

NURSE AIDE PRACTICAL SKILLS ASSESSMENT

SKILL BOOKLET

The skills below can be completed independently or in combination with other skills. The individual skill and associated steps are listed below. Each skill breakdown has a list of required supplies needed to complete the skill, the list of steps, critical safety steps, definitions, setting the skill is being completed and notes for the individual evaluating the skill in a lab or practice setting.

The skills below are included in the NAPSA examination. 3-5 skills are combined into a patient scenario.

**** Denotes critical safety steps. The candidate must complete these steps correctly in order to pass the Nurse Aide Practical Skills Assessment Examination. ****

1. Handwashing using soap and water
2. Assist client to transfer from the bed to a wheelchair
3. Assist client to ambulate
4. Assist client to reposition on their side
5. Assist client who has an affected arm to put on a shirt
6. Change bed that is occupied with client
7. Assist client with a meal
8. Assist client with mouth care
9. Measure client's respiration rate
10. Measure client's pulse rate
11. Measure client's blood pressure using electric blood pressure monitor
12. Measure urinary output from bed pan or catheter drainage bag
13. Provide perineal care on a male or female client
14. Apply a knee-high compression stocking on client
15. Clean client's denture
16. Change clients brief after an incontinence occurrence
17. Provide catheter care on a male or female client
18. Provide a bed bath on client
19. Assist client to use a bed pan
20. Apply and remove personal protective equipment

1. Handwashing using soap and water

Supplies	<ul style="list-style-type: none">○ Sink with running water○ Paper towels○ Soap (pump or automated dispenser)
Setting	Candidate is at a sink within client's room
Skill Steps	<ol style="list-style-type: none">1. Water is turned on to a warm comfortable temperature2. Hands and wrists are rinsed in water3. Soap is applied to wet hands4. Soap is rubbed over hands and wrists creating friction for a minimum of 20 seconds ensuring all areas of hands including between the fingers are cleaned5. Fingernails are cleaned by rubbing each nail tip on the palm of the soapy hand6. Hands and wrists are rinsed ensuring all soap is removed7. Hands and wrists are dried using a clean paper towel8. Water is shut off by using a new clean paper towel9. Paper towel is discarded into trash receptacle without contaminating hands
Additional Information	<ul style="list-style-type: none">○ Hands should be kept at or below the level of the candidate's elbow○ Candidate should not touch the inside of the sink at any time during the skill○ If a candidate is testing on a sink with an automatic water faucet or foot pedal faucet, disregard steps 1 and 8.

2. Assist a client to transfer from the bed to a wheelchair

Supplies

- Wheelchair- with or without footrests
- Transfer belt
- Client's shoes or non-slip socks

Setting

Clients room-Client requires a transfer belt to safely transfer from bed to wheelchair. This skill is performed on a mock client that is in bed with a gown on and shoes off.

Skill Steps

1. Before starting the skill:
 - a. Hands are washed before touching anything in the client's room
 - b. Client is greeted, and the candidate introduced themselves
 - c. Skill is explained using therapeutic communication
 - d. Privacy is provided with curtain or door
2. Client is assisted in a sitting position on the side of the bed
3. **Before** assisting the client to stand:
 - a. Bed is in a safe/low position
 - b. Bed brakes are engaged
 - c. Transfer belt is correctly secured around the patient, avoiding direct contact with the client's skin
 - d. Client's shoes or non-slip socks are on
 - e. Client's feet are flat on the floor
 - f. ****Wheelchair is placed close to the side of the bed to ensure a safe and easy transfer with brakes engaged****
 - g. Footrests (if present) are removed or moved out of the way
4. Instructions on how and when to stand are provided to the client
5. Transfer belt is used to gently assist the client to their feet using proper body mechanics.
6. Client is gently assisted into the wheelchair using proper body mechanics ensuring accurate placement of client in wheelchair
7. **Before** leaving the client:
 - a. Call light is handed to the client/ put in the client's hand
 - b. Wheelchair brakes are disengaged
 - c. Transfer belt is carefully removed
 - d. The client is in a comfortable and safe position
 - e. Feet are placed on footrests if present
 - f. Environment is safe and clean
8. Hands are washed before leaving the room

Additional Information

- The sub steps in steps 3 **and** 7 can be completed in any order. All sub steps must be completed before moving to the next step.
- When using the transfer belt, the candidate should grasp the belt between the belt and client from underneath with fingers pointing upward. The transfer belt should be placed between the client's hips and rib cage with the buckle in the front.
- Gait belt should not come in direct contact with the client's skin. The gait belt should be placed over a gown or shirt.
- Candidate may ask the client to put on their own shoes if possible.

3. Assist a client to ambulate

Supplies	<ul style="list-style-type: none">○ Transfer belt○ Client's shoes or non-slip socks
Setting	Clients room-Client requires a transfer belt to safely ambulate. Client must be ambulated at least 10 feet. This skill is performed on a mock client that is in bed with a gown on and shoes off.
Skill Steps	<ol style="list-style-type: none">1. Before starting the skill:<ol style="list-style-type: none">a. Hands are washed before touching anything in the client's roomb. Client is greeted, and the candidate introduced themselvesc. Skill is explained using therapeutic communicationd. Privacy is provided with curtain or door2. Client is assisted in a sitting position on the side of the bed3. Before assisting the client to stand:<ol style="list-style-type: none">a. Bed is in a safe/low positionb. Bed brakes are engagedc. Transfer belt is correctly secured around the patient, avoiding direct contact with the client's skind. Client's shoes or non-slip socks are one. Client's feet are flat on the floor4. Instructions on how and when to stand are provided to the client5. Transfer belt is used to gently assist client to their feet using proper body mechanics6. The candidate stands just behind and to the side of the client, maintaining a firm upward grip on the gait belt at all times7. Client is ambulated at least 10 feet moving slowly and returned to their bed8. Instructions are provided to the client on how and when to sit back onto their bed9. Using proper body mechanics, the client is gently lowered back onto the bed. The transfer belt and shoes are removed, and the client is assisted into the bed, ensuring their legs and feet are properly positioned10. Before leaving the client:<ol style="list-style-type: none">a. Call light is handed to the client/ put in the client's handb. The client is in a comfortable and safe positionc. Environment is safe and cleand. Bed is left in the lowest positione. Hands are washed before leaving the room
Additional Information	<ul style="list-style-type: none">○ The sub steps in steps 3 and 10 can be completed in any order. All sub steps must be completed before moving to the next step.○ When using the transfer belt, the candidate should grasp the belt between the belt and client from underneath with fingers pointing upward. The transfer belt should be placed between the client's hips and rib cage with the buckle in the front.○ Gait belt should not come in direct contact with the client's skin. Gait belt should be placed over gown or shirt.○ Candidate may ask the client to put on their own shoes if possible.○ If necessary, the candidate should readjust and tighten the transfer belt once the client is in a standing position.

