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## 1

# Home Care and the Healthcare System

## 1. Describe the structure of the healthcare system and describe ways it is changing

### Matching

For each of the following terms, write the letter of the correct definition from the list below. Use each letter only once.

1. \_\_\_\_ Facilities
  2. \_\_\_\_ HMOs (health maintenance organizations)
  3. \_\_\_\_ Managed care
  4. \_\_\_\_ Payers
  5. \_\_\_\_ PPOs (preferred provider organizations)
  6. \_\_\_\_ Providers
- (A) Cost-control strategies employed by many health insurance plans
- (B) People or organizations that provide health care
- (C) Places where health care is delivered or administered
- (D) A form of health insurance in which the cost of care is covered only when a person uses a particular doctor or group of doctors except in case of emergency; seeing specialists generally requires referrals from the primary doctor
- (E) People or organizations paying for health-care services

- (F) A form of health insurance in which patients are encouraged to receive care from a network of approved providers, but can see other providers at an additional cost; patients can usually choose their providers without being referred by another doctor

### Multiple Choice

Circle the letter of the answer that best completes the statement or answers the question.

7. Another name for a long-term care facility is
  - (A) Skilled nursing facility
  - (B) Home health care agency
  - (C) Hospital
  - (D) Adult day services facility
8. Assisted living facilities are for
  - (A) People who need 24-hour skilled care
  - (B) People who need some help with daily care
  - (C) People who will die within six months
  - (D) People who need acute care
9. Care given by specialists to restore or improve function after an illness or injury is called
  - (A) Acute care
  - (B) Subacute care
  - (C) Rehabilitation
  - (D) Hospice care
10. Care given to people who have approximately six months or less to live is called
  - (A) Acute care
  - (B) Subacute care
  - (C) Rehabilitation
  - (D) Hospice care

## 2. Explain Medicare and Medicaid, and list when Medicare recipients may receive home care

### True or False

Mark each statement with either a T for true or an F for false.

1. ☐ To qualify for home health care, Medicare recipients usually must be unable to leave home.
2. ☐ Medicare pays for any care that the recipient desires.
3. ☐ Medicare only covers people aged 65 or older.
4. ☐ One reason that a person may qualify for Medicaid is that he has a low income.
5. ☐ Home health care is not covered by Medicare.
6. ☐ Medicare has two parts: hospital care and doctor services.
7. ☐ Medicare pays for 24-hour-a-day home health care.

## 3. Explain the purpose of and need for home health care

### Fill in the Blank

Fill in the blanks with the correct word for each of the following statements.

1. Home care is less \_\_\_\_\_ than a long hospital or extended care facility stay.
2. The growing numbers of \_\_\_\_\_ people and \_\_\_\_\_ people are also creating a demand for home care services.
3. Healthcare professionals are focused on providing \_\_\_\_\_ care.
4. One important reason for home health care is that most people who are ill feel more \_\_\_\_\_ at home.

Name: \_\_\_\_\_

## 4. List key events in the history of home care services

### Multiple Choice

1. What event happened in 1959 that identified the need for home health care?  
(A) Homemakers were ordered to war so they were unable to help out at home.  
(B) A national conference on homemaker services was held.  
(C) The Medicare program was created.  
(D) A national holiday commemorating homemakers was established.
2. When was Medicare created?  
(A) 1912  
(B) 1996  
(C) 1965  
(D) 1959
3. Why has interest in home health care increased?  
(A) The population of elderly people and people with chronic diseases has grown.  
(B) Many hospitals have closed due to lack of business.  
(C) Healthcare costs have decreased.  
(D) Insurance companies often cover 100% of the costs of home health care.
4. What is the function of a diagnosis-related group (DRG)?  
(A) It pairs people with like illnesses together to form a support system.  
(B) It offers formal training for people with disabilities to reenter the workplace.  
(C) It specifies the treatment cost that Medicare or Medicaid will pay for various diagnoses.  
(D) It provides financial assistance for people with debilitating illnesses.

## 5. Identify the basic methods of payment for home health services

### Short Answer

Answer each of the following in the space provided.

1. Identify five basic methods of payment for home health services.
-



\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. What happens when an agency's cost of providing care for a client exceeds the Medicare payment?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Describe a typical home health agency

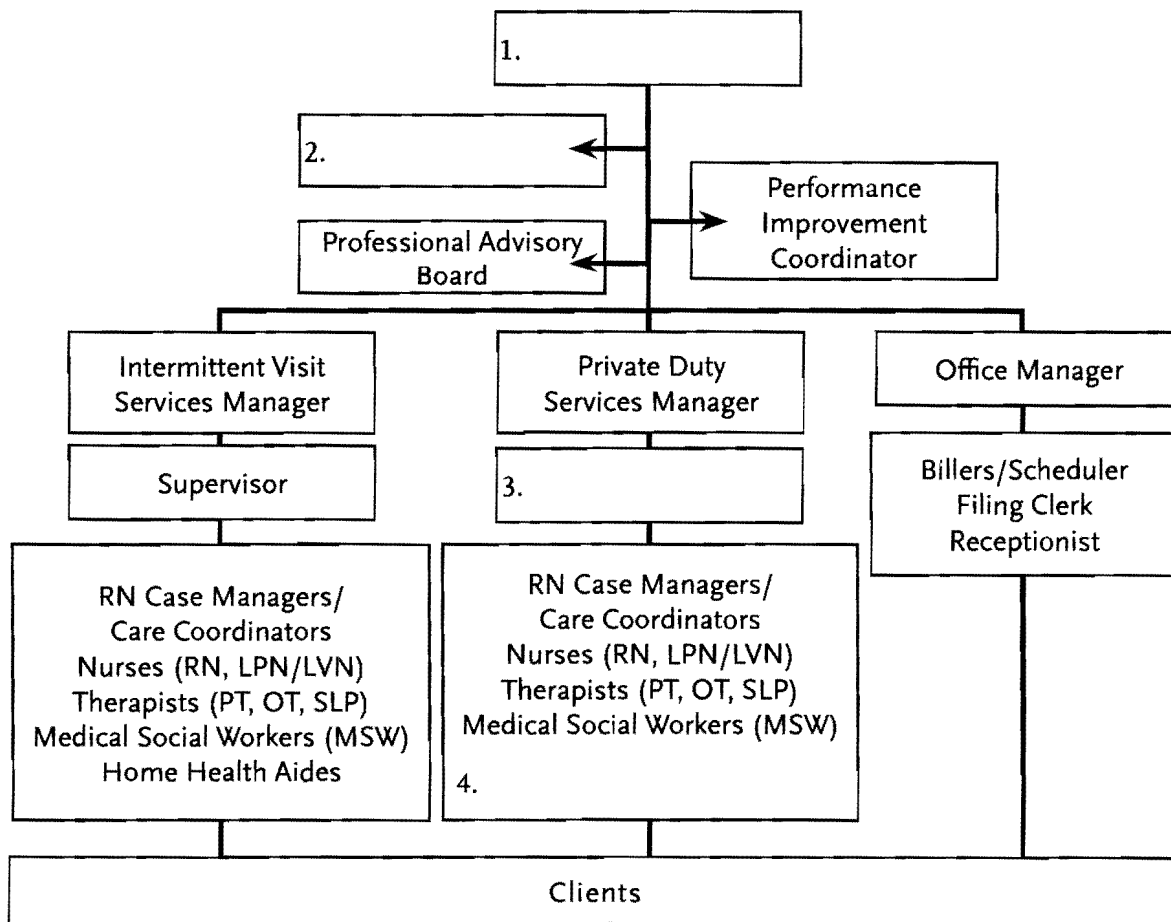
Labeling

Fill in the four blanks below to complete the organizational chart of a typical home health agency. Some blanks have already been completed.

7. Explain how working for a home health agency is different from working in other types of facilities

Fill in the Blank

1. A home health aide (HHA) must be aware of personal \_\_\_\_\_ when traveling alone to visit clients.
2. An HHA may have a lot more contact with clients' \_\_\_\_\_ in the home than he would in a facility.
3. A supervisor monitors an HHA's work, but the HHA will spend most of her hours working with clients without direct supervision. Thus, she must be independent and \_\_\_\_\_.
4. Careful written and verbal \_\_\_\_\_ skills are important.
5. An HHA needs to be \_\_\_\_\_ in order to adapt to changes in the environment.



6. In a client's home, the HHA is a \_\_\_\_\_ and should be respectful of the client's property and customs.

## 2

# The Home Health Aide and the Care Team

## 1. Identify the role of each care team member

### Matching

Use each letter only once.

1. \_\_\_\_ Case Manager or Supervisor
  2. \_\_\_\_ Client
  3. \_\_\_\_ Home Health Aide (HHA)
  4. \_\_\_\_ Medical Social Worker (MSW)
  5. \_\_\_\_ Occupational Therapist (OT)
  6. \_\_\_\_ Physical Therapist (PT or DPT)
  7. \_\_\_\_ Physician or Doctor (MD or DO)
  8. \_\_\_\_ Registered Dietitian (RD or RDN)
  9. \_\_\_\_ Registered Nurse (RN)
  10. \_\_\_\_ Speech-Language Pathologist (SLP)
- (A) Develops a treatment plan and administers therapy in the form of heat, cold, massage, ultrasound, electrical stimulation, and exercise to muscles, bones, and joints
- (B) Coordinates, manages, and provides care, as well as supervises HHAs and develops HHA assignments
- (C) Diagnoses disease or disability and prescribes treatment
- (D) Creates and supervises each client's care plan and makes changes to the care plan when necessary
- (E) Helps clients get support services, such as counseling and meal services
- (F) Performs assigned tasks, such as measuring vital signs, providing personal care, and reporting observations to other care team members

- (G) Assesses a client's nutritional status and develops a treatment plan that may include creating special diets
- (H) Identifies communication disorders and creates a care plan; teaches exercises to help the client improve or overcome speech impediments
- (I) Person whose condition, goals, priorities, treatment, and progress are what the care team revolves around
- (J) Helps clients learn to adapt to disabilities by training them to perform activities of daily living, often with the use of assistive devices

## 2. Describe the role of the home health aide and explain typical tasks performed

### Short Answer

1. What are two ways in which home health aides maintain the independence, health, and well-being of clients?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. List and give examples of two ways in which home health aides provide services to their clients.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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### 3. Identify tasks outside the scope of practice for home health aides

#### True or False

1. ☐ Home health aides do not administer medications unless they are trained and assigned to do so.
2. ☐ Home health aides are trained to perform invasive procedures.
3. ☐ Home health aides should ignore any requests that are outside of their scope of practice.
4. ☐ Home health aides must not accept any request that is not part of their job description or that is not on the assignment sheet.
5. ☐ The correct way to deal with an unacceptable request is to explain why the request cannot be met, and report it to the supervisor.
6. ☐ Home health aides should not perform procedures that require sterile technique.
7. ☐ It is acceptable for home health aides to prescribe certain medications if they have permission from their supervisor.
8. ☐ Home health aides should only inform the client or family of the diagnosis or medical treatment plan if the client asks.
9. ☐ Home health aides may perform any task for which they have been trained, even if it is not part of their assignment.

Name: \_\_\_\_\_

### 4. Define the client care plan and explain its purpose

#### True or False

1. ☐ The purpose of the client care plan is to give suggestions for care, which the home health aide can customize for each client.
2. ☐ Home health aides should not perform activities that are not listed on the care plan.
3. ☐ The care plan includes the client's diagnosis and interventions, such as medication and treatment.

### 5. Describe how each team member contributes to the care plan

#### Short Answer

List contributions that each of the following care team members might make in developing the care plan.

1. Home Health Aide (HHA)

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2. Case Manager or Supervisor

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3. Physician (MD or DO)

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4. Medical Social Worker (MSW)

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**6. List the federal regulations that apply to home health aides****Multiple Choice**

1. Home health aides must complete at least \_\_\_\_\_ hours of training before they begin working in a Medicare-participating agency.  
(A) 30  
(B) 50  
(C) 75  
(D) 100
2. How many hours of annual education (in-service training) must home health aides complete?  
(A) 12  
(B) 62  
(C) 75  
(D) 19
3. What is the name of the federal government agency that makes rules to protect workers from bloodborne pathogens and other hazards while on the job?  
(A) Occupational Safety and Health Administration (OSHA)  
(B) Office of the Attorney General (OAG)  
(C) Environmental Protection Agency (EPA)  
(D) Department of Education (DOE)

**7. Describe the purpose of the chain of command****Multiple Choice**

1. Which of the following statements is true of the chain of command?  
(A) It describes the line of authority.  
(B) It is the same as the care team.  
(C) It details the process for granting medical licenses to home health aides.  
(D) Home health aides are at the top of the chain of command.
2. Liability is a legal term that means  
(A) The line of authority in an agency  
(B) Ignoring a client's request  
(C) Someone can be held responsible for harming someone else  
(D) Not showing up on days that a person is scheduled to work

3. Why should home health aides not do tasks that are not assigned to them?  
(A) The HHA may be assigned more work if he performs additional tasks.  
(B) The HHA may put himself or a client in danger.  
(C) The HHA may need to pay for additional training.  
(D) The HHA may have to arrive at work earlier.
4. What is one reason that licensed healthcare professionals will show great interest in the work that a home health aide does?  
(A) They may not trust the HHA.  
(B) They assign tasks to the HHA.  
(C) They may not have much respect for the HHA.  
(D) They can avoid having to pay the HHA if she makes a mistake.

**8. Define policies and procedures and explain why they are important****Short Answer**

*List five examples of common policies and procedures at home health agencies.*

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

5. \_\_\_\_\_

**9. List examples of a professional relationship with a client and an employer****Short Answer***Read each of the following scenarios and answer the questions.*

1. Kathy, a home health aide, wakes up late and decides to skip her morning shower to make up for lost time. She also skips breakfast because she wants to make her first assignment on time. Because she is feeling so rushed, she forgets to respond when her client says, "Good morning." Instead, she complains to her client about her sleepless night, headache, and lack of breakfast.

Was Kathy behaving professionally?

What should she have done instead?

2. At her next client's home, Kathy asks to use the bathroom. She washes her hands carefully when she is finished and begins to prepare her client's lunch. She listens to her client talk about his grandchildren's visit the day before and encourages her client to share photographs of the grandchildren. As Kathy is leaving, her client offers her a gift. Kathy politely refuses the gift and explains that it is against her agency's policy.

List all the examples of Kathy's professional behavior.

3. Cornel, a home health aide, runs out of time at one client's home and is unable to finish his assignment. When his supervisor finds out, she tells him that he needs to work more efficiently. This makes Cornel very upset, and he begins to wonder if his job is worth all the criticism he seems to be getting.

Was Cornel behaving professionally?

What should he have done instead?

4. At his next meeting with his supervisor, Cornel explains why he was unable to finish his assignment and asks his supervisor for suggestions. She shows him how to organize his time more efficiently. After asking several more questions, Cornel feels that he understands how to work more effectively. Being able to communicate in a positive way with his supervisor improves Cornel's attitude about his job.

List all the examples of Cornel's professional behavior.

## 10. Demonstrate how to organize care assignments

### Short Answer

1. Why is it important for a home health aide to organize his work?

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2. Why should the home health aide include the client in planning his schedule?

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## 11. Demonstrate proper personal grooming habits

### Multiple Choice

1. How often should a home health aide bathe?
- (A) Twice per month
  - (B) Every day
  - (C) Every other day
  - (D) Twice per week

2. Which of the following should a home health aide wear to work?

- (A) Dangling earrings
- (B) An identification badge
- (C) After-shave lotion
- (D) Acrylic nails

3. Which of the following is part of proper grooming for a home health aide?

- (A) Long hair that is tied back
- (B) Long, trimmed beards
- (C) Long, clean nails
- (D) Dramatic eye makeup

4. Which of the following would be the best choice for a home health aide to wear to work?

- (A) Unscented lotion
- (B) Floral fragrance
- (C) Eucalyptus oil
- (D) Musk cologne

## 12. Identify personal qualities a home health aide must have

### Matching

Use each letter only once.

- 1. \_\_\_\_ Compassionate
- 2. \_\_\_\_ Conscientious
- 3. \_\_\_\_ Dependable
- 4. \_\_\_\_ Empathetic
- 5. \_\_\_\_ Honest
- 6. \_\_\_\_ Patient
- 7. \_\_\_\_ Proactive
- 8. \_\_\_\_ Respectful
- 9. \_\_\_\_ Sympathetic
- 10. \_\_\_\_ Tactful
- 11. \_\_\_\_ Unprejudiced

- (A) Being caring, concerned, considerate, empathetic, and understanding

- (B) Giving the same quality of care, regardless of age, gender, sexual orientation, gender identity, religion, race, ethnicity, or condition

- (C) Being guided by a sense of right and wrong
- (D) Valuing other people's individuality and treating others politely and kindly
- (E) Speaking and acting without offending others
- (F) Being truthful
- (G) Getting to work on time and doing assigned tasks skillfully
- (H) Anticipating potential problems and needs before they occur
- (I) Identifying with the feelings of others
- (J) Sharing in the feelings and difficulties of others
- (K) Not losing one's temper easily, not acting irritated or annoyed, not rushing clients

13. Identify an employer's responsibilities

Short Answer

List and describe seven responsibilities of the employer to the home health aide.

- 1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 3. \_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

Name: \_\_\_\_\_

- 4. \_\_\_\_\_  
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- 5. \_\_\_\_\_  
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- 6. \_\_\_\_\_  
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- 7. \_\_\_\_\_  
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# 3

## Legal and Ethical Issues

### 1. Define the terms *ethics* and *laws* and list examples of legal and ethical behavior

#### Short Answer

1. Sarah, a home health aide, is out shopping with her friends. One of them asks her if she likes her job, and she responds enthusiastically. She proceeds to tell them that her client, Mrs. Hernandez, has Alzheimer's disease and has to be reminded of her name several times a day, as she is apt to forget it.

Did Sarah behave in a legal and ethical manner? Why or why not?

2. Caroyl, a home health aide, finishes her duties for the day early. Her client, Mr. Kim, tells her how pleased he is with her work. He says that she is the first aide that has made him feel so comfortable and well taken care of. He gives her a little box of candy and says it is for all the hard work she has done. Caroyl initially refuses, but after he insists, she takes it from him, thanking him.

Did Caroyl behave in a legal and ethical manner? Why or why not?

3. Mark, a home health aide, has been working for Mrs. Stein for almost a year. Her family is visiting from out of state and Mark meets her daughter, Susan, for the first time. During the course of conversation, Susan asks Mark to come have a drink with her so that they can talk about her mother's case in a more relaxed environment. Mark tells her that he can go out for a short while. They arrange to meet.

Did Mark behave in a legal and ethical manner? Why or why not?

### 2. Explain clients' rights and discuss why they are important

#### True or False

1. \_\_\_\_\_ If a home health aide knows that a client is being abused by a family member, he should immediately confront the abuser.

2. \_\_\_\_ If a home health aide suspects that a client is being abused, he should not report it until he has proof that the abuse is actually happening.
3. \_\_\_\_ Clients have the right to participate in their care planning.
4. \_\_\_\_ Clients should only be informed of barriers to their care if they are life-threatening.
5. \_\_\_\_ Neglect is the failure to provide needed care that results in physical, mental, or emotional harm to a person.
6. \_\_\_\_ Clients do not need to know what they are being charged for, as long as they are receiving adequate care.

**Matching***Use each letter only once.*

7. \_\_\_\_ Abuse
  8. \_\_\_\_ Assault
  9. \_\_\_\_ Battery
  10. \_\_\_\_ Domestic violence
  11. \_\_\_\_ False imprisonment
  12. \_\_\_\_ Financial abuse
  13. \_\_\_\_ Involuntary seclusion
  14. \_\_\_\_ Malpractice
  15. \_\_\_\_ Neglect
  16. \_\_\_\_ Negligence
  17. \_\_\_\_ Physical abuse
  18. \_\_\_\_ Psychological abuse
  19. \_\_\_\_ Sexual abuse
  20. \_\_\_\_ Sexual harassment
  21. \_\_\_\_ Substance abuse
  22. \_\_\_\_ Verbal abuse
  23. \_\_\_\_ Workplace violence
- (A) Actions or the failure to act or provide the proper care, resulting in unintended injury
- (B) The repeated use of legal or illegal drugs, cigarettes, or alcohol in a way that harms oneself or others
- (C) Any unwelcome sexual advance or behavior that creates an intimidating, hostile, or offensive working environment
- (D) The separation of a person from others against the person's will
- (E) The unlawful restraint of someone that affects the person's freedom of movement
- (F) Verbal, physical, or sexual abuse of staff by other staff members or clients
- (G) Intentionally touching a person without her consent
- (H) A threat to harm a person, resulting in the person feeling fearful that he will be harmed
- (I) The improper or illegal use of a person's money, possessions, property, or other assets
- (J) Nonconsensual sexual contact of any type
- (K) The use of spoken or written words, pictures, or gestures that threaten, embarrass, or insult a person
- (L) Emotional harm caused by threatening, scaring, humiliating, intimidating, isolating, or insulting a person, or by treating the person as a child
- (M) Physical, sexual, or emotional abuse by spouses, intimate partners, or family members
- (N) Purposeful mistreatment that causes physical, mental, or emotional pain or injury to someone
- (O) Any treatment, intentional or unintentional, that causes harm to a person's body—includes slapping, bruising, cutting, burning, physically restraining, pushing, shoving, and rough handling
- (P) Injury caused by professional misconduct through negligence, carelessness, or lack of skill
- (Q) Failure to provide needed care that results in physical, mental, or emotional harm to a person

**3. List ways to recognize and report elder abuse and neglect****Short Answer**

1. Name 10 suspicious injuries that should be reported.

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2. What is a mandated reporter?

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**4. List examples of behavior supporting and promoting clients' rights****Multiple Choice**

1. When performing a procedure on a client, the home health aide (HHA) should
- (A) Try to distract the client so he will not know what the HHA is doing
  - (B) Explain the procedure fully before performing it
  - (C) Wait until the client is ready before starting the procedure
  - (D) Notify the physician first

2. Which of the following would be the best response by an HHA if a client refuses to take a bath?

- (A) The HHA should offer the client a prize if she will take the bath.
- (B) The HHA should respect the client's wishes, but report the refusal to the supervisor.
- (C) The HHA should explain that he might lose his job if the client does not take the bath.
- (D) The HHA should explain to the client why it is wrong not to bathe.

3. An HHA's husband asks her to tell him some personal details about one of her clients. The best response by the HHA would be to

- (A) Explain that she cannot talk about the client
- (B) Tell him a story if he promises to keep it confidential
- (C) Make up a story to tell, so as not to share anything private
- (D) Tell him something that the HHA knows that the client would not mind her sharing

4. If an HHA suspects his client is being abused, he should

- (A) Open the client's mail and look through his belongings to find any clues
- (B) Keep watching the client to make sure his suspicions are correct
- (C) Report it to his supervisor immediately
- (D) Check with other home health aides to get some advice

**5. Explain HIPAA and list ways to protect clients' confidentiality****Multiple Choice**

1. What is the purpose of HIPAA?
- (A) To monitor quality of care in clients' homes
  - (B) To protect and secure the privacy of health information
  - (C) To reduce incidents of abuse
  - (D) To provide health insurance for uninsured elderly people

2. What is included under protected health information (PHI)?
  - (A) Patient's favorite food
  - (B) Patient's favorite color
  - (C) Patient's social security number
  - (D) Patient's library card number
3. What is the correct response by an HHA if someone who is not directly involved with a client's care asks for a client's PHI?
  - (A) Give them the information
  - (B) Ask the client if they may have the information
  - (C) Ask them to send a written request for the information
  - (D) Tell them that the information is confidential and cannot be shared
4. Which of the following is one way to keep private health information confidential?
  - (A) Making comments about clients on Instagram
  - (B) Discussing a client's progress with a coworker in a restaurant
  - (C) Not leaving detailed information for clients in voicemail messages
  - (D) Only discussing clients' conditions with friends or family members
5. The abbreviation for a law that was enacted as a part of the American Recovery and Reinvestment Act of 2009 to expand the protection and security of consumers' electronic health records is called
  - (A) HISEAL
  - (B) HITECH
  - (C) HIHELP
  - (D) HIQUIET

## 6. Discuss and give examples of advance directives

### Matching

1. \_\_\_\_ Advance directives
2. \_\_\_\_ Do not hospitalize (DNH) order
3. \_\_\_\_ Do not intubate (DNI) order
4. \_\_\_\_ Do not resuscitate (DNR) order

Name: \_\_\_\_\_

5. \_\_\_\_ Durable power of attorney for health care
6. \_\_\_\_ Living will
7. \_\_\_\_ Physician Orders for Life-Sustaining Treatment (POLST)
  - (A) A signed, dated, and witnessed legal document that appoints someone else to make the medical decisions for a person in the event that he becomes unable to do so
  - (B) Outlines the medical care a person wants, or does not want, in case the person becomes unable to make those decisions; *directive to physicians* and *medical directive* are other terms used to describe this
  - (C) A medical order that means the person does not want to be sent to the hospital for treatment
  - (D) Legal documents that allow people to decide what kind of medical care they wish to have if they are unable to make those decisions themselves
  - (E) A medical order that tells medical professionals not to perform CPR (cardiopulmonary resuscitation)
  - (F) A medical order that means no breathing tube will be placed in the person, even if some CPR measures are used
  - (G) A medical order that specifies the treatments a person wants to receive when the person is very ill

## 7. Identify community resources available to help the elderly

### Short Answer

1. What is one way an HHA can locate community resources for the elderly?

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# 4

## Communication and Cultural Diversity

### 1. Define communication

#### Short Answer

1. List the three basic steps of communication.

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2. Why is feedback an important part of communication?

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3. Why is effective communication a critical part of a home health aide's (HHA's) job?

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### 2. Explain verbal and nonverbal communication

#### Multiple Choice

1. Which of the following is an example of nonverbal communication?
- (A) Asking for a glass of water
  - (B) Pointing to a glass of water
  - (C) Screaming for a glass of water
  - (D) Saying, "I do not like water"
2. Verbal communication includes
- (A) Facial expressions
  - (B) Nodding one's head
  - (C) Speaking
  - (D) Shrugging one's shoulders
3. Types of nonverbal communication include
- (A) Speaking
  - (B) Facial expressions
  - (C) Yelling
  - (D) Oral reports

4. Which of the following is an example of a confusing or conflicting message (saying one thing and meaning another)?
- (A) Mr. Williams smiles and tells his home health aide that he is excited because his daughter is coming to visit.
  - (B) Mr. Sanchez looks like he is in pain. When his home health aide asks him about it, Mr. Sanchez tells her that his back has been bothering him.
  - (C) Mr. Sanders agrees with his home health aide when she says it is a nice day, but Mr. Sanders looks angry.
  - (D) Mr. Lee will not watch his favorite TV show. He says he is a little depressed.
5. In the previous question, how could the home health aide clarify the confusing or conflicting message?
- (A) State what the HHA has observed and ask if the observation is correct
  - (B) Ignore the conflicting message and accept what the client said
  - (C) Ask the client to repeat what he just said
  - (D) Tell the client that the HHA knows he is not telling the truth
6. Which of the following is true of cultures?
- (A) All cultural groups view standing close to another person as a potential threat.
  - (B) The use of touch is the same for all cultures.
  - (C) Different cultures may have different behaviors, attitudes, and customs.
  - (D) Maintaining eye contact while talking is preferred by all cultures.

### 3. Identify barriers to communication

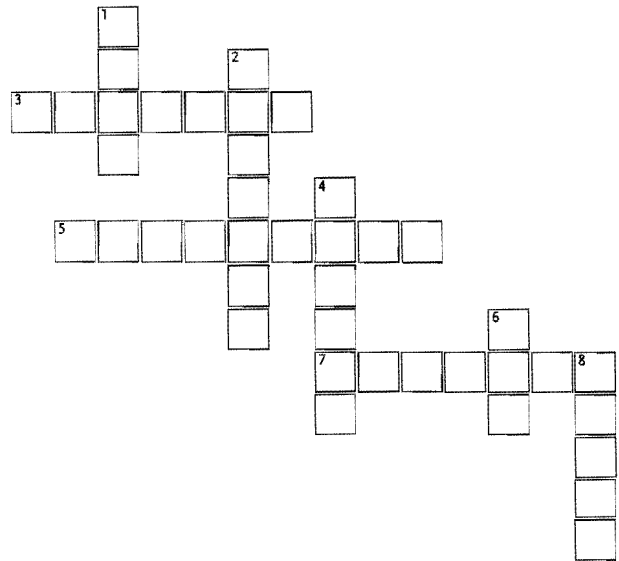
#### Crossword

##### Across

- 3. Type of terminology that may not be understood by clients or their families; HHAs should speak in simple, everyday words
- 5. Type of questions that should be asked because they elicit more than a "yes" or "no" answer
- 7. Phrases used over and over again that do not really mean anything

#### Down

- 1. Type of language that is part of nonverbal communication; HHAs should be aware of this when speaking
- 2. Being this way and taking time to listen when clients are difficult to understand help promote better communication
- 4. HHAs cannot offer opinions or give this because it is not within their scope of practice
- 6. Type of question that should be avoided, as it often makes people feel defensive
- 8. Type of words and expressions that should not be used by HHAs because they are unprofessional and may not be understood



### 4. List ways to make communication accurate and explain how to develop effective interpersonal relationships

#### Multiple Choice

- 1. One way for an HHA to be a good listener is to
  - (A) Finish a client's sentences for him to show that the HHA understands what the client is saying
  - (B) Pretend that the HHA understands what a client is saying even if she does not
  - (C) Restate the message in the HHA's own words
  - (D) Fill in any pauses to avoid awkwardness

2. Active listening involves
  - (A) Focusing on the sender and giving feedback
  - (B) Avoiding speaking to the client if the HHA cannot understand him
  - (C) Deciding what the client is going to say before he says it
  - (D) Talking about the HHA's personal problems to relate to the client
3. Mrs. Velasco is a new client who recently moved to the United States. Her home health aide is giving her a bath before helping her into bed. He notices that she seems to have difficulty speaking English and seems nervous. What can her HHA do to make her more comfortable?
  - (A) Give her advice about how to fit in better with American culture
  - (B) Talk constantly so that she will not have to speak
  - (C) Use some words and phrases that he is familiar with in her language
  - (D) Avoid speaking to her while giving care
4. When clients report symptoms or feelings, the best response by the HHA is to
  - (A) Give medical advice
  - (B) Suggest medications
  - (C) Avoid speaking
  - (D) Ask for more information
5. Which of the following statements describes a way for an HHA to have positive relationships with clients?
  - (A) The HHA should fold her arms in front of her while clients are talking.
  - (B) The HHA should tell clients she knows exactly how they feel, so clients will feel that they have something in common.
  - (C) The HHA should ignore a client's request if she knows she cannot fulfill it.
  - (D) The HHA should be empathetic and try to understand what clients are going through.
6. Mr. Vernon is an elderly client who has terminal cancer. He is telling Katie, his home health aide, that he is very depressed about dying. He feels he has left many things unfinished. Hearing this makes Katie

uncomfortable. Which of the following would be the best response by Katie?

- (A) She should ignore what he is saying.
- (B) She should try to interest him in a brighter subject.
- (C) She should listen to him and ask questions when appropriate.
- (D) She should tell him she knows exactly how he feels.

#### True or False

For each of the following statements, write T if the suggestion will help HHAs develop good relationships with clients, and write F if it will not.

7. \_\_\_\_ The HHA should be empathetic.
8. \_\_\_\_ If a subject makes the HHA feel uncomfortable, she should change the subject.
9. \_\_\_\_ The HHA should lean forward in her chair when listening to clients.
10. \_\_\_\_ The HHA should not talk down to clients.
11. \_\_\_\_ If the HHA cannot honor a particular request, she should just ignore it.
12. \_\_\_\_ The HHA should tell clients that she knows how they feel.
13. \_\_\_\_ The HHA should approach clients when they are talking.

#### 5. Describe the difference between facts and opinions

##### Fact or Opinion

For each statement made by the HHA, decide whether it is an example of a fact or an opinion. Write F for fact or O for opinion in the space provided.

1. \_\_\_\_ It is better to take your bath before you eat.
2. \_\_\_\_ You will get depressed if you stay in your pajamas all day.
3. \_\_\_\_ Mr. Ellington sounds angry.
4. \_\_\_\_ My agency says I cannot accept a gift.

Name: \_\_\_\_\_

5. \_\_\_\_ Your care plan calls for snacks between meals.
6. \_\_\_\_ Ms. Porter did not drink any of her milk at dinnertime.
7. \_\_\_\_ I think Mr. Holling is lonely.
8. \_\_\_\_ Mr. Larking's pulse was elevated last night after dinner, but it was back to normal this morning.
9. \_\_\_\_ Mr. Ford drinks more coffee than is good for him.
10. \_\_\_\_ Mr. Ford drinks three cups of coffee every morning.
11. \_\_\_\_ Mrs. Myers needs assistance to stand up.
12. \_\_\_\_ Mrs. Myers looks like she is in a lot of pain.

### 6. Describe basic medical terminology and approved abbreviations

#### Matching

For each of the following abbreviations, write the letter of the correct term from the list below.

1. \_\_\_\_ ac, a.c.
2. \_\_\_\_ amb
3. \_\_\_\_ BM
4. \_\_\_\_ C
5. \_\_\_\_ c/o
6. \_\_\_\_ CPR
7. \_\_\_\_ F
8. \_\_\_\_ FBS
9. \_\_\_\_ f/u, F/U
10. \_\_\_\_ hs, HS
11. \_\_\_\_ I&O
12. \_\_\_\_ NPO
13. \_\_\_\_ OOB
14. \_\_\_\_ pc, p.c.
15. \_\_\_\_ prn, PRN
16. \_\_\_\_ PWB

17. \_\_\_\_ ROM
18. \_\_\_\_ SOB
19. \_\_\_\_ vs, VS
20. \_\_\_\_ w/c, W/C
- (A) Fahrenheit degree
- (B) Hours sleep
- (C) After meals
- (D) Nothing by mouth
- (E) Bowel movement
- (F) Cardiopulmonary resuscitation
- (G) Complains of
- (H) Range of motion
- (I) Partial weight-bearing
- (J) Vital signs
- (K) Shortness of breath
- (L) Before meals
- (M) Fasting blood sugar
- (N) Wheelchair
- (O) As necessary
- (P) Intake and output
- (Q) Celsius degree
- (R) Out of bed
- (S) Follow-up
- (T) Ambulate, ambulatory

### 7. Explain how to give and receive an accurate oral report of a client's status

#### Multiple Choice

1. Which of the following is true of oral reports?
  - (A) HHAs should use facts when making oral reports.
  - (B) HHAs should use opinions when making oral reports.
  - (C) HHAs should make oral reports directly to clients' families.
  - (D) HHAs do not make oral reports.

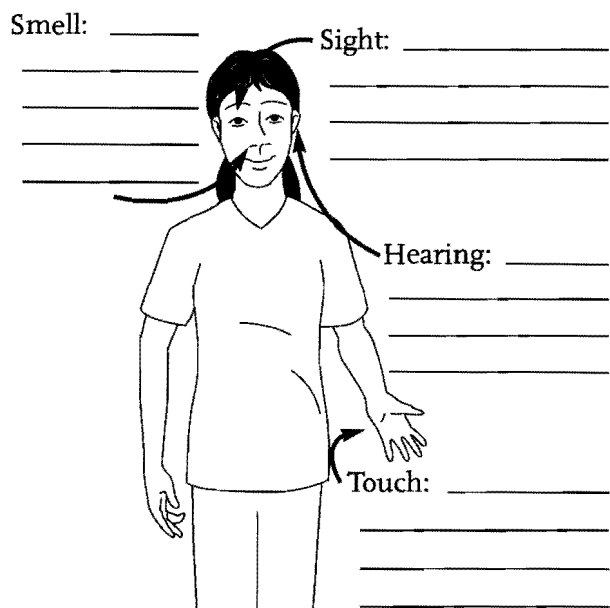


2. Which of the following should be reported to the supervisor immediately?
  - (A) The client says she had trouble sleeping.
  - (B) The client fell.
  - (C) The client's family visited.
  - (D) The client requested help getting to the toilet.
3. What is the best way for a home health aide to remember important details for an oral report?
  - (A) Rely on his memory
  - (B) Repeat the information to a friend
  - (C) Write notes and use them for his report
  - (D) Tell another home health aide to remind him

**8. Explain objective and subjective information and describe how to observe and report accurately**

**Short Answer**

Looking at the diagram, list examples of observations using each sense.



For each of the following, decide whether it is an objective observation (you can see, hear, smell, or touch it) or a subjective observation (the client must tell you about it). Write O for objective and S for subjective.

1. \_\_\_\_\_ Skin rash
2. \_\_\_\_\_ Crying

3. \_\_\_\_\_ Rapid pulse
4. \_\_\_\_\_ Headache
5. \_\_\_\_\_ Nausea
6. \_\_\_\_\_ Vomiting
7. \_\_\_\_\_ Swelling
8. \_\_\_\_\_ Cloudy urine
9. \_\_\_\_\_ Feeling sad
10. \_\_\_\_\_ Red area on the skin
11. \_\_\_\_\_ Fever
12. \_\_\_\_\_ Dizziness
13. \_\_\_\_\_ Wheezing
14. \_\_\_\_\_ Chest pain
15. \_\_\_\_\_ Toothache
16. \_\_\_\_\_ Coughing
17. \_\_\_\_\_ Fruity breath
18. \_\_\_\_\_ Itchy arm

**9. Explain why documentation is important and describe how to document visit records and incident reports**

**Multiple Choice**

1. Which of the following statements is true of a client's medical chart?
  - (A) A medical chart is the legal record of a client's care.
  - (B) Not all care needs to be documented.
  - (C) The information in a medical chart can be shared with anyone who asks to review it.
  - (D) Medical charts are not legal documents.
2. When should care be documented?
  - (A) Before care is given
  - (B) Immediately after care is given
  - (C) At the end of the next day
  - (D) Whenever there is time

3. An incident is
  - (A) An accident or unexpected event that occurs during a visit
  - (B) Any interaction between clients and home health aides
  - (C) A normal part of personal care routines
  - (D) Any event in a client's day
4. Which of the following would be considered an incident?
  - (A) A client complains of a headache.
  - (B) A client falls but is okay afterward.
  - (C) A client wants his meal brought to his bedroom.
  - (D) A client needs to be transferred from his bed to a chair.

**Short Answer**

Convert the following times to military time.

5. 2:10 p.m. \_\_\_\_\_
6. 4:30 a.m. \_\_\_\_\_
7. 10:00 a.m. \_\_\_\_\_
8. 8:25 p.m. \_\_\_\_\_

Convert the following times to regular time.

9. 0600 \_\_\_\_\_
10. 2320 \_\_\_\_\_
11. 1927 \_\_\_\_\_
12. 1800 \_\_\_\_\_

### 10. Demonstrate the ability to use verbal and written information to assist with the care plan

**Short Answer**

1. If an HHA is not sure what is important to mention in a care plan meeting, what should he do?

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Name: \_\_\_\_\_

2. Why is accurate reporting by an HHA so important to the other members of the care team?

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### 11. Demonstrate effective communication on the telephone

**Short Answer**

*Read the home health aide's side of the following telephone conversations and think about how the HHA could have better presented herself on the phone.*

#### Example #1: Leaving a message for the supervisor

*Hi, who's this?*

*Could you get Ms. Crier, please? I need to talk to her.*

*She's not there? Do you know where she is? I really have to talk to her right now. My client forgot to take her pill this morning, and now she wants to take two. I don't know if that's okay or not, so that's why I need to talk to Ms. Crier.*

*Okay, well tell her Ella called and have her call me back. Ella. Ella Ferguson. I should be on the schedule.*

*I don't know how much longer I'll be here, but have her call me as soon as possible. Bye.*

1. What did the home health aide do incorrectly in this phone conversation?

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**Example #2: Answering calls for the client**

*Hello? Mrs. Lee? No, she can't come to the phone right now. She's in the bathroom. Who's calling?*

*And your number?*

*Can I tell her what this is about?*

*Okay. I'll give her the message. Goodbye.*

2. What did the home health aide do incorrectly in this phone conversation?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**12. Describe cultural diversity and religious differences**

**Matching**

Write the letter of the correct description beside each term related to the religious faith or belief. Use each letter only once.

- 1. \_\_\_\_ Agnosticism
- 2. \_\_\_\_ Atheism
- 3. \_\_\_\_ Buddhism
- 4. \_\_\_\_ Christianity
- 5. \_\_\_\_ Hinduism
- 6. \_\_\_\_ Islam
- 7. \_\_\_\_ Judaism

- (A) Praying fives times a day facing Mecca and worshipping at mosques are part of this religion's practices.
- (B) Being baptized and receiving communion may be part of this religion's practices.
- (C) Believing that one does not know or cannot know if God exists
- (D) Emphasizing meditation and believing that Nirvana is the highest spiritual plane a person can reach are part of this religion.
- (E) Believing in karma is a part of this religion.
- (F) Believing that God gave laws through Moses in the form of the Torah is part of this religion.
- (G) Actively denying the existence of any deity or higher power

**13. List examples of cultural and religious differences**

**Short Answer**

List three examples of dietary restrictions that may be due to religious beliefs.

