

# STAT TEMPORARY SERVICES, INC.

## JOB DESCRIPTION - CERTIFIED NURSING ASSISTANT

Under supervision of a registered nurse or licensed practical nurse performs routine patient care duties which have been delegated by an RN or LPN in the direct health care of a patient.

1. Performs basic nursing skills including: bathing, shampooing, dressing, toileting patients, bed making, taking vital signs, measuring height and weight, caring for patient's environment, measuring fluid and nutrient intake and output, assisting in the provision of proper nutritional care, walking or transferring the patient using body mechanics, and maintaining infection control and safety standards.
2. Observes and reports changes in patient behavior and physical/mental status, including recognizing abnormal signs and symptoms (i.e., elevated or change in vital signs) and adverse occurrences, such as falls or skin breakdown.
3. Documents care given as directed.
4. Provides patient rights by showing respect, maintaining confidentiality and providing privacy to patients.
5. Identifies personal strengths and limitations.
6. Seeks assistance, information and/or supervision relative to nursing care actions for which:
  - a. the Nursing Assistant lacks experience or knowledge
  - b. the Nursing Assistant questions the appropriateness of the intervention
  - c. the Nursing Assistant identifies unsafe patient care practices
7. Seeks educational opportunities to increase clinical competence and maintains 12 hours of in-service per year. (This is the sole responsibility of the employee.)
8. Has ability to walk, stoop, climb, bend, stretch, push, pull and lift up to 50 pounds per Acknowledgment of Requirements form.
9. Understands and utilizes proper body mechanics.

# STAT TEMPORARY SERVICES, INC.

## MINIMUM REQUIREMENTS FOR APPLICATION

### CERTIFIED NURSING ASSISTANT

1. Verification of inclusion on the Wisconsin Registry as:
  - a. Basic provider Eligibility (all hospitals, all facilities for the developmentally disabled, non-federally certified nursing homes, and non- federally certified home health agencies and hospices), or--
  - b. Basic Provider Eligibility and federally certified nursing homes, or--
  - c. Basic Provider Eligibility and federally certified home health agencies and hospices, or--
  - d. Basic Provider Eligibility and all federally certified nursing homes and all federally certified hospices and home health agencies.
2. A minimum of one year current hospital or nursing home experience as a nursing assistant (must be within the past 24 months).
3. Satisfactory health certificate on file meeting STAT requirements.
4. Three satisfactory references on file.
5. Completion of the Caregiver Background Disclosure Form.
6. Completion of a personal interview.
7. A score of 85% or higher on the Nursing Assistant Screening Examination.
8. Satisfactory completion of the Skills Performance Demonstration.
9. Identification for proof of U.S. Residency and/or Proof of US Employment Eligibility.
10. Evidence of current CPR Certification.

It is the policy of STAT to consider applicants for employment without regard to race, religion, color, national origin, handicap, gender, or age.

STAT TEMPORARY SERVICES, INC.

**ACKNOWLEDGMENT OF REQUIREMENTS**

**CERTIFIED NURSING ASSISTANT**

I, \_\_\_\_\_, have reviewed the Minimum Requirements, and Job Description of being a Certified Nursing Assistant of STAT Temporary Services, Inc.

I certify that I am able to perform the following physical requirements of the position:

- Near vision, hearing and talking over 90% of each shift.
- Lifting up to 50 pounds 67-100% of each shift.
- Standing 67-100% of each shift.
- Walking 67-100% of each shift.
- Stooping, bending, twisting, pushing, pulling, and stretching 67-100% of each shift.
- Practice proper body mechanics to eliminate possible injury.
- Free of latex or latex related allergies.

I certify that I am able to work under the following working conditions:

- Indoors over 95% of each shift.
- Working in a controlled health care facility.