4. Assist a client to reposition on their side

Supplies	<ul style="list-style-type: none">○ Client's bed with side rail○ Pillows○ Turn sheet (optional)
Setting	Clients room- This skill may be performed on a mock client or a mannikin in the bed with a gown on and shoes off. Client requires assistance to reposition. A turn sheet may be used to assist the client into a side lying position.
Skill Steps	<ol style="list-style-type: none">1. Before starting the skill:<ol style="list-style-type: none">a. Hands are washed before touching anything in the client's roomb. Client is greeted, and the candidate introduced themselvesc. Skill is explained using therapeutic communicationd. Privacy is provided with curtain or door2. Before assisting the client to roll to one side:<ol style="list-style-type: none">a. Client is in a supine positionb. Client is at a comfortable working height for the candidate and supplies are within reachc. Side rail is raised on the side of the bed the client will be turning towardsd. Bed brakes are on3. Client is assisted into a side lying position using proper body mechanics, then:<ol style="list-style-type: none">a. Client's back is supported with a pillow or wedgeb. Client's shoulder is readjusted and pulled out from under the torsoc. Client's head is adjusted on pillowd. Client's top arm is supported using a pillowe. Apply pillow between client's knees and ankles ensuring all bony prominences are cushioned with top leg flexed4. Before leaving the client:<ol style="list-style-type: none">a. Call light is handed to the client/ put in the client's handb. The client is in a comfortable and safe positionc. Environment is safe and cleand. Bed is left in the lowest position5. Hands are washed before leaving the room
Additional Information	<ul style="list-style-type: none">○ The sub steps in steps 2, 3, and 4 can be completed in any order. All sub steps must be completed before moving to the next step.○ Client can be directed to use the side rail to assist candidate in rolling to their side○ Side rail can be left up or put back down after repositioning○ A draw sheet may be used to assist in the rolling process.

5. Assist client to put on a shirt

Supplies	<ul style="list-style-type: none">○ At least two button-up shirt options
Setting	Client's room- Client has an affected arm. Client needs to change into a button up shirt. This skill is performed on a mock client wearing a gown. Client will be either in bed or in a wheelchair at the discretion of the training program or evaluator.
Skill Steps	<ol style="list-style-type: none">1. Before starting the skill:<ol style="list-style-type: none">a. Hands are washed before touching anything in the client's roomb. Client is greeted, and the candidate introduced themselvesc. Skill is explained using therapeutic communicationd. Privacy is provided with curtain or door2. Client is given options of what shirt they want to be dressed in3. Gown is unfastened at the neck and back and then removed beginning with the unaffected arm, followed by the affected arm4. Client's selected shirt is put on beginning with the affected arm, followed by the unaffected arm5. Client's shirt is properly secured with at least four buttons fastened, ensuring minimal twisting or wrinkling6. Used gown is put in the appropriate location7. Client's modesty is maintained during skill8. Before leaving the client:<ol style="list-style-type: none">a. Call light is handed to the client/ put in the client's handb. The client is in a comfortable and safe positionc. Environment is safe and cleand. Bed is left in the lowest position9. Hands are washed before leaving the room
Additional Information	<ul style="list-style-type: none">○ The sub steps in steps 8 can be completed in any order. All sub steps must be completed before moving to the next step.○ Training programs need to identify which arm is affected prior to the candidate starting the skill. For example, a wrist band could be used to identify the affected arm.○ For this skill, the mock client's personal shirt under gown is considered bare skin and should avoid being exposed whenever possible.

6. Change bed that is occupied with client

Supplies	<ul style="list-style-type: none"> ○ Bottom sheet ○ Turn sheet ○ Top sheet & Pillowcase
Setting	Clients room- Client's requires new bed linen and cannot leave the bed. This skill may be performed on a mock client or a mannikin in bed with a gown on and shoes off.
Skill Steps	<ol style="list-style-type: none"> 1. Before starting the skill: <ol style="list-style-type: none"> a. Hands are washed before touching anything in the client's room b. Client is greeted, and the candidate introduced themselves c. Skill is explained using therapeutic communication d. Privacy is provided with curtain or door 2. Gloves are applied 3. Before assisting the client to roll to one side: <ol style="list-style-type: none"> a. Client is in a supine position b. Client is at a comfortable working height for the candidate and supplies are within reach c. Side rail is raised on the side of the bed the client will be turning towards d. Bed brakes are on 4. Client is gently assisted to roll to one side using the side rail if needed 5. Soiled bottom sheet is unsecured from the bed. The soiled turn sheet and bottom sheet are rolled inward toward the client and tucked against client as much as possible 6. New bottom sheet is secured to the side of the mattress where the soiled linen has been removed 7. Turn sheet is aligned between the shoulders and mid-thigh on top of the new bottom sheet 8. Remaining fabric from the clean bottom sheet and turn sheet is rolled and carefully tucked under the client's side, next to the dirty linen being removed 9. Client is gently assisted to roll to their back and then to their other side over the tucked linen using the side rail if needed 10. Dirty linen is removed from under the client by continuing to roll inwards, and is placed in appropriate linen container 11. Remaining clean linen is rolled out from under the client to the edge of the bed, and the bottom sheet is secured to mattress 12. Bottom sheet and turn sheet are wrinkle free and in the correct position 13. Client is assisted into a comfortable supine position 14. The soiled top sheet is removed and placed in the appropriate linen container 15. A new top sheet is placed over the client 16. Soiled pillowcase is removed and placed in the appropriate linen container and a clean pillowcase is applied 17. Gloves are removed using proper technique and hands are washed 18. Infection control and clean technique practices are used when handling all linen 19. Client's modesty is maintained during skill 20. Before leaving the client: <ol style="list-style-type: none"> a. Call light is handed to the client/ put in the client's hand b. The client is in a comfortable and safe position c. Environment is safe and clean d. Bed is left in the lowest position and side rail is returned to the downward position 21. Hands are washed before leaving the room
Additional Information	<ul style="list-style-type: none"> ○ The sub steps in steps 3 & 20 can be completed in any order. All sub steps must be completed before moving to the next step.