1. \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
2. \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
3. \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Multiple Choice**

4. Which of the following is the name of a type of diet in which no animals or animal products are consumed, and animal products may not be used or worn?
- (A) Fast
  - (B) Vegan
  - (C) Kosher
  - (D) Lacto-ovo vegetarian

Name: \_\_\_\_\_

5. Not eating food or eating very little food for a period of time is called
- (A) Bingeing
  - (B) Restricting
  - (C) Fasting
  - (D) Testing

#### 14. List ways of coping with combative behavior

##### Fill in the Blank

1. \_\_\_\_\_ behavior means being violent or hostile.
2. This behavior may be the result of \_\_\_\_\_, or part of someone's \_\_\_\_\_.
3. HHAs should try not to take combative behavior \_\_\_\_\_.
4. HHAs should always \_\_\_\_\_ and \_\_\_\_\_ combative behavior.
5. It is important for the care team to be \_\_\_\_\_ of this behavior, even if the HHA does not find it upsetting.

#### 15. List ways of coping with inappropriate behavior

##### Short Answer

1. List three examples of client behavior that would be considered inappropriate.

2. For each example listed in question 1, describe how an HHA should respond.

## 5

# Infection Prevention and Standard Precautions

## 1. Define *infection prevention* and explain the chain of infection

### Multiple Choice

- The following are necessary links in the chain of infection. Which link is broken by wearing gloves, thus preventing the spread of disease?  
(A) Reservoir (place where the pathogen lives and grows)  
(B) Mode of transmission (a way for the disease to spread)  
(C) Susceptible host (person who is likely to get the disease)  
(D) Portal of exit (body opening that allows pathogens to leave)
- The following are necessary links in the chain of infection. By getting a vaccination shot for hepatitis B, which link will a person affect to prevent him from getting this disease?  
(A) Reservoir (place where the pathogen lives and grows)  
(B) Mode of transmission (a way for the disease to spread)  
(C) Susceptible host (person who is likely to get the disease)  
(D) Portal of exit (body opening that allows pathogens to leave)
- The most important thing a home health aide can do to prevent the spread of disease is to  
(A) Carry dirty linen close to her uniform  
(B) Put a cap on needles before discarding them  
(C) Remove gloves before cleaning spills  
(D) Wash her hands

- In what type of environment do microorganisms grow best?  
(A) In a warm, moist place  
(B) In a bright place  
(C) In a cool, dry place  
(D) In a frozen place

## 2. Explain Standard Precautions

### Multiple Choice

- Standard Precautions should be practiced  
(A) Only on clients who look like they have a bloodborne disease  
(B) On every single client under a home health aide's care  
(C) Only on clients who request that the home health aide follow them  
(D) Only on clients who have tuberculosis
- Standard Precautions include the following measures:  
(A) Washing hands after taking off gloves but not before putting on gloves  
(B) Wearing gloves if there is a possibility of coming into contact with blood, body fluids, mucous membranes, or broken skin  
(C) Touching body fluids with bare hands  
(D) Recapping used needles before putting them in the waste container

3. Which of the following is true of Transmission-Based Precautions?
  - (A) A home health aide does not need to practice Standard Precautions if he practices Transmission-Based Precautions.
  - (B) They are exactly the same as Standard Precautions.
  - (C) They are practiced in addition to Standard Precautions.
  - (D) They are never practiced at the same time that Standard Precautions are used.
4. How should sharps such as needles be disposed of?
  - (A) Sharps should be placed in blue recycling containers.
  - (B) Sharps should be placed in kitchen trash containers.
  - (C) Sharps should be placed inside used gloves and then put in the outside trash receptacle.
  - (D) Sharps should be placed in biohazard containers.

### 3. Define *hand hygiene* and identify when to wash hands

#### Multiple Choice

1. An HHA will come into contact with microorganisms
  - (A) Only in bathrooms in a house
  - (B) Only during direct contact with clients
  - (C) Only during personal care procedures
  - (D) Every time the HHA touches something
2. The CDC (Centers for Disease Control and Prevention) defines hand hygiene as
  - (A) Handwashing with soap and water or using alcohol-based hand rubs
  - (B) Using only alcohol-based hand rubs
  - (C) Rinsing hands with cold water
  - (D) Not washing hands more than once per day
3. How long should a home health aide use friction when lathering and washing her hands?
  - (A) 2 minutes
  - (B) 5 seconds
  - (C) 18 seconds
  - (D) 20 seconds

### 4. Identify when to use personal protective equipment (PPE)

#### Short Answer

Make a check mark (✓) next to the tasks that require a home health aide to wear gloves.

1. \_\_\_\_\_ Contact with body fluids
2. \_\_\_\_\_ Hanging laundry
3. \_\_\_\_\_ When the HHA may touch blood
4. \_\_\_\_\_ Brushing a client's hair
5. \_\_\_\_\_ Assisting with perineal care
6. \_\_\_\_\_ Washing vegetables
7. \_\_\_\_\_ Giving a massage to a client who has acne on his back
8. \_\_\_\_\_ Assisting with mouth care
9. \_\_\_\_\_ Shaving a client

#### Multiple Choice

10. What type of personal protective equipment may be needed when caring for a client with a respiratory illness?
  - (A) Eyeglasses and mask
  - (B) Mask and foot covering
  - (C) Eyeglasses and gloves
  - (D) Mask and goggles
11. What type of personal protective equipment is used most often by caregivers?
  - (A) Gloves
  - (B) Mask
  - (C) Face shield
  - (D) Goggles
12. How many times can a gown be worn before it needs to be discarded?
  - (A) One time
  - (B) Two times
  - (C) Three times
  - (D) Four times
13. If blood or body fluids may be splashed or sprayed into the eye area, proper protection for the eyes is
  - (A) Gloves
  - (B) Mask
  - (C) Gown
  - (D) Goggles

**Short Answer**

14. What is the correct order for donning (putting on) PPE?
- 1st \_\_\_\_\_
- 2nd \_\_\_\_\_
- 3rd \_\_\_\_\_
- 4th \_\_\_\_\_
- 5th \_\_\_\_\_
15. What is the correct order for doffing (removing) PPE?
- 1st \_\_\_\_\_
- 2nd \_\_\_\_\_
- 3rd \_\_\_\_\_
- 4th \_\_\_\_\_
- 5th \_\_\_\_\_

**5. Explain how to handle spills**

**Short Answer**

Read the following scenario and answer the questions below.

Ritchie, a home health aide, collects a urine sample from his client, Mr. Velasquez. When he finishes, he accidentally knocks the container onto the linoleum floor. Some of the urine spills onto the floor. Ritchie quickly grabs a sponge and begins to wipe up the spill. When he is finished, he finds the mop, puts dishwashing soap into a bucket, and cleans the area again. When he is done mopping, he washes his hands.

Did Ritchie follow the proper spill-handling procedure? If not, what should Ritchie have done?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**6. Explain Transmission-Based Precautions**

**Short Answer**

List the type of precaution being described in each phrase below. Use an A for Airborne Precautions, a C for Contact Precautions, and a D for Droplet Precautions. Each letter may be used more than once.

1. \_\_\_\_\_ Transmission can occur when touching a contaminated area on the client's body.
2. \_\_\_\_\_ Used when there is a risk of spreading an infection by direct contact with a person or an object
3. \_\_\_\_\_ Used to guard against tuberculosis
4. \_\_\_\_\_ Covering the nose and mouth with a tissue when a person sneezes or coughs, and washing hands immediately after sneezing are part of these precautions.
5. \_\_\_\_\_ Helps prevent the spread of *Clostridioides difficile* (C. diff) and conjunctivitis (pink eye)
6. \_\_\_\_\_ Used when the microorganisms are spread by droplets in the air that travel only short distances (normally not more than six feet)
7. \_\_\_\_\_ Microorganisms can be spread by coughing, sneezing, talking, or laughing.
8. \_\_\_\_\_ Helps prevent the spread of illnesses transmitted through the air
9. \_\_\_\_\_ Helps protect against transmission of influenza
10. \_\_\_\_\_ May require the use of a special mask, such as an N95 or HEPA respirator

**7. Explain sterilization and disinfection****Short Answer**

1. How does wet heat disinfect? How does dry heat disinfect?

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2. What is the difference between sterilization and disinfection?

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**8. Explain how bloodborne diseases are transmitted****Multiple Choice**

1. Bloodborne diseases can be transmitted by  
 (A) Infected blood entering the bloodstream  
 (B) Hugging a person with a bloodborne disease  
 (C) Being in the same room as a person with a bloodborne disease  
 (D) Talking to a person with a bloodborne disease
2. In health care, the most common way to be infected with a bloodborne disease is by  
 (A) Contact with infected blood or certain body fluids  
 (B) Hugging a client with a bloodborne disease  
 (C) Being in the same room as a client with a bloodborne disease  
 (D) Sexual contact with an infected client

**9. Explain the basic facts regarding HIV and hepatitis infection****Multiple Choice**

1. How does the human immunodeficiency virus (HIV) affect the body?  
 (A) It cuts off blood supply to the brain.  
 (B) It causes hearing impairment by damaging the inner ear.  
 (C) It causes diabetes in otherwise healthy people.  
 (D) It weakens the immune system so that the body cannot fight infection.
2. Which of the following is true of hepatitis B (HBV)?  
 (A) HBV is caused by fecal-oral contamination.  
 (B) There is no vaccine for HBV.  
 (C) HBV is caused by jaundice.  
 (D) HBV can be transmitted through blood or needles that are contaminated with the virus.
3. Employers must offer a free vaccine to protect home health aides from  
 (A) AIDS  
 (B) Hepatitis B  
 (C) Hepatitis C  
 (D) All bloodborne diseases

**10. Identify high-risk behaviors that allow the spread of HIV****True or False**

1. \_\_\_\_ A person is at risk for HIV or AIDS if he hugs an HIV-positive person.
2. \_\_\_\_ One way to protect against the spread of HIV or AIDS is to never share needles.
3. \_\_\_\_ Abstinence means having sex with only one person.
4. \_\_\_\_ A person is at risk for HIV if he has unprotected sex with an infected person.
5. \_\_\_\_ It usually takes six months before HIV can be detected with a test.



2. What are two facts regarding HIV testing?

1. What are three types of services that might be available for people who have HIV or AIDS?

2. What is one way that a home health aide might be able to help a client look for community resources in his area?

1. Tuberculosis may be transmitted
  - (A) By coughing
  - (B) By dancing
  - (C) By wearing gloves
  - (D) Through a respirator
2. Tuberculosis is
  - (A) A bloodborne disease
  - (B) An airborne disease
  - (C) A noninfectious disease
  - (D) An untreatable disease

3. Someone with latent TB infection
  - (A) Shows symptoms
  - (B) Becomes unresponsive almost immediately
  - (C) Cannot infect others
  - (D) Can infect others
4. A person with TB disease
  - (A) Can infect others
  - (B) Does not show symptoms
  - (C) Cannot be cured
  - (D) Cannot infect others
5. TB disease is more likely to develop in people
  - (A) Who live near the mountains
  - (B) Whose relatives had it
  - (C) Who have weakened immune systems
  - (D) Who work alone
6. The word *resistant* in multidrug-resistant TB (MDR-TB) means that
  - (A) Medications can no longer kill the specific bacteria
  - (B) The infected person does not want to treat his disease
  - (C) Doctors do not know what causes the disease
  - (D) The infected person will die from the disease

#### 14. Explain the importance of reporting a possible exposure to an airborne or bloodborne disease

##### Short Answer

How does a home health aide report possible exposure to an airborne or bloodborne disease?

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Name: \_\_\_\_\_

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#### 15. Discuss COVID-19 and identify care guidelines

##### Multiple Choice

1. The abbreviation of the virus that causes COVID-19 is
  - (A) HIV
  - (B) SARS-CoV-2
  - (C) HPV-1
  - (D) MERS
2. COVID-19 is mainly classified as a \_\_\_\_\_ and a \_\_\_\_\_ disease.
  - (A) Droplet and airborne
  - (B) Contact and bloodborne
  - (C) Airborne and bloodborne
  - (D) Contact and noninfectious
3. People who experience severe symptoms of COVID-19 may need to be treated with a(n)
  - (A) Hot water bottle
  - (B) Humidifier
  - (C) Ice bath
  - (D) Ventilator
4. How far apart should people stand from each other to avoid transmitting COVID-19?
  - (A) 2 feet
  - (B) 3 feet
  - (C) 5 feet
  - (D) 6 feet
5. In which of the following scenarios is it most likely that COVID-19 could be transmitted?
  - (A) Standing near an infected person who sneezes
  - (B) Touching an infected person's arm
  - (C) Carrying a box that an infected person touched
  - (D) Eating takeout food that an infected person prepared

6. Which of the following conditions puts a person at a higher risk of serious complications and death from COVID-19?  
(A) Parkinson's disease  
(B) Diabetes  
(C) Migraines  
(D) Deafness
7. Generally speaking, how long can a person be sick with COVID-19 before showing symptoms?  
(A) 1 month  
(B) 3 months  
(C) 2 weeks  
(D) 8 weeks
8. Which of the following types of PPE will always be used when caring for a client with COVID-19?  
(A) Mask or respirator  
(B) Shoe covering  
(C) Gown  
(D) Goggles
9. Which of the following should an HHA not touch?  
(A) Surfaces  
(B) The HHA's nose or mouth  
(C) Cleaning wipes  
(D) Soap
10. Which kind of masks filter out the virus?  
(A) Respirators  
(B) Cloth masks  
(C) Cotton masks  
(D) Bandanas

## 16. Discuss MRSA, VRE, and *C. difficile*

### True or False

1. \_\_\_\_\_ Methicillin-resistant *Staphylococcus aureus* (MRSA) is almost always spread by direct physical contact.
2. \_\_\_\_\_ Once a person has a vancomycin-resistant *Enterococcus* (VRE) infection, it is relatively easy to treat.
3. \_\_\_\_\_ MRSA can be spread through indirect contact by touching objects contaminated by a person with MRSA.

4. \_\_\_\_\_ Handwashing will not help control the spread of MRSA.
5. \_\_\_\_\_ VRE causes life-threatening infections in people with compromised immune systems.
6. \_\_\_\_\_ Frequent handwashing can help prevent the spread of VRE.
7. \_\_\_\_\_ Proper handwashing and handling of contaminated wastes can help prevent *Clostridioides difficile* (*C. difficile*).
8. \_\_\_\_\_ Increasing the use of antibiotics helps lower the risk of developing *C. difficile* diarrhea.
9. \_\_\_\_\_ Using hand sanitizers and washing hands with soap and water are considered equally effective when dealing with *C. difficile*.

## 17. List employer and employee responsibilities for infection prevention

### Short Answer

Read the following and mark ER for employer or EE for employee to show who is responsible for infection prevention.

1. \_\_\_\_\_ Immediately report any exposure to infection, blood, or body fluids.
2. \_\_\_\_\_ Provide personal protective equipment for use and training on how to properly use it.
3. \_\_\_\_\_ Follow all agency policies and procedures.
4. \_\_\_\_\_ Take advantage of the hepatitis B vaccination.
5. \_\_\_\_\_ Provide continuing in-service education on infection prevention.
6. \_\_\_\_\_ Establish infection prevention procedures and an exposure control plan.
7. \_\_\_\_\_ Follow client care plans and assignments.
8. \_\_\_\_\_ Participate in continuing in-service education programs covering infection prevention.

9. \_\_\_\_ Use provided personal protective equipment as indicated or as appropriate.
10. \_\_\_\_ Provide free hepatitis B vaccinations.

# 6

## Safety and Body Mechanics

### 1. Explain the principles of body mechanics

#### Labeling

Complete the illustration by labeling each part with the words listed below.

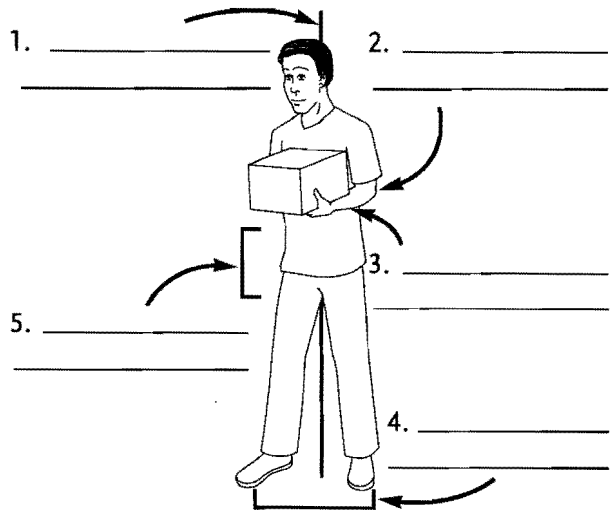
Alignment

Base of support

Center of gravity

Fulcrum

Lever



### 2. Apply principles of body mechanics to daily activities

#### Short Answer

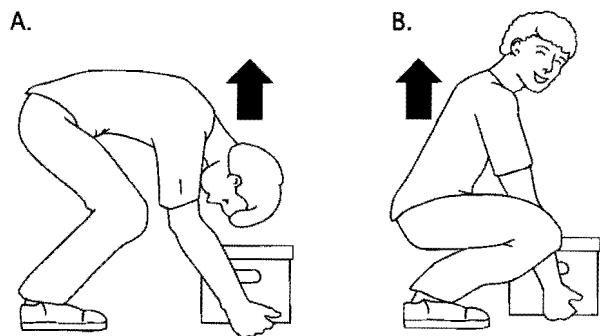
1. Looking at the illustrations in the next column, which drawing shows the correct way to lift objects? Why is it correct?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



#### True or False

2. \_\_\_\_\_ Back injury is a serious problem that home health aides face.
3. \_\_\_\_\_ Using proper body mechanics can help save energy and prevent injury.
4. \_\_\_\_\_ When lifting an object, it is safer to hold it far away from the body.
5. \_\_\_\_\_ Feet should be pointed toward the object that a person is lifting.
6. \_\_\_\_\_ Keeping the feet close together gives the body the best base of support and keeps a person more stable.
7. \_\_\_\_\_ Lifting objects is safer than pushing objects.
8. \_\_\_\_\_ Knees should be bent when helping a client stand up.
9. \_\_\_\_\_ Twisting at the waist when lifting an object is safer than turning the entire body.

### 3. List ways to adapt the home to principles of proper body mechanics

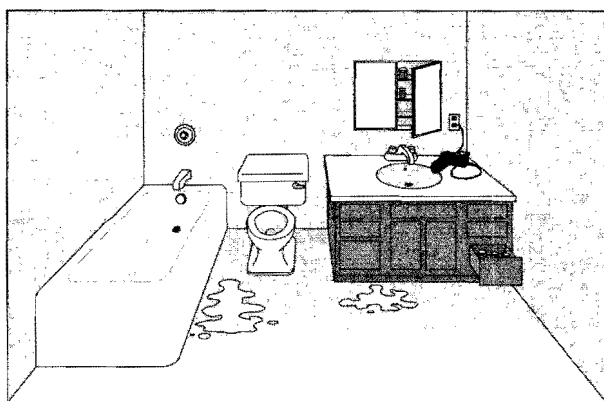
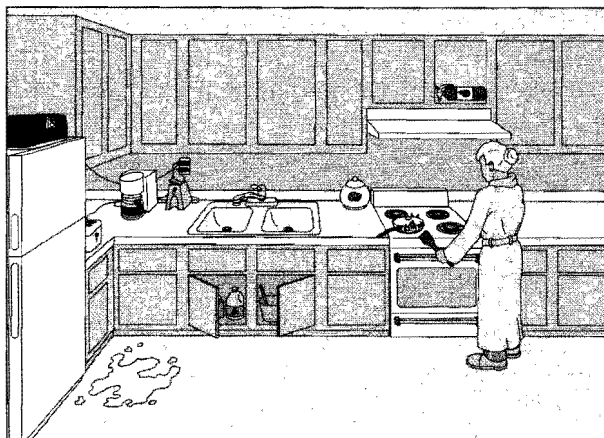
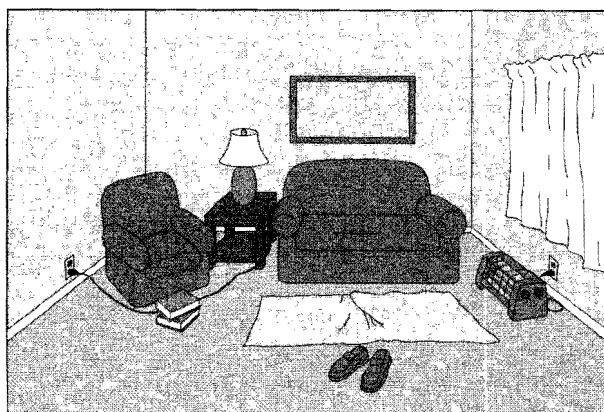
#### Multiple Choice

- How should a home health aide reach an object on a high shelf?
  - Stand on her tiptoes
  - Use a stepstool
  - Climb on the closest counter
  - Use an umbrella
- When sitting for long periods of time, legs should not be crossed because
  - It disrupts the alignment of the body
  - It can wrinkle a person's clothing
  - It is unprofessional
  - HHAs must stand while working
- To be more comfortable doing tasks that require standing for long periods of time, an HHA can
  - Sit down every five minutes
  - Hop on one foot
  - Jump up and down
  - Place one foot on a footrest
- Frequently used tools and supplies should be placed
  - On shelves or counters to reduce the need for bending
  - On the floor to reduce the need for straining to reach
  - In boxes where they will be out of the way
  - In the attic
- To clean a bathtub, an HHA should
  - Bend over
  - Stand upright
  - Kneel
  - Sit inside the tub

### 4. Identify five common types of accidents in the home

#### Labeling

- In the following illustrations, circle everything that you can find that is unsafe.



#### True or False

- \_\_\_\_\_ Adjustable beds should be raised to their highest position each time the home health aide has finished with care.
- \_\_\_\_\_ Older people are often more seriously injured by falls because their bones are more fragile.
- \_\_\_\_\_ Older adults or people with loss of sensation due to paralysis or diabetes are at the greatest risk of burns.

5. \_\_\_\_\_ Clients should be sitting down before hot drinks are served to help prevent scalds.
6. \_\_\_\_\_ Infants should sleep on their backs to prevent sudden infant death syndrome (SIDS).
7. \_\_\_\_\_ To avoid choking, clients should eat in a slightly reclined position.
8. \_\_\_\_\_ To promote safety in the kitchen, pot handles should be turned toward the back of the stove.
9. \_\_\_\_\_ A client who is ill and weak should not be left alone in a tub.
10. \_\_\_\_\_ Keeping the floor free from clutter and electrical cords helps prevent falls.

### 5. List home fire safety guidelines and describe what to do in case of fire

#### Short Answer

1. List four things that could be fire hazards.

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2. What is important to remember about clothing while working near the stove?

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3. How often should the smoke alarm be checked?

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4. RACE is an acronym that stands for

R: \_\_\_\_\_

A: \_\_\_\_\_

C: \_\_\_\_\_

E: \_\_\_\_\_

5. PASS is an acronym that stands for

P: \_\_\_\_\_

A: \_\_\_\_\_

S: \_\_\_\_\_

S: \_\_\_\_\_

6. Explain the fire safety technique "stop, drop, and roll."

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### 6. Identify ways to reduce the risk of automobile accidents

#### Multiple Choice

1. When driving to a new client's house, a home health aide should
  - (A) Study the map while driving there
  - (B) Plan the route before leaving
  - (C) Call the client to discuss the day's assignments beforehand
  - (D) Text a friend for directions

2. While driving, it is best to
  - (A) Keep eyes on the road and hands on the steering wheel
  - (B) Call friends to pass the time more quickly
  - (C) Drive quickly so that there will be more time at the client's home
  - (D) Send text messages to confirm the day's schedule
3. When backing up in a car, the home health aide should
  - (A) Only use the rearview camera
  - (B) Back up quickly
  - (C) Check the rearview camera and turn her head to look behind her
  - (D) Use her instincts to tell her if someone is behind her
4. Driving at a safe speed means
  - (A) Exceeding the speed limit
  - (B) Making adjustments for road or weather conditions
  - (C) Driving faster if it is snowing
  - (D) Going 10 miles per hour under the speed limit
5. Seat belts should always be worn because
  - (A) They prevent accidents
  - (B) They help protect a person if an accident occurs
  - (C) They make the person look more professional
  - (D) They make it safer to drive much faster

### 7. Identify guidelines for using a car on the job

#### True or False

1. \_\_\_\_ It is not necessary for a home health aide to keep track of the miles he drives for work.
2. \_\_\_\_ A home health aide's car should be serviced regularly.
3. \_\_\_\_ Proof of registration should be kept in the car at all times.
4. \_\_\_\_ Proof of insurance should be kept at home where it will be safe.

Name: \_\_\_\_\_

5. \_\_\_\_ Valuables should be put out of sight if they must be left in the car.
6. \_\_\_\_ All doors should be locked while driving and before leaving the car.

### 8. Identify guidelines for working in high-crime areas

#### Multiple Choice

1. A home health aide is going to visit a client who lives in a high-crime area. She has been to this client's apartment before, but today as she drives up, she notices three men she does not know who are standing on the sidewalk in front of the client's apartment. They are watching her as she slows down in front of the client's apartment. What should the home health aide do?
  - (A) Ignore them and park the car
  - (B) Keep driving past and use her phone to call her supervisor
  - (C) Stop and ask them what they are doing in front of the client's apartment
  - (D) Ask them if they know if her client is at home
2. A home health aide is getting ready to leave a client's home as it begins to get dark. Her client lives in a large house on a street that is not well lit. She has parked next to the nearest street light, which is two houses down. What should she do on the way to her car?
  - (A) Run to the car
  - (B) Keep her keys inside her purse
  - (C) Hold her purse or bag away from her body
  - (D) Walk confidently and look as if she knows where she is going



7

# Emergency Care and Disaster Preparation

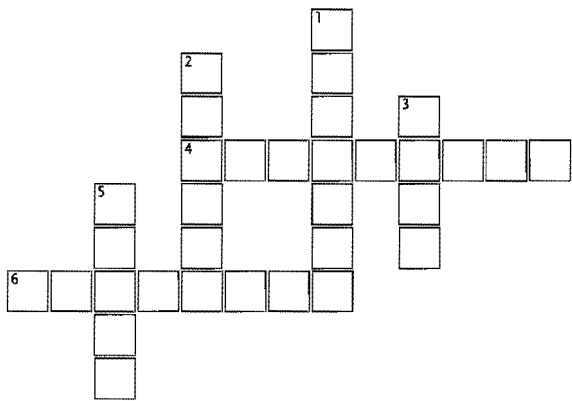
## 1. Demonstrate how to recognize and respond to medical emergencies

**Crossword**  
*Across*

- 4. Being mentally alert and having awareness of surroundings, sensations, and thoughts
- 6. In addition to completing an incident report, action the home health aide should take after the emergency is over

*Down*

- 1. Type of wound that is considered a medical emergency
- 2. After assessing the situation, what the person who responds to a medical emergency must assess
- 3. In addition to checking for danger, noticing this is part of assessing the situation during a medical emergency
- 5. The opposite of opinions; they need to be reported when documenting an emergency



## 2. Demonstrate knowledge of first aid procedures

**Multiple Choice**

- 1. How can someone usually tell if a person is choking?  
(A) The choking victim will tell the person.  
(B) The choking victim will ask for food.  
(C) The choking victim will put his hands to his throat.  
(D) The choking victim will throw up.
- 2. How does a rescuer obtain consent to give a choking victim abdominal thrusts?  
(A) The rescuer asks the victim's spouse to sign a consent form.  
(B) The rescuer calls a family member to ask, "May I treat this person?"  
(C) The rescuer asks an attorney first.  
(D) The rescuer asks the victim, "Are you choking?"
- 3. Signs of shock include  
(A) Pale or bluish skin  
(B) Lack of thirst  
(C) Happiness  
(D) Relaxation
- 4. If a home health aide suspects that a client is having a heart attack, she should  
(A) Give the client something cold to drink  
(B) Loosen the clothing around the client's neck  
(C) Encourage the client to walk around  
(D) Leave the client alone to rest

Name: \_\_\_\_\_

5. To control bleeding, a home health aide should
  - (A) Use her bare hands to stop it
  - (B) Lower the wound below the level of the heart
  - (C) Hold a clean towel or cloth against the wound and press down hard
  - (D) Give the client an aspirin
6. To treat a minor burn, the home health aide should
  - (A) Use antibacterial ointment
  - (B) Use grease, such as butter
  - (C) Use ice water
  - (D) Use cool, clean water
7. Which of the following is true of assisting a client who is having a seizure?
  - (A) The home health aide should give the client a cup of water.
  - (B) The home health aide should hold the client down if the client is shaking.
  - (C) The home health aide should move furniture away to prevent injury to the client.
  - (D) The home health aide should open the client's mouth to move the tongue to the side.
8. If a client faints, the home health aide should
  - (A) Lower the client to the floor
  - (B) Position the client on his side
  - (C) Perform CPR
  - (D) Help the client stand up immediately
9. If a client has a nosebleed, what should be the first step that the home health aide takes?
  - (A) Report and document the incident.
  - (B) Apply pressure consistently until the bleeding stops.
  - (C) Apply a cool cloth on the back of the neck, the forehead, or the upper lip.
  - (D) Elevate the head of the bed or tell the client to remain in a sitting position.

10. If a client falls, the home health aide should
  - (A) Wait until the end of the day to assess the client before reporting the fall
  - (B) Ask the client to get up and try to walk if possible
  - (C) Contact her supervisor to report the fall
  - (D) Begin doing range of motion exercises while the client is on the floor

### 3. Identify emergency evacuation procedures

#### Short Answer

List five ways to plan for an emergency evacuation.

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### 4. Demonstrate knowledge of disaster procedures

#### Multiple Choice

1. A disaster kit should be assembled before disaster strikes. Disaster supplies include
  - (A) A change of clothing
  - (B) A television set
  - (C) Cosmetics and a hair dryer
  - (D) Three pairs of shoes
2. In a disaster, a home health aide can stay informed by
  - (A) Running out to buy a newspaper
  - (B) Going outside to talk to his neighbors
  - (C) Listening to a radio
  - (D) Calling governmental agencies

3. If a disaster is forecast, a home health aide can be prepared by
  - (A) Doing her laundry
  - (B) Cleaning her house
  - (C) Knowing how to start a fire
  - (D) Wearing appropriate clothing and shoes
4. In the event of a tornado, it is best to
  - (A) Seek shelter inside a steel-framed or concrete building
  - (B) Stand flat against the wall next to the windows
  - (C) Seek shelter in a mobile home
  - (D) Seek shelter outside in a tree or bush
5. In case of lightning, it is best to
  - (A) Find water and stay in the water
  - (B) Stand by the largest tree in the area
  - (C) Stand underneath a tall metal object
  - (D) Seek shelter in a building
6. In case of floods, it is best to
  - (A) Fill the bathtub with fresh water
  - (B) Drink flood water to stay hydrated
  - (C) Put electrical equipment in flood water to avoid fires
  - (D) Turn off the gas by yourself
7. In case of earthquakes, it is best to
  - (A) Stand on a tall piece of furniture to get as high as possible
  - (B) Go outside to find the closest tall building
  - (C) Stop under an overpass if in a car until the shaking stops
  - (D) Get under a sturdy piece of furniture
8. In case of an active shooter, it is best to
  - (A) Run outside to find a safe place to hide
  - (B) Keep your phone ringer on in case police or family members need to contact you
  - (C) Secure the door by moving a piece of heavy furniture in front of it
  - (D) Find and confront the shooter

Name: \_\_\_\_\_

## 8

# Physical, Psychological, and Social Health

## 1. Identify basic human needs

### Short Answer

1. List five basic physiological needs that all humans have.

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2. List six psychosocial needs that humans have.

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3. Complete your own hierarchy of needs below. Some of the examples have already been completed for you.

### Maslow's Hierarchy of Needs

Need

- (A) Need for self-actualization
- (B) Need for self-esteem
- (C) Need for love
- (D) Safety and security needs
- (E) Physiological needs

### Example of Need

- (A) I need the chance to learn new things.
- (B) I need to know that I am doing a good job.

(C) \_\_\_\_\_

(D) \_\_\_\_\_

(E) \_\_\_\_\_

### True or False

- 4. \_\_\_\_\_ Elderly people do not have sexual needs.
- 5. \_\_\_\_\_ The ability to engage in sexual activity continues unless disease or injury occurs.
- 6. \_\_\_\_\_ Clients have the legal right to choose how to express their sexuality.
- 7. \_\_\_\_\_ All elderly people usually have the same sexual behavior and desires.
- 8. \_\_\_\_\_ The home health aide should always knock and wait for a response before entering a client's bedroom.
- 9. \_\_\_\_\_ If a home health aide encounters a sexual situation between consenting adults, he should ask them to stop and wait until he is no longer in the home.
- 10. \_\_\_\_\_ If a client identifies as nonbinary and prefers the pronouns they/them, the care team should use those pronouns.

## Matching

Use each letter only once.

- Matching**  
Use each letter only once.

  11. \_\_\_\_ Bisexual, Bi
  12. \_\_\_\_ Cisgender
  13. \_\_\_\_ Coming out
  14. \_\_\_\_ Cross-dresser
  15. \_\_\_\_ Gay
  16. \_\_\_\_ Gender identity
  17. \_\_\_\_ Heterosexual (straight)
  18. \_\_\_\_ Lesbian
  19. \_\_\_\_ LGBTQ
  20. \_\_\_\_ Nonbinary
  21. \_\_\_\_ Queer
  22. \_\_\_\_ Sexual orientation
  23. \_\_\_\_ Transgender
  24. \_\_\_\_ Transition

(A) Acronym for lesbian, gay, bisexual, transgender, and queer

(B) A person whose physical, emotional, and/or romantic attraction is for people of the opposite sex

(C) A person's physical, emotional, and/or romantic attraction to another person

(D) A person whose physical, emotional, and/or romantic attraction may be for people of the same gender or different gender

(E) A person whose gender identity matches his or her birth sex (sex assigned at birth due to anatomy)

(F) A person whose gender identity conflicts with his or her birth sex (sex assigned at birth due to anatomy)

(G) A deeply felt sense of one's gender

(H) A term used to describe sexual orientation that is not exclusively heterosexual; may not be accepted by everyone within the LGBTQ community

(I) A person whose physical, emotional, and/or romantic attraction is for people of the same sex

(J) A heterosexual man who sometimes wears clothing and other items associated with women

(K) A person whose gender identity does not fit into the category of man or woman; the person's gender may be in between those two categories or may be entirely different from them

(L) The process of changing genders, which can include legal procedures and medical measures

(M) A woman whose physical, emotional, and/or romantic attraction is for other women

(N) A continual process of revealing one's sexual orientation or gender identity to others

**2. Define holistic care**

**Short Answer**

In your own words, briefly describe holistic care and person-centered care.

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## 2. Define holistic care

### Short Answer

In your own words, briefly describe holistic care and person-centered care.

**3. Identify ways to help clients meet their spiritual needs****Short Answer**

Place a check mark (✓) next to examples of appropriate ways to help clients with their spiritual needs.

1. \_\_\_\_ A client tells his HHA that he cannot drink milk with his hamburger due to his religious beliefs. He asks for some water instead. The HHA takes the milk away and brings him some water.
2. \_\_\_\_ A client tells her home health aide that she is a Baptist and wants to know when the next Baptist service will be. The HHA asks, "Why don't you just attend a Catholic service instead? I'm Catholic, and my church is close by."
3. \_\_\_\_ A client asks his HHA to read a passage from his Bible. The HHA opens the Bible and begins to read.
4. \_\_\_\_ A client wants to see a rabbi. His home health aide calls the rabbi he wants to see.
5. \_\_\_\_ A home health aide sees a Buddha statue in a client's bedroom. The HHA chuckles and tells the client, "This little guy is so cute."
6. \_\_\_\_ A spiritual leader is visiting with a client. The home health aide leaves the room and quietly shuts the door.
7. \_\_\_\_ A client tells his home health aide that he is Muslim. The HHA begins to explain Christianity to him and asks him to attend a Christian service just to see what it is like.
8. \_\_\_\_ A client tells her home health aide that she does not believe in God. The HHA does believe in God but does not argue with the client. The HHA listens quietly as the client explains her reasoning.

**4. Discuss family roles and their significance in health care****Multiple Choice**

Read each description below. Choose the term that best defines the type of family that is being described.

1. Mr. Dane's wife died giving birth to their twin girls. Mr. Dane never remarried and raised the girls himself.  
(A) Single-parent family  
(B) Nuclear family  
(C) Blended family  
(D) Extended family
2. Ms. Cone has lived with her best friend, Ms. Lawrence, since they graduated from college together. They both dated many men throughout their lives but were never married. Ms. Cone has a teenaged daughter who was raised in their household.  
(A) Single-parent family  
(B) Nuclear family  
(C) Blended family  
(D) Extended family
3. Mrs. Rose had three children with her first husband. She divorced him when their youngest child was two years old. Two years later she remarried, and she and her second husband raised her three children as well as one child from his first marriage.  
(A) Single-parent family  
(B) Nuclear family  
(C) Blended family  
(D) Extended family
4. Mrs. Parker was married to her husband for 30 years. They lived together with their two children.  
(A) Single-parent family  
(B) Nuclear family  
(C) Blended family  
(D) Extended family
5. Mr. Nicholson has been with his husband for 10 years. Their five-year-old son lives with them.  
(A) Single-parent family  
(B) Nuclear family  
(C) Blended family  
(D) Extended family

**5. Describe personal adjustments of the individual and family to illness and disability****Short Answer**

1. List three adjustments that family members may need to make due to a client's illness or disability.

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**6. Identify community resources for individual and family health****Short Answer**

1. If a home health aide believes that a client needs help finding community resources, what should he do?

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**7. List ways to respond to emotional needs of clients and their families****Multiple Choice**

1. A home health aide arrives at her client's house to find the client's wife, Mrs. McNabb, upset and close to tears. She tells the HHA that her husband simply will not eat his breakfast. When the HHA asks what she served him for breakfast, Mrs. McNabb begins to cry. What would be the best response by the HHA?
- (A) The HHA should ask her not to cry.  
(B) The HHA should ask her why she is crying over something so unimportant.  
(C) The HHA should reassure her that the HHA is there to help.  
(D) The HHA should tell her that her reaction is probably increasing her stress level.
2. The home health aide encourages Mrs. McNabb to talk about what is bothering her. Mrs. McNabb confesses that she is feeling very overwhelmed. What would be the best response by the HHA?
- (A) "I know just how you feel. My kids are a handful, too."  
(B) "It sounds like you are under a lot of stress. Can I help in some way?"  
(C) "Well, I work two jobs myself, and it's no big deal."  
(D) "I think attending church services more often would help you."
3. Mrs. McNabb asks if the HHA can stay longer to help her out with the cooking and cleaning. What would be the best response by the HHA?
- (A) "I'll talk to my supervisor and see what she says. Maybe we can work something out."  
(B) "You can call a cleaning service for help."  
(C) "That's not in my job description."  
(D) "If you will pay me extra money, I can consider it."



## 9

# Body Systems and Related Conditions

## 1. Describe the integumentary system and related conditions

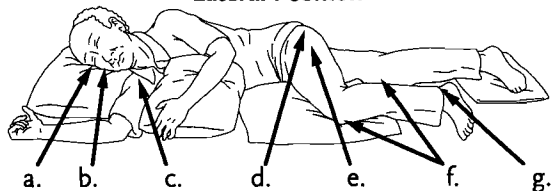
### Fill in the Blank

1. The largest organ and system in the body is the \_\_\_\_\_.
2. Skin prevents \_\_\_\_\_ to internal organs.
3. Skin also prevents the loss of too much \_\_\_\_\_, which is essential to life.
4. The skin is also a \_\_\_\_\_ organ that feels heat, cold, pain, touch, and pressure.
5. Blood vessels \_\_\_\_\_, or widen, when the outside temperature is too high.
6. Blood vessels \_\_\_\_\_, or narrow, when the outside temperature is too cold.

### Labeling

For each position shown, list the areas at risk for skin breakdown.