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

STAT Representative Signature \_\_\_\_\_ Date: \_\_\_\_\_

# NNAAP™ Nurse Aide Practice Written Exam

1. **What is the term for a device used to take the place of a missing body part?**
  - (A) Pronation
  - (B) Abduction
  - (C) External rotation
  - (D) Prosthesis
  
2. **When a client has left-sided weakness, what part of a sweater is put on first?**
  - (A) Both sleeves
  - (B) Left sleeve
  - (C) Client's choice
  - (D) Right sleeve
  
3. **It is appropriate for a nurse aide to share the information regarding a client's status with:**
  - (A) any one the nurse aide sees fit
  - (B) the client's family members
  - (C) the client's roommate
  - (D) the staff on the next shift
  
4. **When helping a client who is recovering from a stroke to walk, the nurse aide should assist:**
  - (A) on the client's strong side
  - (B) on the client's weak side
  - (C) from behind the client
  - (D) with a wheelchair
  
5. **The nurse aide is caring for a client who is agitated. The nurse aide SHOULD:**
  - (A) speak loudly so the client can hear the instructions
  - (B) ask to reassign the care of this client
  - (C) talk in a slow, calm, reassuring manner
  - (D) tell the client to be quiet
  
6. **The purpose for padding side rails on the client's bed is to:**
  - (A) use them as a restraint
  - (B) have a place to connect the call signal
  - (C) protect the client from injury
  - (D) keep the client warm
  
7. **Exercises that move each muscle and joint are called:**
  - (A) adduction
  - (B) range of motion
  - (C) abduction
  - (D) rotation
  
8. **How can the nurse aide BEST help a client who is not accepting a loss?**
  - (A) Leave the client alone
  - (B) Convince the client to accept the loss
  - (C) Encourage the client to talk
  - (D) Discourage individual activity

9. The Heimlich maneuver (abdominal thrust) is used for a client who has:
- (A) a bloody nose
  - (B) a blocked airway
  - (C) fallen out of bed
  - (D) impaired eyesight
10. To **BEST** communicate with a client who is totally deaf, the nurse aide should:
- (A) smile frequently and speak loudly
  - (B) smile often and talk rapidly
  - (C) avoid eye contact
  - (D) write out information
11. The nurse aide is asked by a confused client what day it is. The nurse aide should:
- (A) explain that memory loss is natural and the date is not important
  - (B) ignore the request
  - (C) point to the date on a calendar and say the date
  - (D) provide the date and then test the client later
12. To avoid pulling the catheter when turning a male client, the catheter tube must be taped to the client's:
- (A) bed sheet
  - (B) upper thigh
  - (C) bed frame
  - (D) hip
13. A nurse aide can assist clients with their spiritual needs by:
- (A) taking clients to the nurse aide's church
  - (B) allowing clients to talk about their beliefs
  - (C) avoiding any religious discussions
  - (D) talking about the nurse aide's own spiritual beliefs
14. A nurse aide **MUST** wear gloves when:
- (A) feeding a client
  - (B) doing peri-care
  - (C) giving a back rub
  - (D) doing range of motion
15. When getting ready to dress a client, the nurse aide **SHOULD**:
- (A) get the first clothes the nurse aide can reach in the closet
  - (B) give the client a choice of what to wear
  - (C) use the clothes the client wore the day before
  - (D) choose clothes that the nurse aide personally likes
16. If the nurse aide discovers fire in a client's room, the **FIRST** thing do is:
- (A) call the nurse in charge
  - (B) try to put out the fire
  - (C) open a window
  - (D) remove the client

17. In order to communicate clearly with a client who has hearing loss, the nurse aide should:

- (A) speak in a high pitched tone of voice
- (B) stand behind the client when speaking
- (C) speak in a loud and slow manner
- (D) look directly at the client when speaking

18. Which of the following stages of dying is usually the final stage?

- (A) Anger
- (B) Acceptance
- (C) Bargaining
- (D) Depression

19. If a client says, "God is punishing me" or "Why me?", how should the nurse aide respond?

- (A) Reply, "God doesn't punish people."
- (B) Listen quietly
- (C) Ignore the client
- (D) Make jokes

20. The role of the ombudsman is to:

- (A) run a group of nursing homes
- (B) work with the nursing home to protect clients' rights
- (C) control the nursing home budget
- (D) prepare classes that nurse aides take to learn about client hygiene

21. A nurse aide who is active in her church is assigned to care for a client who is not a member of any religious group. The nurse aide **SHOULD**:

- (A) help the client understand the nurse aide's faith
- (B) tell the client that it is important for the client to join some church, even if it is not the nurse aide's church
- (C) respect the client's beliefs and avoid starting religious discussions
- (D) arrange to have the nurse aide's clergyman visit the client

22. The nurse aide notices that a client's mail has been delivered to the client's room. The nurse aide **SHOULD**:

- (A) open the mail and leave it on the client's table
- (B) open the mail and read it to the client
- (C) read the mail to make sure it doesn't contain upsetting news
- (D) give the client the unopened mail and offer help as needed