7. Assist client with a meal

Supplies	<ul style="list-style-type: none"> ○ Client's diet card and food tray ○ Plate with multiple food options ○ Cup of water 	<ul style="list-style-type: none"> ○ Utensil ○ Wipe, napkin or washcloth ○ Clothing protector
Setting	Client's room- Client can be in a high fowlers position in bed, sitting upright on the side of the bed, or sitting in a chair/ wheelchair. Client needs full assistance with meals. This skill is performed on a mock client.	
Skill Steps	<ol style="list-style-type: none"> Before starting the skill: <ol style="list-style-type: none"> Hands are washed before touching anything in the client's room Client is greeted, and the candidate introduced themselves Skill is explained using therapeutic communication Privacy is provided with curtain or door Before feeding client: <ol style="list-style-type: none"> Client's diet card is checked for any allergies or special dietary requirements Client is asked to state their name, which is then verified against the diet card <u>**Client is in an upright sitting or high fowlers position**</u> Food tray is positioned on the table within the client's line of sight Clothing protector is placed across the client's chest Contents of the food tray are explained to client Candidate sits in a chair across from or next to the client The client is fed at least three bites of food following the below steps: <ol style="list-style-type: none"> Client is asked what they would like to eat Requested bite of food is offered using a utensil, but only after the previous bite has been swallowed and the client is ready Client is offered a drink Client's face is cleansed using a wipe, napkin or washcloth Clothing protector is removed and disposed of in the appropriate location <u>Before</u> leaving the client: <ol style="list-style-type: none"> Call light is handed to the client/ put in the client's hand Client is in a comfortable upright sitting position Environment is safe and clean including removal of food tray Bed is left in the lowest position Hands are washed before leaving the room 	
Additional Information	<ul style="list-style-type: none"> ○ The sub steps in steps 2 <u>and</u> 6 can be completed in any order. All sub steps must be completed before moving to the next step. 	

8. Assist client with mouth care

Supplies	<ul style="list-style-type: none"> ○ Toothbrush ○ Toothpaste ○ Cup with water 	<ul style="list-style-type: none"> ○ Kidney Basin ○ Towel/clothing protector ○ Wipe, napkin or washcloth
Setting	<p>Client's room- Client can be in a high fowlers position in bed, sitting upright on the side of the bed, or sitting in a chair/ wheelchair. Client needs full assistance with mouth care. This skill is performed on a mock client.</p>	
Skill Steps	<ol style="list-style-type: none"> 1. Before starting the skill: <ol style="list-style-type: none"> a. Hands are washed before touching anything in the client's room b. Client is greeted, and the candidate introduced themselves c. Skill is explained using therapeutic communication d. Privacy is provided with curtain or door 2. Before the client's teeth are brushed: <ol style="list-style-type: none"> a. <u>**Client is in an upright sitting or high fowlers position**</u> b. Cup of water and other supplies are within arm's reach c. Clothing protector is placed across the client's chest d. Gloves are applied e. Client is instructed to verbalize if any discomfort occurs, including the need to spit 3. Toothpaste is applied to wet toothbrush 4. All surfaces of the client's teeth and tongue are gently brushed 5. Kidney basin is held up to the client's chin below the mouth and client is instructed to spit in the kidney basin 6. Client is offered a drink of water and given the opportunity to spit the rinse water into the kidney basin 7. Client's face is cleansed using a wipe, napkin or washcloth 8. Clothing protector is removed and disposed of in the appropriate location 9. Toothbrush and kidney basin are rinsed and placed in the appropriate location maintaining clean placement of toothbrush throughout skill 10. Gloves are removed using proper technique and hands are washed 11. <u>Before</u> leaving the client: <ol style="list-style-type: none"> a. Call light is handed to the client/ put in the client's hand b. Client is in a comfortable and safe position c. Environment is safe and clean d. Bed is left in the lowest position 12. Hands are washed before leaving the room 	
Additional Information	<ul style="list-style-type: none"> ○ The sub steps in steps 2 <u>and</u> 11 can be completed in any order. All sub steps must be completed before moving to the next step. ○ Throughout the skill, the toothbrush is kept clean by either being held by the candidate or placed on the clean barrier- the toothbrush should not touch the inside of the sink or be placed directly on the counter or side table at any time. 	

9. Measure client's respiration rate

Supplies	<ul style="list-style-type: none">○ Recording paper○ Pen
Setting	Client's room- Client can be lying or sitting in bed, sitting upright on the side of the bed, or sitting in a chair/ wheelchair. This skill is performed on a mock client.
Skill Steps	<ol style="list-style-type: none">1. Before starting the skill:<ol style="list-style-type: none">a. Hands are washed before touching anything in the client's roomb. Client is greeted, and the candidate introduced themselvesc. Skill is explained using therapeutic communicationd. Privacy is provided with curtain or door2. Candidate measures the client's respiration rate for 60 seconds and notifies the STE when they begin and end the 60-second count3. Hands are washed before recording measurement4. Recorded measurement is within 2 respirations of the evaluator's measurement5. Before leaving the client:<ol style="list-style-type: none">a. Call light is handed to the client/ put in the client's handb. Client is in a comfortable and safe positionc. Environment is safe and cleand. If client is in bed, bed is returned to the lowest position6. Hands are washed before leaving the room
Additional Information	<ul style="list-style-type: none">○ The sub steps in steps 5 can be completed in any order. All sub steps must be completed before moving to the next step.○ No digital or smart watches. Candidate may use an analog watch or an analog clock if there is one within testing area.○ Candidate may ask client to place their arm across their chest to help visualize respirations.○ If the candidate loses their count, they can notify the evaluator and restart counting for 60 seconds.○ The candidate must verbally state when they begin and end their 60 second count.

10. Measure client's pulse rate

Supplies	<ul style="list-style-type: none">○ Recording paper○ Pen
Setting	Client's room- Client can be lying or sitting in bed, sitting upright on the side of the bed, or sitting in a chair/ wheelchair. This skill is performed on a mock client.
Skill Steps	<ol style="list-style-type: none">1. Before starting the skill:<ol style="list-style-type: none">a. Hands are washed before touching anything in the client's roomb. Client is greeted, and the candidate introduced themselvesc. Skill is explained using therapeutic communicationd. Privacy is provided with curtain or door2. Once the radial pulse is located, the candidate measures the client's pulse rate for 60 seconds and notifies the STE when they begin and end the 60-second count3. Hands are washed before recording measurement4. Recorded measurement is within 4 beats of the evaluator's measurement5. Before leaving the client:<ol style="list-style-type: none">a. Call light is handed to the client/ put in the client's handb. The client is in a comfortable and safe positionc. Environment is safe and cleand. If client is in bed, bed is returned to the lowest position6. Hands are washed before leaving the room
Additional Information	<ul style="list-style-type: none">○ The sub steps in steps 5 can be completed in any order. All sub steps must be completed before moving to the next step.○ The thumb must not be used by the candidate to palpate the client's pulse.○ No digital or smart watches. Candidates may use an analog watch or an analog clock if there is one within the testing area.○ Candidate can request to switch arms with STE to take measurement.○ If the candidate loses the radial pulse or their count, they can notify the STE and restart the 60 second count.○ The candidate must verbally state when they begin and end their 60 second count.