Lateral Position

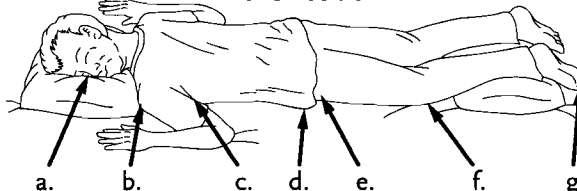


### 7. Lateral Position

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_

- f. \_\_\_\_\_
- g. \_\_\_\_\_

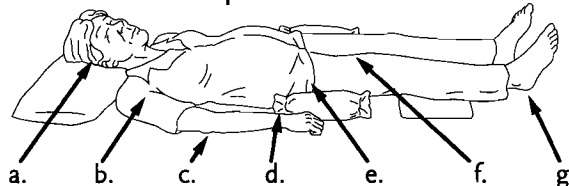
Prone Position



### 8. Prone Position

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_
- f. \_\_\_\_\_
- g. \_\_\_\_\_

Supine Position



### 9. Supine Position

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_
- f. \_\_\_\_\_
- g. \_\_\_\_\_

Name: \_\_\_\_\_

**True or False**

10. \_\_\_\_ With a stage 1 pressure injury, skin is intact but may be red or a different color than the surrounding area.
11. \_\_\_\_ Pressure injuries usually occur in areas of the body where bone lies close to the skin.
12. \_\_\_\_ Another name for pressure injuries is decubitus ulcers.
13. \_\_\_\_ Common sites for pressure injuries are the chest, nose, and hands.
14. \_\_\_\_ A contusion is a type of open wound.
15. \_\_\_\_ An open wound has skin that is not intact.
16. \_\_\_\_ Stasis dermatitis occurs due to a buildup of fluid in the lower legs and ankles.

**2. Describe the musculoskeletal system and related conditions****True or False**

1. \_\_\_\_ The body is shaped by muscles, bones, ligaments, tendons, and cartilage.
2. \_\_\_\_ The human body has 215 bones.
3. \_\_\_\_ Bones protect the body's organs.
4. \_\_\_\_ Two bones meet at a joint.
5. \_\_\_\_ Muscles provide movement of body parts.
6. \_\_\_\_ Range of motion exercises help prevent problems related to immobility.
7. \_\_\_\_ Atrophy occurs when the muscle weakens, decreases in size, and wastes away.

**Multiple Choice**

8. Arthritis is a general term referring to \_\_\_\_ of the joints.
  - (A) Immobility
  - (B) Inflammation
  - (C) Redness
  - (D) Stiffness

9. Pain and stiffness of osteoarthritis may increase with
  - (A) Hot weather
  - (B) Cold weather
  - (C) An active lifestyle
  - (D) Intake of fluids
10. Arthritis is generally treated with
  - (A) Botox
  - (B) Plastic surgery
  - (C) Deep breathing exercises
  - (D) Anti-inflammatory medications
11. What happens to the body when a person suffers from an autoimmune illness?
  - (A) The circulatory system stops functioning and blood backs up into the heart.
  - (B) The immune system attacks diseased tissue in the body.
  - (C) The immune system attacks normal tissue in the body.
  - (D) The integumentary system becomes diseased.
12. Rheumatoid arthritis affects the \_\_\_\_ joints first.
  - (A) Smaller
  - (B) Larger
  - (C) Elbow
  - (D) There is no typical progression.

**True or False**

13. \_\_\_\_ Muscular dystrophy (MD) is an inherited disease that causes gradual wasting away of the muscles.
14. \_\_\_\_ Most forms of MD become apparent in middle adulthood.
15. \_\_\_\_ Many forms of MD are very slow to progress.
16. \_\_\_\_ On average, a person who has amyotrophic lateral sclerosis (ALS) lives another 20 years after diagnosis.
17. \_\_\_\_ Having brittle bones due to osteoporosis means that bones become stronger and healthier.

**3. Describe the nervous system and related conditions****Multiple Choice**

1. The nervous system
  - (A) Gives the body shape and structure
  - (B) Controls and coordinates body function
  - (C) Is the largest organ in the body
  - (D) Pumps blood through the blood vessels to the cells
2. The basic unit of the nervous system is the
  - (A) Neuron
  - (B) Message
  - (C) Brain
  - (D) Spinal cord
3. The two main parts of the nervous system are
  - (A) Cardiovascular system and integumentary system
  - (B) Neurons and receptors
  - (C) The body and the brain
  - (D) Central nervous system and peripheral nervous system
4. The central nervous system (CNS) is made up of
  - (A) The brain and spinal cord
  - (B) Muscles and bones
  - (C) Neurons and receptors
  - (D) The heart and lungs
5. The peripheral nervous system (PNS) deals with the outer part of the body via the
  - (A) Brain
  - (B) Cerebrum
  - (C) Nerves
  - (D) Right hemisphere

**True or False**

Mark each of the following statements regarding CVA (stroke) with either a T for true or an F for false.

6. \_\_\_\_ Clients with paralysis or loss of movement will not need physical therapy.
7. \_\_\_\_ Range of motion exercises strengthen muscles and keep joints mobile.
8. \_\_\_\_ Leg exercises improve circulation.

9. \_\_\_\_ When helping with transfers or ambulation, the home health aide (HHA) should stand on the client's stronger side.
10. \_\_\_\_ The HHA should always use a transfer belt for safety when helping a client who has had a stroke with transfers.
11. \_\_\_\_ The HHA should refer to the side that has been affected by stroke as the "bad" side so that clients will understand which side the HHA is talking about.
12. \_\_\_\_ Gestures and facial expressions are important in communicating with a client who has had a stroke.
13. \_\_\_\_ Clients who suffer confusion or memory loss due to a stroke may feel more secure if the HHA establishes a routine of care.
14. \_\_\_\_ Clients with a loss of sensation could easily burn themselves.
15. \_\_\_\_ Food should always be placed in the unaffected, or stronger, side of the mouth.
16. \_\_\_\_ When assisting with dressing a client who has had a stroke, the HHA should dress the stronger side first.

**Short Answer**

Read each of the following scenarios about caring for someone recovering from a CVA (stroke) and answer the questions.

17. Kate, a home health aide, is getting ready to prepare lunch for Mr. Manhas, who is recovering from a stroke. Mr. Manhas has difficulty communicating and also suffers from confusion. "Let's see," Kate says. "For lunch we can have soup, sandwiches, some leftover casserole, or I can make a salad. Now, what would you like to eat?" What is wrong with the way Kate is communicating with Mr. Manhas?

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Name: \_\_\_\_\_

18. Mr. Manhas's wife comes home after running some errands and asks how her husband is doing. As she and Kate walk into the kitchen where Mr. Manhas is sitting, Kate says, "Mr. Manhas is having trouble today with his eating. Just look at him. He's spilled all over himself." What is wrong with what Kate has just said?

19. Kate notices that Mr. Manhas seems to be having trouble saying words clearly. He is beginning to get frustrated because he cannot tell Kate what he wants. Kate decides to ask only yes or no questions, so she tells Mr. Manhas, "If you find it too difficult to speak right now, why don't you try nodding your head for 'yes' and shaking your head for 'no'?" What is Kate doing right?

**True or False**

Mark each of the following statements regarding Parkinson's disease with either a T for true or an F for false.

20. \_\_\_\_\_ Parkinson's disease puts a person at a high risk for falls.
21. \_\_\_\_\_ Parkinson's disease causes a shuffling gait and a mask-like facial expression.
22. \_\_\_\_\_ Pill-rolling is something that people with Parkinson's disease must do before taking their medication.
23. \_\_\_\_\_ Clients with Parkinson's disease should be discouraged from performing their own care to save their energy.

**Fill in the Blank**

Fill in the blanks for each of the following statements regarding multiple sclerosis (MS).

24. For a person who has MS, nerves cannot send \_\_\_\_\_ to and from the brain in a normal way.
25. Symptoms of MS include \_\_\_\_\_ vision, fatigue, tremors, poor balance, and difficulty walking.
26. The HHA should offer \_\_\_\_\_ periods as necessary for clients with MS.
27. The HHA should give clients plenty of time to \_\_\_\_\_ because people with MS often have trouble forming their thoughts.
28. \_\_\_\_\_ can worsen the effects of MS, so the HHA should remain calm and listen to clients when they want to talk.

**True or False**

Mark each of the following statements regarding head and spinal cord injuries with either a T for true or an F for false.

29. \_\_\_\_\_ The effects of a spinal cord injury depend on the location of the injury and the force of impact.

30. \_\_\_\_ The lower the injury on the spinal cord, the greater the loss of function will be.
31. \_\_\_\_ Quadriplegia is a loss of function of the lower body and legs.
32. \_\_\_\_ Rehabilitation is of little help for people who have had spinal cord injuries.
33. \_\_\_\_ Clients with head or spinal cord injuries will need emotional support as well as physical help.
34. \_\_\_\_ People with spinal cord injuries may not feel burns because of loss of sensation.
35. \_\_\_\_ The HHA should help clients change positions at least every two hours to prevent pressure injuries.
36. \_\_\_\_ Clients with spinal cord injuries should drink very little fluid to prevent urinary tract infections.

**Short Answer**

Answer the following question regarding amputation in the space provided.

37. What is phantom limb pain?

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**Multiple Choice**

Circle the letter of the answer that best completes the statement or answers the question regarding hearing impairment.

38. To best communicate with a client who has a hearing impairment, the HHA should
- (A) Use short sentences and simple words
  - (B) Shout words slowly
  - (C) Approach the client from behind
  - (D) Raise the pitch of her voice

39. If a client is difficult to understand, the HHA should
- (A) Pretend to understand the client so as not to hurt his feelings
  - (B) Mouth the words in an exaggerated way so that the client will mimic that behavior next time
  - (C) Ask the client to repeat what he said, and then tell the client what the HHA thinks she heard
  - (D) Ask the client to shout

**Matching**

For each of the following terms regarding vision impairment, write the letter of the correct definition from the list below. Use each letter only once.

40. \_\_\_\_ Cataract
41. \_\_\_\_ Farsightedness (hyperopia)
42. \_\_\_\_ Glaucoma
43. \_\_\_\_ Nearsightedness (myopia)
- (A) Condition that causes increased pressure in the eye and may cause blindness
  - (B) The ability to see objects in the distance better than objects nearby
  - (C) Condition that causes cloudiness of the lens of the eye, which can cause loss of vision
  - (D) The ability to see objects that are nearby better than objects in the distance

**4. Describe the circulatory system and related conditions****Multiple Choice**

1. The two lower chambers of the heart are called
- (A) Veins
  - (B) Cells
  - (C) Ventricles
  - (D) Pericardia

2. What functions as the pump of the circulatory system?
  - (A) Heart
  - (B) Lungs
  - (C) Lymph
  - (D) Blood
3. What occurs during the resting phase, or diastole?
  - (A) Ventricles pump blood through the blood vessels.
  - (B) The heart begins beating rapidly until the next contraction.
  - (C) Circulation stops.
  - (D) The chambers fill with blood.
4. Which of the following is one of the functions that the circulatory system performs?
  - (A) Senses and interprets information from the environment
  - (B) Supplies food, oxygen, and hormones to cells
  - (C) Adds waste products to the cells
  - (D) Processes carbohydrates and proteins to meet the body's energy needs

**Matching**

Use each letter only once.

5. \_\_\_\_ Angina pectoris
  6. \_\_\_\_ Atherosclerosis
  7. \_\_\_\_ Congestive heart failure
  8. \_\_\_\_ Diuretic
  9. \_\_\_\_ Hypertension
  10. \_\_\_\_ Myocardial infarction
  11. \_\_\_\_ Nitroglycerin
- (A) Condition in which the heart fails to pump effectively, causing blood to back up into the lungs or the legs, feet, or abdomen
  - (B) Medical term for high blood pressure
  - (C) Chest pain, pressure, or discomfort
  - (D) Medication that relaxes the walls of the coronary arteries, allowing them to open and get more blood to the heart

Name: \_\_\_\_\_

- (E) Condition in which blood flow to the heart muscle is blocked and the muscle cells die
- (F) Medications that reduce fluid in the body
- (G) Hardening and narrowing of the blood vessels

### 5. Describe the respiratory system and related conditions

**Fill in the Blank**

1. Respiration is the body taking in \_\_\_\_\_ and removing \_\_\_\_\_.
2. Respiration involves breathing in, or \_\_\_\_\_, and breathing out, or \_\_\_\_\_.
3. The \_\_\_\_\_ accomplish the process of respiration.

**Multiple Choice**

4. Clients with chronic obstructive pulmonary disease (COPD) have difficulty with
  - (A) Breathing
  - (B) Urination
  - (C) Losing weight
  - (D) Vision
5. For a person with COPD, a common fear is
  - (A) Constipation
  - (B) Incontinence
  - (C) Not being able to breathe
  - (D) Heart attack
6. The best position for a client with COPD is
  - (A) Lying flat on his back
  - (B) Sitting upright
  - (C) Lying on his stomach
  - (D) Lying on his side
7. Part of the home health aide's role in caring for a client with COPD includes
  - (A) Being calm and supportive
  - (B) Adjusting oxygen levels
  - (C) Making changes in the client's diet
  - (D) Doing everything for the client as much as possible

8. Emphysema usually develops as a result of  
(A) Cigarette smoking  
(B) Alcohol use  
(C) Radiation therapy  
(D) Excessive weight loss
9. Chronic bronchitis and emphysema are grouped under  
(A) Chronic obstructive pulmonary disease, or COPD  
(B) Muscular dystrophy, or MD  
(C) Hypertension, or HTN  
(D) Coronary artery disease, or CAD

## 6. Describe the urinary system and related conditions

### Short Answer

1. List two vital functions of the urinary system.

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2. What is one reason why women are more likely than men to have urinary tract infections?

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3. In which direction should clients wipe after elimination to help avoid a urinary tract infection (UTI)?

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### Multiple Choice

4. Which of the following statements is true of urinary incontinence?  
(A) It is a normal part of getting older.  
(B) It is a risk factor for pressure injuries.  
(C) Drinking plenty of fluids makes the problem worse.  
(D) It is treated by using inhalers and doing deep breathing exercises.
5. Clients who are \_\_\_\_\_ are more likely to have urinary incontinence.  
(A) Bedbound  
(B) Active  
(C) Vegetarians  
(D) Strong
6. What can clients do to help prevent urinary tract infections?  
(A) Limit their fluid intake  
(B) Increase their fluid intake  
(C) Increase their fiber intake  
(D) Avoid cleaning the perineal area

## 7. Describe the gastrointestinal system and related conditions

### Crossword

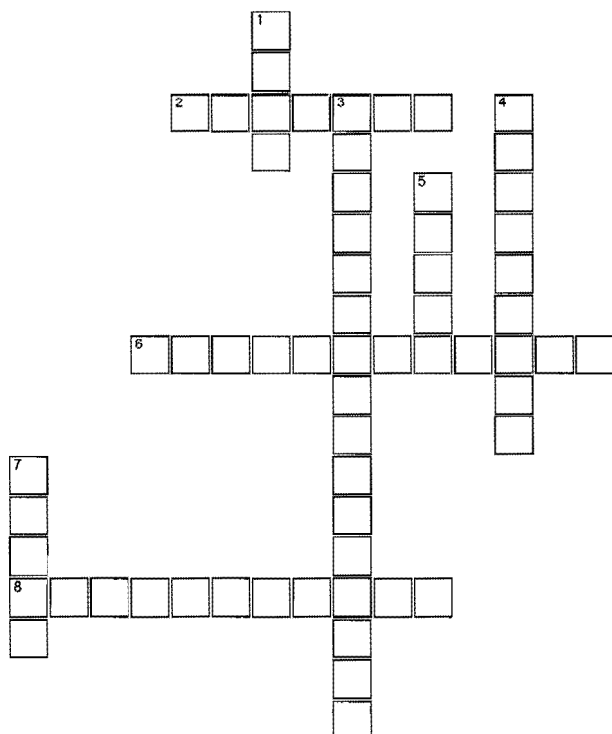
#### Across

2. Position that the body should be in during sleep if the client has heartburn or gastroesophageal reflux disease
6. Disorder that occurs from decreased fluid intake, poor diet, inactivity, medications, aging, certain diseases, or ignoring the urge to eliminate
8. Process of expelling solid wastes made up of the waste products of food that are not absorbed into the cells

#### Down

1. Abbreviation for gastroesophageal reflux disease
3. Another name for the digestive system
4. The process of preparing food physically and chemically so that it can be absorbed into the cells

5. Artificial opening through the abdomen to which waste is diverted
7. Adding this into the diet may help treat hemorrhoids



#### Multiple Choice

9. When a client has gastroesophageal reflux disease, it is best for the client not to lie down until at least \_\_\_\_\_ hours after eating.
  - (A) 2
  - (B) 3
  - (C) 4
  - (D) 8
10. Surgical treatment for ulcerative colitis may include a
  - (A) Liver transplant
  - (B) Colostomy
  - (C) Heart bypass
  - (D) Gastric sleeve

#### 8. Describe the endocrine system and related conditions

##### Fill in the Blank

1. The endocrine system is made up of \_\_\_\_\_ in different areas of the body.

2. Chemical substances created by the body that control numerous body functions are called \_\_\_\_\_.
3. One function of the endocrine system is to regulate levels of phosphate and \_\_\_\_\_.

#### Multiple Choice

4. Diabetes is a condition in which the pancreas does not produce enough or properly use
  - (A) Insulin
  - (B) Glucose
  - (C) Growth hormones
  - (D) Adrenaline
5. Sugars collecting in the blood cause problems with
  - (A) Breathing
  - (B) Circulation
  - (C) Pain level
  - (D) Ambulation
6. Type 1 diabetes
  - (A) Continues throughout a person's life
  - (B) Is most common in the elderly
  - (C) Is first treated with surgery
  - (D) Does not require a change of diet
7. Changes in the circulatory system from diabetes can cause
  - (A) Hair loss
  - (B) Heart attack and stroke
  - (C) Multiple sclerosis
  - (D) COPD
8. The most common form of diabetes is
  - (A) Insulin reaction
  - (B) Gestational diabetes
  - (C) Type 1 diabetes
  - (D) Type 2 diabetes
9. Poor circulation and impaired wound healing may result in
  - (A) Urinary tract infections
  - (B) Cancer
  - (C) Leg and foot ulcers
  - (D) An autoimmune disease



10. Gangrene can lead to
    - (A) Loss of bowel control
    - (B) Peripheral vascular disease
    - (C) Congestive heart failure
    - (D) Amputation
  11. What condition occurs when a person's blood glucose level is above normal but not high enough for a diagnosis of type 2 diabetes?
    - (A) Gestational diabetes
    - (B) Type 1 diabetes
    - (C) Prediabetes
    - (D) Hyperglycemia
  12. Careful \_\_\_\_\_ care is especially important for people with diabetes.
    - (A) Foot
    - (B) Hair
    - (C) Facial
    - (D) Mouth
  13. Diabetes can lead to the following complication:
    - (A) Insulin reaction
    - (B) Mastectomy
    - (C) Cancer
    - (D) Arthritis
  14. What type of shoe material is best for people who have diabetes because the material helps prevent a buildup of moisture?
    - (A) Plastic
    - (B) Cotton
    - (C) Rubber
    - (D) Metal
  15. For a client who has diabetes, where should lotion not be applied?
    - (A) Upper arms
    - (B) Lower back
    - (C) Back of the legs
    - (D) Between the toes
  16. The meal plan for a client with diabetes may involve
    - (A) Counting carbohydrates
    - (B) Eating more sugary items
    - (C) Fasting for long periods to get blood glucose levels near normal
    - (D) Eating fatty foods to gain weight
  17. Which of the following is true of a home health aide's responsibilities for a client who has diabetes?
    - (A) The HHA may need to inject insulin at regular times.
    - (B) The HHA may assist with the client's exercise program.
    - (C) The HHA will create the meal plan for the client.
    - (D) The HHA needs to cut the client's toenails when giving foot care.
  18. What is another name for hypoglycemia?
    - (A) Sugar coma
    - (B) Diabetic ketoacidosis
    - (C) Insulin reaction
    - (D) Diabetes
  19. What is a common symptom of hypothyroidism?
    - (A) Rapid heartbeat
    - (B) Weight gain
    - (C) High blood pressure
    - (D) Bulging eyes
- 9. Describe the reproductive system and related conditions**
- Multiple Choice**
1. The reproductive system allows humans to
    - (A) Move and speak
    - (B) Create human life
    - (C) Think logically
    - (D) Fight disease
  2. The male and female sex glands are called the
    - (A) Glands
    - (B) Ureters
    - (C) Gonads
    - (D) Urethras
  3. Vaginitis may be caused by bacteria, protozoa, or
    - (A) Hypertrophy
    - (B) Lymph
    - (C) Fungus
    - (D) Discharge

4. Which of the following is a type of contact that can cause a sexually-transmitted infection (STI)?
- (A) Holding hands with an infected person
  - (B) Having sexual intercourse with an infected person
  - (C) Hugging an infected person
  - (D) Dining with an infected person

**True or False**

5. \_\_\_\_ Gonorrhea is easier to detect in men than in women.
6. \_\_\_\_ Genital herpes can be cured with antibiotics.
7. \_\_\_\_ Syphilis is caused by bacteria.
8. \_\_\_\_ Symptoms of chlamydia include yellow or white discharge from the penis or vagina and a burning sensation during urination.
9. \_\_\_\_ STIs can be transmitted by contact of the mouth with the genitals of an infected person.
10. \_\_\_\_ There is a vaccine available for human papillomavirus (HPV).
11. \_\_\_\_ Genital warts are a sign of genital HPV infection.

**10. Describe the immune and lymphatic systems and related conditions****Short Answer**

1. What is the difference between nonspecific immunity and specific immunity?

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Name: \_\_\_\_\_

2. What two systems are related to the lymphatic system?

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3. How is lymph fluid circulated?

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**True or False**

4. \_\_\_\_ Human immunodeficiency virus (HIV) can only be transmitted through sexual contact.
5. \_\_\_\_ The first stage of HIV infection involves symptoms similar to flu.
6. \_\_\_\_ There is no known cure for acquired immunodeficiency syndrome (AIDS).
7. \_\_\_\_ AIDS dementia complex occurs in the early stages of AIDS.
8. \_\_\_\_ There is a vaccine that can prevent a person from getting AIDS.

**Multiple Choice**

9. Care for a person who has HIV or AIDS should focus on
- (A) Helping to find a cure for HIV
  - (B) Preventing visits from friends and family so as not to infect them
  - (C) Providing relief of symptoms and preventing infection
  - (D) Letting the person know that his life choices caused this disease
10. If a client with AIDS has a poor appetite, the HHA should
- (A) Give the client an appetite stimulant
  - (B) Serve familiar and favorite foods
  - (C) Let the client know that if he does not eat, he might die
  - (D) Discuss this with the client's family to see what they recommend doing

11. It is very important to follow safety guidelines when preparing food for the client who has AIDS because
  - (A) Foodborne illnesses can cause death
  - (B) The home health aide might become infected with HIV
  - (C) The home health aide might infect family members with HIV
  - (D) It is not important to follow safety guidelines regarding food preparation
12. Clients who have AIDS and have infections of the mouth and esophagus may need to eat food that is
  - (A) Spicy
  - (B) Low in acid
  - (C) Dry
  - (D) Very hot
13. Someone who has nausea and vomiting should
  - (A) Eat mostly dairy products
  - (B) Eat high-fat foods
  - (C) Drink liquids and eat salty foods
  - (D) Reduce liquid intake
14. Fluids are important for clients who have diarrhea because
  - (A) Diarrhea rapidly depletes the body of fluids
  - (B) Diarrhea can be prevented by drinking a lot of fluids
  - (C) Diarrhea is an infection that can be flushed out by fluids
  - (D) Diarrhea can make a client's throat dry
15. The following is helpful in dealing with neuropathy (numbness, tingling, and pain in the feet):
  - (A) Wrapping the feet in bandages
  - (B) Wearing tight shoes
  - (C) Using a bed cradle
  - (D) Tucking in bed sheets over the feet tightly

**Short Answer**

Mark an X beside the American Cancer Society's warning signs of cancer.

16. \_\_\_\_ Change in bowel or bladder function
17. \_\_\_\_ Difficulty breathing
18. \_\_\_\_ Dizziness

19. \_\_\_\_ Thickening or lump in a breast
20. \_\_\_\_ Memory loss
21. \_\_\_\_ Change in appearance of wart or mole
22. \_\_\_\_ Joint aches
23. \_\_\_\_ Nagging cough
24. \_\_\_\_ Indigestion or difficulty swallowing
25. \_\_\_\_ Nausea
26. \_\_\_\_ Sweet, fruity breath odor
27. \_\_\_\_ Sores that do not heal
28. \_\_\_\_ Unusual bleeding or discharge
29. \_\_\_\_ Headache

**Multiple Choice**

30. The key treatment for malignant tumors of the skin, breast, bladder, colon, rectum, stomach, and muscle is
  - (A) Surgery
  - (B) Homeopathic pills
  - (C) Radiation
  - (D) Hormone therapy
31. Nausea, vomiting, diarrhea, hair loss, and decreased resistance to infection are all side effects of which treatment?
  - (A) Surgery
  - (B) Chemotherapy
  - (C) Diet and exercise
  - (D) Herbal remedies
32. This treatment method uses medications to destroy cancer cells and limit the rate of cell growth:
  - (A) Surgery
  - (B) Chemotherapy
  - (C) Radiation
  - (D) Herbal remedies
33. This treatment method involves removing as much of the tumor as possible to prevent cancer from spreading:
  - (A) Surgery
  - (B) Chemotherapy
  - (C) Radiation
  - (D) Hormone therapy

34. This treatment method kills normal and abnormal cells in a limited area, sometimes causing skin to become sore, irritated, or burned:
- (A) Surgery
  - (B) Chemotherapy
  - (C) Radiation
  - (D) Immunotherapy
35. To help promote proper nutrition for a client with cancer, the home health aide should do the following:
- (A) Use metal utensils when serving meals
  - (B) Serve favorite foods that are high in nutrition
  - (C) Restrict nutritional supplements
  - (D) Serve foods with little nutritional content
36. If a client is experiencing pain, the home health aide should
- (A) Assist with comfort measures
  - (B) Let the client know that there is little the HHA can do
  - (C) Prescribe pain medication
  - (D) Give the client a shot of pain medication
37. When providing skin care, which of the following should the home health aide do?
- (A) Use lotion regularly on dry skin
  - (B) Remove markings that are used in radiation therapy
  - (C) Clean the client's face with soap
  - (D) Apply lotion to areas receiving radiation therapy
38. Which of the following should a home health aide do regarding oral care for a client with cancer?
- (A) Rinse the client's mouth with a type of commercial mouthwash
  - (B) Use a soft-bristled toothbrush to brush the client's teeth
  - (C) Use rubbing alcohol for any mouth sores the client has
  - (D) Avoid giving the client oral care
39. Which of the following should the home health aide do when communicating with a client who has cancer?
- (A) Insist that the client tell the HHA what he is going through
  - (B) Let the client know about any new medications that might help him
  - (C) If the client is worried, tell him, "Don't worry. It will all be fine."
  - (D) Listen to the client if he wishes to share his feelings
40. Mrs. Brady is a client who has cancer. She has a lot of visitors, and most of them call before they come over. One visitor has a habit of stopping by whenever she happens to be in the area, and today she has come at a very bad time for Mrs. Brady. What would be the best response by the HHA?
- (A) "Mrs. Brady enjoys your visits, but unfortunately this is not a good time for her. I'll certainly let her know you were here."
  - (B) "You should think about calling before you come over because Mrs. Brady is often busy when you come by."
  - (C) "Mrs. Brady does not like it when you drop in without calling first."
  - (D) "Mrs. Brady does not enjoy surprise guests."

10

Confusion, Dementia, and Alzheimer's Disease

Confusion, Dementia, and Alzheimer's Disease

1. Discuss confusion and delirium

Short Answer

1. What are ten actions that a home health aide can take when helping care for a client who is confused?

2. Name four possible causes of delirium.

2. Describe dementia

Multiple Choice

1. The ability to think logically and quickly is called  
(A) Cognition  
(B) Dementia  
(C) Awareness  
(D) Respiration
2. When a person has cognitive impairment, that means her \_\_\_\_\_ are affected.  
(A) Blood pressure readings and ambulatory abilities  
(B) Motor skills and fine motor skills  
(C) Concentration and memory  
(D) Diet choices and exercise abilities
3. Home health aides can help clients by  
(A) Doing as much as possible for them  
(B) Encouraging them to make lists of things to remember  
(C) Reminding them every time they forget something  
(D) Telling them to think as hard as they can
4. The most common cause of dementia is  
(A) Lewy body dementia  
(B) Alzheimer's disease  
(C) Reproductive cancers  
(D) Chronic obstructive pulmonary disease

3. Describe Alzheimer's disease and identify its stages

True or False

1. \_\_\_\_\_ A person with Alzheimer's disease is usually able to continue using skills that he used often during his lifetime.

Name: \_\_\_\_\_

2. \_\_\_\_\_ Each person with Alzheimer's disease shows the same symptoms at the same times during their lives.
3. \_\_\_\_\_ An HHA should perform as many activities as possible for clients with Alzheimer's disease.
4. \_\_\_\_\_ Alzheimer's disease cannot be cured.
5. \_\_\_\_\_ Most people who have Alzheimer's disease will eventually be dependent on others for care.

#### 4. Identify personal attitudes helpful in caring for clients with Alzheimer's disease

##### Short Answer

*For each of the following, briefly describe why each attitude is helpful when caring for clients with Alzheimer's disease.*

1. Do not take things personally.

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2. Be empathetic.

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3. Work with the symptoms and behaviors noted.

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4. Work as a team.

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5. Be aware of difficulties associated with caregiving.

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6. Work with family members.

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7. Remember the goals of the care plan.

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**5. List strategies for better communication with clients with Alzheimer's disease**

**Short Answer**

*Read each scenario below and state an appropriate response.*

1. Mrs. Hays, a client with AD, has awakened from her nap and does not recognize her room or anyone around her.

2. Makayla, an HHA, has been trying to give Mr. Collins, a client with AD, a bath. Mr. Collins has become agitated and is asking Makayla "Who are you?" over and over again, although Makayla has already identified herself twice.

3. Mrs. Hays has been telling Makayla a story about her niece. She is showing her a necklace that her niece gave her as a gift. She is having trouble remembering the word *necklace* and is getting upset.

4. Makayla is helping Mr. Collins get ready to eat dinner with his family. Makayla asks him to put his shoes on, but Mr. Collins does not understand what Makayla wants him to do.

**Multiple Choice**

5. When communicating with a client with Alzheimer's disease, the HHA should
- (A) Quietly approach the client from behind.
  - (B) Stand as close as possible to the client.
  - (C) Communicate in a loud area to help cheer up the client.
  - (D) Speak slowly, using a lower voice than normal.
6. If a client is frightened or anxious, which of the following should the HHA do?
- (A) Check her body language so that she does not appear tense or hurried
  - (B) Turn up the television or radio to try to distract the client
  - (C) Use complex, longer sentences to calm the client
  - (D) Give multiple instructions at one time so that the client has something to process
7. If a client perseverates, this means he is
- (A) Repeating words, phrases, questions, or actions
  - (B) Suggesting words that sound correct
  - (C) Hallucinating
  - (D) Gesturing instead of speaking

8. If the client does not remember how to perform basic tasks, the HHA should
- (A) Do everything for him
  - (B) Break each activity into simple steps
  - (C) Skip explaining each activity
  - (D) Say "don't" as often as the HHA feels is necessary

### 6. Explain general principles that will help assist clients with personal care

#### Short Answer

1. What three principles will help home health aides give clients with dementia the best personal care?

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### 7. List and describe interventions for problems with common activities of daily living (ADLs)

#### Short Answer

For each of the following statements, write G if the statement is a good idea for clients with Alzheimer's disease or B if the statement is a bad idea.

1. \_\_\_\_ Use nonslip mats, tub seats, and handholds to ensure safety during bathing.
2. \_\_\_\_ Always bathe the client at the same time every day, even if the client does not want to do it.
3. \_\_\_\_ Break tasks down into simple steps, introducing one step at a time.
4. \_\_\_\_ Do not attempt to groom the client; people with Alzheimer's disease usually do not care about their appearance.

Name: \_\_\_\_\_

5. \_\_\_\_ Choose clothes that are simple to put on.
6. \_\_\_\_ If the client has urinary incontinence, do not give her fluids because it makes the problem worse.
7. \_\_\_\_ Mark the bathroom with a sign as a reminder of when to use it and where it is.
8. \_\_\_\_ Check the skin regularly for signs of irritation.
9. \_\_\_\_ Follow Standard Precautions when caring for the client.
10. \_\_\_\_ Do not encourage exercise as this will make the client more agitated.
11. \_\_\_\_ Serve finger foods if the client tends to wander during meals.
12. \_\_\_\_ Schedule meals at the same time every day.
13. \_\_\_\_ Serve new kinds of foods as often as possible to stimulate the client.
14. \_\_\_\_ Put only one kind of food on the plate at a time.
15. \_\_\_\_ Use plain white dishes for serving food.
16. \_\_\_\_ Do not encourage independence as this can lead to aggressive behavior.
17. \_\_\_\_ Reward positive behavior with smiles and warm touches.

### 8. List and describe interventions for common difficult behaviors related to Alzheimer's disease

#### Short Answer

For each description below, identify the behavior that the client with Alzheimer's disease is exhibiting, and describe one way of dealing with it.

1. Mr. Fejer gets upset at about nine o'clock every night. He repeatedly asks for snacks or drinks and refuses to go to bed.

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2. Mr. Noble is playing chess with a friend who is visiting. Mr. Noble becomes angry when he loses the game. He shoves his friend and when the HHA approaches them, he tells her he is going to hit her.

3. Mrs. Martin gets very upset every time she sees the president on television. She yells at the screen and tells everyone what a poor state our country is in.

4. Ms. Desmond used to enjoy talking to people and reading, but lately she does not seem to enjoy anything. She sleeps most of the day and never talks to anyone unless she is asked to.

5. Ms. Storey is walking around asking her HHA what time it is. Even though she has been told several times, she still seems unsatisfied and keeps asking the question.

6. Mrs. Calderon tells her HHA that her husband just called her on the phone. She says he is coming to pick her up and they are going to dinner at the restaurant where they went on their first date. The HHA knows that her husband has been dead for several years, and their favorite restaurant has long since closed down.

**9. Describe creative therapies for clients with Alzheimer's disease****Short Answer**

*For each situation described below, identify the therapy that the home health aide is using.*

1. Ms. Lee's husband died 10 years ago and she misses him very much. Imani, an HHA who works with her, always asks about her life with her husband and what it was like. Ms. Lee seems to enjoy telling Imani stories about what they did when they were young and how happy she was when they were together.

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2. Mr. Elking tells Imani that he has a date with Rose, the pretty girl who lives across the street. He is going to take her dancing and out to a movie. Imani knows that Rose lived in his neighborhood when he was a teenager and that he has not seen her for decades. Mr. Elking rarely gets out of bed. Instead of correcting him, Imani asks him what kind of movie they are going to see and what he thinks he should wear.

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3. Mr. Tennant sometimes gets depressed, especially in the evenings. Imani knows that he loves classical music, so she starts playing it for him in the evenings a little before he usually starts feeling sad. He sorts through albums and places them in stacks.

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**10. Discuss how Alzheimer's disease may affect the family****Short Answer**

1. Why might families of people who have AD have a difficult time?

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Name: \_\_\_\_\_

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2. What two major resources affect the ability of clients' families to cope with AD?

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## 11

# Human Development and Aging

**1. Describe the stages of human development and identify common disorders for each group****True or False**

1. \_\_\_\_ From the time an infant is born, it takes approximately three years for him to be able to move around, communicate basic needs, and feed himself.
2. \_\_\_\_ Infants develop from the hands to the head.
3. \_\_\_\_ Caregivers should encourage infants to stand as soon as they can hold their heads up.
4. \_\_\_\_ Putting an infant to sleep on its back can reduce the risk of sudden infant death syndrome (SIDS).
5. \_\_\_\_ Tantrums are common among toddlers.
6. \_\_\_\_ The best way to deal with tantrums is to give the toddler what he wants.
7. \_\_\_\_ Preschool children are too young to know right from wrong.
8. \_\_\_\_ Children learn language skills between the ages of 3 to 5.
9. \_\_\_\_ From the ages of 5 to 10 years, children learn to get along with each other.
10. \_\_\_\_ School-age children (ages 5 to 10) develop cognitively and socially.
11. \_\_\_\_ Preadolescents are often easy to get along with and are able to handle more responsibility than they could as younger children.
12. \_\_\_\_ Puberty is the stage of growth when secondary sex characteristics, such as body hair, appear.
13. \_\_\_\_ Most adolescents do not feel that peer acceptance is important.
14. \_\_\_\_ Adolescents may be moody due to changing hormones and body image concerns.
15. \_\_\_\_ Eating disorders are difficult to deal with but cannot be life-threatening.
16. \_\_\_\_ Due to changes they are experiencing, adolescents may become depressed and may attempt suicide.
17. \_\_\_\_ By 19 years of age, most young adults have stopped developing physically, psychologically, and socially.
18. \_\_\_\_ One developmental task that most young adults undertake is to choose an occupation or career.
19. \_\_\_\_ Middle-aged adults usually do not experience any physical changes due to aging.
20. \_\_\_\_ By the time a person reaches late adulthood, he is no longer able to develop new interests or make new friends.

**2. Distinguish between fact (what is true) and fallacy (what is not true) about the aging process****True or False**

1. \_\_\_\_ Older adults have different capabilities depending upon their health.
2. \_\_\_\_ As people age, they often become lonely, forgetful, and slow.

Name: \_\_\_\_\_

3. \_\_\_\_\_ Diseases and illnesses are not a normal part of aging.
4. \_\_\_\_\_ Many older adults can lead active and healthy lives.
5. \_\_\_\_\_ Prejudice against older people is as unfounded and unfair as prejudice against racial, ethnic, or religious groups.
6. \_\_\_\_\_ Movies often present an accurate image of what it is like to grow old.

### 3. Discuss normal changes of aging and list care guidelines

#### Multiple Choice

1. Older adults experience changes in their skin due to aging because
  - (A) Much of the fatty layer beneath the skin is lost
  - (B) They develop allergies to skin care products
  - (C) Circulation to the skin is increased
  - (D) There is not enough moisture in the air
2. Normal changes of aging in the musculo-skeletal system include
  - (A) Brittle bones
  - (B) More flexible joints
  - (C) Stronger muscles
  - (D) Increased appetite
3. For clients who have poor vision, the home health aide should
  - (A) Discourage wearing sunglasses outside
  - (B) Keep eyeglasses clean
  - (C) Dim the lights
  - (D) Have them read a newspaper daily
4. For clients who have trouble hearing, the home health aide should
  - (A) Speak in a low-pitched voice
  - (B) Exaggerate her movements as she speaks
  - (C) Shout to be heard
  - (D) Remove excess earwax if possible
5. For clients with a decreased sense of taste and smell, the home health aide should
  - (A) Stop seasoning foods
  - (B) Make sure there are working smoke detectors in the home
  - (C) Only cook spicy meals
  - (D) Perform oral care less often
6. For clients who have a decreased sense of touch, the home health aide should
  - (A) Serve food at hotter temperatures
  - (B) Bathe these clients less often
  - (C) Keep heating pads on the skin longer
  - (D) Be careful when serving hot drinks
7. Clients with heart conditions should
  - (A) Exercise vigorously to regain strength
  - (B) Avoid vigorous activity
  - (C) Avoid doing any activity
  - (D) Stand up quickly to avoid dizziness
8. If a client is cold due to poor circulation, the best response by the home health aide is to
  - (A) Use a heating pad on the client's legs and arms
  - (B) Remove the client's slippers
  - (C) Layer the client's clothing
  - (D) Put a hot water bottle on the client's feet
9. The best position for clients who have difficulty breathing is usually
  - (A) Lying on the left side
  - (B) Lying on the stomach
  - (C) Lying flat on the back
  - (D) Sitting upright
10. Older clients may need to urinate more frequently due to
  - (A) The bladder not being able to hold as much urine
  - (B) Drinking more fluids than younger adults
  - (C) Incontinence
  - (D) Being thirsty more often
11. Which of the following statements is true of urinary incontinence?
  - (A) It is a normal part of getting older.
  - (B) It could be a sign of illness.
  - (C) It occurs when a person drinks too much fluid.
  - (D) It is treated by withholding fluids.