23. Which of the following is a correct measurement of urinary output?

- (A) 40 oz
- (B) 300 cc
- (C) 2 cups
- (D) 1 quart

24. The client offers a nurse aide a twenty dollar bill as a thank you for all that the nurse aide has done. The nurse aide **SHOULD**:
- (A) take the money so as not to offend the client
  - (B) politely refuse the money
  - (C) take the money and buy something for the floor
  - (D) ask the nurse in charge what to do
25. All of the following situations are examples of abuse or neglect **EXCEPT**:
- (A) restraining a client according to a physician's order
  - (B) leaving a client alone in a bathtub
  - (C) threatening to withhold a client's meals
  - (D) leaving a client in a wet and soiled bed
26. If a client is sitting in a chair in his room masturbating, the nurse aide **SHOULD**:
- (A) report the incident to the other nurse aides
  - (B) tell the client to stop
  - (C) laugh and tell the client to go in the bathroom
  - (D) leave the client alone and provide privacy
27. To convert four ounces of juice to milliliters (ml), the nurse aide should multiply:
- (A) 4 x 5 ml
  - (B) 4 x 10 ml
  - (C) 4 x 15 ml
  - (D) 4 x 30 ml
28. In giving care according to the client's Bill of Rights, the nurse aide **SHOULD**:
- (A) provide privacy during the client's personal care
  - (B) open the client's mail without permission
  - (C) use the client's personal possessions for another client
  - (D) prevent the client from complaining about care
29. The **LAST** sense a dying client will lose is:
- (A) smell
  - (B) hearing
  - (C) taste
  - (D) sight
30. A client wakes up during the night and asks for something to eat. The nurse aide **SHOULD**:
- (A) check client's diet before offering nourishment
  - (B) tell the client nothing is available at night
  - (C) explain that breakfast is coming in three hours
  - (D) tell the client that eating is not allowed during the night
31. The normal aging process is **BEST** defined as the time when:
- (A) people become dependent and childlike
  - (B) Alzheimer's disease begins
  - (C) normal body functions and senses decline
  - (D) people are over sixty-five years of age

32. If a client is confused, the nurse aide should:
- (A) ignore the client until he starts to make sense
  - (B) restrain the client so that he does not hurt himself
  - (C) keep the client away from other clients
  - (D) help the client to recognize familiar things and people
33. What is the process of restoring a disabled client to the highest level of functioning possible?
- (A) Responsibility
  - (B) Retention
  - (C) Rehabilitation
  - (D) Reincarnation
34. When changing an unsterile dressing, the nurse aide should wash hands:
- (A) before the procedure
  - (B) after the procedure
  - (C) before and after the procedure
  - (D) before, after removal of the soiled dressing, and after the procedure
35. Clean bed linen placed in a client's room but **NOT** used should be:
- (A) returned to the linen closet
  - (B) used for a client in the next room
  - (C) taken to the nurse in charge
  - (D) put in the dirty linen container
36. The nurse aide finds a conscious client lying on the bathroom floor. The **FIRST** thing the nurse aide should do is:
- (A) help the client into a sitting position
  - (B) call for assistance from the nurse in charge
  - (C) offer the client a drink of water
  - (D) check for signs of injury
37. If a nurse aide finds a client who is sad and crying, the nurse aide should:
- (A) ask the client if something is wrong
  - (B) tell the client to cheer up
  - (C) tell the client to stop crying
  - (D) call the client's family
38. Clients have the right to:
- (A) smoke in any area of the facility
  - (B) have access to a telephone
  - (C) go anywhere in the facility
  - (D) see other clients' medical reports
39. Proper use of a waist restraint requires that the nurse aide:
- (A) release the restraint every four hours
  - (B) watch for skin irritation
  - (C) tie restraints to the siderail
  - (D) apply the restraint tightly so the client cannot move

40. To prevent the spread of infection, how should the nurse aide handle the soiled linens removed from a client's bed?

- (A) Shake them in the air
- (B) Place them in a neat pile on the floor
- (C) Carry them close to the nurse aide's body
- (D) Put them in the dirty linen container

41. A client needs to be repositioned but is heavy, and the nurse aide is not sure she can move the client alone. The nurse aide should:

- (A) try to move the client alone
- (B) have the family do it
- (C) ask another nurse aide to help
- (D) go on to another task