11. Measure client's blood pressure using electric blood pressure machine

Supplies	<ul style="list-style-type: none">○ Automatic blood pressure machine with multiple cuff sizes○ Recording paper○ Pen
Setting	Client's room- Client can be lying or sitting in bed, sitting upright on the side of the bed, or sitting in a chair/ wheelchair. This skill is performed on a mock client.
Skill Steps	<ol style="list-style-type: none">1. Before starting the skill:<ol style="list-style-type: none">a. Hands are washed before touching anything in the client's roomb. Client is greeted, and the candidate introduced themselvesc. Skill is explained using therapeutic communicationd. Privacy is provided with curtain or door2. Before measuring the client's blood pressure:<ol style="list-style-type: none">a. Client is in a comfortable sitting or supine position with their arm exposed and at the level of the heartb. Client's arm is measured, and appropriate cuff size is selectedc. Brachial artery is located, and cuff is secured on client's arm with brachial artery marker properly alignedd. Blood pressure machine is turned on and appropriate settings are selected if applicable3. Blood pressure machine is started4. Once the machine has finished measuring and the cuff is fully deflated, blood pressure cuff is removed from client's arm5. Hands are washed before recording measurement6. Recorded measurement is exactly as displayed on the machine7. Before leaving the client:<ol style="list-style-type: none">a. Call light is handed to the client/ put in the client's handb. The client is in a comfortable and safe positionc. Environment is safe and cleand. If client is in bed, bed is returned to the lowest position8. Hands are washed before leaving the room
Additional Information	<ul style="list-style-type: none">○ The sub steps in steps 2 and 7 can be completed in any order. All sub steps must be completed before moving to the next step.○ The blood pressure machine is stopped if inflated over 200mmHg.○ If the blood pressure machine inflates over 200mmHg or has an error screen, the candidate should either switch to the client's other arm or wait a full 2 minutes before trying again on the same arm. The timer should be paused during this 2-minute wait period so as not to impact the candidate's testing time.○ If the client is in a supine position, the arm should be lying on the bed fully extended next to the client. If the client is in a sitting position, the arm should be elevated to heart level by using a table○ Candidate can record before or after removing the cuff from the client's arm, but hands must be washed prior to recording.

12. Measure urinary output from bed pan or catheter drainage bag

Supplies	<ul style="list-style-type: none">○ Graduate cylinder○ Toilet/commode○ Alcohol wipe	<ul style="list-style-type: none">○ Barrier○ Gloves	<ul style="list-style-type: none">○ Recording paper○ Bedpan or catheter drainage bag
Setting	In client's room at sink or bedside- This skill is completed with a mannikin		
Skill Steps	<ol style="list-style-type: none">Before starting the skill:<ol style="list-style-type: none">Hands are washed before touching anything in the client's roomClient is greeted, and the candidate introduced themselvesSkill is explained using therapeutic communicationPrivacy is provided with curtain or doorPuts on gloves		
	<ol style="list-style-type: none">If using bedpan:<ol style="list-style-type: none">Empties urine from bedpan into graduated cylinder without spilling or splashingRinse bedpan and dispose of rinse in toiletBed pan is placed in the appropriate location	<ol style="list-style-type: none">If using catheter drainage bag:<ol style="list-style-type: none">Place barrier on floor under drainage bag and place graduated cylinder on barrierRelease and unclamp the spout allowing urine to drain. Do not let either come in contact with the graduated cylinderOnce all urine is drained from the bag, clamp and clean the spout with an alcohol wipe and secure in holderBarrier is disposed of in the appropriate location	
	<ol style="list-style-type: none">The graduated cylinder is positioned at eye level, and the measurement in milliliters (mL) is determined, rounding up to the nearest 25 milliliters (mL)Urine is discarded into the toiletGraduated cylinder is rinsed, and rinse water is poured into toiletUsed/dirty supplies are placed in the appropriate locationGloves are removed using proper technique and hands are washedUrinary output is recorded in MLs within 25 MLs of the STEs measurementBefore leaving the client:<ol style="list-style-type: none">Call light is handed to the client/ put in the client's handClient is in a comfortable and safe positionEnvironment is safe and cleanIf client is in bed, bed is returned to the lowest positionHands are washed before leaving the room		
Additional Information	<ul style="list-style-type: none">○ The sub steps in steps 9 can be completed in any order. All sub steps must be completed before moving to the next step.○ A bedside commode can replace the toilet in a lab setting.○ Urinary output may be recorded at any time during the skill, but gloves must be removed and hands washed immediately before recording. If recording occurs before step 7, gloves must be reapplied.○ Dirty equipment including bed pan, urinary drainage bag, and graduated cylinder should never be touched without gloves on.		