- 12. Constipation could be the result of
  - (A) Faster digestion process due to aging
  - (B) Eating too much food during the day
  - (C) Getting too much fiber in the diet
  - (D) Slower peristalsis
- 13. Because insulin production lessens due to aging, some clients may
  - (A) Need to take insulin to regulate blood sugar
  - (B) Need to fast each day
  - (C) Eat more sugary foods to increase insulin levels
  - (D) Have the home health aide give hormone injections
- 14. Normal changes in the reproductive system due to aging often result in
  - (A) Loss of sexual drive
  - (B) Thinning of vaginal walls in females
  - (C) Inappropriate sexual advances
  - (D) Decrease in the size of the prostate gland in males
- 15. Which of the following is a result of a weakened immune system due to normal changes of aging?
  - (A) Increased risk of infection
  - (B) More bouts of insomnia
  - (C) Lower risk of falls
  - (D) Increased risk of hypertension
- 16. Insomnia, withdrawal, and moodiness are common signs of
  - (A) Anorexia
  - (B) Depression
  - (C) Confusion
  - (D) Forgetfulness
- 17. Which of the following is a healthy way for an HHA to respond to a client's lifestyle changes due to aging?
  - (A) Assume that the client is depressed and needs medication
  - (B) Insist that the client discuss her feelings
  - (C) Listen to the client if she wants to discuss her feelings
  - (D) Talk about the HHA's own problems to make the client forget her problems

- 18. What is the most important thing for a home health aide to do if she observes any changes in her client's condition?
  - (A) Report it to her supervisor
  - (B) Report it to her supervisor
  - (C) Report it to her supervisor
  - (D) All of the above

**4. Identify attitudes and habits that promote health**

**Short Answer**

List six things that home health aides can do to encourage clients to stay active, maintain self-esteem, and live independently.



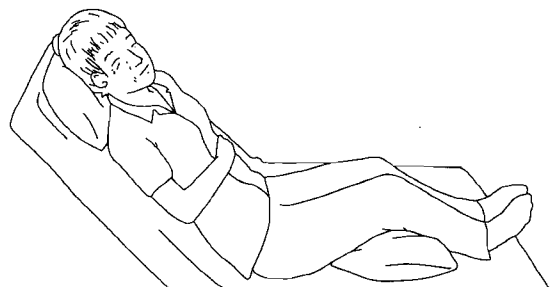
# 12

## Positioning, Transfers, and Ambulation

1. Explain positioning and describe how to safely position clients

### Labeling

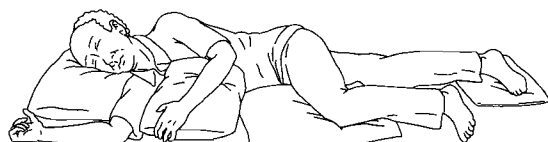
Label each position illustrated below and describe appropriate comfort measures for each.



1. \_\_\_\_\_

Comfort measures: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



2. \_\_\_\_\_

Comfort measures: \_\_\_\_\_

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\_\_\_\_\_  
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3. \_\_\_\_\_

Comfort measures: \_\_\_\_\_

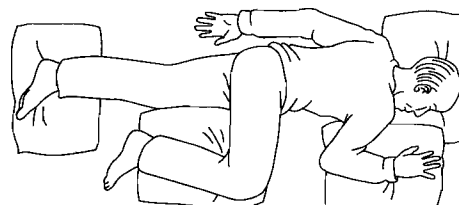
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4. \_\_\_\_\_

Comfort measures: \_\_\_\_\_

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5. \_\_\_\_\_

Comfort measures: \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_

**Multiple Choice**

6. Why do clients who spend a lot of time in bed or wheelchairs need to be repositioned often?
  - (A) Repositioning helps prevent boredom.
  - (B) They are at risk for skin breakdown and pressure injuries.
  - (C) Repositioning makes it easier to talk to visitors.
  - (D) Their family members will usually sue the agency if they are not.
7. In this position, the client is lying on either side:
  - (A) Supine
  - (B) Lateral
  - (C) Prone
  - (D) Fowler's
8. In this position, the client is lying on his stomach:
  - (A) Sims'
  - (B) Lateral
  - (C) Prone
  - (D) Fowler's
9. Logrolling is
  - (A) A way to measure a bedbound client's weight
  - (B) One way to record vital signs for clients who cannot get out of bed easily
  - (C) Moving a client as a unit without disturbing alignment
  - (D) A special method of bedmaking
10. Dangling is
  - (A) Lying in the supine position
  - (B) Doing a few sit-ups in bed to get used to the upright position
  - (C) Elevating the client's feet with pillows
  - (D) A way to help clients regain balance before standing up
11. A client in the Fowler's position is
  - (A) In a semi-sitting position (45 to 60 degrees)
  - (B) Lying flat on his back
  - (C) In a left side-lying position
  - (D) Lying on his stomach

Name: \_\_\_\_\_

12. A draw sheet is used to
  - (A) Make changing the bottom bed sheet easier
  - (B) Help clients sleep better
  - (C) Reposition clients without causing shearing
  - (D) Prevent incontinence

**2. Describe how to safely transfer clients****Multiple Choice**

1. Which of the following is an accurate guideline for home health aides working with clients in wheelchairs?
  - (A) Before transferring a client, the HHA should make sure the wheelchair is unlocked and movable.
  - (B) The HHA should check the client's alignment in the chair after a transfer is complete.
  - (C) To fold a standard wheelchair, the HHA should turn it upside down to make the seat flatten.
  - (D) All clients will need their HHA to transfer them to their wheelchairs.
2. Some clients have a side of the body that is weaker than the other one. The weaker side of the body should be referred to as the
  - (A) Released side
  - (B) Separated side
  - (C) Ambulated side
  - (D) Involved side
3. When applying a transfer belt, the home health aide should place it
  - (A) Around the wheelchair's backrest
  - (B) Underneath the client's clothing, on bare skin
  - (C) Over the client's clothing and around the waist
  - (D) Around the home health aide's waist so the client can hold on to it



4. The following piece of equipment may be used to help transfer a client who is unable to bear weight on her legs:
  - (A) Sling
  - (B) Slide board
  - (C) Wheeled table
  - (D) Folded blanket
5. Which of the following statements is true of using mechanical (hydraulic) lifts to assist with transfers?
  - (A) When doing this type of transfer, it is safer for one person to transfer the client by himself.
  - (B) The legs of the stand need to be closed, in their narrowest position, before helping the client into the lift.
  - (C) Lifts help prevent injury to the home health aide and the client.
  - (D) It is best to use mechanical lifts when moving the client a long distance.
6. When transferring clients who have a one-sided weakness, which side moves first?
  - (A) Left side
  - (B) Either side
  - (C) Weaker side
  - (D) Stronger side

### 3. Discuss how to safely ambulate a client

#### Multiple Choice

1. If a client starts to fall while walking, the best response by the home health aide would be to
  - (A) Widen his stance and bring the client's body close to him
  - (B) Catch the client under the arms to stop the fall
  - (C) Move out of the way to allow the client to fall because the HHA could be injured trying to break the fall
  - (D) Let the client fall on top of the HHA to break the fall
2. If a client falls, what is the first thing the home health aide should do?
  - (A) Help the client get up and into bed
  - (B) Help the client walk around the room until she is steady
  - (C) Call for help if a family member is around
  - (D) Give the client ibuprofen and perform a physical examination to check for broken bones
3. A client who has some difficulty with balance but can bear weight on both legs should use a
  - (A) Walker
  - (B) Crutch
  - (C) Wheelchair
  - (D) Transfer board
4. Ambulation is another word for
  - (A) Moving or walking
  - (B) Palpating
  - (C) Riding in an ambulance
  - (D) Logrolling
5. In addition to a transfer belt, what equipment should the home health aide have when assisting a client to ambulate?
  - (A) Mechanical lift
  - (B) Rocking chair
  - (C) Extra pillows
  - (D) Nonskid shoes
6. If the client is unable to stand without help, the home health aide should
  - (A) Hold the client close to the home health aide's center of gravity
  - (B) Tell the client to stand on the count of three
  - (C) Brace the client's lower extremities
  - (D) Adjust the bed to its highest position
7. When helping a client who is visually impaired to walk, it is important for the home health aide to
  - (A) Keep the client in front of her
  - (B) Let the client walk beside and slightly behind her
  - (C) Walk quickly
  - (D) Avoid mentioning stepping up or down

8. Which of the following assistive devices for walking has four rubber-tipped feet?  
(A) C cane  
(B) Quad cane  
(C) Crutch  
(D) Transfer belt
9. When using a cane, the client should place it on his \_\_\_\_\_ side.  
(A) Left  
(B) Right  
(C) Weaker  
(D) Stronger

**4. List ways to make clients more comfortable**

**Short Answer**

1. List four things the home health aide can do to provide for the comfort and safety of clients in and around the bed.

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2. Name two benefits of giving a client a back rub.

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Name: \_\_\_\_\_

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**Matching**

*Use each letter only once.*

3. \_\_\_\_\_ Abduction pillows
4. \_\_\_\_\_ Backrests
5. \_\_\_\_\_ Bed cradles
6. \_\_\_\_\_ Bed tables
7. \_\_\_\_\_ Draw sheets
8. \_\_\_\_\_ Footboards
9. \_\_\_\_\_ Handrolls
10. \_\_\_\_\_ Orthotic devices
11. \_\_\_\_\_ Trochanter rolls

- (A) Placed against the feet to keep them properly aligned and to prevent foot drop
- (B) Keep bed covers from resting on the legs and feet
- (C) Used to help clients who cannot help with turning or moving up in bed; helps prevent skin damage from shearing
- (D) Keep the hand and/or fingers in a normal, natural position
- (E) Rolled towels or blankets that keep the hips and legs from turning outward
- (F) Help support and align a limb and improve its functioning (e.g., a splint)
- (G) Made of pillows, cardboard, or wood, they provide support for the back
- (H) Keep food or other often used items close to the client while he is in bed; one option can be made at home using a cardboard box
- (I) Special pillows used to keep the hips in the proper position after hip surgery

## 13

## Personal Care Skills

**1. Describe the home health aide's role in assisting clients with personal care****Short Answer**

1. Why should the home health aide explain to the client what he will be doing before beginning a task?

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2. List three things that the home health aide should observe when providing or assisting with personal care.

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**2. Explain guidelines for assisting with bathing****True or False**

1. \_\_\_\_\_ Bathing promotes health and removes perspiration and dirt from the skin.
2. \_\_\_\_\_ The axillae (underarms) should be washed three times per week.
3. \_\_\_\_\_ When washing a client's eyes and face, the home health aide should use a warm, soapy washcloth.
4. \_\_\_\_\_ The perineum should be washed every day.

5. \_\_\_\_\_ Older skin produces more perspiration than younger skin.
6. \_\_\_\_\_ The client should test the temperature of the water before bathing because she is best able to choose a comfortable water temperature.
7. \_\_\_\_\_ When washing a female's perineal area, the home health aide should wipe from back to front.
8. \_\_\_\_\_ Using bath oils during baths is helpful for clients with dry skin.
9. \_\_\_\_\_ Checking to make sure the room is warm enough for the client before bathing is important.
10. \_\_\_\_\_ Before performing perineal care, the home health aide should change his gloves.

**3. Describe guidelines for assisting with grooming****True or False**

1. \_\_\_\_\_ It is better for a client to wear nightclothes during the day, rather than regular clothes, because nightclothes are more comfortable.
2. \_\_\_\_\_ The home health aide, rather than the client, should choose a client's clothing for the day because the home health aide can do it faster.
3. \_\_\_\_\_ Front-fastening bras are easier for clients to work by themselves.
4. \_\_\_\_\_ When dressing a client who has a weakness or paralysis on one side, the home health aide should dress the stronger side first.

5. \_\_\_\_ Clothing that is a size smaller than the client normally wears is easier to put on.
  6. \_\_\_\_ If a client has a weaker left arm due to a stroke, the home health aide should place the weaker arm through the garment first.
  7. \_\_\_\_ As long as the client has no cuts on his face, the home health aide does not need to wear gloves while shaving him.
  8. \_\_\_\_ Lice eggs are brown or white.
  9. \_\_\_\_ When providing foot care, the home health aide should put lotion on dry areas between the toes.
  10. \_\_\_\_ When assisting with grooming, the home health aide should let the client do all that he can for himself.
  11. \_\_\_\_ Before giving nail care to a client, the home health aide should soak the client's hands and nails in water.
  12. \_\_\_\_ Clients who are taking anticoagulant medication (blood thinners) may need to use an electric razor rather than a safety or disposable razor.
4. Dentures must be handled carefully because
    - (A) A client cannot eat without them
    - (B) They do not cost much
    - (C) A client will look unattractive without them
    - (D) They are sharp
  5. How should dentures be stored?
    - (A) In denture solution
    - (B) On the counter near the sink
    - (C) Wrapped in a paper towel
    - (D) In hot water
  6. If a home health aide is reinserting a client's dentures, the client should be
    - (A) Lying flat on his back
    - (B) Standing
    - (C) Sitting upright
    - (D) Lying down on his side

#### 5. Explain care guidelines for prosthetic devices

##### True or False

1. \_\_\_\_ Hearing aids should be soaked in warm water before cleaning them.
2. \_\_\_\_ When cleaning the eyelid after an artificial eye is removed, the home health aide should wipe gently from the outer area toward the inner area.
3. \_\_\_\_ Prostheses are relatively inexpensive and are easy to replace.
4. \_\_\_\_ Artificial eyes are held in place by a special type of glue.
5. \_\_\_\_ In general, hearing aids should be cleaned daily.
6. \_\_\_\_ A prosthesis is a device that replaces a body part that is missing or deformed because of an accident, injury, illness, or birth defect.
7. \_\_\_\_ Artificial eyes should be rinsed in rubbing alcohol to prevent infection.
8. \_\_\_\_ If a prosthesis is broken, it is best for the home health aide to try to repair it before bothering her supervisor about it.

#### 4. Identify guidelines for oral care

##### Multiple Choice

1. When must oral care be done?
  - (A) After the last snack of the day
  - (B) Before lunch is eaten
  - (C) After the afternoon snack
  - (D) Before dinner is served
2. The inhalation of food, fluid, or foreign material into the lungs is called
  - (A) Peristalsis
  - (B) Aspiration
  - (C) Pediculosis
  - (D) Hygiene
3. In which position should an unconscious client be placed before giving oral care?
  - (A) Sitting upright
  - (B) Flat on his back
  - (C) Reclining slightly in a chair
  - (D) Turned on his side

9. \_\_\_\_ When observing the skin on the stump, it is important that the home health aide check for signs of skin breakdown.

## 6. Explain guidelines for assisting with elimination

### Multiple Choice

1. A fracture pan is used for urination with
  - (A) Any client who cannot get out of bed
  - (B) Clients who cannot raise their hips
  - (C) Clients who have problems with incontinence
  - (D) Clients who have difficulty urinating
2. Men will generally use a \_\_\_\_ for urination when they cannot get out of bed.
  - (A) Urinal
  - (B) Fracture pan
  - (C) Toilet
  - (D) Portable commode
3. Clients who can get out of bed but cannot walk to the bathroom may use a(n)
  - (A) Toilet
  - (B) Urinal
  - (C) Portable commode
  - (D) Indwelling catheter
4. The best position for bowel elimination is
  - (A) Squatting and leaning forward
  - (B) Lying flat on the back
  - (C) Lying on the left side
  - (D) Leaning backward
5. Which of the following statements is true of properly positioning a standard bedpan?
  - (A) A standard bedpan should be positioned with the narrower end aligned with the client's buttocks.
  - (B) A standard bedpan can be positioned either toward the foot or head of the bed.
  - (C) A standard bedpan should be positioned with the wider end aligned with the client's buttocks.
  - (D) A standard bedpan should be positioned sideways and slightly tilted.

6. When should the removable container in a portable commode be cleaned?
  - (A) After each use
  - (B) Once a week
  - (C) When the client requests it to be cleaned
  - (D) Once per hour

## 7. Describe how to dispose of body wastes

### Short Answer

1. How must washcloths that have been used to clean perineal areas be washed?

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2. Why must gloves be worn when handling bedpans, urinals, or basins that contain wastes?

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Name: \_\_\_\_\_

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# 14

## Core Healthcare Skills

### 1. Explain the importance of monitoring vital signs

#### Short Answer

1. What may changes in vital signs indicate?

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2. Which changes should be immediately reported to a supervisor?

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3. What are five sites for measuring body temperature?

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#### Short Answer

Mark an X by each person for whom an oral temperature should NOT be taken.

4. \_\_\_\_\_ Person is disoriented.
5. \_\_\_\_\_ Person has sores in his mouth.

6. \_\_\_\_\_ Person is 40 years old.
7. \_\_\_\_\_ Person is unconscious.
8. \_\_\_\_\_ Person has a broken leg.
9. \_\_\_\_\_ Person is likely to have a seizure.
10. \_\_\_\_\_ Person has a nasogastric tube.
11. \_\_\_\_\_ Person has had children.

#### Short Answer

For each of the illustrations of thermometers shown below, write the temperature reading to the nearest tenth degree in the blank provided.



12. \_\_\_\_\_



13. \_\_\_\_\_



14. \_\_\_\_\_



15. \_\_\_\_\_



16. \_\_\_\_\_



17. \_\_\_\_\_



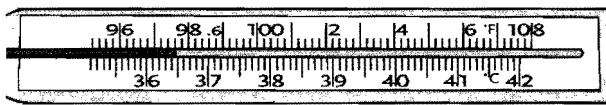
18. \_\_\_\_\_



19. \_\_\_\_\_



20. \_\_\_\_\_



21. \_\_\_\_\_

**Multiple Choice**

22. Which of the following is the normal temperature range for the oral method?
- (A) 90.6–94.6 degrees Fahrenheit
  - (B) 93.6–97.9 degrees Fahrenheit
  - (C) 98.6–100.6 degrees Fahrenheit
  - (D) 97.6–99.6 degrees Fahrenheit
23. Which of the following thermometers is used to take a temperature in the ear?
- (A) Temporal artery thermometer
  - (B) Rectal thermometer
  - (C) Axillary thermometer
  - (D) Tympanic thermometer
24. Which of the following temperature sites is another word for the armpit area?
- (A) Temporal artery
  - (B) Rectum
  - (C) Axilla
  - (D) Tympanum
25. Which temperature site is considered to be the most accurate?
- (A) Mouth (oral)
  - (B) Rectum (rectal)
  - (C) Temporal artery (forehead)
  - (D) Ear (tympanic)

26. A rectal thermometer is usually color-coded

- (A) Red
- (B) Green
- (C) Black
- (D) Blue

27. What is the most common site for monitoring the pulse rate?

- (A) Apical pulse
- (B) Femoral pulse
- (C) Pedal pulse
- (D) Radial pulse

28. For adults, the normal pulse rate is

- (A) 20 to 40 beats per minute
- (B) 40 to 60 beats per minute
- (C) 60 to 100 beats per minute
- (D) 90 to 120 beats per minute

29. The medical term for difficulty breathing is

- (A) Dyspeptic
- (B) Dyspnea
- (C) Dysphagia
- (D) Dystolic

30. The medical term for rapid respirations is

- (A) Apnea
- (B) Eupnea
- (C) Orthopnea
- (D) Tachypnea

31. The normal respiration rate for adults ranges from

- (A) 5 to 10 breaths per minute
- (B) 7 to 11 breaths per minute
- (C) 12 to 20 breaths per minute
- (D) 25 to 32 breaths per minute

32. Why is it important for the home health aide to observe respirations without letting the client know what she is doing?

- (A) People may breathe more quickly if they know they are being observed.
- (B) People will hold their breath if they know what the HHA wants to measure.
- (C) The procedure takes less time if the client is unaware of what is happening.
- (D) Observing respirations is a painful process for most people.



33. Which of the following is considered a high blood pressure reading?

- (A) 119/79
- (B) 130/75
- (C) 110/70
- (D) 100/79

34. Which of the following is used to measure blood pressure?

- (A) Sphygmomanometer
- (B) Urostoscope
- (C) Reflex hammer
- (D) Otoscope

35. The second measurement of blood pressure reflects the phase when the heart relaxes. It is called the \_\_\_\_\_ phase.

- (A) Systolic
- (B) Mercurial
- (C) Hyperbolic
- (D) Diastolic

36. Blood pressure measurements are recorded as

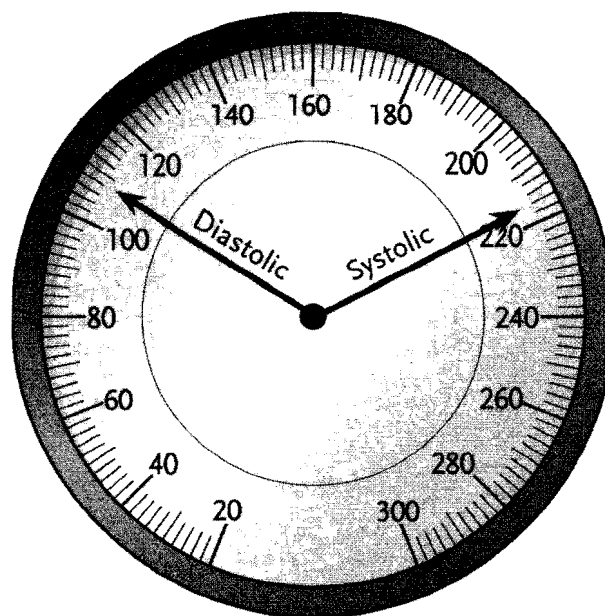
- (A) Rhythms
- (B) Fractions
- (C) Decimals
- (D) Equations

37. Which measurement of blood pressure is always higher than the other?

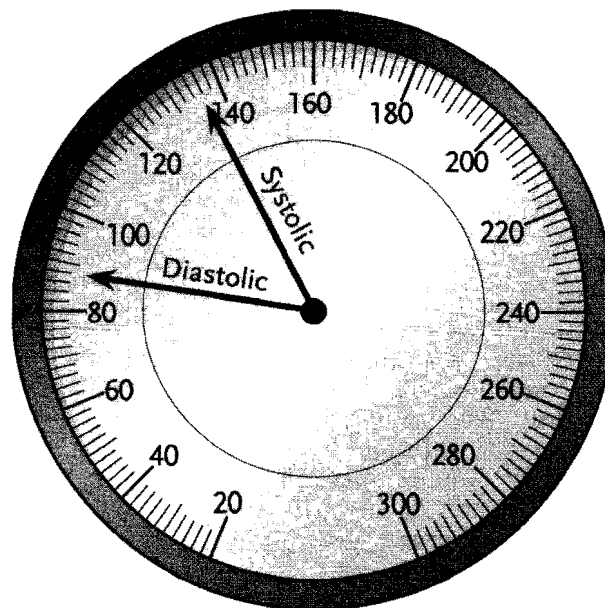
- (A) Systolic
- (B) Dystemic
- (C) Diastolic
- (D) Systemic

### Short Answer

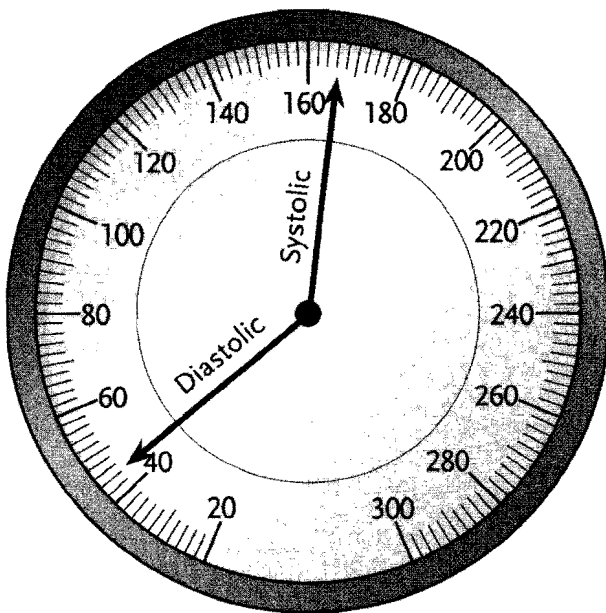
For each of the gauges shown below, record the blood pressure shown and answer the question.



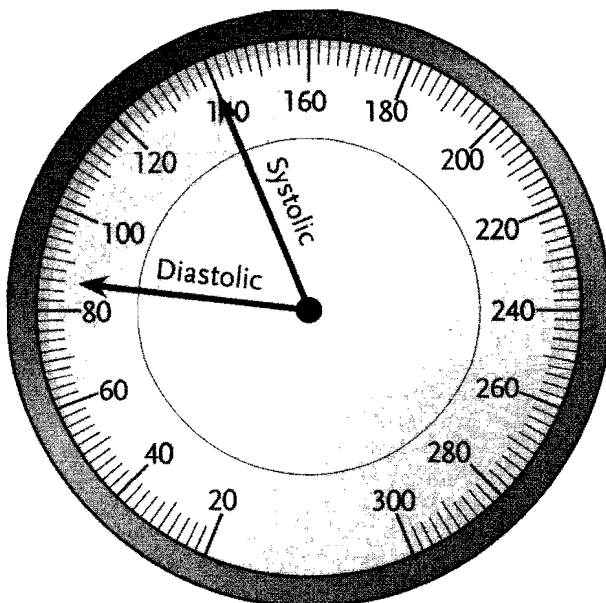
38. \_\_\_\_\_  
Is this reading within normal range?



39. \_\_\_\_\_  
Is this reading within normal range?



40. \_\_\_\_\_  
Is this reading within normal range?  
\_\_\_\_\_



41. \_\_\_\_\_  
Is this reading within normal range?  
\_\_\_\_\_

### Short Answer

42. If a client complains of pain, what questions should the home health aide ask to get the most accurate information?  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

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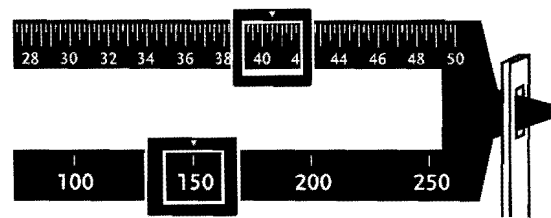
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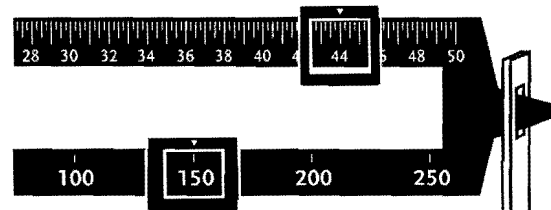
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### Short Answer

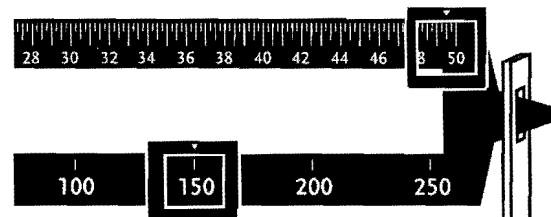
Looking at each of the readings shown below, determine each client's weight for questions 43 to 46 and height for questions 47 to 50.



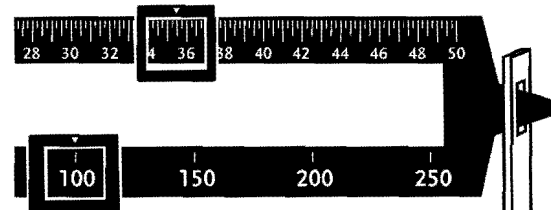
43. \_\_\_\_\_



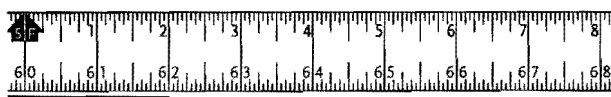
44. \_\_\_\_\_



45. \_\_\_\_\_



46. \_\_\_\_\_



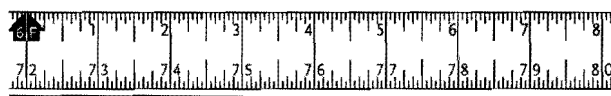
47. \_\_\_\_\_



48. \_\_\_\_\_



49. \_\_\_\_\_



50. \_\_\_\_\_

## 2. List three types of specimens that may be collected from a client

### Matching

Use each letter only once.

1. \_\_\_\_\_ Clean-catch specimen
2. \_\_\_\_\_ Hat
3. \_\_\_\_\_ Routine urine specimen
4. \_\_\_\_\_ Specimen
5. \_\_\_\_\_ Sputum specimen
6. \_\_\_\_\_ Stool specimen
- (A) Collection container put into the toilet bowl to collect and measure stool and urine
- (B) Urine and toilet paper should not be included with this specimen
- (C) A sample that is used for analysis in order to try to make a diagnosis
- (D) Urine sample collected any time the client voids
- (E) Excludes the first and last urine voided from the sample
- (F) A specimen of thick mucus that is best collected in the early morning

## 3. Describe the importance of fluid balance and explain intake and output (I&O)

### True or False

1. \_\_\_\_\_ Fluids come in the form of liquids a person drinks, as well as semiliquid foods such as soup or gelatin.
2. \_\_\_\_\_ The fluid a person consumes is called intake or input.
3. \_\_\_\_\_ All the body's fluid output is in the form of urine.
4. \_\_\_\_\_ Fluid balance means taking in and eliminating equal amounts of fluid.
5. \_\_\_\_\_ Most people need to consciously monitor their fluid balance.

### Conversions

6. A general recommendation for daily fluid intake for a healthy person is 64 ounces (oz).  
How many milliliters (mL) is this?  
\_\_\_\_\_ mL  
How many cups is this?  
\_\_\_\_\_ cups
7. Mrs. Wyant drinks half of a glass of orange juice. The glass holds about 1 cup of liquid.  
How many milliliters of orange juice did Mrs. Wyant drink?  
\_\_\_\_\_ mL
8. Mr. Ramirez just ate some chocolate pudding from a 6-ounce container. The leftover pudding is measured and is about 35 mL.  
How many milliliters of pudding did Mr. Ramirez eat?  
\_\_\_\_\_ mL
9. Ms. Sumiko has a bowl of soup for lunch. The soup bowl holds about 1½ cups of liquid.  
How many milliliters (mL) is this?  
\_\_\_\_\_ mL  
Ms. Sumiko finishes most of her soup, but leaves about 25 mL.

How many mL of soup did Ms. Sumiko eat?

\_\_\_\_\_ mL

### Short Answer

10. List three guidelines that a home health aide should follow when a client vomits.

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### 4. Describe the guidelines for catheter care

#### Matching

Use each letter only once.

1. \_\_\_\_\_ Catheter
  2. \_\_\_\_\_ Condom catheter
  3. \_\_\_\_\_ Indwelling catheter
  4. \_\_\_\_\_ Straight catheter
  5. \_\_\_\_\_ Urinary catheter
- (A) Urinary catheter that has an attachment that fits onto the penis
- (B) Urinary catheter that is removed immediately after urine is drained
- (C) Thin tube used to drain urine from the bladder
- (D) Urinary catheter that remains inside the bladder for a period of time
- (E) Thin tube inserted into the body that is used to drain or inject fluids

#### True or False

6. \_\_\_\_\_ The drainage bag for a urinary catheter must always be kept lower than the bladder or hips.

Name: \_\_\_\_\_

7. \_\_\_\_\_ For clients who have urinary catheters, daily care of the genital area is important to avoid infection.
8. \_\_\_\_\_ The home health aide is responsible for removing a urinary catheter once the doctor says it is no longer needed.
9. \_\_\_\_\_ When cleaning the area near the catheter, the home health aide should use a clean area of the washcloth for each stroke.

### 5. Explain the benefits of warm and cold applications

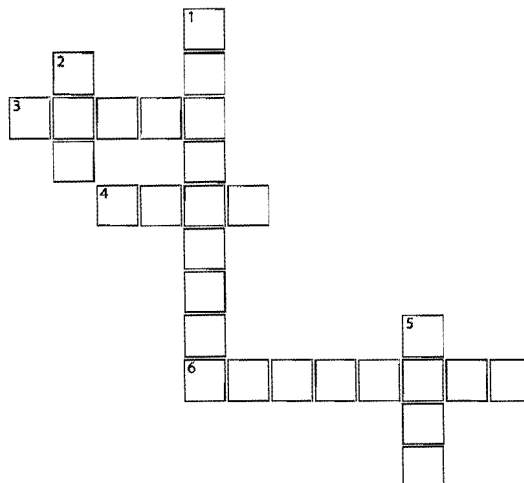
#### Crossword

##### Across

3. Cold applications can bring this down
4. Type of application that helps stop bleeding
6. A warm soak of the perineal area to clean perineal wounds and reduce pain

##### Down

1. A condition that could cause a person to be unable to feel or notice damage occurring from a warm or cold application
2. Numbness, pain, blisters, and skin that is this color should be reported to the supervisor
5. Type of application that increases blood flow to an injured area



### Multiple Choice

7. Which of the following is a type of dry warm application?
  - (A) Cold compress
  - (B) Warm tub bath
  - (C) Warm soak
  - (D) Disposable warm pack
8. A benefit of heat is that it
  - (A) Increases blood flow to the affected area
  - (B) Decreases oxygen to the tissues
  - (C) Brings down high fevers
  - (D) Causes numbness in the affected area
9. Which of the following is a type of moist cold application?
  - (A) Warm sitz bath
  - (B) Warm compress
  - (C) Disposable cold pack
  - (D) Ice pack
10. What is the proper water temperature when making a warm compress?
  - (A) No higher than 95 degrees Fahrenheit
  - (B) No higher than 105 degrees Fahrenheit
  - (C) No higher than 120 degrees Fahrenheit
  - (D) No higher than 125 degrees Fahrenheit

### 6. Explain how to apply nonsterile dressings

#### Short Answer

What is the difference between sterile and nonsterile dressings?

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### 7. Describe the purpose of elastic stockings and how to apply them

#### Multiple Choice

1. Why are elastic (compression) stockings ordered for some clients?
  - (A) They help prevent diabetes.
  - (B) They help prevent anemia.
  - (C) They help prevent blood clots.
  - (D) They help prevent chronic obstructive pulmonary disease.
2. The best time to apply elastic stockings is
  - (A) In the evening, before the client goes to bed
  - (B) In the morning, before the client gets out of bed
  - (C) In the early afternoon, before the client gets back in bed to rest
  - (D) In the late morning, before the client has lunch
3. Where should the heel of the stocking be after the stocking is applied?
  - (A) Over the client's toes
  - (B) Over the client's heel
  - (C) Over the client's lower calf
  - (D) Over the client's shin

### 8. Define *ostomy* and list care guidelines

#### True or False

1. \_\_\_\_ An ostomy is the surgical creation of an opening from an area inside the body to the outside.
2. \_\_\_\_ The artificial opening in the abdomen through which stool is eliminated is called a stoma.
3. \_\_\_\_ Clients who have ileostomies will need to restrict their fluid intake.
4. \_\_\_\_ The home health aide should wear gloves when providing ostomy care.

**Short Answer**

5. Why might a client be embarrassed by his ostomy?

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**Multiple Choice**

6. How often should an ostomy pouch be emptied and cleaned or replaced?
- (A) Once a day
  - (B) Every hour
  - (C) Whenever stool is eliminated
  - (D) Before a client gets out of bed for the day
7. What could cause a food blockage in a client who has an ileostomy?
- (A) Too much liquid
  - (B) A large amount of high-fiber food
  - (C) Skin irritation
  - (D) Using skin barriers around the stoma

**9. Describe how to assist with an elastic bandage****Multiple Choice**

1. Elastic bandages are also known as
- (A) Nonsterile bandages
  - (B) Plastic bandages
  - (C) Liquid bandages
  - (D) Aseptic bandages
2. One purpose of an elastic bandage is to
- (A) Elevate a cast
  - (B) Hold a dressing in place
  - (C) Cover a pressure injury
  - (D) Help with ambulation

3. Elastic bandages should be applied snugly enough to control \_\_\_\_\_ and prevent movement of \_\_\_\_\_.
- (A) Temperature, the client
  - (B) Bleeding, dressings
  - (C) Elevation, dressings
  - (D) Movement, the client
4. How soon should the home health aide check on a client after applying a bandage?
- (A) 60 minutes
  - (B) 30 minutes
  - (C) 2 hours
  - (D) 10 minutes

## 15

# Medications and Technology in Home Care

**1. List four guidelines for safe and proper use of medications****True or False**

1. \_\_\_\_ Home health aides must not handle or give medications unless specifically trained and assigned to do so.
2. \_\_\_\_ Home health aides are not allowed to touch the client's medication containers in any way.
3. \_\_\_\_ It is not important for the home health aide to know what medications the client is taking, as long as the HHA documents when they are taken.
4. \_\_\_\_ Home health aides should report symptoms such as stomachache or vomiting because these could indicate a side effect or drug interaction.
5. \_\_\_\_ Aspirin is an example of an over-the-counter drug.

**2. Identify the "rights" of medications****Multiple Choice**

1. Checking the label for instructions on how the medication should be taken is which right of medication?  
(A) The Right Client  
(B) The Right Route  
(C) The Right Time  
(D) The Right Medication

2. Checking the label for instructions on how much medication to take is which right of medication?

(A) The Right Amount  
(B) The Right Client  
(C) The Right Time  
(D) The Right Route

3. Making sure the medication name on the container matches the name listed in the care plan is which right of medication?

(A) The Right Time  
(B) The Right Medication  
(C) The Right Client  
(D) The Right Amount

4. Checking the label to make sure the client's name is on it is which right of medication?

(A) The Right Client  
(B) The Right Medication  
(C) The Right Time  
(D) The Right Route

5. Checking the label for instructions on how often the medication should be taken is which right of medication?

(A) The Right Route  
(B) The Right Client  
(C) The Right Time  
(D) The Right Amount

**3. Explain how to assist a client with self-administered medications****True or False**

1. \_\_\_\_ All medications should be taken with food to avoid stomach irritation.

8. Name five common side effects that clients may experience from their medications.

[illegible]

- #### 4. Identify observations about medications that should be reported right away

1. What should the home health aide do if a client shows signs of a reaction to a medication or complains of side effects?

2. What should the home health aide do if a client takes medication in the wrong amount, at the wrong time, or takes the wrong kind of medication?

2. What should the home health aide do if a client takes medication in the wrong amount, at the wrong time, or takes the wrong kind of medication?



**5. Describe what to do in an emergency involving medications****Short Answer**

1. Mrs. Mallory takes several prescription medications each day as ordered by her physician. One day her HHA arrives to find Mrs. Mallory sitting down in a chair and looking very ill. When the HHA asks her if she is okay, Mrs. Mallory says that she feels very sick to her stomach and thinks she might faint. Mrs. Mallory says that she might have taken too much medication because she could not remember if she had already taken her morning dosage. What would be the best response by the HHA?

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2. The home health aide arrives at Mr. MacIntyre's home at 8:30 a.m. and finds him lying in bed. The HHA is unable to wake him, and then she notices several bottles of pills on the table next to the bed. They are all open, and some of the pills are scattered on the table and the floor. What would be the best response by the HHA?

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**6. Identify methods of medication storage****True or False**

1. \_\_\_\_\_ The client's medication should be kept separate from medicine used by other members of the household.
2. \_\_\_\_\_ If young children are present in the home, medications should be stored on top of the counter.
3. \_\_\_\_\_ Medications should be stored away from heat and light.
4. \_\_\_\_\_ If a medication has expired, the home health aide should discard it in the trash.

**7. Identify signs of drug misuse and abuse and know how to report these****Multiple Choice**

1. Proper medication usage includes which of the following?
- (A) Refusing to take medications
- (B) Taking medication with alcohol
- (C) Sharing medication with others
- (D) Taking the right dose at the right time
2. The best thing the home health aide can do if a client refuses to take medication is to
- (A) Push the client to take the medication, explaining that it is good for him
- (B) Try to find out why the client does not want to take the medication and report to the supervisor
- (C) Call 911 for emergency medical help
- (D) Call the client's doctor immediately

3. A common reason why people avoid taking prescribed medication is
  - (A) They dislike the side effects
  - (B) They are stubborn
  - (C) They do not want to feel better
  - (D) They would rather get well without it
4. Signs of drug misuse or abuse include
  - (A) Increased appetite and weight gain
  - (B) Unusual cheerfulness
  - (C) Depression and moodiness
  - (D) Better relationships with family members
5. The drugs that pose the highest risk for causing drug dependency are
  - (A) Pain medications
  - (B) Antihistamines (allergy medicines)
  - (C) Beta blockers
  - (D) Multivitamins

### 8. Demonstrate an understanding of oxygen equipment

#### True or False

1. \_\_\_\_ Oxygen therapy is the administration of oxygen to increase the supply of oxygen to the lungs.
2. \_\_\_\_ Oxygen is prescribed by a doctor.
3. \_\_\_\_ Home health aides are usually responsible for adjusting oxygen settings for clients.
4. \_\_\_\_ Oxygen supports combustion; this means it makes other things burn.
5. \_\_\_\_ A flammable liquid like alcohol is fine to have in a room when oxygen is in use as long as it is covered.
6. \_\_\_\_ If oxygen is stored in a room but is not in use, the client can smoke in that room.
7. \_\_\_\_ Oxygen should be turned off in the event of a fire.
8. \_\_\_\_ It is important for the home health aide to check the skin around oxygen masks and tubing for irritation.
9. \_\_\_\_ If a client has skin irritation around a nasal cannula, the HHA should use Vaseline to soften the skin.

