minimum of 24 clothing tops needed.						
Gowns (patient) Minimum of 24 patient gown needed.			2 Per Candidate Scheduled 12 Candidate Maximum (2 X 12 = 24 patient gowns.)			
Bottom sheets (Fitted or Flat)			If mattress covered in plastic and can be wiped down the mattress does not need bottom sheet. If cannot be wiped down, a clean bottom sheet required for each candidate scheduled if the same bed is used for mannequin as is used for the live client, sheets/pillowcases used for mannequin must be			



Linens: Pillowcase, top sheet.	removed and replaced with live client bedding or wiped down. Mannequin only beds do not need extra sheets. One (1) top sheet required for each candidate scheduled & One (1) top sheet required for the entire testing day to be used on the mannequin) If pillow is covered in plastic and can be wiped down, pillows do not need cloth covers. If pillows cannot be wiped down, a clean pillowcase for each candidate scheduled is required. Minimum of 13 Top
Pad/Linen protector (may use towel or draw-sheet as pad)	Sheets Required. 2 Per NAE Testing
Pillows	1 Per Skills Bed
Supportive devices Pillows, blanket rolls, or wedges may be used.	3 per NAE testing. Pillows or bolsters used for positioning must either be able to be wiped down or additional 3 pillowcases per candidate scheduled will be needed. (Up to 36 pillowcases)
Washcloths	4 per candidate scheduled
Minimum of 48 washcloths needed.	12 Candidate Maximum (4 X 12 = 48 washcloths.)



SUPPLIES				
ITEMS	YES	NO	COVID-19 Amounts	
Basin, bath			4 per NAE testing	
Basin, emesis			2 per NAE testing	
Bedpan* (standard) *[PA not required]			2 per NAE testing	(3)
Electronic Blood Pressure (EBP) Monitors with Cuffs *(CO, DOC, SC, NH, AK ONLY). Please see BP Monitor Specifications Document (not brand specific) Please check your state's NA Candidate Handbook online to confirm EBP is tested.			Minimum 2 machines; Upper arm monitors/cuffs only – no wrist monitors; Monitor portable, wall mounted, or on mobile stand 1 regular cuff per NAE Testing. 1 adult large cuff for	OMNOR ORCH
Manual Blood Pressure (MBP) Cuff *(regular and large cuffs) and Stethoscope* dual ear- piece *for Manual BP *[AL, CA, GA, GUAM, MD, MS, NC, ND, PA, RI, TX, WA, NMI, VI, VA –ONLY] Please check your state's NA Candidate Handbook online to confirm MBP is tested.			1 adult large cuff for usage of all NAEs. 1 regular cuff per NAE Testing. 1 adult large cuff for usage of all NAEs. 1 dual earpiece stethoscope per NAE testing	



Catheter and syringe * (use with mannequin for catheter skill) * Must have one additional catheter available for testing. [MD: not required]	1 per Mannequin	Found in female mannequins
Coloring to simulate urine (for urinary output skill) *Yellow food coloring	Several drops of yellow food coloring per NAE testing	
Denture Brush (toothbrush labeled for denture skill)	1 per NAE testing	
Denture cup with lid	1 per NAE testing	



*Partials may not be used	1 full set or 2 uppers or 2 lowers for usage of all NAEs testing	YES *NO*
Knee-high elastic stockings (Clean, Large or Extra-large; must not use older type with loose flap in toe area) Can be any color, open or closed toed.	1 stocking per mannequin or 1 clean stocking per each Candidate that has Knee-High Skill in states where skill is performed on live client. (PA testing only allows use of human for this skill. Must have 1 clean stocking for each candidate testing (qty 12)	open or closed toed OK
Measuring container* (graduate-cylinder or hat- at least 250 ml/cc units clearly visible) (No Urinals)	1 per NAE Testing	Cylinder or Hat OK
Pen or Pencil	1 of each available	



Transfer (gait) Belt	1 per NAE testing	
		Or similar



DISPOSABLE SUPPLIES				
ITEMS	YES	NO	COVID-19	
			Amounts	
Alcohol wipe or Alcohol and cotton ball			2 per candidate scheduled 12 candidates maximum (2 x 24 candidates = 24)	
Antimicrobial Spray/Wipes – clearly labeled (any product deemed effective ref CDC or EPA websites) https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov2			1 per NAE testing in Skill room. Additional supply needed in written room.	
Disposable Drinking Cup			1 per candidate scheduled 12 candidates maximum (1 x 12 candidates = 12 per exam day)	
Food (two varieties, such as pudding, applesauce, or fruit cocktail, that can typically be fed in bite -sized portions with a spoon)			2 for each NAE Testing.	
Beverage Water (bottled)			2 for each NAE Testing.	



Large non-latex disposable gloves	3 pairs per candidate Scheduled. 12 candidates maximum. (3 X 12 = 36 pair of gloves minimum per exam day.)	
Toothpaste (Separate tubes labeled mouth care and for denture care)	1 tube for mouth care and 1 tube for denture care per NAE testing.	
Isolation Gown, (Long sleeves that secures at neck and waist, at back or side, cannot secure in front. Cloth or disposable) *(pre-secured neck cannot be used)	1 per candidate scheduled. (NOTE: Only candidates assigned the PPE skill will use a PPE gown) 12 candidates maximum (1 x 12 candidates = 12 Gown minimum)	*NO
Hand Sanitizer	1 container per NAE testing in skill room. Additional container in written room.	
Hand wipes (may use washcloth)	2 Per candidate scheduled (2 X 12 candidates = 24 hand wipes minimum per exam day.)	
Lotion in pump container. (Hypoallergenic & Unscented)	1 container per NAE testing	



Meal tray with "Name" card	1 per meal tray	
Paper plates	1 per candidate scheduled 12 candidates maximum (1 x 12 candidates = Minimum of 12 Plates per Exam Day)	
Paper towels	2 rolls for usage of all NAEs	
Plastic bags (for wastebasket)	2 for each wastebasket per exam day.	
Soap, liquid in pump container (Hypoallergenic & unscented/not rinse less/no foaming soaps)	1 container per NAE testing	
Spoons (disposable)	1 per candidate scheduled. (1 x 12 candidates = Minimum of 12 per Exam Day.)	
Toilet tissue	1 roll per NAE testing	
Toothbrush (individually wrapped)	1 per candidate scheduled (1 x 12 candidates = Minimum of 12 per Exam Day.)	