13. Provide perineal care

Supplies	<ul style="list-style-type: none"> ○ Basin and soap- if using washcloths ○ Washcloths or wipes 	<ul style="list-style-type: none"> ○ Linen protector ○ Gloves
Setting	Clients room- Mannikin wearing a gown, lying in bed with a sheet covering them. Mannikin has either female or male genitalia. Client needs full assistance with perineal care.	
Skill Steps	<ol style="list-style-type: none"> Before starting the skill: <ol style="list-style-type: none"> Hands are washed before touching anything in the client's room Client is greeted, and the candidate introduced themselves Skill is explained using therapeutic communication Privacy is provided with curtain or door Before Providing Perineum care: <ol style="list-style-type: none"> Supplies are gathered including a basin of warm water or pre-moistened wipes Water temperature should be checked by both client and candidate- disregard if using wipes Gloves are applied before touching the client Client is at a comfortable working height for the candidate and supplies are within reach Linen protector is placed under the client's buttock Client is exposed between the hips and knees, exposing the perineal area 	
	<ol style="list-style-type: none"> Client with female genitalia: <ol style="list-style-type: none"> Apply soap to a wet washcloth- disregard if using wipes <u>**The vulva is cleaned moving from front to back. This process is repeated using a clean section of the washcloth or new wipe for each stroke until the area is thoroughly cleaned**</u> Rinse vulva using the same method in step b. Disregard step if using wipes Vulva is dried 	<ol style="list-style-type: none"> Client with male genitalia: <ol style="list-style-type: none"> Soap is applied to a wet washcloth- disregard if using wipes <u>**The shaft of the penis is gently held in an upright position. The tip of penis is cleaned starting at the meatus and moving in a circular motion downward to the base of the penis. This process is repeated using a clean section of the washcloth or new wipe for each stroke until the area is thoroughly cleaned**</u> Rinse penis using the same method in step b. Disregard step if using wipes Soap is applied to a new wet washcloth or new wipe is used, and scrotum is thoroughly cleaned Rinse scrotum using a new wet washcloth- Disregard step if using wipes Penis and scrotum are dried
	<ol style="list-style-type: none"> One side rail is raised and client is gently assisted to their side towards the raised side rail Apply soap to a new wet washcloth- disregard if using wipes Perianal and perineum areas are cleaned moving front to back away from the meatus. This process is repeated using a clean section of the washcloth or new wipe for each stroke until the area is thoroughly cleaned Perianal and perineum areas are rinsed moving from front to back away from the meatus. This process is repeated using a clean section of the washcloth for each stroke until the area is thoroughly rinsed- disregard if using wipes 	

	<ol style="list-style-type: none"> 10. Perianal and perineum areas are dried 11. Linen protector is removed 12. All dirty linen/ wipes are put in the appropriate location 13. Infection control and clean technique practices are used when handling all linen 14. Basin is rinsed, dried and put in the appropriate location- disregard if using wipes 15. Gloves are removed using proper technique and disposed of in trash. Hands are washed 16. Client's modesty is maintained during skill 17. <u>Before</u> leaving the client: <ol style="list-style-type: none"> a. Call light is handed to the client/ put in the client's hand b. The client is in a comfortable and safe position with bedrails returned to low position c. Environment is safe and clean d. If client is in bed, bed is returned to the lowest position 18. Hands are washed before leaving the room
Additional Information	<ul style="list-style-type: none"> ○ The sub steps in steps 2 <u>and</u> 17 can be completed in any order. All sub steps must be completed before moving to the next step. ○ Front to back= From meatus towards anus ○ If penis is uncircumcised, foreskin should be gently pulled down before cleaning and must be pulled back up immediately following shaft being cleaned, rinsed, and dried

14. Apply a knee-high compression stocking on client

Supplies	<ul style="list-style-type: none">○ One elastic knee-high stocking
Setting	Clients room- Mannikin wearing a gown, lying in bed with a sheet covering them. Client requires full assistance with applying their compression stocking.
Skill Steps	<ol style="list-style-type: none">1. Before starting the skill:<ol style="list-style-type: none">a. Hands are washed before touching anything in the client's roomb. Client is greeted, and the candidate introduced themselvesc. Skill is explained using therapeutic communicationd. Privacy is provided with curtain or door2. Client is at a comfortable working height for the candidate and supplies are within reach3. Client's leg is exposed only during skill to ensure client's modesty4. Compression stocking is turned inside out to the heel or gathered to the heel5. The compression stocking is applied to the client's foot, beginning at the toes, gently covering the heel, and extending up the lower leg, stopping just below the knee6. The heel and toe areas of the stocking are correctly positioned on the client's foot, and the stocking is smooth, with no wrinkles or twists7. The foot is supported and moved gently throughout the skill8. Before leaving the client:<ol style="list-style-type: none">a. Call light is handed to the client/ put in the client's handb. The client is in a comfortable and safe positionc. Environment is safe and cleand. Bed is returned to the lowest position9. Hands are washed before leaving the room
Additional Information	<ul style="list-style-type: none">○ The sub steps in step 8 can be completed in any order. All sub steps must be completed before moving to the next step.

15. Clean client's denture

Supplies	<ul style="list-style-type: none">○ Denture cup with lid○ Toothbrush○ Denture cleaning paste/ nonabrasive toothpaste	<ul style="list-style-type: none">○ Upper or lower denture○ Kidney basin○ Gloves
Setting	In client's room at sink	
Skill Steps	<ol style="list-style-type: none">1. Paper towel or wash cloth is placed next to the sink to provide a clean barrier for equipment to be placed on when not being used2. Gloves are applied before handling denture3. Mild temperature water is used to rinse the denture, denture cup, and denture cup lid4. Denture cup is filled with mild temperature water and placed on barrier5. Denture cleaning paste is applied to a wet toothbrush and all surfaces of the denture are gently brushed6. Denture is rinsed thoroughly using mild temperature water and placed into the denture cup with lid applied7. Toothbrush is rinsed and placed into kidney basin8. Sink is turned off9. Clean barrier is removed and disposed of in the appropriate location10. Gloves are removed using proper technique11. Hands are washed before leaving the room	
Additional Information	<ul style="list-style-type: none">○ Throughout the skill, the denture and toothbrush are kept clean by either being held by the candidate or placed on the clean barrier- the toothbrush and denture should not touch the inside of the sink or be placed directly on the counter○ Throughout the skill, the candidate is careful with the denture and does not drop the denture.○ If a candidate is testing using a sink with automatic water, disregard step 8.○ Mild temperature water is determined by turning on both the hot and cold handles of the sink. If a candidate is testing using a sink with automatic water, the candidate can test the water from the sink to ensure the water is at a mild temperature before washing hands and putting on their gloves.	