#### Multiple Choice

10. Which of the following is a box-like device that changes air in the room into air with more oxygen?
  - (A) Oxygen cannula
  - (B) Oxygen face mask
  - (C) Oxygen concentrator
  - (D) Oxygen prongs
11. Who is responsible for servicing oxygen tanks or concentrators in a client's home?
  - (A) The doctor who prescribed the oxygen
  - (B) The home health aide
  - (C) The client's family members
  - (D) The agency that supplies the oxygen
12. When should the home health aide administer a client's oxygen?
  - (A) Whenever the client requests that she do so
  - (B) Every three days
  - (C) According to the care plan
  - (D) Never
13. Which of the following can liquid oxygen cause?
  - (A) Frostbite
  - (B) Addiction
  - (C) Digestive problems
  - (D) Congestive heart failure
14. What kind of water is used in humidifying bottles for oxygen concentrators?
  - (A) Sparkling water
  - (B) Natural spring water
  - (C) Distilled water
  - (D) Tap water
15. What is the purpose of a humidifier?
  - (A) To put only warm moisture in the air
  - (B) To remove moisture from the air
  - (C) To put warm or cool moisture in the air
  - (D) To clean the air without adding moisture

**9. Explain care guidelines for intravenous (IV) therapy****Multiple Choice**

1. IVs allow direct access to
  - (A) The heart
  - (B) The lungs
  - (C) The bloodstream
  - (D) The muscles
2. What is the home health aide's responsibility for IV care?
  - (A) Inserting IV lines
  - (B) Removing IV lines
  - (C) Care of the IV site
  - (D) Documenting and reporting observations
3. Which of the following refers to treatments that are used in addition to the conventional treatments prescribed by a doctor?
  - (A) Western medicine
  - (B) Complementary medicine
  - (C) Oxygen therapy
  - (D) Respiratory medicine
4. Treating a person with acupuncture means
  - (A) Putting the hands on both sides of the spine to realign it
  - (B) Taking tablets that contain a specific healing substance
  - (C) Using targeted laser light on specific body parts
  - (D) Inserting very fine needles into points on the body

Name: \_\_\_\_\_

# 16

## Rehabilitation and Restorative Care

### 1. Discuss rehabilitation and restorative care

#### Short Answer

1. List four goals of a rehabilitative program.

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2. What is the goal of restorative care?

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### 2. Explain the home care rehabilitation model

#### Short Answer

1. List five members of the team who may participate in a client's restorative care.

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### 3. Describe guidelines for assisting with rehabilitation and restorative care

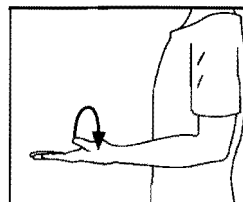
#### True or False

1. \_\_\_\_ The HHA should ignore any setbacks a client experiences so the client does not become discouraged.
2. \_\_\_\_ All clients will enjoy being encouraged in an obvious way.
3. \_\_\_\_ The home health aide should do everything for the client, rather than having him try to do it himself. Doing this will help speed recovery.
4. \_\_\_\_ The HHA should not report any decline in a client's ability because all clients in restorative care will have a decline in ability.
5. \_\_\_\_ Family members and clients will take cues from the home health aide on how to behave.
6. \_\_\_\_ The HHA should break tasks down into small steps.
7. \_\_\_\_ It is important for the home health aide to report any signs of depression or mood changes in a client.

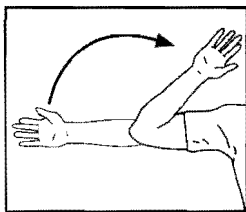
### 4. Describe how to assist with range of motion exercises

#### Labeling

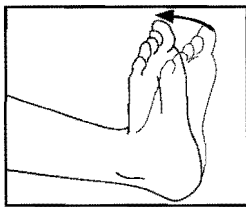
For the following illustrations, write the correct term for each body movement.



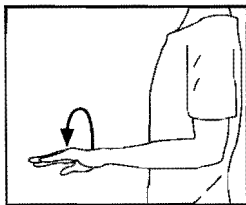
1. \_\_\_\_\_



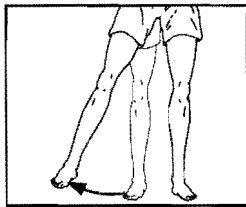
2. \_\_\_\_\_



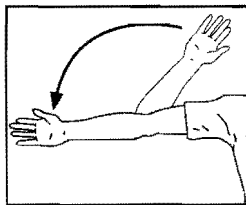
3. \_\_\_\_\_



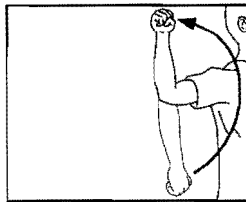
4. \_\_\_\_\_



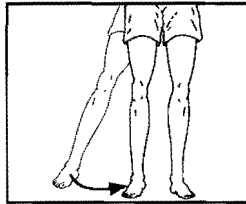
5. \_\_\_\_\_



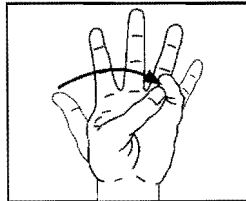
6. \_\_\_\_\_



7. \_\_\_\_\_



8. \_\_\_\_\_



9. \_\_\_\_\_

Name: \_\_\_\_\_

**Multiple Choice**

10. In what order should the HHA perform range of motion (ROM) exercises?
- (A) He should start from the feet and work upward.
  - (B) He should start from the shoulders and work downward.
  - (C) He should start at the hands and work inward.
  - (D) He should exercise the arms last.
11. If a client reports pain during ROM exercises, the home health aide should
- (A) Continue with the exercises as planned
  - (B) Continue, but perform the motion that caused pain more gently
  - (C) Stop the exercises and report the pain to his supervisor
  - (D) Stop the motion for one minute before starting again
12. How many times should each ROM exercise be repeated?
- (A) At least 6 times
  - (B) At least 10 times
  - (C) At least 12 times
  - (D) At least 3 times

**5. Explain guidelines for maintaining proper body alignment****Fill in the Blank**

1. Observe principles of body \_\_\_\_\_. Remember that proper alignment is based on straight \_\_\_\_\_. \_\_\_\_\_ or rolled or folded \_\_\_\_\_ may be needed to support the small of the back and raise the knees or head in the supine position.
2. Keep body parts in natural \_\_\_\_\_. In a natural hand position, the fingers are slightly \_\_\_\_\_. Use \_\_\_\_\_ to keep covers from resting on feet for clients in the supine position.

3. Prevent external rotation of \_\_\_\_\_ . Change \_\_\_\_\_ frequently to prevent muscle stiffness and pressure injuries. This should be done at least every \_\_\_\_\_ hours.

### 6. List guidelines for providing basic skin care and preventing pressure injuries

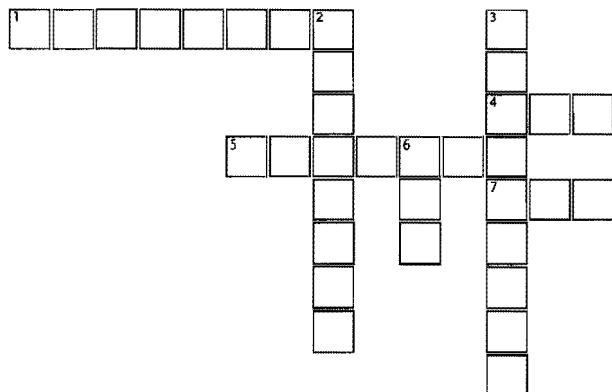
#### Crossword

##### Across

- What the bottom sheet on a client's bed must be kept free from
- Skin should be kept clean and \_\_\_\_.
- One type of material that prevents air from circulating, causing the skin to sweat
- Skin this color should not be massaged

##### Down

- May be caused by pulling a client across the sheet when transferring him
- Keeps top sheets from resting on the legs and feet
- At a minimum, the number of hours at which immobile clients should be repositioned



### 7. Describe the guidelines for caring for clients who have fractures or casts

#### Multiple Choice

- When caring for a client who has a cast, \_\_\_\_\_ the extremity that is in a cast to help stop swelling.
  - Lower
  - Double bandage
  - Elevate
  - Shake
- Keep the cast \_\_\_\_\_ at all times.
  - Dry
  - Wet
  - Hot
  - Pointed
- Osteoporosis occurs more frequently in \_\_\_\_\_ people.
  - Young
  - Active
  - Elderly
  - Diabetic
- Signs and symptoms of a fracture include
  - Moistness at the site
  - Cold area at the site
  - Swelling at the site
  - Dryness at the site
- Fractures are broken bones and may be caused by
  - Excessive fiber
  - Asthma
  - Osteoporosis
  - Too much progesterone
- Casts that are made of fiberglass are
  - Heavy
  - Unable to dry properly
  - Lightweight
  - Less reliable than other types of casts
- When should a client insert something inside the cast?
  - When skin itches
  - After the cast dries
  - When the cast is wet
  - Never

**8. List the guidelines for caring for clients who have had a hip replacement****True or False**

1. \_\_\_\_ Most fractured hips require surgery.
2. \_\_\_\_ The home health aide should perform range of motion exercises on the operative leg to help with healing.
3. \_\_\_\_ Preventing falls is an important part of preventing hip fractures.
4. \_\_\_\_ Elderly people heal slowly.
5. \_\_\_\_ Home health aides may disconnect a traction assembly if the client requests it.
6. \_\_\_\_ When transferring a client from the bed, a pillow should be used between the thighs to keep the legs separated.
7. \_\_\_\_ The home health aide should begin with the unaffected, or stronger, side first when dressing a client who is recovering from a hip replacement.
8. \_\_\_\_ The stronger side always leads in standing, pivoting, and sitting.

**Multiple Choice**

9. Which side should clients recovering from hip replacements dress first?
  - (A) Affected/weaker side
  - (B) Right side
  - (C) Unaffected/stronger side
  - (D) Left side
10. What does the abbreviation *PWB* stand for?
  - (A) Previously-weakened bones
  - (B) Partial weight-bearing
  - (C) Patient's weight before
  - (D) Patient wants baths
11. If a home health aide sees *NWB* on a client's care plan, the client
  - (A) Can support 100 percent of his body weight on a step
  - (B) Can support some weight, but not all, on one or both legs
  - (C) Is unable to support any weight on one or both legs
  - (D) Can use stairs without assistance

Name: \_\_\_\_\_

**9. List ways to adapt the environment for people with physical limitations****Short Answer**

Choose an assistive device from Figure 16-27 in the textbook (one you did not choose to answer question 14 in the Chapter Review). Describe how it might help a client who is recovering from or adapting to a physical condition.

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**10. Identify reasons clients lose bowel or bladder control****Fill in the Blank**

1. When people cannot control the muscles of the bowel or bladder, they are said to be \_\_\_\_\_.
2. A(n) \_\_\_\_\_ placed on the bed helps protect the bed.
3. Clients who are incontinent need to be kept \_\_\_\_\_, \_\_\_\_\_, and free from odor.
4. Urine and feces need to be washed off completely by bathing and proper \_\_\_\_\_ care.
5. Home health aides should not refer to incontinence briefs or pads as \_\_\_\_\_ because clients are not infants.



6. Clients who are incontinent need \_\_\_\_\_, understanding, and empathy from home health aides.

## 11. Explain the guidelines for assisting with bowel or bladder retraining

### Scenarios

Ms. Potter has been recovering from a broken hip. Her recovery is proceeding well, but she has had a problem with urinary incontinence since her injury. Her doctor asked that bladder retraining be added into her care plan. Below are examples of how three home health aides help Ms. Potter with retraining. Read each one and state what the HHA is doing well and/or what he or she should do differently.

1. Hannah, a new HHA, wants to be very professional about the episodes of incontinence. While she is cleaning the bed, she remains very upbeat and friendly and does not mention the incontinence unless Ms. Potter brings it up.

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2. Greta senses Ms. Potter's acute embarrassment, and it makes her nervous. Whenever she has to assist Ms. Potter with retraining efforts, she speaks very little and does not make eye contact with her. She tries to finish her work as quickly as possible to limit Ms. Potter's discomfort.

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3. Pete has been very encouraging and positive with Ms. Potter. He has charted her bathroom schedule. He encourages her to drink more fluids. He makes sure he is nearby to help her during the usual times that she needs to go to the bathroom.

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## 12. Describe the benefits of deep breathing exercises

### Short Answer

What can deep breathing exercises help?

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# 17

## Clients with Disabilities

Clients with Disabilities

### 1. Identify common causes of disabilities

**Short Answer**

1. List three factors that affect how well a person copes with a disability.

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2. List six diseases and disorders that may cause disability.

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3. What are two types of disabilities that can be caused by injury to the head or spinal cord?

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### 2. Describe daily challenges a person with a disability may face

**Short Answer**

- List five daily challenges a person with a disability may face.

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### 3. Define terms related to disabilities and explain why they are important

**Short Answer**

1. What are some terms you use to define yourself (e.g., race, sexual orientation, gender identity, religion, political affiliation)?

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2. To avoid using terms that are offensive to a client with a disability, what should the HHA do?

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#### 4. Identify social and emotional needs of persons with disabilities

##### Fill in the Blank

- Basic psychosocial needs include independence, social interaction, acceptance, a sense of worth, and  
\_\_\_\_\_.
- Home health aides should treat all clients with  
\_\_\_\_\_.
- Home health aides should not push clients beyond their  
\_\_\_\_\_.
- Home health aides can give clients \_\_\_\_\_ to show what they can do by themselves.

#### 5. Explain how a disability may affect sexuality and intimacy

##### True or False

- \_\_\_\_ Most disabled people do not experience sexual desires.
- \_\_\_\_ For disabled people, the ability to meet sexual needs may be limited.
- \_\_\_\_ People in wheelchairs are unable to have sexual relationships.
- \_\_\_\_ It is important for home health aides not to judge any sexual behavior they see.

Name: \_\_\_\_\_

#### 6. Identify skills that can be applied to clients with disabilities

##### Short Answer

List three skills that can be applied to working with clients with disabilities.

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#### 7. List five goals to work toward when assisting clients who have disabilities

##### Fill in the Blank

- Promote self-care and  
\_\_\_\_\_.
- Assure the client's  
\_\_\_\_\_.
- Promote the client's health and  
\_\_\_\_\_.
- Maintain the client's \_\_\_\_\_ and self-worth.
- Maintain the \_\_\_\_\_ of the client's household.

#### 8. Identify five qualities of excellent service needed by clients with disabilities

##### Short Answer

List the five qualities of excellent service needed by clients with disabilities.

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**9. Explain how to adapt personal care procedures to meet the needs of clients with disabilities****True or False**

1. \_\_\_\_ Children who have Down syndrome do not appear physically different from any other child.
2. \_\_\_\_ Developmental disabilities normally appear and are diagnosed when a person is middle-aged.
3. \_\_\_\_ The most common type of developmental disorder is an intellectual disability.
4. \_\_\_\_ Having an intellectual disability is the same as having a mental health disorder.
5. \_\_\_\_ Clients who have an intellectual disability have the same emotional and physical needs that others have.
6. \_\_\_\_ Speech impairment is one effect of cerebral palsy.
7. \_\_\_\_ It is possible that some babies born with spina bifida will be able to walk and will experience no lasting disabilities.
8. \_\_\_\_ One sign of autism spectrum disorder is that the child does not engage in pretend play.
9. \_\_\_\_ An inability to be empathetic is one symptom of autism spectrum disorder.
10. \_\_\_\_ Treatment for autism spectrum disorder should be started early and tailored to the individual.

**10. List important changes to report and document for a client with disabilities****Short Answer**

1. What should the home health aide do if he notices that a client is unable to perform a task that she was previously able to do?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Give two signs of depression that should be reported.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

## 18

# Mental Health and Mental Health Disorders

## 1. Identify seven characteristics of mental health

### Short Answer

1. Define mental health.

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2. List seven characteristics of a person who is mentally healthy.

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## 2. Identify four causes of mental health disorders

### True or False

1. \_\_\_\_\_ Signs and symptoms of mental health disorders include confusion, disorientation, agitation, and anxiety.

2. \_\_\_\_\_ A situation response may be triggered by severe changes in the environment.
3. \_\_\_\_\_ A person who is mentally healthy cannot experience a situation response.
4. \_\_\_\_\_ A mental health disorder can be caused by substance abuse or a chemical imbalance.
5. \_\_\_\_\_ The building blocks of mental health are self-respect and self-worth.
6. \_\_\_\_\_ Traumatic experiences early in life do not cause mental health disorders.
7. \_\_\_\_\_ Mental health disorders cannot be inherited.
8. \_\_\_\_\_ Extreme stress may result in a mental health disorder.

## 3. Distinguish between fact and fallacy concerning mental health disorders

### True or False

1. \_\_\_\_\_ A fallacy is a false belief.
2. \_\_\_\_\_ People who have a mental health disorder have the power to control their disorder if they really want to.
3. \_\_\_\_\_ People who have a mental health disorder usually do not want to get well.
4. \_\_\_\_\_ A mental health disorder is a disorder just like any physical illness.
5. \_\_\_\_\_ People who have a mental health disorder often cannot control their emotions and responses.
6. \_\_\_\_\_ An intellectual disability is a type of mental health disorder.

#### 4. Explain the connection between mental and physical wellness

##### Short Answer

Briefly describe why mental health is important to physical health.

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#### 5. List guidelines for communicating with clients who have a mental health disorder

##### Short Answer

1. When communicating with a client who has a mental health disorder, why is it important for the home health aide to treat the client as an individual and to tailor the HHA's style of communication to the situation?

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2. Why is it important for the home health aide not to talk to adults as if they were children?

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Name: \_\_\_\_\_

#### 6. Identify and define common defense mechanisms

##### Short Answer

*Read each description below and identify the defense mechanism that is being used.*

1. When Aaron's mother yells at him for breaking a vase in the living room, he goes into his room and yells at his stuffed bear.
2. When Gia was 10, she was very badly injured in a car accident. She was in the hospital for almost three months, but now she tries not to think about that time.
3. When Marco accuses his little sister Ana of having a crush on the boy who sits next to her in class, she blushes and cries, "I do not!"
4. When Esther was 42, her husband died of lung cancer. After his death, she got out the quilt she used to sleep with as a child and curled up in bed with it for days.
5. Wayne is fixing a leaky sink in the bathroom. When his wife teases him about taking a long time to fix it, he replies, "It's not my fault. I can't concentrate on anything with you bothering me all the time."

#### 7. Describe types of mental health disorders

##### Multiple Choice

1. Uneasiness, worry, or fear, often about a situation or condition, is called
  - (A) Anxiety
  - (B) Withdrawal
  - (C) Fatigue
  - (D) Apathy



2. An intense, irrational fear of or anxiety about an object, place, or situation is called a(n)  
(A) Depressive episode  
(B) Delusion  
(C) Phobia  
(D) Hallucination
3. Which type of mental health disorder is most commonly associated with suicide in older adults?  
(A) Anxiety  
(B) Apathy  
(C) Irritability  
(D) Depression
4. Which of the following means a lack of interest in activities?  
(A) Guilt  
(B) Depression  
(C) Apathy  
(D) Delusion
5. A persistent false belief, such as a person believing that someone else is controlling his thoughts, is a  
(A) Defense mechanism  
(B) Delusion  
(C) Phobia  
(D) Hallucination
6. A disorder that is characterized by recurring intrusive behavior or thoughts, such as repeatedly checking that the door is locked, is  
(A) Major depressive disorder  
(B) Panic disorder  
(C) Obsessive-compulsive disorder  
(D) Manic disorder
7. Experiencing periods of extreme activity or excitement along with periods of deep depression or sadness is characterized as  
(A) Major depressive disorder  
(B) Panic disorder  
(C) Posttraumatic stress disorder  
(D) Bipolar disorder

## 8. Explain common treatments for mental health disorders

### True or False

1. \_\_\_\_ Mental health disorders cannot be treated.
2. \_\_\_\_ Medication and psychotherapy are commonly used to treat mental health disorders.
3. \_\_\_\_ Home health aides are usually responsible for prescribing medication for clients who have a mental health disorder.
4. \_\_\_\_ Medication can allow those who have a mental health disorder to function more completely.
5. \_\_\_\_ A common type of psychotherapy used to treat anxiety disorders is electroconvulsive (electroshock) therapy.

## 9. Explain the home health aide's role in caring for clients who have a mental health disorder

### Short Answer

1. List four care guidelines for clients who have a mental health disorder.

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**10. Identify important observations that should be made and reported****True or False**

1. \_\_\_\_ It is important for the home health aide to report to the supervisor if a client who has a mental health disorder stops taking her medication.
2. \_\_\_\_ As long as a client is joking when talking about suicide, the home health aide does not need to report it.

**11. List the signs of substance abuse****Multiple Choice**

1. Circle any of the following substances that can be abused:
  - (A) Alcohol
  - (B) Cigarettes
  - (C) Decongestants
  - (D) Diet aids
  - (E) Illegal drugs
  - (F) Glue
  - (G) Paint
  - (H) Prescription medicine
2. A client has been acting a little strangely lately. She gets upset very easily, and her eyes are always red. She does not eat much, and sometimes her home health aide can smell alcohol on her breath, even in the morning. What is the best response by the HHA?
  - (A) Confront the client about what the HHA has noticed.
  - (B) Contact Alcoholics Anonymous to get advice on how to handle the situation.
  - (C) Document the HHA's observations and report them to her supervisor.
  - (D) Search the client's cabinets for alcohol and throw away any alcohol found.

3. Which of the following statements about opioid medication is true?
  - (A) All opioids are legally prescribed by doctors.
  - (B) When a person takes opioids, her tolerance for the drug decreases, requiring lower doses of the medication.
  - (C) Opioids are powerful pain medications that pose a high risk for addiction.
  - (D) Opioids are available over the counter, without a prescription.

# 19

## New Mothers, Infants, and Children

### 1. Explain the growth of home care for new mothers and infants

#### True or False

1. \_\_\_\_\_ Most new mothers stay in the hospital for several days to a week after childbirth.
2. \_\_\_\_\_ Bed rest is ordered if a woman shows signs of early labor.
3. \_\_\_\_\_ Home health aides may be needed when an expectant mother is put on bed rest by her doctor.
4. \_\_\_\_\_ New mothers today are generally more energetic when they come home than women in the past.
5. \_\_\_\_\_ Bed rest may help prevent labor from starting before the baby is ready to be born.
6. \_\_\_\_\_ Natural childbirth has been increasing in popularity.

### 2. Identify common neonatal disorders

#### Short Answer

List three common neonatal disorders.

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### 3. Explain how to provide postpartum care

#### Fill in the Blank

Use this list of words and phrases to fill in the blanks in the following sentences.

bathing	Cesarean section
diapering	episiotomy
feeding	housekeeping
lactation	lochia
monitor	pink
red	

1. An incision sometimes made in the perineal area during vaginal delivery to enlarge the vaginal opening for the baby's head is a(n) \_\_\_\_\_.
2. The home health aide may need to monitor the amount and color of the new mother's \_\_\_\_\_, which is the vaginal flow that occurs after giving birth.
3. Basic care for the baby includes \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.
4. The home health aide may be required to do light \_\_\_\_\_ to help the new mother.
5. A surgical procedure in which the baby is delivered through an incision in the mother's abdomen is called a \_\_\_\_\_.

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- A simple line drawing of a baby lying on their back. The baby's head is tilted back, and their arms are bent with hands near their face. Two hands are visible, one supporting the baby's head from underneath and the other supporting their back and legs. The baby appears to be in a relaxed or sleeping position.

## A black and white line drawing showing a baby being held in a person's arms. The baby is lying back, holding a bottle to its mouth and drinking. The person holding the baby is wearing a button-down shirt. The drawing is simple, with clean lines and no shading.

A black and white line drawing of a baby wrapped in a cloth, being held by an adult. The baby is looking towards the viewer with its mouth slightly open. The adult's arm is visible, supporting the baby from underneath.

3. \_\_\_\_\_

**6. Describe guidelines for assisting with feeding a baby****Multiple Choice**

1. If the baby does not latch onto the nipple right away, the mother should stroke his  
(A) Toes  
(B) Elbows  
(C) Cheek  
(D) Forehead
2. Many professionals recommend that mothers try breastfeeding for \_\_\_\_\_ week(s) before deciding whether to continue or stop.  
(A) Five  
(B) Ten  
(C) One  
(D) Two
3. Powdered formula is sold in  
(A) Crates  
(B) Cans  
(C) Sterilized pitchers  
(D) Covered plastic bowls
4. The cheapest formula is usually  
(A) Ready-to-use  
(B) Concentrated liquid  
(C) Powdered  
(D) Ready-made
5. A good position for breastfeeding is  
(A) Lying face down on the bed  
(B) Sitting upright in a comfortable chair  
(C) Rocking rapidly in a chair  
(D) Bending over the crib
6. Before feeding, the home health aide should check the temperature of the formula on her wrist. It should feel  
(A) Warm  
(B) Hot  
(C) Cold  
(D) Boiling
7. The mother can break the suction of a nursing baby by  
(A) Pulling down the baby's ears  
(B) Putting her finger in the baby's mouth  
(C) Sucking on the baby's toes  
(D) Shaking the baby

8. Which of the following is best for bottle-fed newborns?

(A) Whole milk  
(B) Infant formula  
(C) Fruit smoothies  
(D) Skim milk

**7. Explain guidelines for bathing and changing a baby****True or False**

1. \_\_\_\_\_ The home health aide should wear disposable gloves when changing or bathing a baby.
2. \_\_\_\_\_ Leaving a diaper off for a few minutes when changing the baby can help prevent diaper rash.
3. \_\_\_\_\_ The proper way to test a baby's bath temperature is by dipping the baby's hand in it.
4. \_\_\_\_\_ Moisture contributes to diaper rash.
5. \_\_\_\_\_ It is okay for the home health aide to take both hands off the baby if it is for less than a minute.
6. \_\_\_\_\_ Children generally wear diapers until they are 8 to 12 months old.
7. \_\_\_\_\_ Newborns will need between 8 and 12 diaper changes in 24 hours.
8. \_\_\_\_\_ The home health aide should apply baby powder to the baby's body after giving the baby a bath.
9. \_\_\_\_\_ It is a sign of a medical problem if a newborn baby has a loose bowel movement with every feeding.
10. \_\_\_\_\_ Babies should be changed frequently to avoid diaper rash.

## 8. Identify how to measure weight and length of a baby

### Multiple Choice

- When weighing a baby, the home health aide should
  - Keep one hand on the baby at all times
  - Step back from the scale after the baby is on it so as not to interfere with an accurate measurement
  - Place the scale on the floor to see if the baby will crawl onto it
  - Stand the baby up on the scale for an accurate weight
- How can a baby's length be determined?
  - By standing the baby up against a wall, making a pencil mark at the top of his head, and measuring the height of the mark
  - By holding the baby against the home health aide's leg and measuring how high the baby's head reaches
  - By placing the baby on paper, making pencil marks at the head and heel, and measuring the distance between the marks
  - By putting the baby on a standing scale and lowering the measuring rod until it rests flat on the baby's head

## 9. Explain guidelines for special care

### Matching

- \_\_\_ Apnea
  - \_\_\_ Circumcision
  - \_\_\_ Oxygen
  - \_\_\_ Umbilical cord
- The cord that connects the baby to the placenta
  - The removal of part of the foreskin of the penis
  - The state of not breathing
  - Given to some babies who have breathing problems; considered a medication

Name: \_\_\_\_\_

## 10. Identify special needs of children and describe how children respond to stress

### Short Answer

- List some examples of physiological needs that children have.

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- List an example of a mental need that children have.

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- List four examples of emotional needs that children have.

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- List five reasons that children may experience stress.

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5. List five factors that influence the way in which children respond to stress.

\_\_\_\_\_

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6. In what ways might school-age children react to stress?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. In what negative ways might adolescents react to stress?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**11. List symptoms of common childhood illnesses and the required care**

**Fill in the Blank**

1. \_\_\_\_\_, cleaning, and disinfection are the best ways to prevent infection.

2. Frequent loose or watery bowel movements are called \_\_\_\_\_.
3. Children with diarrhea may experience \_\_\_\_\_, thus doctors may recommend electrolyte-replacement drinks.
4. In general, children should not be given \_\_\_\_\_, because it has been associated with some serious disorders.
5. Treatment for a fever includes acetaminophen or ibuprofen or a lukewarm bath or \_\_\_\_\_.
6. Doctors usually recommend that children resume their normal, well-balanced diet within \_\_\_\_\_ hours of having diarrhea.
7. Rest and \_\_\_\_\_ are recommended for fevers.
8. Too much acetaminophen can cause \_\_\_\_\_ damage.

**12. Identify guidelines for working with children**

**Scenarios**

*Read the following scenarios and decide how to respond.*

1. Zack and his older brother Lee have just returned home from school. Zack is upset because he did not win a prize for his science project, but his brother did. He cried at school, and some of the other kids made fun of him. He becomes visibly distressed again as he relates this story to the home health aide at his home. What would be the best response by the home health aide?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Child neglect is

### Short Answer

2. Sexual abuse of children includes



## 20

## Dying, Death, and Hospice

## 1. Discuss the stages of grief

**Multiple Choice**

*Read each scenario below and choose which stage of grief the person described is experiencing.*

1. Mr. Cane was told two years ago that a tumor in his brain was inoperable and would eventually be fatal. Since that time, he has visited many specialists. Despite receiving the same diagnosis from every doctor, he continues to seek further opinions, insisting that each doctor try to remove the tumor. Which stage of grief is Mr. Cane in?  
(A) Denial  
(B) Anger  
(C) Bargaining  
(D) Depression  
(E) Acceptance
2. Mrs. Tyler is dying of heart disease. One day as her home health aide, Makayla, is assisting her with personal care, Mrs. Tyler lashes out at her. She tells Makayla that she is a dumb girl who is wasting her life and does not deserve the many years she has left to live. Which stage of grief is Mrs. Tyler in?  
(A) Denial  
(B) Anger  
(C) Bargaining  
(D) Depression  
(E) Acceptance
3. Mr. Lopez is dying of AIDS. He has called his friends to say goodbye and has discussed with his family the kind of memorial service he would like them to arrange. Which stage of grief is Mr. Lopez in?  
(A) Denial  
(B) Anger  
(C) Bargaining  
(D) Depression  
(E) Acceptance
4. Ms. Corke has always been lively and happy. Since she learned that she has Lou Gehrig's disease, however, her mood has changed drastically. Although she is still healthy enough to do activities, she rarely leaves her bedroom or even changes out of her pajamas. Which stage of grief is Ms. Corke in?  
(A) Denial  
(B) Anger  
(C) Bargaining  
(D) Depression  
(E) Acceptance
5. Mr. Celasco has had lung cancer for several years. During that time, he has tried to quit smoking but has been unsuccessful. When he finds out that there are no further treatments for him to try, he pledges that he will give up smoking in exchange for a few more years of life. Which stage of grief is Mr. Celasco in?  
(A) Denial  
(B) Anger  
(C) Bargaining  
(D) Depression  
(E) Acceptance

## 2. Describe the grief process

### Multiple Choice

*Read each scenario below and choose which reaction to a loved one's death each person is experiencing.*

1. Malcolm's wife died during the birth of their second daughter. Malcolm is so upset with her for abandoning him and the children that he cannot even stand to hear her name spoken. Which reaction is Malcolm experiencing?  
(A) Loneliness  
(B) Denial  
(C) Anger  
(D) Guilt  
(E) Sadness
2. Shanice's mother had been ill for many years before she died when Shanice was 15 years old. After her death, Shanice remembers how she used to resent helping her mother around the house and wishes that she had been kinder and more cheerful. Which reaction is she having?  
(A) Anger  
(B) Sadness  
(C) Guilt  
(D) Denial  
(E) Relief
3. Melinda's grandmother, to whom she was very close, died after a long illness on Sunday afternoon. On Monday morning, Melinda's mother is astonished to find Melinda cheerfully getting ready for school as she does every Monday morning. Which reaction is Melinda having?  
(A) Loneliness  
(B) Denial  
(C) Relief  
(D) Guilt  
(E) Regret
4. Micah's best friend, Lawrence, died of cancer at the age of 45. Whenever Micah spends time with the friends that they had in common, he is reminded of Lawrence and feels sad. He is not as close to his other friends as he was to Lawrence, and he feels he has no one to confide in since Lawrence is gone. Which reaction is he having?  
(A) Shock  
(B) Denial  
(C) Anger  
(D) Loneliness  
(E) Guilt
5. Theresa's 9-year-old son went to a pool party for a friend's birthday and accidentally drowned. Theresa has been unable to forgive herself for letting him go to the party. Which reaction is she having?  
(A) Anger  
(B) Loneliness  
(C) Denial  
(D) Guilt  
(E) Shock
6. Casey's brother was killed suddenly in a car accident. He is surprised that he seems to feel very little emotion regarding the death. Which reaction is Casey having?  
(A) Relief  
(B) Shock  
(C) Guilt  
(D) Anger  
(E) Regret
7. When Elizabeth's boyfriend was killed by a drunk driver on his way home one night, Elizabeth was inconsolable. She has stopped seeing her friends and stays in her room crying for hours at a time. Which reaction is she having?  
(A) Anger  
(B) Sadness  
(C) Guilt  
(D) Denial  
(E) Regret

8. Marcela's father recently died after battling congestive heart failure for many years. When he got sicker, Marcela had to take a leave of absence from work to help deal with his care, which greatly affected her income and caused her worry. She found herself resenting him at times. After he died, Marcela felt sad, but she also thinks about how she is free to make her own decisions about her life again. Which reaction is she having?
- (A) Anger  
(B) Denial  
(C) Relief  
(D) Guilt  
(E) Loneliness

### 3. Discuss how feelings and attitudes about death differ

#### Short Answer

1. Have you ever experienced the death of a loved one? If so, what are some of the emotions you felt?

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2. What, if any, religious beliefs do you subscribe to? How do they influence your feelings about death? If you do not have any religious or spiritual beliefs, what are your feelings about death?

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3. What cultural background do you have? What cultures are you familiar with? Briefly describe how your culture or other cultures you are familiar with feel about death.

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### 4. Discuss how to care for a client who is dying

#### True or False

1. \_\_\_\_ Advance directives do not need to be honored if the medical professional feels he can save the person's life.
2. \_\_\_\_ Listening to a client who is dying is an important thing that a home health aide can do.
3. \_\_\_\_ Hearing is usually the last sense to leave the body, so the home health aide should continue to speak in a normal tone.
4. \_\_\_\_ When a person is dying, he no longer needs skin care.
5. \_\_\_\_ Keeping the room lighting low is best for a client who is dying.
6. \_\_\_\_ It is important for home health aides to observe clients for signs of pain, as they may not be able to communicate that they are in pain.

7. \_\_\_\_ Back massage is one way to help clients who are in pain.
8. \_\_\_\_ It is best to keep a client who is dying isolated (by himself).
9. \_\_\_\_ To help a client who is dying to think positively, the home health aide can tell the client that he could still recover.

### 5. Explain legal rights for clients who are dying and describe ways to promote dignity

#### Short Answer

1. List three legal rights that must be honored when working with clients who are dying.

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2. Look at *The Dying Person's Bill of Rights* on page 345 of your textbook. Pick three rights that you feel would be most important to you. Briefly describe why they would be important to you.

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Name: \_\_\_\_\_

### 6. Define the goals of a hospice program and identify guidelines for hospice work

#### Multiple Choice

1. Hospice care is the term for compassionate care given to
  - (A) Clients who have respiratory diseases
  - (B) Clients who are dying
  - (C) Clients with Parkinson's disease
  - (D) Clients with developmental disabilities
2. Hospice care encourages clients to
  - (A) Allow hospice care teams to handle all care decisions
  - (B) Allow lawyers to make care decisions
  - (C) Allow doctors to make care decisions
  - (D) Participate in their own care as much as possible
3. Hospice goals focus on
  - (A) Recovery of the dying person
  - (B) Comfort and dignity of the dying person
  - (C) Curing the dying person's disease
  - (D) Creating a will and other legal documents for the dying person
4. Focusing on pain relief, controlling symptoms, and preventing complications is called \_\_\_\_\_ care.
  - (A) Palliative
  - (B) Personal
  - (C) Professional
  - (D) Pediatric

#### Short Answer

5. List seven guidelines that are helpful for hospice work.

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6. How do you alleviate stress in your life?

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7. What are three ways you can take care of yourself?

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### 7. Explain common signs of approaching death

#### Short Answer

Place a check mark (✓) beside the signs of approaching death.

1. \_\_\_\_ High blood pressure
2. \_\_\_\_ Fever
3. \_\_\_\_ Cold, pale skin
4. \_\_\_\_ Disorientation

5. \_\_\_\_ Healthy skin tone

6. \_\_\_\_ Heightened sense of touch

7. \_\_\_\_ Impaired speech

8. \_\_\_\_ Incontinence

9. \_\_\_\_ Perspiration

10. \_\_\_\_ Strong pulse

### 8. Describe postmortem care

#### Multiple Choice

1. After death, the muscles in the body become  
(A) Warm and pulsating  
(B) Bendable  
(C) Stiff and rigid  
(D) Hot and sharp
2. Caring for a body after death is called  
(A) Postmortem care  
(B) Mortician care  
(C) Funeral home care  
(D) Before-burial care
3. After death, the home health aide should place drainage pads under the body. These pads are most often needed  
(A) Under the arms  
(B) Under the perineum  
(C) Under the axillary area  
(D) Under the feet
4. If family members would like to remain with their loved one's body after death, the home health aide should  
(A) Let them do so  
(B) Inform them that the HHA needs to ask the doctor first  
(C) Ask them to perform the postmortem care since they are staying with the body  
(D) Talk to them about the importance of organ donation

### 9. Understand and respect different postmortem practices

#### True or False

1. \_\_\_\_ Most people grieve in the same way.

2. \_\_\_\_\_ Some people like to remain with the body to perform religious rituals.
3. \_\_\_\_\_ The overall mood at a wake is usually very sad and somber.
4. \_\_\_\_\_ Having an open casket means the preserved body will be displayed to others.
5. \_\_\_\_\_ Some people will choose to be cremated, which means the body is burned until it is reduced to ashes.
6. \_\_\_\_\_ Readings of religious scripture and prayers may take place at a funeral.
7. \_\_\_\_\_ An atheist's funeral will normally involve prayers or hymns.
8. \_\_\_\_\_ A natural burial involves embalming the body before burying it in a composting coffin.
9. \_\_\_\_\_ The home health aide should remain professional and respectful whether or not he agrees with the rituals that take place after a client has died.

# 21

## Clean, Safe, and Healthy Environments

### 1. Describe how housekeeping affects physical and psychological well-being

#### Short Answer

1. What are some reasons that home health aides should maintain orderly, clean households for their clients?

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### 2. List qualities needed to manage a home and describe general housekeeping guidelines

#### True or False

1. \_\_\_\_\_ The HHA's primary responsibility is to clean the client's kitchen.
2. \_\_\_\_\_ The HHA should expect that all members of the household will be able to help with housekeeping.
3. \_\_\_\_\_ The HHA will need to be flexible with regard to household maintenance.
4. \_\_\_\_\_ Vacuuming is not part of an HHA's duties.

5. \_\_\_\_\_ Using proper body mechanics when performing housekeeping activities helps prevent injury.
6. \_\_\_\_\_ It is important for HHAs to be sensitive to each client's customs and beliefs.
7. \_\_\_\_\_ The HHA will need to use cleaning materials and methods that are approved by clients and their families.
8. \_\_\_\_\_ The HHA should clean up and straighten up after every activity.
9. \_\_\_\_\_ One HHA responsibility is observing for infestation of insects and animals.

### 3. Describe cleaning products and equipment

#### True or False

1. \_\_\_\_\_ All-purpose cleaners can be used on several types of surfaces.
2. \_\_\_\_\_ For really dirty surfaces, it is best to use a mixture of bleach and ammonia.
3. \_\_\_\_\_ Abrasive cleaners are used mostly for bathing clients.
4. \_\_\_\_\_ A sponge is generally used to soften and remove soil on washable surfaces.
5. \_\_\_\_\_ Vacuum cleaner bags should be checked frequently.
6. \_\_\_\_\_ Some cleaning products can cause burns.
7. \_\_\_\_\_ Lemon juice is an example of an environmentally friendly cleaning solution.
8. \_\_\_\_\_ White vinegar mixed with water can be used to clean glass.

9. \_\_\_\_\_ Baking soda is a type of toxic abrasive scouring powder.