42. To prevent dehydration of the client, the nurse aide **SHOULD**:

- (A) offer fluids frequently while the client is awake
- (B) wake the client hourly during the night to offer fluids
- (C) give the client frequent baths
- (D) feed the client salty food to increase thirst

43. When transferring a client, **MOST** of the client's weight should be supported by the nurse aide's:

- (A) back
- (B) shoulders
- (C) legs
- (D) wrists

44. To be sure that a client's weight is measured accurately, the client should be weighed:

- (A) after a meal
- (B) by a different nurse aide
- (C) at the same time of day
- (D) after a good night's sleep

45. How many tips does a quad-cane base have?

- (A) 1
- (B) 2
- (C) 3
- (D) 4

46. **BEFORE** taking the oral temperature of a client who has just finished a cold drink, the nurse aide should wait:

- (A) 10 to 20 minutes
- (B) 25 to 35 minutes
- (C) 45 to 55 minutes
- (D) at least 1 hour

47. Which of the following methods is the **CORRECT** way to remove a dirty isolation gown?

- (A) Pull it over the head
- (B) Let it drop to the floor and step out of it
- (C) Roll it dirty side in and away from the body
- (D) Pull it off by the sleeve and shake it out

48. What would be the **BEST** way for the nurse aide to promote client independence in bathing a client who has had a stroke?

- (A) Give the client a complete bath only when the client requests it
- (B) Encourage the client to do as much as possible and assist as needed
- (C) Leave the client alone and assume the client will do as much as she can
- (D) Limit the client to washing her hands

49. A safety device used to assist a **DEPENDENT** client from a bed to a chair is called a:

- (A) posey vest
- (B) hand roll
- (C) transfer/gait belt
- (D) foot board

50. If a nurse aide needs to wear a gown to care for a client in isolation, the nurse aide **MUST**:

- (A) wear the same gown to care for all other assigned clients
- (B) leave the gown untied
- (C) take the gown off before leaving the client's room
- (D) take the gown off in the dirty utility room

51. When making an occupied bed, the nurse aide **SHOULD**:

- (A) put the dirty sheets on the floor
- (B) help the client to sit in a chair while the bed is being made
- (C) lower both side rails before changing the sheets
- (D) raise side rail on unattended side

52. The nurse aide is in the employee dining room. A group of nurse aides are eating lunch together and begin discussing how rude a certain client was acting. The nurse aide **SHOULD**:

- (A) join in the conversation
- (B) suggest that this is not the place to discuss the client
- (C) be quiet and not say anything to the other nurse aides
- (D) return to the unit and tell the client what was said

53. The nurse aide enters a client's room, and the client states that he has pain. What should the nurse aide do?

- (A) Report it to the nurse in charge
- (B) Tell the client to get out of bed for awhile
- (C) Tell the client that the pain will go away soon
- (D) Ignore the client's statement

54. A client is upset and crying over the recent death of her husband. How should the nurse aide respond?
- (A) Tell her not to cry because it will make her feel sad
  - (B) Close the door and leave the client to cry alone
  - (C) Take the client to an activity to help her forget her husband
  - (D) Sit with the client and allow her to talk about her feelings
55. Which temperature is considered **MOST** accurate?
- (A) Oral
  - (B) Axillary
  - (C) Groin
  - (D) Rectal
56. What is a beginning sign of a pressure sore?
- (A) Swelling
  - (B) Numbness
  - (C) Discoloration
  - (D) Coolness
57. While assisting a client with denture care the nurse aide observes that the upper plate is cracked. The nurse aide **SHOULD**:
- (A) clean the dentures and return them to the client's mouth
  - (B) call the client's family
  - (C) call the dentist and make an appointment
  - (D) report the damage to the nurse in charge

58. A new client refuses to wear a clothing protector at lunch. The nurse aide **SHOULD**:
- (A) tell the client that he must wear it
  - (B) put the clothing protector on the client
  - (C) report this to the nurse in charge
  - (D) respect the client's wishes
59. The nurse aide can **BEST** show that he is listening to the client by:
- (A) changing the subject frequently
  - (B) responding when appropriate
  - (C) correcting the client's mistakes
  - (D) directing the conversation
60. The **BEST** time to prepare for a disaster is:
- (A) while evacuating residents
  - (B) during lunch
  - (C) when everyone is safely in bed
  - (D) before it happens