16. Change clients brief after an incontinence occurrence

Supplies	<ul style="list-style-type: none">○ Brief○ Linen protector○ Gloves
Setting	Clients room- Mannikin wearing a gown, lying in bed with a sheet covering them. Mannikin has either female or male genitalia. Client requires full assistance with brief change after an incontinence occurrence.
Skill Steps	<ol style="list-style-type: none">1. Before starting the skill:<ol style="list-style-type: none">a. Hands are washed before touching anything in the client's roomb. Client is greeted, and the candidate introduced themselvesc. Skill is explained using therapeutic communicationd. Privacy is provided with curtain or door2. Gloves are applied3. Before assisting the client to roll to one side:<ol style="list-style-type: none">a. Client is in a supine positionb. Client is at a comfortable working height for the candidate and supplies are within reachc. Side rail is raised on the side of the bed the client will be turning towardsd. Bed brakes are on4. The soiled incontinence brief is unsecured at the tabs and front of brief is rolled inward, ensuring the soiled side is folded inside5. While the client is in supine position, Step 5 of perineal care is completed6. Client is assisted to turn on their side towards rail7. The soiled incontinence brief is removed by rolling it inward, ensuring the soiled side is folded inside8. Steps 7-10 of perineal care is completed9. The soiled incontinence brief is disposed of into the appropriate location10. While client is rolled onto their side, a clean brief is tucked under client between their lower back and buttocks11. Client is assisted to roll on their back12. Brief tabs are pulled out by the client's hips and front of clean brief is pulled up through the groin region13. Brief is secured in place using the tabs14. Gloves are removed using proper technique and disposed of in trash. Hands are washed15. Before leaving the client:<ol style="list-style-type: none">a. Call light is handed to the client/ put in the client's handb. The client is in a comfortable and safe positionc. Environment is safe and cleand. Bed is returned to the lowest position16. Hands are washed before leaving the room
Additional Information	<ul style="list-style-type: none">○ The sub steps in step 3 and 15 can be completed in any order. All sub steps must be completed before moving to the next step.

17. Provide catheter care on a male or female client

Supplies	<ul style="list-style-type: none"> ○ Basin and soap- if using washcloths ○ Washcloths or wipes 	<ul style="list-style-type: none"> ○ Linen protector ○ Gloves
Setting	Clients room- Mannikin is wearing a gown, lying in bed with a sheet covering them. Mannikin has either female or male genitalia with an indwelling catheter in place. Client requires full assistance with catheter care.	
Skill Steps	<ol style="list-style-type: none"> Before starting the skill: <ol style="list-style-type: none"> Hands are washed before touching anything in the client's room Client is greeted, and the candidate introduced themselves Skill is explained using therapeutic communication Privacy is provided with curtain or door Before providing catheter care: <ol style="list-style-type: none"> Supplies are gathered including a basin of warm water or pre-moistened wipes Water temperature should be checked by both client and candidate- disregard if using wipes Gloves are applied before touching the client Client is at a comfortable working height for the candidate and supplies are within reach Client is exposed between the hips and knees, exposing the perineal area Linen protector is placed under the client's buttock or between the client's legs Catheter is held at the meatus with one hand to ensure the catheter is not tugged while cleaning Soap is applied to a wet washcloth. Disregard if using a wipe <u>**The catheter is cleaned starting at the meatus moving downward to the Y split of the catheter. This process is repeated using a clean section of the washcloth or new wipe for each stroke until the catheter is thoroughly cleaned**</u> The catheter is rinsed starting at the meatus moving downward to the Y split of the catheter using a new area of the washcloth until all soap is removed. Disregard if using a wipe A dry washcloth is used to dry the catheter starting from the meatus down to the Y split of the catheter Linen protector is removed from under client and disposed of appropriately Client's modesty is maintained during skill Basin is emptied, rinsed, dried and placed in the appropriate dirty supply area- disregard if using wipes Linens or wipes are disposed of in the appropriate location without contaminating self Gloves are removed using proper technique and hands are washed <u>Before</u> leaving the client: <ol style="list-style-type: none"> Call light is handed to the client/ put in the client's hand The client is in a comfortable and safe position Environment is safe and clean Bed is returned to the lowest position Hands are washed before leaving the room 	
Additional Information	<ul style="list-style-type: none"> ○ The sub steps in steps 2 <u>and</u> 15 can be completed in any order. All sub steps must be completed before moving to the next step. ○ If penis is uncircumcised and the foreskin is covering the meatus the foreskin should be gently pulled down before cleaning and must be pulled back up after catheter care is completed. 	

18. Provide a partial bed bath on client

Supplies	<ul style="list-style-type: none"> ○ Basin and soap ○ Washcloths 	<ul style="list-style-type: none"> ○ Gown ○ Gloves 	<ul style="list-style-type: none"> ○ Lined protector
Setting	Clients room- Mannikin wearing a gown, lying in bed with a sheet covering them. Client requires full assistance with bathing.		
Skill Steps	<ol style="list-style-type: none"> 1. Before starting the skill: <ol style="list-style-type: none"> a. Hands are washed before touching anything in the client's room b. Client is greeted, and the candidate introduced themselves c. Skill is explained using therapeutic communication d. Privacy is provided with curtain or door 2. Before providing bed bath: <ol style="list-style-type: none"> a. Supplies are gathered including a basin of warm water b. Water temperature is checked by both client and candidate c. Gloves are applied before touching the client d. Client is at a comfortable working height for the candidate and supplies are within reach 3. Client's eyes are gently cleaned with a wet washcloth (without soap), starting from the inner corner and moving outward. This process is repeated using a clean section of the washcloth for each stroke until the area is thoroughly cleaned 4. Client's entire face is gently cleaned with a wet washcloth (without soap), and then the eyes and face are dried 5. Client's gown is removed and put in the appropriate location 6. Linen protector is placed under arm that is being cleaned 7. Client's hand, including between the fingers, fingernails, arm and underarm are washed using a wet washcloth with soap 8. Client's hand, including between the fingers, fingernails, arm and underarm are rinsed and dried thoroughly 9. A clean gown is applied 10. Client's modesty is maintained during skill 11. Basin is emptied, rinsed, dried and placed in the appropriate dirty supply area 12. Linens are disposed of in the appropriate location without contaminating self 13. Gloves are removed using proper technique and hands are washed 14. Before leaving the client: <ol style="list-style-type: none"> a. Call light is handed to the client/ put in the client's hand b. The client is in a comfortable and safe position c. Environment is safe and clean d. Bed is returned to the lowest position 15. Hands are washed before leaving the room 		
Additional Information	<ul style="list-style-type: none"> ○ The sub steps in steps 2 and 14 can be completed in any order. All sub steps must be completed before moving to the next step. ○ A partial bed bath typically involves cleaning the face, neck, arms, underarms, hands, and perineal area. For testing purposes, only the face and one arm, hand, and underarm are washed. 		