#### 4. Describe proper cleaning methods for living areas, kitchens, bathrooms, and storage areas

##### Multiple Choice

1. Examples of essential items that should be kept close by the client include
  - (A) Eyeglasses
  - (B) Potato chips
  - (C) Nail polish
  - (D) Cosmetics
2. Falls and accidents in the home are frequently caused by
  - (A) Contaminated counters
  - (B) Wet floors
  - (C) Full trash containers
  - (D) Leftover food scraps
3. In the kitchen, diseases may be transmitted by
  - (A) Soap
  - (B) Medications
  - (C) Contaminated food surfaces
  - (D) Bleach
4. Unless the client has allergies, it is a good idea for the home health aide to dust this frequently:
  - (A) Five times a week
  - (B) Once a week
  - (C) Once every two months
  - (D) Twice a month
5. In order to remove odors, the home health aide can use
  - (A) Flour
  - (B) Baking soda
  - (C) Sugar
  - (D) Baking powder
6. Dishes may be sterilized by
  - (A) Using a dishwasher
  - (B) Using cold water
  - (C) Using an oven cleaner
  - (D) Drying them with a dish towel
7. How often should the home health aide dispose of garbage?
  - (A) Daily
  - (B) Weekly
  - (C) Monthly
  - (D) Every two weeks
8. Basic bathroom hygiene includes
  - (A) Washing from dirty areas to clean areas
  - (B) Placing soiled towels on the bathroom sink
  - (C) Cleaning the tub and shower after each use
  - (D) Leaving toothbrushes in the sink
9. Instead of glass cleaner, the home health aide can mix water and \_\_\_\_\_ to clean glass.
  - (A) Wine
  - (B) Vinegar
  - (C) Apple juice
  - (D) Spray starch
10. In what environments do mold and mildew grow best?
  - (A) In cold areas
  - (B) In dry places
  - (C) In warm, moist places
  - (D) In windy areas
11. Floors and rugs should be vacuumed at least
  - (A) Once a month
  - (B) Twice a week
  - (C) Once a week
  - (D) Once a day
12. Which of the following materials is commonly recycled?
  - (A) Wood
  - (B) Plastic
  - (C) Polyester
  - (D) Marble
13. A nontoxic solution that can be used to remove grease on surfaces is:
  - (A) Acetone solution
  - (B) Ammonia solution
  - (C) Bleach solution
  - (D) Lemon juice solution



5. Describe how to prepare a cleaning schedule

Short Answer

Create a sample cleaning schedule for an immobile client.

Immediately:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Daily:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Weekly:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Monthly:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Less often:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. List special housekeeping procedures to use when infection is present

Fill in the Blank

1. \_\_\_\_\_ any surfaces that come into contact with body fluids, such as \_\_\_\_\_, urinals, and toilets.
2. Frequently remove \_\_\_\_\_ containing used tissues.
3. Keep any \_\_\_\_\_ of urine, stool, or sputum in double bags away from food.
4. \_\_\_\_\_ dishes and utensils should be used for the client.
5. Wash dishes in hot, soapy water with \_\_\_\_\_, and rinse in \_\_\_\_\_ water.
6. \_\_\_\_\_ the client's bathroom daily.

7. Explain how to do laundry and care for clothes

Crossword

Across

3. Washing cycle used for sturdy permanent press items and cottons
4. Chemical that whitens clothing and removes stains
5. Substance used to dilute bleach
6. Delicate fabric requires \_\_\_\_\_ time in the dryer.
7. Washing cycle used for delicate items

- Down

3. \_\_\_\_ Dirty laundry should be shaken to remove dirt before putting it in the washing machine.
4. \_\_\_\_ The home health aide should keep the client's laundry separate from other family members' laundry.
5. \_\_\_\_ Dirty laundry should remain in the client's room as long as possible so as to avoid contamination of the rest of the house.
6. \_\_\_\_ Agency-approved disinfectants should be used in loads of laundry.

## Scenario

Dave, a home health aide, is explaining to Mrs. Crawford's family how to protect against infectious diseases when doing the laundry and cleaning the kitchen. He has written a long list of instructions, and when he is done explaining, two family members still seem confused about some key points. How should Dave respond in this situation?

[illegible]

### True or False

1. \_\_\_\_ It is best to use cold water when doing laundry for a client who has an infectious disease.
2. \_\_\_\_ The home health aide should wear gloves when doing the laundry for a client who has an infectious disease.

**10. Discuss the importance of sleep and explain why careful bedmaking is important**

**Multiple Choice**

1. Why is it important for home health aides to change bed linens often?
  - (A) To get clients out of their beds and moving around
  - (B) To rotate clean sheets evenly
  - (C) To keep skills up-to-date
  - (D) To prevent infection and to promote comfort
2. When removing dirty linen, the HHA should
  - (A) Fold it so that the soiled area is outside
  - (B) Roll it so that the soiled area is inside
  - (C) Gather it in a bunch
  - (D) Shake it to remove particles
3. A bed made with the bedspread and blankets in place is called a(n)
  - (A) Open bed
  - (B) Stretcher bed
  - (C) Closed bed
  - (D) Completed bed

**11. Identify hazardous household materials**

**Short Answer**

Identify five hazardous household materials.

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22

Clients' Nutritional Needs

1. Describe the importance of proper nutrition and list the six basic nutrients

Short Answer

Write the letter of the correct nutrient beside each description. Use a W for water, C for carbohydrates, P for protein, F for fats, V for vitamins, and M for minerals. Letters may be used more than once.

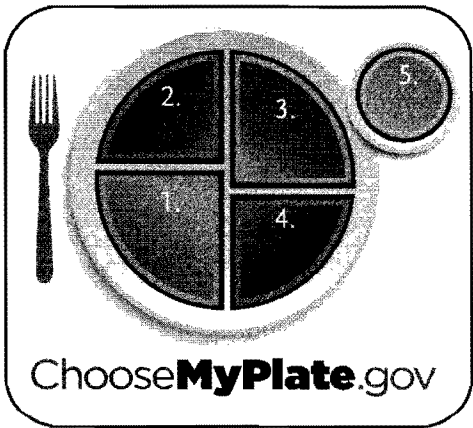
- 1. \_\_\_\_\_ Sources include seafood, beans, poultry, and vegetarian meat substitutes.
- 2. \_\_\_\_\_ A person can survive only a few days without this.
- 3. \_\_\_\_\_ These build bones and help in blood formation.
- 4. \_\_\_\_\_ These add flavor to food and help to absorb certain vitamins.
- 5. \_\_\_\_\_ Examples include bread, cereal, and potatoes.
- 6. \_\_\_\_\_ They are essential for tissue growth and repair.
- 7. \_\_\_\_\_ The body cannot make most of these nutrients; they must be obtained by eating certain foods.
- 8. \_\_\_\_\_ They provide fiber, which is necessary for bowel elimination.
- 9. \_\_\_\_\_ They may come from plant sources such as olives and nuts.
- 10. \_\_\_\_\_ This is the most essential nutrient for life.
- 11. \_\_\_\_\_ Categories include monounsaturated and saturated.
- 12. \_\_\_\_\_ This helps to maintain body temperature through perspiration.
- 13. \_\_\_\_\_ These can be fat-soluble or water-soluble.

- 14. \_\_\_\_\_ These help the body store energy.
- 15. \_\_\_\_\_ Iron and magnesium are examples.

2. Describe the USDA's MyPlate

Short Answer

The USDA developed the MyPlate icon and website to help promote healthy eating practices. Looking at the MyPlate icon below, fill in the food groups.



- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

Short Answer

Read the following descriptions and mark which each is describing—V for vegetables, F for fruits, G for grains, P for protein, and D for dairy. Letters will be used more than once.

- 6. \_\_\_\_\_ This group includes foods that retain their calcium content, such as yogurt and cheese.

7. \_\_\_\_\_ Wheat, rice, oats, cornmeal, and barley are examples.
8. \_\_\_\_\_ Plant sources of this include beans and soy products.
9. \_\_\_\_\_ Eating seafood twice a week in place of meat or poultry is recommended for this group.
10. \_\_\_\_\_ Most choices from this group should be fat-free or low-fat.
11. \_\_\_\_\_ They are important sources of dietary fiber and many nutrients, including folic acid and vitamin C.
12. \_\_\_\_\_ Half of a person's plate should consist of choices from these two groups.
13. \_\_\_\_\_ At least half of all of these consumed should be "whole."
14. \_\_\_\_\_ One subgroup of these contains bran, germ, and endosperm.
15. \_\_\_\_\_ These products contain calcium, potassium, vitamin D, and protein.
16. \_\_\_\_\_ Within this group, dark green, red, and orange types have the best nutritional content.
17. \_\_\_\_\_ Animal sources of this include meat, poultry, seafood, and eggs.

#### Multiple Choice

18. MyPlate's guidelines state that half of a person's plate should be made up of
  - (A) Grains and protein
  - (B) Vegetables and fruits
  - (C) Seafood and dairy
  - (D) Grains and dairy
19. Vegetables that are this color have the best nutritional content:
  - (A) Dark green
  - (B) Light yellow
  - (C) Dark purple
  - (D) Light brown
20. Most of a person's fruit choices should be
  - (A) Frozen fruit
  - (B) Smoothies
  - (C) Cut-up fruit
  - (D) Fruit juice

21. What kinds of grains are best to consume?
  - (A) Refined grains
  - (B) White grains
  - (C) Whole grains
  - (D) Corn grains
22. Which of the following is considered a plant-based protein?
  - (A) Salmon
  - (B) Eggs
  - (C) Sausage
  - (D) Beans
23. Oatmeal and pasta are examples of foods made from which food group?
  - (A) Vegetables
  - (B) Fruits
  - (C) Grains
  - (D) Protein
24. Most dairy group choices should be
  - (A) Whole-fat
  - (B) 2% fat
  - (C) Half-and-half
  - (D) 1% fat
25. Which of the following foods is considered high in sodium?
  - (A) Apple
  - (B) Pickle
  - (C) Avocado
  - (D) Corn

### 3. Identify ways to assist clients in maintaining fluid balance

#### True or False

1. \_\_\_\_\_ Ice chips should be offered when a client has a swallowing problem.
2. \_\_\_\_\_ Fluid overload occurs when the body is unable to handle the amount of fluid consumed.
3. \_\_\_\_\_ The sense of thirst diminishes in elderly people.
4. \_\_\_\_\_ People can become dehydrated by vomiting too much.
5. \_\_\_\_\_ If a client has an NPO order, he can drink water but no other type of fluid.

6. \_\_\_\_\_ In general the home health aide should encourage clients to drink every time she sees them to help prevent dehydration.
7. \_\_\_\_\_ One symptom of dehydration is dark urine.

**4. Identify nutritional problems of the elderly or ill**

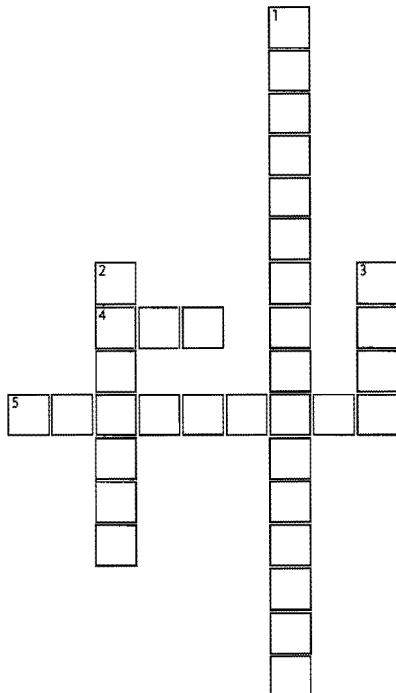
**Crossword**

*Across*

4. Type of tube placed into the stomach through the abdominal wall for feeding a person (abbreviation)
5. Type of liquid that may be used for someone who has difficulty swallowing

*Down*

1. Skin breakdown due to weight loss can lead to these
2. Position clients should be in for eating
3. Temperature of food that may be preferable for someone suffering from nausea



**Short Answer**

*Make a check mark (✓) by all of the correct guidelines for working with clients who require tube feedings.*

6. \_\_\_\_\_ The home health aide should remove the tube when the feeding is finished.
7. \_\_\_\_\_ During the feeding, the client should remain in a sitting position with the head of the bed elevated at least 45 degrees.
8. \_\_\_\_\_ Redness or drainage around the opening should be reported.
9. \_\_\_\_\_ HHAs are responsible for slowly pouring feedings into the tube.
10. \_\_\_\_\_ HHAs should give careful skin care for clients who must remain in bed for long periods to help prevent pressure injuries.
11. \_\_\_\_\_ It is important for the HHA to wash his hands before assisting in any way with a tube feeding.
12. \_\_\_\_\_ After a client has had a tube feeding, the HHA should help the client to lie down flat on his back.

**5. Demonstrate awareness of regional, cultural, and religious food preferences**

**Short Answer**

Briefly describe some of the foods you ate while growing up. Were there any special dishes that your family made that were related to your culture, religion, or region?

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## 6. List and define common health claims on food labels

### Fill in the Blank

- \_\_\_\_\_ meat, poultry, eggs, and dairy products come from animals that are given no antibiotics or growth hormones.
- \_\_\_\_\_ products may contain artificial sweeteners, such as saccharin or aspartame.
- If a product is labeled \_\_\_\_\_ or \_\_\_\_\_, it usually does not contain much fat.
- The claims of \_\_\_\_\_, *healthy*, or *good for you* may have little or no meaning.
- Clients who must reduce their sodium or salt intake should eat foods labeled \_\_\_\_\_, \_\_\_\_\_, or \_\_\_\_\_.
- The best way to limit \_\_\_\_\_ is to avoid foods containing animal fats.
- If a product is labeled \_\_\_\_\_, it means that the chickens producing the eggs have been allowed access to the outside for an unspecified period of time.
- For a product to be labeled \_\_\_\_\_, gluten must be limited to less than 20 parts per million (ppm) and it should not contain any wheat, rye, barley, or crossbreeds of these grains.

## 7. Explain the information on the FDA-required Nutrition Facts label

### Multiple Choice

- Why does the label have a subcategory of *added sugars* under *total sugars*?
  - Because most people do not get enough sugar in their diet
  - Because added sugar is healthier than the normal amount of sugar that a product contains
  - Because it gives a suggestion for how much sugar to add to a food to make it sweeter
  - Because it helps people understand how much sugar has been added to a product, as excessive sugar has been linked to many diseases
- Which of the following minerals is required to be on the Nutrition Facts label?
  - Zinc
  - Selenium
  - Phosphate
  - Iron
- The standardized nutrition label on all packaged foods is called the
  - Percentage label
  - Food Information label
  - Nutrition Facts label
  - Serving Size Information label
- The recommended daily totals on the label are based on a \_\_\_\_\_-calorie diet.
  - 2,500
  - 2,000
  - 1,000
  - 5,000

## 8. Explain special diets

### Matching

For each of the following diets, choose the best description from those listed below. Use each letter only once.

- \_\_\_\_\_ Bland Diet
- \_\_\_\_\_ Diabetic Diet



3. \_\_\_\_ Flexitarian Diet
  4. \_\_\_\_ Fluid-Restricted Diet
  5. \_\_\_\_ Gluten-Free Diet
  6. \_\_\_\_ High-Potassium Diet
  7. \_\_\_\_ High-Residue Diet
  8. \_\_\_\_ Liquid Diet
  9. \_\_\_\_ Low-Fat Diet
  10. \_\_\_\_ Low-Protein Diet
  11. \_\_\_\_ Low-Residue Diet
  12. \_\_\_\_ Low-Sodium Diet
  13. \_\_\_\_ Mechanical Soft Diet
  14. \_\_\_\_ Modified Calorie Diet
  15. \_\_\_\_ Pescatarian Diet
  16. \_\_\_\_ Pureed Diet
  17. \_\_\_\_ Soft Diet
  18. \_\_\_\_ Vegan Diet
  19. \_\_\_\_ Vegetarian Diet
- (A) To prevent further heart or kidney damage, doctors may restrict fluid intake on this diet.
- (B) This diet consists of foods that are in a liquid state at body temperature, and it is usually ordered as *clear* or *full*.
- (C) This diet consists of soft or chopped foods that are easy to chew; foods that are hard to chew and swallow, such as raw vegetables, are restricted.
- (D) People who have kidney disease may also be on this diet, which encourages foods like breads and pasta.
- (E) People who have had heart attacks or who have heart disease may be placed on this diet, which at a minimum limits the intake of saturated fat.
- (F) Carb counting may be part of this diet, as the amount of carbohydrates eaten must be carefully regulated.
- (G) Salt is restricted in this diet.
- (H) This diet is used for losing weight or preventing weight gain.
- (I) The food used in this diet has been ground into a thick paste of baby-food consistency.
- (J) Often used for people who have gastric ulcers, this diet involves avoiding alcohol, spicy foods, and citrus juices, among other items.
- (K) Health reasons, a dislike of meat, a compassion for animals, or a belief in nonviolence may lead a person to this diet.
- (L) Used for people with celiac disease, this diet eliminates foods containing wheat flour, such as tortillas, crackers, breads, and pasta.
- (M) Foods high in this mineral will be encouraged in this diet; this includes bananas, prunes, dried apricots, figs, and sweet potatoes.
- (N) This diet increases the amount of fiber and whole grains ingested and it helps prevent constipation.
- (O) This is a completely plant-based diet that eliminates all animals, eggs, dairy products, and foods derived from animals.
- (P) This diet is used for people who have bowel disorders and reduces the amount of fiber, whole grains, and raw fruits and vegetables ingested.
- (Q) Plant-based foods are eaten primarily in this diet, but meats and other animal products are also eaten occasionally.
- (R) Foods in this diet are chopped or blended and are prepared using blenders, food processors, meat grinders, or cutting utensils.
- (S) All meats and poultry are eliminated in this diet, but fish and other seafood are allowed.

## 9. Describe guidelines for assisting with eating

### Multiple Choice

1. In which position should clients be when they are eating?
  - (A) Sitting upright
  - (B) Reclining
  - (C) Lying on their sides
  - (D) Standing

2. Ways to promote a client's dignity while feeding include
  - (A) Asking the client, "Can you eat quickly tonight? I've still got to give you a bath."
  - (B) Asking the client, "Which food would you like to try first?"
  - (C) Looking around the room while he is eating
  - (D) Mixing food whether or not the client has requested it
3. What is the best way for the home health aide to test the temperature of her client's food?
  - (A) The HHA should touch the food before serving it.
  - (B) The HHA should put the food in the freezer for a few minutes until the steam is gone.
  - (C) The HHA should try a bite before the client does.
  - (D) The HHA should put her hand over the dish to sense its heat.

**True or False**

4. \_\_\_\_ Clients who must be fed are often embarrassed and depressed about their dependence on another person.
5. \_\_\_\_ It is a good idea for the HHA to alternate offering food and drink while helping a client eat.
6. \_\_\_\_ The HHA should stand while helping a client eat.
7. \_\_\_\_ The HHA should give the client her full attention while the client is eating.
8. \_\_\_\_ The client's mouth should be empty before the HHA offers another bite of food.
9. \_\_\_\_ The HHA should refer to pureed green beans as "green stuff" so the client knows which dish the HHA is talking about.

**10. Describe eating and swallowing problems a client may have****Multiple Choice**

1. In order to prevent aspiration, the HHA should keep the client in the \_\_\_\_\_ position after eating for at least 30 minutes.
  - (A) Upright
  - (B) Reclining
  - (C) Lying flat
  - (D) Side
2. Which consistency refers to the thickness of a thick juice, which is able to be drunk from a cup?
  - (A) Honey
  - (B) Pudding
  - (C) Pear
  - (D) Nectar
3. The medical term for difficulty swallowing is
  - (A) Aspiration
  - (B) Dysphagia
  - (C) Edema
  - (D) Diuretic
4. If a client has a doctor's order for thickened liquids, which of the following can the HHA offer to the client?
  - (A) Water
  - (B) Thickened soup
  - (C) Broth
  - (D) Milk
5. Which consistency refers to the liquid being semisolid, in which a spoon can stand up straight in the glass?
  - (A) Honey
  - (B) Pudding
  - (C) Pear
  - (D) Nectar

23

Meal Planning, Shopping, Preparation, and Storage

1. Explain how to prepare a basic food plan and list food shopping guidelines

**Short Answer**  
*Make a basic food plan for Monday through Friday. Include breakfast, lunch, dinner, and snacks.*

MONDAY

Breakfast

Snack

Lunch

Snack

Dinner

Snack

TUESDAY

Breakfast

Snack

Lunch

Snack

Dinner

Snack

WEDNESDAY

Breakfast

Snack

Lunch

Snack

Dinner

Snack

THURSDAY

Breakfast

Snack

Lunch

Snack

Dinner

Snack

**FRIDAY**

Breakfast

Snack

Lunch

Snack

Dinner

Snack

**Fill in the Blank**

1. Avoid overly \_\_\_\_\_, already-mixed, or ready-made foods because they are more expensive.
2. Read \_\_\_\_\_ for ingredients that may be harmful to a client, such as excessive salt.
3. Estimate the \_\_\_\_\_ by dividing the total cost by the number of servings.
4. For clients on a low-fat diet, take the \_\_\_\_\_ off chicken and turkey parts.
5. Buy fresh foods that are in season when they are at their \_\_\_\_\_ flavor.
6. Large amounts or larger sizes are usually more \_\_\_\_\_.
7. Cheaper cuts of meat tend to have more \_\_\_\_\_ in bones and fat.

**Short Answer**

8. List four factors to consider when buying food for clients.

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9. Do you buy any organic and/or locally grown foods? If so, why is that important to you?

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**2. List guidelines for safe food preparation****True or False**

1. \_\_\_\_\_ The home health aide should wash his hands before handling food, but does not need to wash his hands again afterward.
2. \_\_\_\_\_ Sponges should be washed in the dishwasher to disinfect them.
3. \_\_\_\_\_ Frozen foods should be defrosted on the counter.
4. \_\_\_\_\_ Food can be left out safely for about five hours.
5. \_\_\_\_\_ Poultry needs to be cooked thoroughly to kill microorganisms.
6. \_\_\_\_\_ If the HHA sneezes while around food, she should wash her hands again.
7. \_\_\_\_\_ It is best to use separate cutting boards for meat and vegetables.
8. \_\_\_\_\_ It is not necessary to change knives between cutting fresh meat and cutting vegetables.
9. \_\_\_\_\_ If a person has a weakened immune system because of cancer, a foodborne illness can be deadly.
10. \_\_\_\_\_ Elderly people are at increased risk for foodborne illnesses because they do not care about how food tastes.

**3. Identify methods of food preparation****Matching**

For each method of food preparation, identify the correct description. Use each letter only once.

1. \_\_\_\_ Baking
  2. \_\_\_\_ Boiling
  3. \_\_\_\_ Braising
  4. \_\_\_\_ Broiling
  5. \_\_\_\_ Frying
  6. \_\_\_\_ Microwaving
  7. \_\_\_\_ Poaching
  8. \_\_\_\_ Roasting
  9. \_\_\_\_ Sautéing
  10. \_\_\_\_ Steaming
- (A) Safe for defrosting, reheating, and cooking, but this method can cause cold spots.
- (B) Cooked in barely boiling water or other liquids; this is an ideal way to prepare fish and eggs.
- (C) Used for meats, poultry, and some vegetables, this method may involve mixing items with oils or spices before cooking and basting meats or poultry during cooking.
- (D) The best method for cooking pasta, noodles, and rice.
- (E) Used in an oven at moderate heat, this method is appropriate for many foods such as breads, fish, vegetables, and casseroles.
- (F) A quick way to cook vegetables and meats by using a small amount of oil in a frying pan and stirring constantly.
- (G) A small amount of water is boiled in the bottom of a saucepan, and food is set over it in a basket or colander.
- (H) The least healthy way to cook, this method uses a lot of fat.
- (I) This method can be used to melt cheese or brown the top of a casserole.
- (J) A slow-cooking method that uses moist heat to cook meat or vegetables at a temperature just below boiling.

**4. Identify four methods of low-fat food preparation****Fill in the Blank**

1. \_\_\_\_\_ allows fats in meat to drip out before food is consumed, which lowers fat content.
2. Plan meals around \_\_\_\_\_ to help cut out the fat content.
3. Sometimes high-fat ingredients can be \_\_\_\_\_ or replaced to lower the fat content of a recipe.
4. \_\_\_\_\_ meat on paper towels after you brown it.
5. Leave out \_\_\_\_\_ on sandwiches or on top of casseroles.
6. An example of a low-fat meal based on vegetables and grains is beans and \_\_\_\_\_.
7. Boiling, steaming, broiling, roasting, and \_\_\_\_\_ are all methods of cooking that require little fat.
8. Try substituting \_\_\_\_\_ for mayonnaise or sour cream.
9. For people who follow a vegan diet, \_\_\_\_\_ foods can be substituted for cheese and cream.

**5. List four guidelines for safe food storage****Multiple Choice**

1. After shopping, which of the following foods should be put away first?
  - (A) Crackers
  - (B) Milk
  - (C) Pasta
  - (D) Cereal

2. It is a good idea to keep easily spoiled items in the
  - (A) Door of the refrigerator
  - (B) Cupboard
  - (C) Rear of the refrigerator
  - (D) Pantry
3. Refrigerator temperature should be between
  - (A) 0°F and 10°F
  - (B) 36°F and 40°F
  - (C) 10°F and 20°F
  - (D) 62°F and 66°F
4. Food should not be left out for more than \_\_\_\_\_ hours.
  - (A) 5
  - (B) 3
  - (C) 2
  - (D) 12
5. If the home health aide is not sure whether food is spoiled, she should
  - (A) Discard it
  - (B) Serve it and see if anyone complains or feels ill
  - (C) Cook it for a longer time than usual
  - (D) Smell it after cooking it to be sure it is safe
6. Foods that can be composted include
  - (A) Canola oil
  - (B) Fish bones
  - (C) Yogurt
  - (D) Coffee grounds

# 24

## Managing Time, Energy, and Money

1. Explain three ways to work more efficiently

Short Answer

- 1. For each of the three ways of working more efficiently described in this learning objective, give an example (other than what is in the book) of how you can put the method into action.

- 2. List five ways to conserve time and energy.

2. Describe how to follow an established work plan with the client and family

Short Answer

Pick the busiest day you will have next week, and draft a work plan for that day. List tasks to complete and prioritize them.

## Scenario

Richard, a home health aide, is preparing to leave his client's home for the day. Mr. Perez, his client, demands that Richard buy him some soup at the grocery store before he leaves. This errand is not in the care plan, but Mr. Perez tells him that he really wants some soup. Mr. Perez begins to cry. What should Richard do in this situation?

### Short Answer

List and briefly explain five money-saving tips.

### 5. List guidelines for handling a client's money

### Short Answer

- ### True or False

2. \_\_\_\_ It is fine for a home health aide to use her client's money for her own things as long as she pays it back soon.
3. \_\_\_\_ It is a good idea for the HHA to estimate the amount of money he will need before requesting it.
4. \_\_\_\_ The HHA should return receipts to the client or family member as soon as possible.
5. \_\_\_\_ The HHA should keep a client's cash separate from her own.
6. \_\_\_\_ If a client is unsure about his budget, the HHA should give him financial advice and budgeting tips.



## 25

## Caring for Yourself and Your Career

## 1. Discuss different types of careers in the healthcare field

## True or False

1. \_\_\_\_\_ Direct service workers include salespeople, waiters, and bartenders.
2. \_\_\_\_\_ X-ray technicians work in diagnostic services.
3. \_\_\_\_\_ Receptionists, office managers, and billing staff are considered part of the healthcare field.
4. \_\_\_\_\_ Health educators have job opportunities within the healthcare field.
5. \_\_\_\_\_ Counselors and social workers are not part of the healthcare field.

## 2. Explain how to find a job

## Short Answer

List three resources you should try when looking for potential employers.

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## 3. Identify documents that may be required when applying for a job and explain how to write a résumé

## Short Answer

1. List four documents that may be needed when applying for a job.

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## True or False

2. \_\_\_\_\_ Friends and relatives are the best references to use for a potential job.
3. \_\_\_\_\_ A person's résumé should fit on one page.
4. \_\_\_\_\_ A résumé should include a list of the person's educational experience.
5. \_\_\_\_\_ A résumé should include a list of the person's religious and political beliefs.
6. \_\_\_\_\_ If a potential employer asks a person for proof of his legal status in this country, it means that the employer is being discriminatory.
7. \_\_\_\_\_ A cover letter should emphasize the skills a person has that would be a good match for the position.

#### 4. Demonstrate completing an effective job application

##### Short Answer

Complete the sample job application.

Employment Application	
Personal Information	
Name:	Date:
Home Address:	
City, State, Zip:	
Email Address:	
Home Phone:	Business Phone:
US Citizen?	If Not, Give Visa No. and Expiration Date:
Position Applying For	
Title:	Salary Desired:
Referred By:	Date Available:
Education	
High School (Name, City, State):	
Graduation Date:	
Technical or Undergraduate School:	
Dates Attended:	Degree Major:
References	

Name: \_\_\_\_\_

#### 5. Demonstrate competence in job interview techniques

##### Short Answer

Make a check mark (✓) next to the actions appropriate for job interviews.

1. \_\_\_\_ Wearing jeans
2. \_\_\_\_ Looking happy to be there
3. \_\_\_\_ Asking if it is okay to smoke during the interview
4. \_\_\_\_ Wearing very little jewelry
5. \_\_\_\_ Asking how many hours you would work
6. \_\_\_\_ Bringing your child with you if you cannot find a babysitter
7. \_\_\_\_ Wearing your nicest perfume
8. \_\_\_\_ Sitting up straight
9. \_\_\_\_ Asking what benefits the employer offers
10. \_\_\_\_ Shaking hands with interviewer
11. \_\_\_\_ Eating a granola bar during the interview
12. \_\_\_\_ Asking if you got the job at the end of the interview
13. \_\_\_\_ Letting the interviewer know some of the negative things your former boss did
14. \_\_\_\_ Asking how soon a decision about the position will be made

#### 6. Discuss appropriate responses to feedback

##### Short Answer

Read the following and mark whether they are examples of constructive feedback or hostile criticism. Use a C for constructive and an H for hostile.

1. \_\_\_\_ "You are a horrible person."
2. \_\_\_\_ "If you weren't so slow, things might get done around here."
3. \_\_\_\_ "Some of your reports are not complete; try to be more accurate."

4. \_\_\_\_\_ "That was the worst meal I've ever eaten."
5. \_\_\_\_\_ "I'm not sure that you understood what I meant. Let me rephrase the issue."
6. \_\_\_\_\_ "Where did you learn how to clean?"
7. \_\_\_\_\_ "That was a stupid idea."
8. \_\_\_\_\_ "That procedure could have been performed in a more efficient way."
9. \_\_\_\_\_ "Try to make more of an effort to listen carefully."
10. \_\_\_\_\_ "Stop being so lazy."

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### 7. Identify effective ways to make a complaint to an employer or supervisor and discuss how to manage conflict

#### Scenario

Read the following scenario and answer the question.

Anne is a home health aide who works three days a week for her client, Mrs. Singer. Generally, Mrs. Singer's son, Benjamin, is there as well, and he and Anne work as a team. Benjamin finds a new job and cannot be home during the day anymore. The next time Anne arrives, Mrs. Singer is moody and distant. She is reluctant to follow the care plan, and she tells Anne that she will not take a bath until Benjamin comes home. She also refuses to eat food that Anne has cooked, insisting she can only eat her son's cooking. After some gentle urging, Anne gets Mrs. Singer to eat and take a bath.

The next time Anne works, Mrs. Singer drops her plate on the floor and tells Anne that she is a lousy cook. She tells her to fix a new meal and clean up the mess. Anne does both although she feels very upset.

1. Should this be reported to a supervisor? If so, how?

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#### Multiple Choice

2. When is an appropriate time to discuss an issue that is causing conflict in the workplace?
  - (A) When the HHA decides she cannot take it anymore
  - (B) When the HHA is upset because something has just occurred
  - (C) Right before the HHA gives her notice
  - (D) When the supervisor has decided on a proper time and place
3. When trying to resolve a conflict, the HHA should
  - (A) Interrupt the other person if the HHA might forget what she is going to say
  - (B) Sit back in the chair with her arms crossed over her chest
  - (C) Take turns speaking
  - (D) Yell at the other person if it seems like her point is not understood
4. When discussing conflict, the HHA should
  - (A) State how she feels when a behavior occurs
  - (B) Name-call
  - (C) Not look the other person in the eye
  - (D) Keep the TV on to fill awkward silences

5. To resolve a conflict, the HHA should be prepared to
- (A) Compromise
  - (B) Quit
  - (C) Argue
  - (D) Interrupt

### 8. Identify guidelines for making job changes

#### Fill in the Blank

- The HHA should always give an employer \_\_\_\_\_ weeks' written notice that he will be leaving.
- Potential future employers may talk with the HHA's past \_\_\_\_\_.
- If an HHA decides to change jobs, he should be \_\_\_\_\_.

### 9. List your state's requirements for maintaining certification

#### Short Answer

- How many hours of in-service education are required each year by your state?

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- How long is an absence from working allowed, without retraining, in your state?

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### 10. Describe continuing education for home health aides

#### True or False

- \_\_\_\_\_ The federal government requires 20 hours of continuing education each year.
- \_\_\_\_\_ Regulations regarding care can change.

Name: \_\_\_\_\_

- \_\_\_\_\_ States require less continuing education than the federal government.
- \_\_\_\_\_ In-service continuing education courses help keep knowledge fresh.

#### Short Answer

- List three of the responsibilities a home health aide has regarding continuing education.

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### 11. Define stress and stressors and list examples

#### Short Answer

What are some situations that make you experience stress? How do you react when you are stressed?

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Name: \_\_\_\_\_

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**15. List five guidelines for managing time**

**Short Answer**

List five guidelines for managing time.

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**16. Demonstrate an understanding of the basics of money management**

**Short Answer**

List five guidelines for managing money.

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**17. Demonstrate an understanding that money matters are emotional**

**Short Answer**

When was the last time you wanted something you could not afford? How did it make you feel? What did you do?

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**18. List ways to remind yourself that your work is important, valuable, and meaningful**

**Short Answer**

1. List five things that you have learned in this course that have surprised or excited you.

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# Procedure Checklists

## 5 Infection Prevention and Standard Precautions

Washing hands (hand hygiene)			
		yes	no
1.	Turns on water at sink.		
2.	Wets hands and wrists thoroughly.		
3.	Applies soap to hands.		
4.	Keeps hands lower than elbows and fingertips down. Rubs hands together and lathers all surfaces of wrists, hands, and fingers, using friction for at least 20 seconds.		
5.	Cleans nails by rubbing them in palm of other hand.		
6.	Keeps hands lower than elbows and fingertips down. Without touching sink, rinses all surfaces of wrists and hands, running water from wrists to fingertips.		
7.	Uses clean, dry paper towel to dry all surfaces of fingers, hands, and wrists. Discards towel without touching container.		
8.	Uses clean, dry paper towel to turn off faucet and discards towel without contaminating hands.		
_____			
Date Reviewed		Instructor Signature	
_____			
Date Performed		Instructor Signature	

Putting on (donning) and removing (doffing) a gown			
		yes	no
1.	Washes hands.		

2.	Opens gown and allows it to unfold without shaking it or touching it to the floor. Places arms through each sleeve.		
3.	Fastens neck opening and pulls gown until it completely covers clothing. Secures gown at waist.		
4.	Puts on gloves after putting on gown.		
5.	When removing gown, removes and discards gloves first. Then unfastens gown at neck and waist.		
6.	Removes gown without touching the outside of gown. Rolls dirty side in while holding gown away from body. Discards gown. Washes hands.		
_____			
Date Reviewed		Instructor Signature	
_____			
Date Performed		Instructor Signature	

Putting on (donning) a mask and goggles			
		yes	no
1.	Washes hands.		
2.	Picks up mask by top strings or elastic strap. Does not touch mask where it touches face.		
3.	Pulls elastic strap over head or ties top strings first, then bottom strings if mask has strings.		
4.	Pinches the metal strip at the top of the mask tightly around nose. Fits mask snugly around face and below chin.		
5.	Puts on goggles.		
6.	Puts on gloves.		
_____			
Date Reviewed		Instructor Signature	
_____			
Date Performed		Instructor Signature	

Putting on (donning) gloves			
		yes	no
1.	Washes hands.		
2.	If right-handed, slides one glove on left hand (reverses if left-handed).		
3.	With gloved hand, slides other hand into the second glove.		
4.	Interlaces fingers to smooth out folds and create a comfortable fit.		
5.	Carefully checks for tears, holes, cracks, or spots. Replaces glove if needed.		
6.	Adjusts gloves for correct fit. If wearing a gown, pulls the cuff of the gloves over sleeves of gown.		
<div>Date Reviewed _____ Instructor Signature _____</div>			
<div>Date Performed _____ Instructor Signature _____</div>			

Removing (doffing) gloves			
		yes	no
1.	Touches only the outside of one glove and grasps the other glove at the palm, pulling glove off.		
2.	With ungloved hand, slips two fingers underneath cuff of remaining glove. Does not touch any part of the outside of glove.		
3.	Pulls down, turning glove inside out and over the first glove. One glove from its clean inner side should be holding the other glove inside it.		
4.	Discards gloves.		
5.	Washes hands.		
<div>Date Reviewed _____ Instructor Signature _____</div>			
<div>Date Performed _____ Instructor Signature _____</div>			

Disinfecting using wet heat			
		yes	no
1.	Washes hands.		
2.	Places items in the pot and fills it with water, covering all items.		
3.	Places lid on pot and places pot on stove.		
4.	Brings water to a boil. Boils items for 20 minutes.		
5.	Turns off heat. Allows items and water to cool.		
6.	After items have cooled, removes cover and then items. Places items on rack to dry.		
7.	Washes and dries equipment. Returns to proper storage.		
8.	Washes hands.		
9.	Documents procedure.		
<div>Date Reviewed _____ Instructor Signature _____</div>			
<div>Date Performed _____ Instructor Signature _____</div>			

Disinfecting using dry heat			
		yes	no
1.	Washes hands.		
2.	Places items in the pan and places pan or sheet in oven.		
3.	Turns on oven to 350°F and bakes items for one hour.		
4.	Turns off heat. Allows items to cool.		
5.	After items have cooled, removes items.		
6.	Stores items.		
7.	Washes and dries equipment. Returns to proper storage.		
8.	Washes hands.		
9.	Documents procedure.		
<div>Date Reviewed _____ Instructor Signature _____</div>			
<div>Date Performed _____ Instructor Signature _____</div>			

7  
Emergency Care and Disaster Preparation

Performing abdominal thrusts for the conscious person			
		yes	no
1.	Stands behind person and brings arms under person's arms. Wraps arms around person's waist.		
2.	Makes a fist with one hand. Places flat, thumb side of the fist against person's abdomen, above the navel but below the breastbone.		
3.	Grasps the fist with other hand. Pulls both hands toward self and up, quickly and forcefully.		
4.	Repeats until object is pushed out or person loses consciousness.		
5.	Reports and documents incident.		
_____			
Date Reviewed		Instructor Signature	
_____			
Date Performed		Instructor Signature	

Clearing an obstructed airway in a conscious infant			
		yes	no
1.	Lays the infant face down on forearm; if sitting, rests the arm holding the infant's torso on lap or thigh. Supports infant's jaw and head with hand.		
2.	Delivers up to five back blows.		
3.	If the obstruction is not expelled, turns infant onto his back while supporting the head. Delivers up to five chest thrusts.		
4.	Repeats, alternating five back blows and five chest thrusts until object is pushed out or infant loses consciousness.		

5.	Reports and documents incident.		
_____			
Date Reviewed		Instructor Signature	
_____			
Date Performed		Instructor Signature	

Responding to shock			
		yes	no
1.	Calls for help immediately.		
2.	Puts on gloves and controls bleeding if necessary.		
3.	Has the person lie down on her back unless bleeding from the mouth or vomiting. Elevates the legs unless person has a head, neck, back, spinal, or abdominal injury; breathing difficulties; or fractures.		
4.	Checks pulse and respirations if possible. Begins CPR if breathing and pulse are absent.		
5.	Keeps person as calm and comfortable as possible.		
6.	Maintains normal body temperature.		
7.	Does not give person food or liquids.		
8.	Reports and documents incident.		
_____			
Date Reviewed		Instructor Signature	
_____			
Date Performed		Instructor Signature	

Responding to a myocardial infarction			
		yes	no
1.	Calls for help immediately.		
2.	Places person in a comfortable position. Encourages him to rest, and reassures him that he will not be left alone.		

3.	Loosens clothing around the neck.		
4.	Does not give person food or liquids.		
5.	Monitors person's breathing and pulse. Begins CPR if breathing and pulse are absent.		
6.	Stays with person until help arrives.		
7.	Reports and documents incident.		
Date Reviewed		Instructor Signature	
Date Performed		Instructor Signature	

Controlling bleeding			
		yes	no
1.	Calls for help immediately.		
2.	Puts on gloves.		
3.	Holds thick sterile pad, clean cloth, or clean towel against the wound.		
4.	Presses down hard directly on the bleeding wound until help arrives. Does not decrease pressure. Puts additional pads over the first pad if blood seeps through. Does not remove the first pad.		
5.	Raises the wound above level of the heart to slow bleeding.		
6.	When bleeding is under control, secures dressing to keep it in place. Checks person for symptoms of shock. Stays with person until help arrives.		
7.	Removes and discards gloves. Washes hands.		
8.	Reports and documents incident.		
Date Reviewed		Instructor Signature	
Date Performed		Instructor Signature	

Treating burns			
		yes	no
	<b>Minor burns:</b>		
1.	Puts on gloves.		
2.	Uses cool, clean water (not ice or ice water) to decrease the skin temperature and prevent further injury. Does not use ointment, salve, or grease. Dampens a clean cloth with cool water and covers burn.		
3.	Covers area with a dry, clean dressing or nonadhesive sterile bandage.		
4.	Removes and discards gloves. Washes hands.		
5.	Reports and documents incident.		
	<b>Serious burns:</b>		
1.	Removes person from source of the burn.		
2.	Calls for help immediately. Puts on gloves.		
3.	Checks for breathing, pulse, and severe bleeding. Begins CPR if breathing and pulse are absent. Does not apply ointment, water, salve, or grease.		
4.	Does not remove clothing from burned areas. Covers burn with sterile gauze or a clean sheet without rubbing skin.		
5.	Does not give person food or liquids.		
6.	Monitors vital signs and waits for emergency medical help.		
7.	Removes and discards gloves. Washes hands.		
8.	Reports and documents incident.		
Date Reviewed		Instructor Signature	
Date Performed		Instructor Signature	

Responding to seizures			
		yes	no
1.	Notes the time. Puts on gloves.		
2.	Lowers person to the floor.		
3.	Has someone call emergency medical help. Does not leave person unless has to get medical help.		
4.	Moves furniture away to prevent injury.		
5.	Does not try to restrain the person or stop the seizure.		
6.	Does not force anything between the person's teeth. Does not place hands in the person's mouth.		
7.	Does not give food or fluids.		
8.	When the seizure is over, notes time. Turns person to left side if head, neck, back, spinal, or abdominal injuries are not suspected. Checks breathing and pulse. Begins CPR if breathing and pulse are absent.		
9.	Removes and discards gloves. Washes hands.		
10.	Reports and documents incident.		
<div>Date Reviewed _____ Instructor Signature _____</div> <div>Date Performed _____ Instructor Signature _____</div>			

Responding to fainting			
		yes	no
1.	Has person lie down or sit down before fainting occurs.		

2.	If person is sitting, has him bend forward (and place his head between his knees if able). If person is lying flat on his back and there are no head, neck, back, spinal, or abdominal injuries; breathing difficulties; or fractures, elevates his legs about 12 inches.		
3.	Loosens any tight clothing.		
4.	Has person stay in position for at least five minutes after symptoms disappear.		
5.	Helps person get up slowly. Continues to observe him for symptoms of fainting.		
6.	If person faints, lowers him to floor, positioning him on his back. Elevates legs 12 inches if no head, neck, back, spinal, or abdominal injuries are suspected. Contacts supervisor.		
7.	Reports and documents incident.		
<div>Date Reviewed _____ Instructor Signature _____</div> <div>Date Performed _____ Instructor Signature _____</div>			

Responding to a nosebleed			
		yes	no
1.	Elevates head of the bed or tells client to remain in sitting position, leaning forward. Offers tissues or a clean cloth.		
2.	Puts on gloves. Applies firm pressure on both sides of the nose, near the bridge. Squeezes sides with thumb and forefinger.		
3.	Applies pressure consistently until bleeding stops.		
4.	Uses a cool cloth or ice wrapped in a cloth on bridge of nose to slow blood flow.		

5.	Removes and discards gloves. Washes hands.		
6.	Reports and documents incident.		
<div>Date Reviewed</div> <div>Instructor Signature</div>			
<div>Date Performed</div> <div>Instructor Signature</div>			

Helping a client who has fallen			
		yes	no
1.	Assesses client's condition and gets help if condition warrants it.		
2.	Looks for broken bones.		
3.	Asks client to move each body part separately to observe.		
4.	<b>If sprain or fracture is suspected:</b> Calls supervisor and reports fall.		
	Keeps injured area in one position. Does not move client.		
	Keeps client covered with blanket.		
	<b>If no injury is suspected:</b> Makes client comfortable.		
	Calls supervisor and reports fall.		
	Does not move client until supervisor has been contacted.		
5.	Reports and documents incident.		
<div>Date Reviewed</div> <div>Instructor Signature</div>			
<div>Date Performed</div> <div>Instructor Signature</div>			

9  
Body Systems and Related Conditions

Providing foot care for a client with diabetes			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Fills the basin halfway with warm water. Tests water temperature and has client check water temperature. Adjusts if necessary.		
5.	Places basin on bath mat or towel in a comfortable position for client. Supports foot and ankle throughout.		
6.	Puts on gloves.		
7.	Removes socks and submerges feet. Soaks for 15 to 20 minutes.		
8.	Washes feet one at a time with washcloth and soap. Rinses the feet.		
9.	Pats the feet dry, including between the toes.		
10.	Gently rubs lotion into the feet with circular strokes. Does not put lotion between the toes.		
11.	Observes the skin for signs of dryness, irritation, etc.		
12.	Helps client put on socks and shoes or slippers.		
13.	Puts used linens in laundry. Cleans and stores basin and supplies.		
14.	Removes and discards gloves. Washes hands.		
15.	Documents procedure and any observations.		
<div>Date Reviewed</div> <div>Instructor Signature</div>			
<div>Date Performed</div> <div>Instructor Signature</div>			

12  
Positioning, Transfers, and Ambulation

Moving a client up in bed			
		yes	no
	<b>If client cannot assist:</b>		
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Adjusts bed to a safe working level. Locks bed wheels.		
5.	Lowers head of bed. Moves pillow to head of bed.		
6.	Stands behind head of bed with feet apart and one foot slightly in front of other.		
7.	Rolls and grasps top of draw sheet. Bends knees, keeping back straight, and rocks weight from front foot to back foot, while pulling client toward head of bed.		
8.	Positions client comfortably, arranges pillow and blankets, unrolls draw sheet and leaves in place, and returns bed to lowest position.		
9.	Washes hands.		
10.	Documents procedure and any observations.		
<div>Date Reviewed _____ Instructor Signature _____</div>			
<div>Date Reviewed _____ Instructor Signature _____</div>			
1.	<b>When help from another person is available:</b> Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		

3.	Provides privacy.		
4.	Adjusts bed to a safe working level. Locks bed wheels.		
5.	Lowers head of bed. Moves pillow to head of bed.		
6.	Stands on opposite side of bed from helper. Faces head of bed and points foot closer to head of bed toward head of bed.		
7.	Rolls draw sheet up to client's side and grasps sheet, with one hand at client's shoulders and the other at client's hips.		
8.	Shifts weight to back foot and on count of three, both workers shift weight to forward feet while sliding draw sheet and client toward head of bed.		
9.	Positions client comfortably, arranges pillow and blankets, unrolls draw sheet, and returns bed to lowest position.		
10.	Washes hands.		
11.	Documents procedure and any observations.		
<div>_____</div> <div>Date Reviewed _____ Instructor Signature _____</div>			
<div>_____</div> <div>Date Performed _____ Instructor Signature _____</div>			

Moving a client to the side of the bed			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Adjusts bed to a safe working level. Locks bed wheels. Lowers head of bed.		
5.	Stands on same side of bed to which client will be moved.		

6.	<b>With a draw sheet:</b> Rolls draw sheet up to client's side and grasps sheet, with one hand at client's shoulders and the other at client's hips. Places one knee against side of bed, leans back, and pulls draw sheet and client toward self on the count of three.  Unrolls draw sheet and leaves in place.		
	<b>Without a draw sheet:</b> Slides hands under client's head and shoulders and moves toward self. Slides hands under client's midsection and moves toward self. Slides hands under client's hips and legs and moves toward self.		
7.	Returns bed to lowest position.		
8.	Washes hands.		
9.	Documents procedure and any observations.		
<div>Date Reviewed _____ Instructor Signature _____</div>			
<div>Date Performed _____ Instructor Signature _____</div>			

Positioning a client on his side			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Adjusts bed to a safe working level. Locks bed wheels. Lowers head of bed.		
5.	Moves client toward side of bed nearest self. Raises far side rail.		

6.	<b>Turning a client away from self:</b> Crosses client's arms over his chest and crosses his near leg over his far leg.  Stands with feet apart and knees bent. Places one hand on client's near shoulder and the other hand on his near hip.  Gently rolls client onto his side as one unit, toward the raised side rail.		
	<b>Turning a client toward self:</b> Crosses client's far arm over his chest and moves arm on side client is being turned to out of the way. Crosses his far leg over his near leg.  Stands with feet apart and knees bent. Places one hand on client's far shoulder and the other hand on his far hip.  Gently rolls client onto his side as one unit, toward self.		
7.	Positions client properly and comfortably, using pillows or other supports.		
8.	Returns bed to lowest position.		
9.	Washes hands.		
10.	Documents procedure and any observations.		
<div>Date Reviewed _____ Instructor Signature _____</div>			
<div>Date Performed _____ Instructor Signature _____</div>			

Logrolling a client			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		



4.	Adjusts bed to a safe working level. Locks bed wheels. Lowers head of bed.		
5.	Both workers stand on same side of bed, one at the client's head and shoulders, one near the midsection.		
6.	Places pillow under the client's head. Places client's arm across his chest and places a pillow between his knees.		
7.	Stands with feet about shoulder-width apart, bends knees, and grasps draw sheet on far side.		
8.	Rolls client toward selves on count of three, turning client as a unit.		
9.	Positions client comfortably, arranges pillow and blankets, checks for proper body alignment, unrolls draw sheet, and returns bed to lowest position.		
10.	Washes hands.		
11.	Documents procedure and any observations.		
<div>Date Reviewed<div>Instructor Signature</div></div>			
<div>Date Performed<div>Instructor Signature</div></div>			

Assisting a client to sit up on the side of the bed: dangling

		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Adjusts the bed to lowest position. Locks bed wheels.		
5.	Raises head of bed to sitting position. Fanfolds top covers to foot of bed and assists client to turn onto side, facing self.		

6.	Has client reach across chest with top arm and place hand on edge of bed near opposite shoulder. Asks client to push down on that hand while swinging legs over the side of bed.		
7.	If client needs assistance, stands with legs shoulder-width apart and bends knees.		
8.	Places one arm under client's shoulder blades and the other under his thighs.		
9.	Turns client into sitting position on count of three.		
10.	With client holding onto edge of mattress, puts nonskid shoes on client and fastens them. Has client dangle as long as directed. Does not leave client alone.		
11.	Returns client safely to bed after removing shoes, or completes walking or transfer according to care plan. Returns bed to lowest position.		
12.	Washes hands.		
13.	Documents procedure and any observations.		
<div>Date Reviewed<div>Instructor Signature</div></div>			
<div>Date Performed<div>Instructor Signature</div></div>			

Transferring a client from a bed to a wheelchair

		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		

4.	Places wheelchair at the head of the bed, facing the foot of the bed, or at the foot of bed, facing the head of bed. Wheelchair should be on client's stronger side. Removes footrests. Locks wheelchair wheels.		
5.	Raises head of bed and adjusts bed level to lowest position. Locks bed wheels.		
6.	Assists client to sitting position with feet flat on floor. Lets client sit for a few minutes. Puts non-skid shoes on client and fastens them.		
7.	Stands in front of client with feet about shoulder-width apart. Bends knees. Places transfer belt around client's waist over clothing and grasps belt on both sides with hands in upward position.		
8.	Provides instructions to assist with transfer. Braces client's lower legs. Helps client stand on count of three.		
9.	Tells client to take small steps to the chair while turning his back toward chair. Helps client to pivot to front of chair if necessary.		
10.	Asks client to put hands on chair armrests and helps client to lower himself into the chair.		
11.	Attaches footrests and places client's feet on them. Positions client in the chair properly and removes transfer belt. Places robe over lap.		
12.	Washes hands.		
13.	Documents procedure and any observations.		
<div><div>Date Reviewed</div><div>Instructor Signature</div></div>			
<div><div>Date Performed</div><div>Instructor Signature</div></div>			

Helping a client transfer using a slide board			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Places wheelchair at the head of the bed, facing the foot of the bed, or at the foot of bed, facing the head of bed. Wheelchair should be on client's stronger side. Removes footrests. Locks wheelchair wheels.		
5.	Raises head of bed and adjusts bed level to lowest position. Locks bed wheels.		
6.	Assists client to sitting position with feet flat on floor. Lets client sit for a few minutes. Puts non-skid shoes on client and fastens them.		
7.	Has client lean away from the transfer side.		
8.	Places one end of slide board under client's buttocks and thighs and the other end on the surface to which client is transferring.		
9.	Instructs client to push up with hands and scoot across the board.		
10.	If client needs assistance, braces client's knees, grasps the transfer belt, and instructs client to lean forward. Helps client scoot across the board, without dragging client.		
11.	Removes slide board after transfer is complete. Positions client comfortably and safely.		

12.	Washes hands.		
13.	Documents procedure and any observations.		
<div>Date Reviewed<div>Instructor Signature</div></div>			
<div>Date Performed<div>Instructor Signature</div></div>			

13.	Washes hands.		
14.	Documents procedure and any observations.		
<div>Date Reviewed<div>Instructor Signature</div></div>			
<div>Date Performed<div>Instructor Signature</div></div>			

Transferring a client using a mechanical lift			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Locks bed wheels. Positions wheelchair next to bed and locks brakes.		
5.	Positions sling under client.		
6.	Positions mechanical lift next to bed, opening the base to its widest point; pushes base of lift under bed. Positions overhead bar directly over client.		
7.	Attaches straps to sling properly.		
8.	Raises client in sling two inches above bed, following manufacturer's instructions. Pauses to let client gain balance.		
9.	Rolls mechanical lift to position client over chair or wheelchair. Lifting partner supports and guides client's body.		
10.	Slowly lowers client into chair or wheelchair, pushing down gently on client's knees.		
11.	Undoes straps from overhead bar to sling, leaving sling in place.		
12.	Positions client comfortably and correctly.		

Assisting a client to ambulate			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Adjusts bed to lowest position and locks bed wheels. Assists client to sitting position with feet flat on floor. Lets client sit for a few minutes. Puts nonskid shoes on client.		
5.	Stands in front of and faces client.		
6.	Places transfer belt around client's waist over clothing and grasps belt on both sides with hands in upward position.		
7.	If client needs help, braces client's lower extremities and bends knees. Has client lean forward and push down on bed with hands. Rocks weight onto back foot to assist client to standing position on count of three.		
8.	Walks slightly behind and to one side of client, on weaker side, while holding on to transfer belt. Asks client to look forward, not down at feet.		
9.	Observes client's strength and provides chair if client becomes tired.		

10.	Returns client to bed or chair and removes transfer belt. Positions client comfortably. Leaves bed in lowest position.		
11.	Washes hands.		
12.	Documents procedure and any observations.		
<div>Date Reviewed<div>Instructor Signature</div></div>			
<div>Date Performed<div>Instructor Signature</div></div>			

11.	Returns client to bed or chair and removes transfer belt. Positions client comfortably. Leaves bed in lowest position.		
12.	Washes hands.		
13.	Documents procedure and any observations.		
<div>Date Reviewed<div>Instructor Signature</div></div>			
<div>Date Performed<div>Instructor Signature</div></div>			

Assisting with ambulation for a client using a cane, walker, or crutches

		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Adjusts bed to lowest position and locks bed wheels. Assists client to sitting position with feet flat on floor. Lets client sit for a few minutes. Puts nonskid shoes on client.		
5.	Stands in front of and faces client.		
6.	Places transfer belt around client's waist over clothing and grasps belt on both sides with hands in upward position.		
7.	Braces client's lower extremities and bends knees. Assists client to stand.		
8.	Helps as needed with ambulation with cane, walker, or crutches, walking slightly behind or on the client's weaker side.		
9.	Watches for obstacles in the client's path. Asks client to look forward, not down at feet.		
10.	Lets the client set the pace, encouraging rest as necessary.		

Giving a back rub

		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Adjusts bed to a safe working level. Lowers head of bed. Locks bed wheels.		
5.	Positions client to lie on side or stomach. Covers client with blanket and folds back bed covers, exposing client's back to the top of the buttocks.		
6.	Warms lotion and hands. Pours lotion onto hands and rubs hands together. Warns client that lotion may still feel cool.		
7.	Starting at the upper part of the buttocks, makes long, smooth upward strokes with both hands. Circles hands up along spine, shoulders, and then back down along the outer edges of the back. At buttocks, makes another circle up to the shoulders without taking hands off client's skin. Repeats for three to five minutes.		

8.	Starting at the base of the spine, makes kneading motions using the first two fingers and thumb of each hand. Circles hands up along spine, circling at shoulders and buttocks.		
9.	Gently massages bony areas. Massages around any red areas, rather than on them.		
10.	Lets client know when back rub is almost completed.		
11.	Dries the back.		
12.	Removes blanket or towel, assists client with getting dressed, and positions client comfortably. Returns bed to lowest position.		
13.	Stores lotion and puts dirty linens in hamper.		
14.	Washes hands.		
15.	Documents procedure and any observations.		
Date Reviewed _____ Instructor Signature _____			
Date Performed _____ Instructor Signature _____			

13  
Personal Care Skills

Helping the client transfer to the bathtub			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Helps client to the bathroom.		
4.	Provides privacy.		
5.	Seats client in chair facing tub. If using wheelchair, locks brakes, and removes footrests.		
6.	Asks client to place legs one at a time over sides of tub.		

7.	Assists client to sitting position on edge of tub.		
8.	Lowers client into tub or onto tub chair, assisting as necessary.		
9.	Reverses procedure to help client out of tub.		
10.	Washes hands.		
11.	Documents procedure and any observations.		
Date Reviewed _____ Instructor Signature _____			
Date Performed _____ Instructor Signature _____			

Helping the ambulatory client take a shower or tub bath			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Cleans tub or shower if necessary, places mat, and sets up tub or shower chair. Places non-skid rug next to tub or shower.		
4.	Provides privacy.		
5.	Fills tub with warm water (no higher than 105°F) or adjusts shower water temperature. Has client test water temperature and adjusts as necessary.		
6.	Puts on gloves.		
7.	Assists client to undress and helps client transfer to tub or shower.		
8.	If client is able to bathe alone, places supplies and signal near client. Checks on client every five minutes. If client is weak, stays in bathroom.		
9.	If showering, stays with client and assists.		

10.	Assists client as necessary, washing from clean to dirty areas. Makes sure all soap is rinsed off.		
11.	Assists with shampooing.		
12.	Helps client out and assists client with drying if necessary.		
13.	Helps client get dressed and back to bed.		
14.	Cleans tub. Places soiled laundry in laundry hamper.		
15.	Removes and discards gloves. Washes hands.		
16.	Stores supplies.		
17.	Documents procedure and any observations.		
<div><div>Date Reviewed</div><div>Instructor Signature</div></div>			
<div><div>Date Performed</div><div>Instructor Signature</div></div>			

Giving a complete bed bath

		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Makes sure room is a comfortable temperature. Adjusts bed to a safe working level. Locks bed wheels.		
5.	Asks client to remove eyeglasses and jewelry. Offers bedpan.		
6.	Places blanket over client and removes or folds back top bedding while keeping client covered.		
7.	Fills basin and checks temperature. Has client test water temperature and adjusts if necessary.		
8.	Puts on gloves.		

9.	Asks and assists client to participate in washing.		
10.	Uncovers only one part of the body at a time. Places a towel under the body part being washed.		
11.	Washes, rinses, and dries one part of the body at a time. Starts at the head, works down, and completes front first. Uses a clean area of the washcloth for each stroke.		
	<b>Eyes, Face, Ears, and Neck:</b> Washes face with wet washcloth (no soap). Begins with eye farther away, and washes inner to outer area, using a different area of the washcloth for each stroke. Washes the face from the middle outward using firm but gentle strokes. Washes ears and behind the ears and washes neck. Rinses and pats dry.		
	<b>Arms and Axillae:</b> Begins with arm farther away, and washes upper arm and underarm. Uses long strokes from the shoulder down to the wrist. Rinses and pats dry. Repeats for other arm.		
	<b>Hands:</b> Washes the far hand in a basin. Cleans under nails. Rinses and pats dry, including between the fingers. Gives nail care. Repeats for other hand. Applies lotion.		
	<b>Chest:</b> Places towel across the chest. Lifts the towel only enough to wash the chest, rinse it, and pat dry. For a female client: washes, rinses, and dries breasts and under breasts.		

	<b>Abdomen:</b> Keeps towel across the chest and folds blanket down so that it still covers genital area. Washes abdomen, rinses, and pats dry. Covers with a towel and pulls the blanket up to the chin and removes the towel.		
	<b>Legs and Feet:</b> Exposes the far leg and places towel under it. Washes the thigh, using long, downward strokes. Rinses and pats dry. Does the same from the knee to the ankle.		
	Places another towel under the far foot and washes foot and between the toes in a basin. Rinses foot and pats dry, making sure area between toes is dry. Gives nail care if it has been assigned. Applies lotion if ordered but not between the toes. Repeats for other leg and foot.		
	<b>Back:</b> Helps client move to the center of the bed, and raises the far side rail. Then turns client onto his side, toward the raised side rail. Returns to working side so client's back is facing self. Washes neck and back with long, downward strokes. Rinses and pats dry. Applies lotion if ordered.		
12.	Places towel under buttocks and upper thighs. Helps client turn onto back. Removes and discards gloves. Washes hands and puts on clean gloves before washing perineal area.		
13.	<b>Perineal area and buttocks:</b> Changes bath water. Washes, rinses, and dries perineal area, working from front to back.		

	<b>For a female client:</b> Washes the perineum with small amount of soap and water from front to back, using single strokes. Uses a clean area of washcloth or clean washcloth for each stroke. Working from front to back, wipes one side of the labia majora. Then wipes the other side, using a clean part of the cloth. Gently separates the labia majora and wipes from front to back on one side. Then wipes from front to back on the other side. Wipes from front to back down the center. Cleans the perineum last with a front to back motion. Rinses the area thoroughly in the same way, making sure all soap is removed. Dries entire perineal area moving from front to back, using a blotting motion with the towel. Asks client to turn on her side. Washes, rinses, and dries buttocks and anal area. Cleans anal area without contaminating the perineal area.		
	<b>For a male client:</b> If client is uncircumcised, pulls back the foreskin first. Gently pushes skin toward the base of penis. Holds the penis by the shaft and washes in a circular motion from the tip down to the base. Uses a clean area of washcloth or clean washcloth for each stroke. Rinses the penis and pats dry. If client is uncircumcised, gently returns foreskin to normal position. Then washes the scrotum and groin. Rinses and pats dry. Asks client to turn on his side. Washes, rinses, and dries buttocks and anal area. Cleans anal area without contaminating the perineal area.		

14.	Covers client. Places soiled washcloths and towels in proper container. Empties, rinses, and dries basin.		
15.	Removes and discards gloves. Washes hands.		
16.	Gives back rub if time permits.		
17.	Assists client with grooming as necessary. Returns bed to lowest position.		
18.	Stores everything. Dons clean gloves if bed sheets and blankets need to be changed.		
19.	Washes hands.		
20.	Documents procedure and any observations.		
<div><div>Date Reviewed</div><div>Instructor Signature</div></div>			
<div><div>Date Performed</div><div>Instructor Signature</div></div>			

Shampooing hair			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy. Makes sure that room is a comfortable temperature.		
4.	Tests water temperature and has client check water temperature. Adjusts if necessary.		
5.	Positions client in sink, tub, shower, or bed, and wets hair.		
6.	Applies shampoo, and massages scalp with fingertips (not fingernails).		
7.	Rinses hair thoroughly. Repeats.		
8.	Wraps client's hair in towel. Dries client's face and neck.		
9.	Removes towel and gently rubs scalp and hair. Combs or brushes hair.		

10.	Dries and styles hair.		
11.	Washes and stores equipment. Places soiled washcloths and towels in proper container. Returns bed to lowest position.		
12.	Washes hands.		
13.	Documents procedure and any observations.		
<div><div>Date Reviewed</div><div>Instructor Signature</div></div>			
<div><div>Date Performed</div><div>Instructor Signature</div></div>			

Providing fingernail care			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Adjusts bed to a safe working level. Locks bed wheels.		
5.	Removes rings and nail polish if necessary.		
6.	Fills basin and checks temperature. Has client test water temperature and adjusts if necessary.		
7.	Puts on gloves.		
8.	Soaks hands and nails for 5–10 minutes.		
9.	Removes hands from water. Washes hands with soapy washcloth. Rinses. Dries client's hands with a towel, including between fingers. Removes basin.		
10.	Cleans under nails with orange-wood stick. Wipes orangewood stick on towel after each nail. Washes the hands again and dries, including between fingers.		



11.	Shapes fingernails with an emery board or nail file. Finishes with nails smooth and free of rough edges. Applies lotion. Removes excess lotion and replaces rings on fingers.		
12.	Discards water and rinses and dries basin. Places towels in proper place and stores supplies. Returns bed to lowest position.		
13.	Removes and discards gloves. Washes hands.		
14.	Documents procedure and any observations.		
<div>Date Reviewed<div>Instructor Signature</div></div>			
<div>Date Performed<div>Instructor Signature</div></div>			

Providing foot care			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Fills basin and checks temperature. Has client test water temperature and adjusts if necessary.		
5.	Places basin on a bath mat or bath towel on the floor or on a towel at the foot of the bed. Supports foot and ankle throughout the procedure.		
6.	Puts on gloves.		
7.	Soaks feet for 10–20 minutes, adding warm water as needed.		
8.	Removes one foot from water. Washes entire foot, including between the toes and around nail beds with soapy washcloth.		

9.	Rinses and dries entire foot, including between the toes.		
10.	Repeats steps for other foot.		
11.	Applies lotion to the feet (except between toes).		
12.	Helps client put on socks.		
13.	Discards water and rinses and dries basin. Places towels in proper place and stores supplies. Returns bed to lowest position.		
14.	Removes and discards gloves. Washes hands.		
15.	Documents procedure and any observations.		
<div>Date Reviewed<div>Instructor Signature</div></div>			
<div>Date Performed<div>Instructor Signature</div></div>			

Shaving a client			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Places equipment within reach. Places client in an upright position. Adjusts bed to a safe working level. Locks bed wheels. Places towel across client's chest.		
5.	Puts on gloves.		
6.	<b>If using a safety or disposable razor</b> , softens beard, lathers face, holds skin taut, and shaves in direction of hair growth. Rinses blade often. Rinses and dries face. Offers mirror.		

	<i>If using an electric razor</i> , turns it on, holds skin taut, and shaves with smooth, even movements. Shaves back and forth in direction of beard growth with foil shaver. Shaves in circular motion with three-head shaver. Shaves the chin and under the chin. Offers mirror.		
7.	Applies aftershave lotion if client wants it.		
8.	Puts towel and linens in hamper. Returns bed to lowest position. Cleans and stores equipment properly.		
9.	Removes and discards gloves. Washes hands.		
10.	Documents procedure and any observations.		
<div>Date Reviewed<div>Instructor Signature</div></div>			
<div>Date Performed<div>Instructor Signature</div></div>			

Combing or brushing hair			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	If in bed, raises head of bed to get client into an upright sitting position. Adjusts bed to a safe working level. Locks bed wheels. If ambulatory, provides a chair. Places towel under head or around shoulders.		
5.	Removes hair pins, hair ties, or clips.		
6.	If hair is tangled, detangles the hair gently.		
7.	Brushes or combs hair properly.		

8.	Styles hair in the way the client prefers. Offers a mirror to client.		
9.	Removes towel, shakes excess hair in wastebasket, and places linen in hamper. Cleans and stores supplies. Returns bed to lowest position.		
10.	Washes hands.		
11.	Documents procedure and any observations.		
<div>Date Reviewed<div>Instructor Signature</div></div>			
<div>Date Performed<div>Instructor Signature</div></div>			

Dressing a client			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	If in bed, raises head of bed to get client into an upright sitting position. Adjusts bed to a safe working level. Locks bed wheels.		
5.	Asks what client would like to wear and dresses her in outfit of choice.		
6.	Places blanket over client and folds back bedding to the foot of bed. Removes gown or top, keeping client covered. Takes clothes off stronger side first, then weaker side. Places gown in hamper. Moves blanket down to cover the lower body.		
7.	Helps put weaker arm through sleeve of top, then stronger side. Smooths top down and fastens it.		

8.	Removes blanket and places it in hamper. Helps put on skirt or pants, putting weaker leg through first, then stronger leg. Fastens pants or skirt.		
9.	Puts on sock on weaker foot, then stronger foot. Makes sure there are no wrinkles or twists.		
10.	Places bed in lowest position and has client sit on the side of the bed with legs dangling. Starting with weaker foot, puts on nonskid shoe and fastens it. Puts on second shoe and fastens it.		
11.	Finishes with client dressed appropriately, with zippers and buttons fastened. Places worn clothing in hamper. Leaves bed in lowest position.		
12.	Washes hands.		
13.	Documents procedure and any observations.		
<div>Date Reviewed<div>Instructor Signature</div></div>			
<div>Date Performed<div>Instructor Signature</div></div>			

Providing oral care			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	If in bed, raises head of bed to get client into an upright sitting position. Adjusts bed to a safe working level. Locks bed wheels.		
5.	Puts on gloves. Places towel across chest.		
6.	Removes dental bridgework.		

7.	Wets brush and puts a small amount of toothpaste on brush.		
8.	Gently brushes teeth, including tongue and all surfaces of teeth and gumline. First brushes inner, outer, and chewing surfaces of the upper teeth, then does the same with the lower teeth. Brushes tongue.		
9.	Gives client water to rinse her mouth and has client spit water into emesis basin.		
10.	Wipes client's mouth and removes towel.		
11.	Replaces dental bridgework. Applies moisturizer to lips.		
12.	Rinses toothbrush and places in proper container. Discards water, and rinses and dries basin. Places towels in hamper and stores supplies. Returns bed to lowest position.		
13.	Removes and discards gloves. Washes hands.		
14.	Documents procedure and any observations.		
<div>Date Reviewed<div>Instructor Signature</div></div>			
<div>Date Performed<div>Instructor Signature</div></div>			

Providing oral care for the unconscious client			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Adjusts bed to a safe working level. Locks bed wheels.		
5.	Puts on gloves.		

6.	Turns client on his side and places a towel under cheek and chin. Places basin next to cheek and chin.		
7.	Holds mouth open with tongue depressor. Dips swab in solution and squeezes swab to remove excess solution. Wipes inner, outer, and chewing surfaces of upper and lower teeth, gums, tongue, and inside surfaces of mouth. Changes swab often. Repeats until clean.		
8.	Rinses with clean swab dipped in water. Squeezes swab first to remove excess water.		
9.	Removes towel and basin. Pats face dry. Applies moisturizer to lips.		
10.	Discards water, and rinses and dries basin. Places towels in hamper and stores supplies. Returns bed to lowest position.		
11.	Removes and discards gloves. Washes hands.		
12.	Documents procedure and any observations.		
<div><div>Date Reviewed</div><div>Instructor Signature</div></div>			
<div><div>Date Performed</div><div>Instructor Signature</div></div>			

Flossing teeth

		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	If in bed, raises head of bed to get client into an upright sitting position. Adjusts bed to a safe working level. Locks bed wheels.		
5.	Puts on gloves.		

6.	Wraps floss around index fingers.		
7.	Flosses teeth, starting with the back teeth.		
8.	Uses clean area of floss after every two teeth.		
9.	Offers water periodically and offers a towel when done.		
10.	Discards floss, discards water, and rinses and dries basin. Places towels in hamper and stores supplies. Returns bed to lowest position.		
11.	Removes and discards gloves. Washes hands.		
12.	Documents procedure and any observations.		
<div><div>Date Reviewed</div><div>Instructor Signature</div></div>			
<div><div>Date Performed</div><div>Instructor Signature</div></div>			

Cleaning and storing dentures

		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Puts on gloves.		
5.	Lines sink or basin with towel and partially fills with water.		
6.	Removes lower denture properly if client is unable and places it in denture cup filled with moderate/cool water.		
7.	Removes upper denture properly and places it in denture cup filled with moderate/cool water.		

8.	Rinses dentures in clean, moderate/cool running water. Applies denture cleanser to toothbrush and brushes all surfaces. Rinses all surfaces under clean, moderate/cool running water.		
9.	Rinses denture cup and lid.		
10.	If client prefers, soaks dentures in solution.		
11.	Stores dentures in moderate/cool water or solution in labeled denture cup, or returns dentures to client.		
12.	Rinses toothbrush and places in proper container. Washes and stores supplies.		
13.	Removes and discards gloves. Washes hands.		
14.	Documents procedure and any observations.		
<div>Date Reviewed<div>Instructor Signature</div></div>			
<div>Date Performed<div>Instructor Signature</div></div>			

Reinserting dentures

		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Positions client in upright position.		
5.	Puts on gloves.		
6.	Applies denture cream to dentures.		
7.	Inserts upper denture at an angle, pressing it firmly onto upper gumline.		
8.	Inserts lower denture, pressing it firmly onto the lower gumline.		

9.	Offers client face towel.		
10.	Rinses and stores denture cup. Places towel in hamper and stores supplies.		
11.	Removes and discards gloves. Washes hands.		
12.	Documents procedure and any observations.		
<div>Date Reviewed<div>Instructor Signature</div></div>			
<div>Date Performed<div>Instructor Signature</div></div>			

Assisting a client with use of a bedpan

		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Adjusts bed to a safe working level. Raises far side rail (if available). Lowers head of bed. Locks bed wheels.		
5.	Puts on gloves.		
6.	Warms outside of bedpan with warm water.		
7.	Covers client with cotton blanket and places a bed protector under client's buttocks and hips.		
8.	Asks client to remove undergarments or helps client to do so.		
9.	Places bedpan near hips. Positions standard bedpan with wider end aligned with the buttocks. Positions fracture pan with handle toward foot of bed. Slides bedpan under hips.		
10.	Removes and discards gloves. Washes hands. Raises head of bed after placing bedpan. Leaves side rails up and returns bed to lowest position.		

11.	Provides client with supplies. Asks client to clean his hands after bedpan use. Leaves room and closes door until client calls.		
12.	When called, returns and washes hands. Puts on clean gloves. Raises bed to a safe working level and lowers head of bed. Removes and covers bedpan. If client is unable, gives perineal care.		
13.	Helps client put on undergarments. Covers client and removes cotton blanket. Discards soiled supplies. Places linens in hamper.		
14.	Takes bedpan to the bathroom. Notes contents before flushing. Empties bedpan into toilet. Rinses bedpan with cold water and empties. Flushes toilet. Cleans bedpan with hot, soapy water and stores.		
15.	Removes and discards gloves. Washes hands.		
16.	Returns bed to lowest position.		
17.	Documents procedure and any observations.		
<div>Date Reviewed<div>Instructor Signature</div></div>			
<div>Date Performed<div>Instructor Signature</div></div>			

Assisting a male client with a urinal			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		

4.	Adjusts the bed to a safe working level. Locks bed wheels.		
5.	Puts on gloves.		
6.	Warms outside of urinal with warm water.		
7.	Places bed protector under client's buttocks and hips.		
8.	Hands urinal to client or places it if client is unable. Replaces covers.		
9.	Removes and discards gloves. Washes hands. Raises head of bed after placing urinal. Leaves side rails up and returns bed to lowest position.		
10.	Gives client a bell and wipes. Asks client to clean his hands after urinal use. Leaves room and closes door until client calls.		
11.	When called, returns and washes hands. Puts on clean gloves. Raises bed to a safe working level. Removes and discards supplies. Removes urinal and empties contents into toilet.		
12.	Takes urinal to the bathroom. Notes contents before flushing. Rinses urinal, flushes toilet, and stores urinal.		
13.	Removes and discards gloves. Washes hands.		
14.	Returns bed to lowest position.		
15.	Documents procedure and any observations.		
<div>Date Reviewed<div>Instructor Signature</div></div>			
<div>Date Performed<div>Instructor Signature</div></div>			

Helping a client use a portable commode or toilet			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Locks commode wheels. Adjusts the bed to lowest position. Locks bed wheels. Makes sure client is wearing nonskid shoes and helps client to bathroom or commode.		
5.	Puts on gloves.		
6.	Helps client remove clothing and sit down. Provides client with supplies and asks client to clean his hands. Removes and discards gloves. Washes hands. Leaves room and closes door until client calls.		
7.	When called, returns and washes hands. Puts on clean gloves. Gives perineal care if help is needed. Discards soiled supplies.		
8.	Removes and discards gloves. Washes hands.		
9.	Helps client back to bed and puts on clean gloves.		
10.	Removes waste container and notes contents. Empties into toilet.		
11.	Cleans container, rinsing first with cold water, then hot, soapy water.		
12.	Removes and discards gloves. Washes hands.		
13.	Documents procedure and any observations.		
<div><div>Date Reviewed</div><div>Instructor Signature</div></div>			
<div><div>Date Performed</div><div>Instructor Signature</div></div>			

14  
Core Healthcare Skills

Measuring and recording an oral temperature			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Puts on gloves.		
5.	<b>Digital thermometer:</b> Puts on disposable sheath. Turns on thermometer and waits until ready sign appears.  <b>Electronic thermometer:</b> Removes probe from base unit and puts on probe cover.  <b>Mercury-free thermometer:</b> Holds thermometer by stem. Shakes thermometer down to below the lowest number.		
6.	<b>Digital thermometer:</b> Inserts end of thermometer into client's mouth, under tongue and to one side.  <b>Electronic thermometer:</b> Inserts end of thermometer into client's mouth, under tongue and to one side.  <b>Mercury-free thermometer:</b> Puts on disposable sheath if available. Inserts bulb end of thermometer into client's mouth, under tongue and to one side.		

7.	<p><b>For all thermometers:</b> Asks client to hold thermometer in his mouth with his lips closed and assists as necessary.</p> <p><b>Digital thermometer:</b> Holds in place until thermometer blinks or beeps.</p> <p><b>Electronic thermometer:</b> Holds in place until tone or light signals temperature has been read.</p> <p><b>Mercury-free thermometer:</b> Holds in place for at least three minutes.</p>		
8.	<p><b>Digital thermometer:</b> Removes thermometer. Reads temperature on display screen and remembers reading.</p> <p><b>Electronic thermometer:</b> Reads temperature on display screen and remembers reading. Removes probe.</p> <p><b>Mercury-free thermometer:</b> Removes thermometer. Wipes with tissue from stem to bulb or removes sheath. Discards tissue or sheath. Reads temperature and remembers reading.</p>		
9.	<p><b>Digital thermometer:</b> Removes and discards sheath with a tissue. Stores thermometer.</p> <p><b>Electronic thermometer:</b> Presses the eject button to discard the cover. Returns probe to holder.</p> <p><b>Mercury-free thermometer:</b> Cleans thermometer according to policy. Rinses, dries, and stores thermometer.</p>		
10.	Removes and discards gloves. Washes hands.		
11.	Documents temperature, date, time, and method used (oral).		
<div>Date Reviewed<div>Instructor Signature</div></div>			
<div>Date Performed<div>Instructor Signature</div></div>			

Measuring and recording a rectal temperature			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Adjusts bed to a safe working level. Locks bed wheels. Assists client to left-lying position.		
5.	Folds back linens to only expose rectal area.		
6.	Puts on gloves.		
7.	<p><b>Digital thermometer:</b> Puts on disposable sheath. Turns on thermometer and waits until ready sign appears.</p> <p><b>Electronic thermometer:</b> Removes probe from base unit and puts on probe cover.</p> <p><b>Mercury-free thermometer:</b> Holds thermometer by stem. Shakes thermometer down to below the lowest number.</p>		
8.	Applies a small amount of lubricant to tip of bulb or probe cover.		
9.	Separates buttocks. Gently inserts thermometer into rectum 1/2 to 1 inch. Replaces sheet over buttocks. Holds on to thermometer at all times while taking temperature.		
10.	<p><b>Digital thermometer:</b> Holds thermometer in place until thermometer blinks or beeps.</p> <p><b>Electronic thermometer:</b> Holds in place until tone or light signals temperature has been read.</p> <p><b>Mercury-free thermometer:</b> Holds thermometer in place for at least three minutes.</p>		



11.	Removes thermometer and wipes thermometer with tissue from stem to bulb or removes sheath. Discards tissue or sheath.		
12.	Reads temperature and remembers reading.		
13.	<b>Digital thermometer:</b> Cleans and stores thermometer. <b>Electronic thermometer:</b> Presses the eject button to discard the cover. Returns probe to holder. <b>Mercury-free thermometer:</b> Cleans thermometer according to policy. Rinses, dries, and stores thermometer.		
14.	Removes and discards gloves. Washes hands. Returns bed to lowest position.		
15.	Washes hands.		
16.	Documents temperature, date, time, and method used (rectal).		
<div>Date Reviewed _____ Instructor Signature _____</div> <div>Date Performed _____ Instructor Signature _____</div>			

Measuring and recording a tympanic temperature			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Puts on gloves.		
5.	Places disposable sheath over earpiece of thermometer.		
6.	Positions client's head properly and gently pulls up and back on the outside edge of the ear. Inserts covered probe and presses the button.		

7.	Holds thermometer in place until it blinks or beeps.		
8.	Reads temperature and remembers reading.		
9.	Discards sheath and stores thermometer properly.		
10.	Removes and discards gloves. Washes hands.		
11.	Documents temperature, date, time, and method used (tympanic).		
<div>Date Reviewed _____ Instructor Signature _____</div> <div>Date Performed _____ Instructor Signature _____</div>			

Measuring and recording an axillary temperature			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Adjusts bed to a safe working level. Locks bed wheels.		
5.	Puts on gloves.		
6.	Removes client's arm from clothing and wipes axillary area with tissues.		
7.	<b>Digital thermometer:</b> Puts on disposable sheath. Turns on thermometer and waits until ready sign appears. <b>Electronic thermometer:</b> Removes probe from base unit and puts on probe cover. <b>Mercury-free thermometer:</b> Holds thermometer by stem. Shakes thermometer down to below the lowest number.		
8.	Positions thermometer in center of armpit and folds client's arm over chest.		

9.	<b>Digital thermometer:</b> Holds in place until thermometer blinks or beeps. <b>Electronic thermometer:</b> Holds in place until tone or light signals temperature has been read. <b>Mercury-free thermometer:</b> Holds in place for 8 to 10 minutes.		
10.	<b>Digital thermometer:</b> Removes thermometer. Reads temperature on display screen and remembers reading. <b>Electronic thermometer:</b> Reads temperature on display screen and remembers reading. Removes probe. <b>Mercury-free thermometer:</b> Removes thermometer. Wipes with tissue from stem to bulb or removes sheath. Discards tissue or sheath. Reads temperature and remembers reading.		
11.	<b>Digital thermometer:</b> Removes and disposes of sheath with a tissue. Stores thermometer. <b>Electronic thermometer:</b> Presses the eject button to discard the cover. Returns probe to holder. <b>Mercury-free thermometer:</b> Cleans thermometer according to policy. Rinses, dries, and stores thermometer.		
12.	Returns bed to lowest position.		
13.	Removes and discards gloves. Washes hands.		
14.	Documents temperature, date, time, and method used (axillary).		
<div>Date Reviewed<div>Instructor Signature</div></div>			
<div>Date Performed<div>Instructor Signature</div></div>			

Counting and recording apical pulse			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Wipes diaphragm and earpieces of stethoscope with alcohol wipes. Fits earpieces of stethoscope snugly in ears and places flat metal diaphragm on left side of chest, just below the nipple.		
5.	Counts heartbeats for one full minute.		
6.	Counts client's respirations with stethoscope still in place.		
7.	Washes hands.		
8.	Documents pulse rate, date, time, and method used (apical). Notes any irregularities in rhythm.		
9.	Cleans and stores stethoscope.		
10.	Washes hands.		
<div>Date Reviewed<div>Instructor Signature</div></div>			
<div>Date Performed<div>Instructor Signature</div></div>			

Counting and recording radial pulse and counting and recording respirations			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Places fingertips of index finger and middle finger on the thumb side of client's wrist to locate radial pulse.		

5.	Counts beats for one full minute.		
6.	Keeping fingertips on client's wrist, counts respirations for one full minute.		
7.	Washes hands.		
8.	Documents pulse rate, date, time, and method used (radial). Documents respiratory rate and the pattern or character of breathing.		
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Date Performed		Instructor Signature	

**Measuring and recording blood pressure manually**

		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Wipes diaphragm and earpieces of stethoscope with alcohol wipes.		
5.	Asks client to roll up sleeve. Positions client's arm with palm up. The arm should be level with the heart.		
6.	With the valve open, squeezes the cuff to make sure it is completely deflated.		
7.	Places blood pressure cuff snugly on client's upper arm, with the center of the cuff placed over the brachial artery.		
8.	Asks client to remain still and quiet during measurement. Locates the brachial pulse with fingertips.		
9.	Places earpieces of stethoscope in ears and places diaphragm of stethoscope over brachial artery.		

10.	Closes the valve (clockwise) until it stops. Inflates cuff to between 160 mm Hg and 180 mm Hg. If a beat is heard immediately upon cuff deflation, completely deflates cuff. Reinflates cuff to no more than 200 mm Hg.		
11.	Opens the valve slightly with thumb and index finger. Deflates cuff slowly.		
12.	Watches gauge and listens for sound of pulse.		
13.	Remembers the reading at which the first clear pulse sound is heard. This is the systolic pressure.		
14.	Continues listening for a change or muffling of pulse sound. The point of a change or the point the sound disappears is the diastolic pressure. Remembers this reading.		
15.	Opens the valve to deflate cuff completely. Removes cuff.		
16.	Washes hands.		
17.	Documents both systolic and diastolic pressures. Notes which arm was used.		
18.	Cleans stethoscope. Stores equipment.		
19.	Washes hands.		
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Date Reviewed		Instructor Signature	
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Date Performed		Instructor Signature	

**Measuring and recording blood pressure electronically**

		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		

4.	Asks client to roll up sleeve. Positions client's arm with palm up. The arm should be level with the heart.		
5.	Makes sure cuff is completely deflated. Places blood pressure cuff snugly on client's upper arm, with the center of the cuff placed over the brachial artery.		
6.	Asks client to remain still and quiet during measurement.		
7.	Turns on machine and presses start.		
8.	After measurement is complete, removes cuff.		
9.	Washes hands.		
10.	Documents both systolic and diastolic pressures. Notes which arm was used.		
11.	Stores equipment.		
12.	Washes hands.		
<div><div>Date Reviewed</div><div>Instructor Signature</div></div>			
<div><div>Date Performed</div><div>Instructor Signature</div></div>			

Measuring and recording weight of an ambulatory client			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Sets scale on hard floor surface. Makes sure client is wearing nonskid shoes.		
5.	Starts with scale at zero.		
6.	Helps client to step on scale as necessary. Makes sure client is not holding, touching, or leaning against anything.		

7.	Determines client's weight. If using a bathroom scale, reads weight on display screen or when dial has stopped moving. If using a standing scale, balances the bar and adds numbers together.		
8.	Helps client to step off the scale and back to a comfortable position.		
9.	Washes hands.		
10.	Documents the weight in pounds (lb) or kilograms (kg).		
11.	Stores the scale.		
12.	Washes hands.		
<div><div>Date Reviewed</div><div>Instructor Signature</div></div>			
<div><div>Date Performed</div><div>Instructor Signature</div></div>			

Measuring and recording height of a client			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Positions client straight in bed, flat on her back, with arms and legs at sides. Makes sure bed sheet is smooth underneath client.		
5.	Makes a small pencil mark at the top of client's head and at client's heel.		
6.	Measures distance between the two marks with a tape measure.		
7.	Washes hands.		
8.	Documents client's height.		
9.	Stores equipment.		
10.	Washes hands.		

	<b>For clients who can get out of bed:</b>		
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Asks client to remove shoes and stand with his back against a wall and arms at his sides.		
5.	Makes a small pencil mark on the wall even with the top of the client's head.		
6.	Asks client to step away. Measures the distance between the pencil mark and the floor.		
7.	Washes hands.		
8.	Documents height.		
9.	Stores equipment.		
10.	Washes hands.		
	<b>If using a standing scale:</b>		
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Makes sure client has on non-skid shoes and helps client to step onto scale, facing away from the scale.		
5.	With client standing straight, pulls up measuring rod and lowers it until it rests flat on client's head.		
6.	Determines client's height. Assists client to step off the scale and back to a comfortable position.		

7.	Washes hands.		
8.	Documents the height.		
Date Reviewed		Instructor Signature	
Date Performed		Instructor Signature	

Collecting a sputum specimen			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Puts on mask and gloves.		
5.	Stands behind client. Gives client tissues to cover the mouth. Asks client to cough deeply and spit the sputum into the specimen container.		
6.	Covers container tightly, and wipes any sputum off the outside of the container. Discards tissues, applies label, places container in clean specimen bag, and seals bag.		
7.	Removes and discards gloves and mask.		
8.	Washes hands.		
9.	Documents procedure and any observations.		
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Date Reviewed		Instructor Signature	
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Collecting a stool specimen			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Puts on gloves.		
5.	Asks client not to urinate at the same time as moving bowels and not to put toilet paper in with the sample. Provides plastic bag to discard toilet paper separately.		
6.	Fits hat to toilet or commode or provides client with bedpan. Makes sure bed is in its lowest position. Provides client with supplies. Asks the client to call when he is finished.		
7.	Removes and discards gloves. Washes hands. Leaves the room and closes the door.		
8.	When called, returns and washes hands. Puts on clean gloves. Helps with perineal care if needed.		
9.	Uses tongue blades to take about two tablespoons of stool and puts stool in container without touching the inside. Covers container tightly, applies label, places in clean specimen bag, and seals the bag.		
10.	Discards tongue blades. Empties and rinses bedpan or container and flushes toilet. Cleans and stores equipment.		
11.	Stores the specimen properly.		

12.	Removes and discards gloves. Washes hands.		
13.	Documents procedure and any observations.		
<div>Date Reviewed<div>Instructor Signature</div></div>			
<div>Date Performed<div>Instructor Signature</div></div>			

Collecting a routine urine specimen			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Puts on gloves.		
5.	Fits hat to toilet or commode or provides client with bedpan or urinal. Asks client not to put toilet paper in with the sample. Provides plastic bag to discard toilet paper separately.		
6.	Makes sure bed is in its lowest position. Provides client with supplies. Asks the client to call when he is finished.		
7.	Removes and discards gloves. Washes hands. Leaves the room and closes the door.		
8.	When called, returns and washes hands. Puts on clean gloves. Helps with perineal care if needed.		
9.	Takes bedpan, urinal, or commode pail to the bathroom. Pours urine into specimen container, filling it at least halfway.		
10.	Covers container with lid. Wipes off the outside with a paper towel and discards paper towel.		
11.	Applies label, places the container in a clean specimen bag, and seals bag.		

12.	Discards extra urine, rinses container, and flushes toilet. Cleans and stores equipment.		
13.	Removes and discards gloves. Washes hands.		
14.	Documents procedure and any observations.		
<div>Date Reviewed<div>Instructor Signature</div></div>			
<div>Date Performed<div>Instructor Signature</div></div>			

Collecting a clean-catch (midstream) urine specimen			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Puts on gloves.		
5.	Opens specimen kit.		
6.	Cleans perineal area.		
7.	Asks client to urinate into the bedpan, urinal, or toilet and to stop before urination is complete.		
8.	Places container under the urine stream and instructs client to start urinating again until container is at least half full. Has client finish urinating in bedpan, toilet, or urinal.		
9.	Gives perineal care if help is needed and asks client to clean hands.		
10.	Covers container with lid, wipes off outside with paper towel, and discards paper towel.		
11.	Applies label, places the container in a clean specimen bag, and seals bag.		

12.	Discards extra urine, rinses container, and flushes toilet. Cleans and stores equipment.		
13.	Removes and discards gloves. Washes hands.		
14.	Documents procedure and any observations.		
<div>Date Reviewed<div>Instructor Signature</div></div>			
<div>Date Performed<div>Instructor Signature</div></div>			

Collecting a 24-hour urine specimen			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Asks client to completely empty the bladder. Discards urine and notes the exact time.		
5.	Washes hands and puts on gloves each time client voids.		
6.	Pours urine from bedpan, urinal, or hat into container, using the funnel as needed.		
7.	Assists client with perineal care and with washing hands after each voiding.		
8.	Asks client and family to save all urine and store properly after each voiding.		
9.	Cleans equipment after each voiding.		
10.	Removes and discards gloves. Washes hands.		
11.	Documents procedure and any observations.		
<div>Date Reviewed<div>Instructor Signature</div></div>			
<div>Date Performed<div>Instructor Signature</div></div>			

Measuring and recording intake and output

		yes	no
1.	<b>For measuring intake:</b> Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Measures amount of fluid client is served and notes on paper.		
5.	Measures leftover fluids and notes on paper.		
6.	Subtracts amount left over from amount served. Converts to milliliters (mL).		
7.	Documents amount of fluids consumed (in mL), time, and type of fluid in visit notes or I&O sheet.		
8.	Washes hands.		
1.	<b>For measuring output:</b> Washes hands.		
2.	Puts on gloves.		
3.	Pours urine into measuring container. Measures amount of urine at eye level and notes amount on paper.		
4.	Discards urine. Rinses, cleans, and stores equipment.		
5.	Removes and discards gloves. Washes hands.		
6.	Documents the time and amount (in mL) of urine.		
<div><div>Date Reviewed</div><div>Instructor Signature</div></div>			
<div><div>Date Performed</div><div>Instructor Signature</div></div>			

Observing, reporting, and documenting emesis

		yes	no
1.	Puts on gloves.		
2.	Provides a basin and removes it when vomiting has stopped.		
3.	Removes soiled linens or clothes and replaces with fresh ones.		
4.	Measures and notes amount of vomitus if monitoring client's I&O.		
5.	Discards vomit in toilet unless vomit is red, has blood in it, or looks like wet coffee grounds. Washes and stores basin.		
6.	Removes and discards gloves. Washes hands.		
7.	Puts on clean gloves.		
8.	Provides comfort to client.		
9.	Launders soiled linens and clothes in hot water.		
10.	Removes and discards gloves.		
11.	Washes hands.		
12.	Documents time, amount, color, and consistency of vomitus.		
13.	Reports to supervisor immediately.		
<div><div>Date Reviewed</div><div>Instructor Signature</div></div>			
<div><div>Date Performed</div><div>Instructor Signature</div></div>			

Providing catheter care

		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Adjusts bed to a safe working level. Locks bed wheels. Lowers head of bed and positions client lying flat on back.		



5.	Removes or folds back top bedding, keeping client covered with bath blanket.		
6.	Checks water temperature. Has client test water temperature and adjusts if necessary.		
7.	Puts on gloves.		
8.	Places clean bed protector under client's perineal area, including her buttocks.		
9.	Exposes only the area necessary to clean the catheter.		
10.	Places towel under catheter tubing before washing.		
11.	Applies soap to washcloth and cleans area around meatus, using a clean area of the cloth for each stroke.		
12.	Holding catheter near meatus, cleans at least four inches of catheter. Moves in only one direction, away from meatus. Uses a clean area of the cloth for each stroke.		
13.	Dips clean washcloth in water and rinses area around meatus, using a clean area of washcloth for each stroke.		
14.	Dips clean washcloth in water and rinses at least four inches of catheter nearest meatus, moving away from meatus. Uses a clean area of washcloth for each stroke.		
15.	With a clean, dry towel, dries at least four inches of the catheter nearest the meatus, moving away from the meatus.		
16.	Removes bed protector and towel. Empties water into toilet and flushes. Places linen in proper containers. Cleans and stores basin.		

17.	Removes and discards gloves. Washes hands.		
18.	Removes bath blanket and replaces top covers. Returns bed to lowest position.		
19.	Helps client dress. Arranges covers. Checks that catheter tubing is free from kinks and twists and that it is securely taped to the leg.		
20.	Washes hands.		
21.	Documents procedure and any observations.		
<div>Date Reviewed<div></div>Instructor Signature<div></div></div>			
<div>Date Performed<div></div>Instructor Signature<div></div></div>			

Emptying the catheter drainage bag			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Puts on gloves.		
4.	Places measuring container on paper towel on floor under drainage bag.		
5.	Opens clamp on bag so urine flows into graduate.		
6.	Closes clamp and cleans drain spout. Replaces drain spout in its holder on the bag.		
7.	Goes into bathroom. Places graduate on a flat surface and measures at eye level. Notes amount and appearance of urine and empties it into toilet. Flushes toilet.		
8.	Cleans and stores graduate.		

9.	Removes and discards gloves. Washes hands.		
10.	Documents procedure and any observations.		
<div>Date Reviewed<div>Instructor Signature</div></div>			
<div>Date Performed<div>Instructor Signature</div></div>			

Changing a condom catheter			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Adjusts bed to a safe working level. Locks bed wheels. Lowers head of bed and positions client lying flat on his back.		
5.	Removes or folds back bedding, keeping client covered with bath blanket.		
6.	Puts on gloves.		
7.	Places a clean bed protector under client's perineal area, including buttocks. Adjusts bath blanket to only expose genital area.		
8.	Removes condom catheter if one is in place.		
9.	Assists as necessary with perineal care.		
10.	Moves pubic hair away from penis. Places condom on penis and rolls toward base of penis, leaving space between drainage tip and glans of penis to prevent irritation.		
11.	Secures condom to penis with special tape applied in spiral manner.		

12.	Connects catheter tip to drainage tubing. Makes sure tubing is not twisted or kinked. Checks to see if bag is secured to the leg and makes sure drain is closed.		
13.	Removes and discards bed protector. Discards used supplies in plastic bag. Places soiled linen in proper container. Cleans and stores supplies.		
14.	Removes and discards gloves. Washes hands.		
15.	Removes bath blanket and replaces top covers. Returns bed to its lowest position. Washes hands.		
16.	Documents procedure and any observations.		
<div>Date Reviewed<div>Instructor Signature</div></div>			
<div>Date Performed<div>Instructor Signature</div></div>			

Applying warm compresses			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Fills the basin halfway with warm water. Tests water temperature and has client check water temperature. Adjusts if necessary.		
5.	Soaks washcloth, wrings it out, and applies to area needing compress. Covers with plastic wrap and towel.		
6.	Notes the time. Checks area every five minutes. Changes compress if cooling occurs.		

7.	Removes compress after 20 minutes, or if area is red, numb, or if the client complains of pain or discomfort.		
8.	Discards plastic wrap and empties basin in toilet. Rinses, cleans, and stores basin and other supplies. Puts laundry in hamper.		
9.	Washes hands.		
10.	Documents time, length, and site of procedure and any observations.		
<div>Date Reviewed<div>Instructor Signature</div></div>			
<div>Date Performed<div>Instructor Signature</div></div>			

Administering warm soaks			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Fills the basin halfway with warm water. Tests water temperature and has client check water temperature. Adjusts if necessary.		
5.	Places basin on a disposable absorbent pad at a comfortable position for the client. Immerses body part in water, padding the edge of the basin as necessary. Covers client for extra warmth if needed.		
6.	Checks water temperature every five minutes, adding hot water as needed.		
7.	Observes area for redness and discontinues soak if client complains of pain or discomfort.		

8.	Soaks for 15–20 minutes or as ordered in the care plan.		
9.	Removes basin or helps client out of the tub. Dries the client.		
10.	Drains tub or empties basin in toilet. Rinses, cleans, and stores basin and other supplies. Puts laundry in hamper.		
11.	Washes hands.		
12.	Documents time, length, and site of procedure and any observations. Reports client’s response and observations about skin.		
<div>Date Reviewed<div>Instructor Signature</div></div>			
<div>Date Performed<div>Instructor Signature</div></div>			

Using a hot water bottle			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Fills bottle halfway with warm water, presses out excess air, and seals bottle.		
5.	Dries the bottle and checks for leaks. Covers bottle with cloth or towel.		
6.	Applies bottle to the area. Checks skin every five minutes for redness or pain. Adds cold water to bottle if skin is red or client complains of pain.		
7.	Removes bottle after 20 minutes or as ordered in the care plan.		
8.	Empties bottle and washes and stores supplies.		

9.	Washes hands.		
10.	Documents time, length, and site of procedure, and any observations.		
<div>Date Reviewed<div>Instructor Signature</div></div>			
<div>Date Performed<div>Instructor Signature</div></div>			

Assisting with a sitz bath			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Puts on gloves.		
5.	Fills sitz bath two-thirds full with warm water. Places sitz bath on toilet seat and checks water temperature.		
6.	Helps client undress and sit on sitz bath.		
7.	If leaving the room, checks on client every five minutes for weakness or dizziness. Stays with client who is unsteady.		
8.	Assists client off sitz bath after 20 minutes. Provides towels and helps with dressing as needed.		
9.	Cleans and stores supplies. Puts laundry in hamper.		
10.	Removes and discards gloves. Washes hands.		
11.	Documents procedure, including the time started and ended, the client's response, and the water temperature.		
<div>Date Reviewed<div>Instructor Signature</div></div>			
<div>Date Performed<div>Instructor Signature</div></div>			

Applying ice packs			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Fills plastic bag with ice and removes excess air. Covers bag with towel.		
5.	Applies bag to the area as ordered. Uses another towel to cover bag if it is too cold.		
6.	Notes the time and checks the area after five minutes for blisters or for pale, white, or gray skin. Stops treatment if client complains of numbness or pain.		
7.	Removes ice after 20 minutes or as ordered in the care plan. Returns ice bag to freezer. Puts laundry in hamper.		
8.	Washes hands.		
9.	Documents the time, length, and site of procedure. Reports the client's response and any observations about the skin.		
<div>Date Reviewed<div>Instructor Signature</div></div>			
<div>Date Performed<div>Instructor Signature</div></div>			

Applying cold compresses			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		

4.	Places bed protector under area to be treated, rinses washcloth in basin, and wrings out washcloth.		
5.	Covers the area with towel and applies cold washcloth to the area. Changes washcloths to keep area cold.		
6.	Checks the area after five minutes for blisters or for pale, white, or gray skin. Stops treatment if client complains of numbness or pain.		
7.	Removes compresses after 20 minutes or as ordered in the care plan. Gives client towels as needed to dry the area.		
8.	Empties, cleans, and stores basin. Puts laundry in hamper.		
9.	Washes hands.		
10.	Documents the time, length, and site of procedure. Reports the client's response and any observations about the skin.		
Date Reviewed _____ Instructor Signature _____			
Date Performed _____ Instructor Signature _____			

Changing a dry dressing using nonsterile technique			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Cuts pieces of tape long enough to secure the dressing and hangs tape within reach. Opens gauze package without touching the gauze.		
5.	Puts on gloves.		

6.	Removes soiled dressing gently, observing dressing for odor or drainage. Notes color and size of the wound. Discards used dressing in the waste bag.		
7.	Removes and discards gloves in the waste bag. Washes hands.		
8.	Puts on clean gloves.		
9.	Applies clean gauze to wound. Tapes gauze in place.		
10.	Discards supplies.		
11.	Removes and discards gloves. Washes hands.		
12.	Documents procedure and any observations.		
Date Reviewed _____ Instructor Signature _____			
Date Performed _____ Instructor Signature _____			

Putting elastic stockings on a client			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	With client lying down in supine position, removes socks, shoes, or slippers, and exposes one leg.		
5.	Turns stocking inside out at least to heel area.		
6.	Gently places the foot of the stocking over toes, foot, and heel. Makes sure heel is in right place.		
7.	Gently pulls top of stocking over foot, heel, and leg.		
8.	Makes sure that there are no twists or wrinkles in the stocking after it is applied. Makes sure heel of stocking is over heel of foot.		

9.	Repeats for the other leg.		
10.	Washes hands.		
11.	Documents procedure and any observations.		
<div>Date Reviewed<div>Instructor Signature</div></div>			
<div>Date Performed<div>Instructor Signature</div></div>			

Caring for an ostomy			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Adjusts bed to a safe working level. Locks bed wheels.		
5.	Puts on gloves.		
6.	Places bed protector under client. Covers client with a bath blanket and only exposes the ostomy site.		
7.	Removes ostomy pouch carefully and places in plastic bag. Notes color, odor, consistency, and amount of stool in the pouch.		
8.	Wipes area around the stoma with disposable wipes for ostomy care. Discards wipes in plastic bag.		
9.	Washes area around the stoma using a washcloth and warm soapy water. Moves in one direction, away from the stoma. Pats dry with another towel.		
10.	Places the clean ostomy pouch on client, following instructions. Seals securely. Makes sure the bottom of the pouch is clamped.		

11.	Removes disposable bed protector and discards. Discards plastic bag and places soiled linens in proper containers.		
12.	Removes and discards gloves. Washes hands.		
13.	Returns bed to lowest position.		
14.	Documents procedure and any observations.		
<div>Date Reviewed<div>Instructor Signature</div></div>			
<div>Date Performed<div>Instructor Signature</div></div>			

15  
Medications and Technology in Home Care

Assisting in changing clothes for a client who has an IV			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Adjusts bed to lowest position. Locks bed wheels. Helps client to sitting position with feet flat on the floor. Lets client sit for a few minutes.		
5.	Helps client remove the arm without the IV from the clothing.		
6.	Helps client gather clothing on arm with IV site, lifts clothing over IV site, and moves it up the tubing toward the IV bag.		
7.	Lifts IV bag off the pole, keeping it higher than the IV site, slides clothing over IV bag, and replaces IV bag on the pole.		
8.	Sets used clothing aside and gathers the sleeve of the clean clothing.		

9.	Lifts IV bag off the pole again, keeping it higher than the IV site, slides clean clothing over IV bag onto the client's arm, and replaces IV bag on the pole.		
10.	Moves clean clothing over tubing and IV site and onto the client's arm.		
11.	Assists client with putting other arm into clothing.		
12.	Observes the IV for one minute to make sure that it is dripping properly. Checks the tubing and dressing for proper placement.		
13.	Assists client with changing the rest of her clothing.		
14.	Leaves bed in lowest position. Places soiled laundry in laundry hamper.		
15.	Washes hands.		
16.	Documents procedure and any observations.		
<div><div>Date Reviewed</div><div>Instructor Signature</div></div>			
<div><div>Date Performed</div><div>Instructor Signature</div></div>			

16  
Rehabilitation and Restorative Care

Assisting with passive range of motion exercises			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Adjusts bed to a safe working level. Locks bed wheels.		
5.	Positions client in supine position. Repeats each exercise at least three times.		

	<b>Shoulder:</b> Performs the following movements properly, supporting the client's arm at the elbow and wrist by placing one hand under the elbow and the other hand under the wrist:		
a.	Extension		
b.	Flexion		
c.	Abduction		
d.	Adduction		
	<b>Elbow:</b> Performs the following movements properly, holding the wrist with one hand and holding the elbow with the other:		
a.	Flexion		
b.	Extension		
c.	Pronation		
d.	Supination		
	<b>Wrist:</b> Performs the following movements properly, holding the wrist with one hand and using the fingers of the other hand to help the joint through the motions:		
a.	Flexion		
b.	Dorsiflexion		
c.	Radial flexion		
d.	Ulnar flexion		
	<b>Thumb:</b> Performs the following movements properly:		
a.	Abduction		
b.	Adduction		
c.	Opposition		
d.	Flexion		
e.	Extension		
	<b>Fingers:</b> Performs the following movements properly:		
a.	Flexion		
b.	Extension		
c.	Abduction		
d.	Adduction		

	<b>Hip:</b> Performs the following movements properly, placing one hand under the knee and one under the ankle:		
a.	Abduction		
b.	Adduction		
c.	Internal rotation		
d.	External rotation		
	<b>Knees:</b> Performs the following movements properly, placing one hand under the knee and one under the ankle:		
a.	Flexion		
b.	Extension		
	<b>Ankles:</b> Performs the following movements while properly supporting the foot and ankle:		
a.	Dorsiflexion		
b.	Plantar flexion		
c.	Supination		
d.	Pronation		
	<b>Toes:</b> Performs the following movements properly:		
a.	Flexion		
b.	Extension		
c.	Abduction		
6.	<b>When all exercises are completed:</b> Returns client to comfortable position and covers as appropriate. Returns bed to its lowest position.		
7.	Washes hands.		
8.	Documents procedure. Notes any decrease in range of motion or any pain experienced by the client. Notifies supervisor if increased stiffness or physical resistance is noted.		
<div>Date Reviewed<div>Instructor Signature</div></div>			
<div>Date Performed<div>Instructor Signature</div></div>			

Assisting with deep breathing exercises			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Puts on gown, mask, and goggles as indicated.		
5.	Puts on gloves.		
6.	Has client breathe in slowly and steadily while sitting up.		
7.	Has client exhale completely.		
8.	Repeats exercise five to ten times.		
9.	Offers tissues or emesis basin as necessary.		
10.	Disposes of tissues and cleans and stores basin.		
11.	Removes gloves, goggles, gown, and mask.		
12.	Washes hands.		
13.	Puts on new gloves.		
14.	Provides mouth care.		
15.	Removes and discards gloves. Washes hands.		
16.	Documents procedure and any observations.		
<div>Date Reviewed<div>Instructor Signature</div></div>			
<div>Date Performed<div>Instructor Signature</div></div>			



19  
New Mothers, Infants, and Children

Picking up and holding a baby			
		yes	no
1.	Washes hands.		
2.	Supports the head at all times when lifting or holding a baby. With the other hand, supports the baby's back and bottom.		
3.	Performs cradle hold properly.		
4.	Performs football hold properly.		
5.	Performs upright hold properly.		
<div>Date Reviewed _____ Instructor Signature _____</div>			
<div>Date Performed _____ Instructor Signature _____</div>			

Sterilizing bottles			
		yes	no
1.	Washes hands.		
2.	Boils water and puts equipment in.		
3.	Reboils water for five minutes.		
4.	Removes equipment and dis-cards water. Stores when dry.		
<div>Date Reviewed _____ Instructor Signature _____</div>			
<div>Date Performed _____ Instructor Signature _____</div>			

Assisting with bottle-feeding			
		yes	no
1.	Washes hands.		
2.	Prepares bottle.		
3.	Sits and holds baby properly.		
4.	Inserts bottle nipple, and ensures that baby's head is higher than body.		
5.	Talks or sings to baby during feeding.		

6.	Burps baby, changes diaper, and puts baby down.		
7.	Washes hands.		
8.	Documents procedure and any observations.		
9.	Washes and sterilizes bottle, nipple, and ring.		
<div>Date Reviewed _____ Instructor Signature _____</div>			
<div>Date Performed _____ Instructor Signature _____</div>			

Burping a baby			
		yes	no
1.	Washes hands.		
2.	Picks up baby, using either of the two safe positions.		
3.	Pats back gently until baby burps.		
4.	Returns baby to a safe place.		
<div>Date Reviewed _____ Instructor Signature _____</div>			
<div>Date Performed _____ Instructor Signature _____</div>			

Giving an infant sponge bath			
		yes	no
1.	Washes hands.		
2.	Puts on gloves.		
3.	Gathers supplies. Fills basin and tests water temperature.		
4.	Holds baby in football hold and washes eyes, then rest of face, using no soap.		
5.	Holds baby in football hold and washes hair.		
6.	Lays baby down, keeping one hand on baby.		
7.	Undresses upper body and washes it. Dries and covers the baby.		

8.	Undresses lower body and washes and dries it.		
9.	Washes perineal area properly.		
10.	Washes bottom and dries completely.		
11.	Applies lotion, keeping baby covered.		
12.	Diapers and dresses baby. Returns baby to a safe place.		
13.	Discards water, puts towels in the laundry, cleans supplies, and discards gloves.		
14.	Washes hands.		
15.	Documents procedure and any observations.		
<div>Date Reviewed _____ Instructor Signature _____</div>			
<div>Date Performed _____ Instructor Signature _____</div>			

Giving an infant tub bath			
		yes	no
1.	Washes hands.		
2.	Puts on gloves.		
3.	Gathers supplies. Fills basin and tests water temperature.		
4.	Holds baby in football hold and washes eyes, then rest of face, using no soap.		
5.	Holds baby in football hold and washes hair.		
6.	Lays baby down, undresses, and immerses baby in basin, keeping head above water.		
7.	Uses washcloth to wash from neck down.		
8.	Removes baby from bath and covers immediately.		
9.	Applies lotion, keeping baby covered as much as possible.		
10.	Diapers and dresses baby. Returns baby to a safe place.		

11.	Discards water, puts towels in the laundry, cleans supplies, and discards gloves.		
12.	Washes hands.		
13.	Documents procedure and any observations.		
<div>Date Reviewed _____ Instructor Signature _____</div>			
<div>Date Performed _____ Instructor Signature _____</div>			

Changing cloth or disposable diapers			
		yes	no
1.	Washes hands.		
2.	Puts on gloves.		
3.	Undresses baby and removes diaper, keeping one hand on the baby at all times.		
4.	Cleans perineal area.		
5.	Applies ointment as necessary and allows air to circulate.		
6.	Applies cloth or disposable diaper properly.		
7.	Dresses baby and returns to a safe place.		
8.	Disposes of diaper properly.		
9.	Removes and discards gloves. Washes hands.		
10.	Cleans area and stores supplies.		
11.	Washes hands again.		
12.	Documents procedure and any observations.		
<div>Date Reviewed _____ Instructor Signature _____</div>			
<div>Date Performed _____ Instructor Signature _____</div>			

Measuring a baby's weight			
		yes	no
1.	Washes hands.		
2.	Places infant scale on firm surface. Places clean paper on scale and starts with scale at zero.		
3.	Undresses baby. Places baby on scale, keeping one hand on baby at all times.		
4.	Reads and remembers weight.		
5.	Removes baby and dresses him. Returns to a safe place.		
6.	Washes hands.		
7.	Documents procedure and any observations.		
_____			
Date Reviewed		Instructor Signature	
_____			
Date Performed		Instructor Signature	

Measuring a baby's length			
		yes	no
1.	Washes hands.		
2.	Prepares firm surface with clean sheet that has markings on it.		
3.	Places baby on surface, keeping one hand on baby at all times.		
4.	Places baby's head at beginning of measured marks. Straightens one knee and makes a mark at baby's heel.		
5.	Determines and remembers length.		
6.	Removes baby and returns to safe position.		
7.	Washes hands.		
8.	Documents procedure and any observations.		
1.	<b>When paper with inch markings is not available:</b> Washes hands.		
2.	Prepares firm surface with plain sheet of paper.		

3.	Places baby on surface, keeping one hand on baby at all times.		
4.	Makes pencil mark at top of baby's head. Straightens one knee and makes a mark at baby's heel. Removes baby and returns to a safe place.		
5.	Measures distance with tape measure. Remembers length.		
6.	Washes hands.		
7.	Documents procedure and any observations.		
_____			
Date Reviewed		Instructor Signature	
_____			
Date Performed		Instructor Signature	

Taking an infant's axillary, tympanic, or temporal artery temperature			
		yes	no
1.	Washes hands.		
2.	Prepares thermometer.		
3.	<b>For axillary temperature:</b> Undresses baby on one side and lays baby down. Places tip of thermometer under the arm. Keeps thermometer in place for three to five minutes or until signal sounds.		
	<b>For tympanic temperature:</b> Lays baby on her side. Gently pulls outside of the ear toward back of head. Inserts thermometer tip into ear and presses button. Holds until thermometer blinks or beeps.		
	<b>For temporal artery temperature:</b> Turns on thermometer and places it flat on baby's forehead. Presses and holds scan button and sweeps thermometer across the forehead, keeping contact with the baby's skin. Releases scan button.		

4.	Removes thermometer and reads temperature, keeping one hand on baby. Dresses baby and returns to a safe place.		
5.	Cleans and stores thermometer and supplies.		
6.	Washes hands.		
7.	Documents temperature.		
<div>Date Reviewed _____ Instructor Signature _____</div>			
<div>Date Performed _____ Instructor Signature _____</div>			

21  
Clean, Safe, and Healthy Environments

Cleaning a bathroom			
		yes	no
1.	Puts on gloves.		
2.	Wipes all surfaces with disinfectant and rag or wipe.		
3.	Wipes toilet bowl, using a different rag.		
4.	Cleans bathtub, shower, and sink, using a different rag.		
5.	Scrubs inside of toilet bowl with brush and flushes toilet.		
6.	Washes floor.		
7.	Cleans mirror and all glass.		
8.	Places soiled rags in laundry and disposes of waste.		
9.	Stores supplies.		
10.	Removes and discards gloves. Washes hands.		
11.	Documents procedure and any observations.		
<div>Date Reviewed _____ Instructor Signature _____</div>			
<div>Date Performed _____ Instructor Signature _____</div>			

Doing the laundry			
		yes	no
1.	Sorts clothes carefully, checking pockets and garments.		
2.	Pretreats clothes as necessary.		
3.	Uses correct temperature, laundry products, and washing cycle.		
4.	Dries clothes.		
5.	Hand washes as necessary.		
6.	Folds and hangs clean laundry. Stores clothes.		
<div>Date Reviewed _____ Instructor Signature _____</div>			
<div>Date Performed _____ Instructor Signature _____</div>			

Making an occupied bed			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Provides privacy.		
4.	Places clean linen on clean surface within reach.		
5.	Adjusts bed to a safe working level. Locks bed wheels.		
6.	Puts on gloves.		
7.	Loosens top linen from working side and covers client. Removes top sheet.		
8.	Raises side rail on far side of bed. Goes to other side and turns client onto her side, toward raised rail.		
9.	Loosens bottom soiled linen, mattress pad, and protector on working side.		
10.	Rolls bottom soiled linen toward client, tucking it snugly against the client's back.		

11.	Places and tucks in clean bot- tom linen, finishing with no wrinkles. Makes hospital cor- ners if necessary.		
12.	Smooths bottom sheet out toward the client. Rolls extra material toward client and tucks it under client's body.		
13.	Places disposable absorbent pad if using and centers it. Smooths it out toward client and tucks it under client's body.		
14.	Places draw sheet if using. Smooths and tucks as with other bedding.		
15.	Raises side rail on working side and goes to other side of bed and lowers that rail. Assists cli- ent to turn onto clean bottom sheet, toward the raised rail.		
16.	Loosens soiled linen. Rolls linen from head to the foot of bed, avoiding contact with skin or clothes. Places it in a laun- dry hamper or basket.		
17.	Pulls and tucks in clean bottom linen just like other side, finish- ing with bottom sheet free of wrinkles. Makes hospital cor- ners if necessary.		
18.	Asks client to turn onto her back, keeping client covered. Raises side rail nearest self.		
19.	Unfolds top sheet and places it over client. Slips blanket or old sheet out from underneath. Puts it in the laundry hamper.		
20.	Places a blanket over the top sheet, matching the top edges. Tucks bottom edges of top sheet and blanket under mat- tress, making square corners on each side. Loosens top lin- ens over client's feet. Folds top sheet over the blanket about six inches.		

21.	Removes pillow and pillowcase. Places pillowcase in the laundry hamper. Removes and discards gloves. Washes hands.		
22.	Places clean pillowcases on pillows. Places them under cli- ent's head.		
23.	Returns bed to lowest position. Leaves side rails in ordered position. Carries laundry ham- per to laundry area.		
24.	Washes hands.		
25.	Documents procedure and any observations.		
<div><div>Date Reviewed</div><div>Instructor Signature</div></div>			
<div><div>Date Performed</div><div>Instructor Signature</div></div>			

Making an unoccupied bed			
		yes	no
1.	Washes hands.		
2.	Places clean linen on clean sur- face within reach.		
3.	Adjusts bed to a safe working level. Locks bed wheels.		
4.	Puts on gloves.		
5.	Loosens soiled linen and rolls it from head to foot of bed. Avoids contact with skin or clothes. Places it in a hamper or basket. Removes pillows and pillow- cases and places pillowcases in hamper.		
6.	Removes and discards gloves. Washes hands.		
7.	Remakes bed, spreading mat- tress pad and bottom sheet, tucking under. Makes hospital corners. Puts on disposable absorbent pad and draw sheet, smooths, and tucks under sides of bed.		

8.	Places top sheet and blanket, centering them. Tucks under end of bed and makes hospital corners. Folds down top sheet over the blanket about six inches.		
9.	Puts on clean pillowcases. Replaces pillows.		
10.	Returns bed to its lowest position. Carries laundry hamper to laundry area.		
11.	Washes hands.		
12.	Documents procedure and any observations.		
<div>Date Reviewed<div>Instructor Signature</div></div>			
<div>Date Performed<div>Instructor Signature</div></div>			

22  
Clients' Nutritional Needs

Assisting a client with eating			
		yes	no
1.	Washes hands.		
2.	Explains procedure to client, speaking clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
3.	Raises head of bed so that client is in upright sitting position. Adjusts bed height to be sitting at client's eye level. Locks bed wheels.		
4.	Places food and drink where they can be easily seen by the client.		
5.	Helps client to wash hands. Helps client to put on clothing protector if desired.		
6.	Sits facing client at client's eye level on stronger side.		

7.	Tells the client what foods are on the plate. Asks what she would like to eat first. Checks temperature of food. Offers food in bite-sized pieces and alternates types of food offered. Makes sure client's mouth is empty before offering the next bite of food or sip of drink.		
8.	Offers drinks throughout the meal. Talks throughout the meal.		
9.	Wipes client's mouth and hands as necessary.		
10.	Removes clothing protector if used. Removes tray or dishes.		
11.	Assists client to a comfortable position, keeping client upright for at least 30 minutes. Returns bed to lowest position.		
12.	Washes hands.		
13.	Documents procedure (including client's intake if required) and any observations.		
<div>Date Reviewed<div>Instructor Signature</div></div>			
<div>Date Performed<div>Instructor Signature</div></div>			