19. Assist client to use a bed pan

Supplies	<ul style="list-style-type: none"> ○ Bed pan ○ Gloves 	<ul style="list-style-type: none"> ○ Linen protector
Setting	Clients room- Mannikin wearing a gown, lying in bed with a sheet covering them. Mannikin has either female or male genitalia. Client requires full assistance with positioning of the bed pan.	
Skill Steps	<ol style="list-style-type: none"> 1. Before starting the skill: <ol style="list-style-type: none"> a. Hands are washed before touching anything in the client's room b. Client is greeted, and the candidate introduced themselves c. Skill is explained using therapeutic communication d. Privacy is provided with curtain or door 2. Gloves are applied 3. Before assisting the client to roll to one side: <ol style="list-style-type: none"> a. Client is in a supine position b. Client is at a comfortable working height for the candidate and supplies are within reach c. Side rail is raised on the side of the bed the client will be turning towards d. Bed brakes are on 4. Client is assisted to turn on side and bedpan and linen protector are placed under the client's buttock in the correct position 5. Gloves are removed using proper technique and hands are washed 6. Client's head of bed is raised to a comfortable position 7. Client is given the call light and instructed to call when finished 8. Candidate washes hands when leaving and reentering client's room 9. Client is returned to a supine position after using the bedpan 10. Gloves are applied 11. Client is assisted to turn on their side towards rail 12. Bedpan is removed and placed in the dirty supply area or on a barrier in the bathroom urinary output is going to be measured. 13. Gloves are removed using proper technique and hands are washed 14. Candidate states they would perform perineal care at this time 15. Linen protector is removed and placed in the appropriate location, and client is assisted back into a supine position 16. Empties urine from bedpan into toilet without spilling or splashing 17. Rinse bedpan and dispose of rinse in toilet 18. Bed pan is placed in the appropriate location 19. Client's modesty is maintained during skill 20. Gloves are removed using proper technique and hands are washed 21. Before leaving the client: <ol style="list-style-type: none"> a. Call light is handed to the client/ put in the client's hand b. The client is in a comfortable and safe position c. Environment is safe and clean d. Bed is returned to the lowest position 22. Hands are washed before leaving the room 	
Additional	<ul style="list-style-type: none"> ○ The sub steps in steps 3 and 21 can be completed in any order. All sub steps must be completed before moving to the next step. 	

20. Apply and remove personal protective equipment (gown and gloves)

Supplies	<ul style="list-style-type: none">○ Personal protective gown○ Gloves
Setting	Candidate is outside of client's room
Skill Steps	<ol style="list-style-type: none">1. Personal protective gown is applied<ol style="list-style-type: none">a. Gown is secured around neckb. Gown is secured around waist, ensuring that clothing is covered by gown in the back to the best of their ability2. Gloves are applied with no skin exposed between gloves and gown3. Personal protective equipment is removed without contaminating self4. Personal protective equipment is disposed of into the appropriate location5. Hands are washed
Additional Information	<ul style="list-style-type: none">○ In the healthcare industry, different types of PPE gowns are used, which may alter the steps for removing PPE. Candidates will be evaluated on whether or not they contaminate themselves, but not on the specific order or technique used for removing the equipment. * For an example order from the Center of Disease Control, refer to Appendix A○ If the gown has thumb holes, they are positioned over the thumbs and placed under the gloves.○ If the candidate is unable to tie the gown at the back, they may tie it at the side, but not at the front.○ To avoid contamination, the candidate does not touch the outside of the gown or gloves with bare hands. The candidate may touch the gown ties, the inside of the gown, and the inside of the gloves with bare hands.

Definitions

Accurate placement of client in wheelchair: The client is positioned in the center of the wheelchair with their hips against the backrest.

Assist: The candidate actively participates in assisting the client and must make physical contact when providing support.

Clean Technique & Infection Control with Linen: All linens (such as washcloths, wipes, towels, sheets, blankets, and linen protectors) should be kept away from the candidate to prevent contact with their clothing. Used linens are to be placed immediately into the designated dirty linen container, or a barrier is used to keep them from touching the bedside table. Dirty linens should never be placed on the floor or the client's bed.

Close to the side of the bed: The wheelchair should be a safe distance from the client when transferring from the bed to the wheelchair. The client should have to take no more than two steps to reach the wheelchair. The wheel chair should be facing the head or foot of the bed and needs to be angled towards the client.

Linen protector: can be a towel, chuck pad or other absorbent supply.

Modesty: Keep client covered during the skill avoiding exposure of bare skin whenever possible. This can be done by using a sheet, blanket, shirt or gown.

Proper body mechanics - when getting a client out of bed: Stand close to the client and create a stable base by slightly spreading your legs. Bend your knees while keeping your back straight, and ensure you have a firm grip on the client's gait belt. Engage your core muscles and lift with your legs, not your back. The client should not hold onto you during the transfer. Give clear instructions, such as, "We will stand on the count of three."

Proper body mechanics - when performing cares in the bed: Bed is raised to a comfortable working level for the candidate. Candidate uses leg and arm muscles when moving client and avoids using their back.

Proper technique for removing gloves: To remove gloves, the candidate should grasp the palm of one glove with the opposite gloved hand and pull it off. The removed glove should be balled up and contained within the gloved hand. Using the ungloved hand, carefully insert two fingers between the wrist and glove to remove it, making sure to only touch the inside of the glove. Dispose of the gloves in the designated container and wash hands immediately afterward.

Stayed Secure: Gown does not come untied during skills. Hair is secured to ensure no contamination with the PPE gown or client.

Therapeutic communication: Refers to the purposeful use of communication strategies by healthcare professionals to address a patient's emotional and psychological needs, build trust, encourage open

expression, and support healing and overall well-being. The candidate should clearly explain the skill prior to beginning and continue to describe each step as they perform it, ensuring the client understands throughout the process. Throughout the scenario, the candidate should check that the client is comfortable and make sure all their needs are met.

Without contaminating self: candidate does not touch outside of gown or outside of gloves with bare hands. Candidates can touch gown ties, inside of gown, and inside of gloves with bare hands.

Appendix A: Example of Donning & Doffing PPE

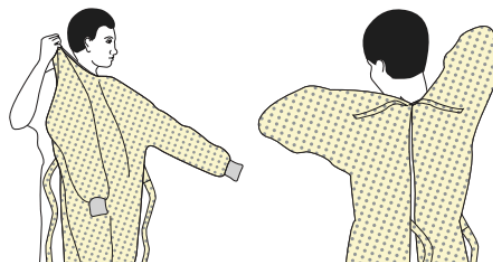
*During the NAPSA Examination, only gown and gloves will be tested on. Candidate does not need to use a mask or respirator.

SEQUENCE FOR **PUTTING ON** PERSONAL PROTECTIVE EQUIPMENT (PPE)

The type of PPE used will vary based on the level of precautions required, such as standard and contact, droplet or airborne infection isolation precautions. The procedure for putting on and removing PPE should be tailored to the specific type of PPE.

1. GOWN

- Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back
- Fasten in back of neck and waist



2. MASK OR RESPIRATOR

- Secure ties or elastic bands at middle of head and neck
- Fit flexible band to nose bridge
- Fit snug to face and below chin
- Fit-check respirator



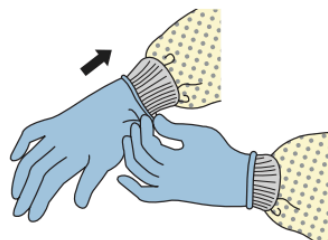
3. GOGGLES OR FACE SHIELD

- Place over face and eyes and adjust to fit



4. GLOVES

- Extend to cover wrist of isolation gown



USE SAFE WORK PRACTICES TO PROTECT YOURSELF AND LIMIT THE SPREAD OF CONTAMINATION

- Keep hands away from face
- Limit surfaces touched
- Change gloves when torn or heavily contaminated
- Perform hand hygiene



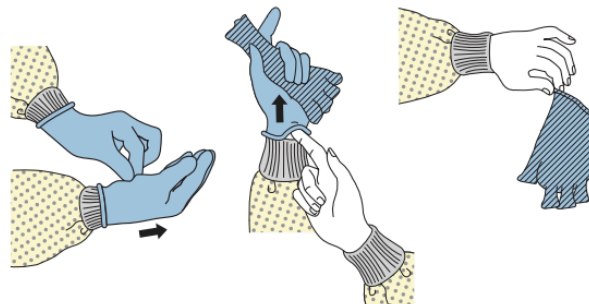
HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE)

EXAMPLE 1

There are a variety of ways to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. Here is one example. **Remove all PPE before exiting the patient room** except a respirator, if worn. Remove the respirator **after** leaving the patient room and closing the door. Remove PPE in the following sequence:

1. GLOVES

- Outside of gloves are contaminated!
- If your hands get contaminated during glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove
- Hold removed glove in gloved hand
- Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove
- Discard gloves in a waste container



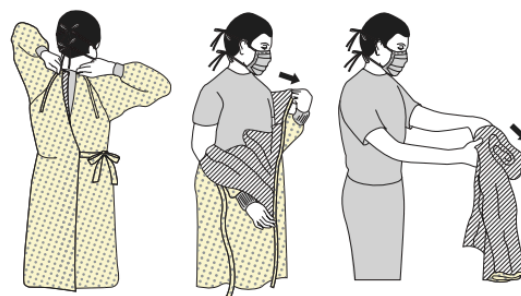
2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band or ear pieces
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container



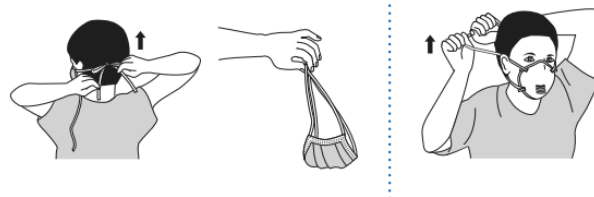
3. GOWN

- Gown front and sleeves are contaminated!
- If your hands get contaminated during gown removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Unfasten gown ties, taking care that sleeves don't contact your body when reaching for ties
- Pull gown away from neck and shoulders, touching inside of gown only
- Turn gown inside out
- Fold or roll into a bundle and discard in a waste container

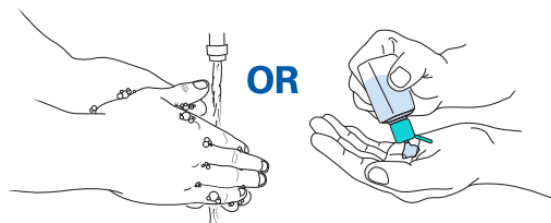


4. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — **DO NOT TOUCH!**
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container



5. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE



PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE



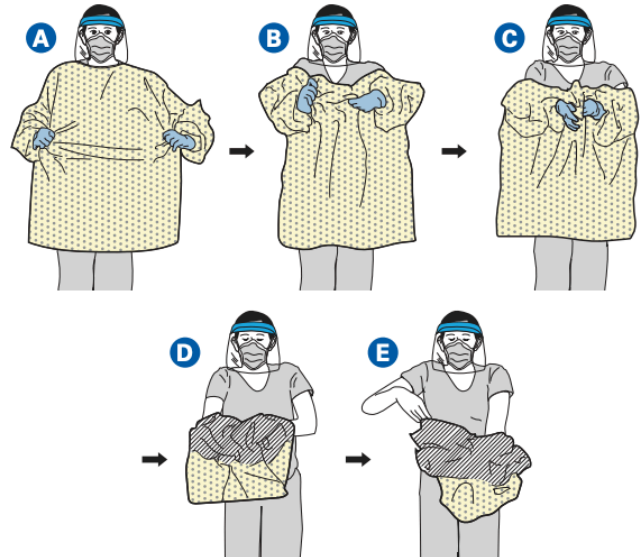
HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE)

EXAMPLE 2

Here is another way to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. **Remove all PPE before exiting the patient room** except a respirator, if worn. Remove the respirator **after** leaving the patient room and closing the door. Remove PPE in the following sequence:

1. GOWN AND GLOVES

- Gown front and sleeves and the outside of gloves are contaminated!
- If your hands get contaminated during gown or glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp the gown in the front and pull away from your body so that the ties break, touching outside of gown only with gloved hands
- While removing the gown, fold or roll the gown inside-out into a bundle
- As you are removing the gown, peel off your gloves at the same time, only touching the inside of the gloves and gown with your bare hands. Place the gown and gloves into a waste container



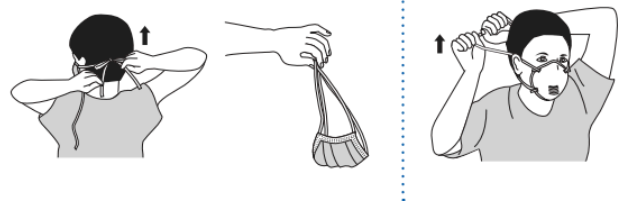
2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band and without touching the front of the goggles or face shield
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container

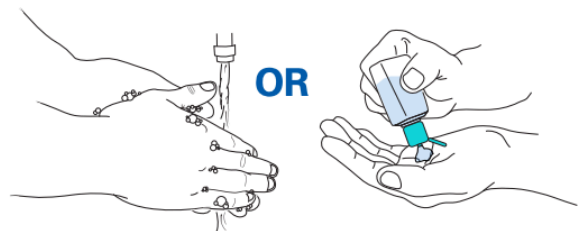


3. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — DO NOT TOUCH!
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container



4. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE



PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE

