

Nursing Assisting

New for 2019-2020

Competitors are no longer be required to show event guidelines at ILC. Time remaining announcements have been added to the test. Drawsheet or incontinence pad can be used for bedmaking – competitor has the option. Editorial updates and clarifications have been made to guidelines. Scholarship information has been added to the guidelines.

Purpose To provide the HOSA member with an opportunity to develop and demonstrate knowledge and skills in nursing assisting.

Description This event will consist of two rounds of competition. Round One will be a written, multiple choice test. Written test will measure knowledge and understanding at the recall, application or analysis levels. Higher-order thinking skills will be incorporated as appropriate. The test score from Round One will be used to qualify the competitors for Round Two, and will be used as part of the final score. The top scoring competitors will advance to Round Two for the performance of a selected skill(s) identified in a written scenario. The scenario will require the use of critical thinking skills. The performance will be timed and evaluated according to the event guidelines.

Dress Code Competitors shall wear proper business attire or official HOSA uniform, or attire appropriate to the occupational area, during the orientation, written test and skill(s)– jeans and shorts are not acceptable. Bonus points will be awarded for [proper dress](#).

- Rules and Procedures**
1. Competitors in this event must be active members of HOSA-Future Health Professionals and in good standing in the division in which they are registered to compete (Secondary or Postsecondary/Collegiate). *Competitors should compete in skill events at the highest level of training. An example would be students enrolled in an Emergency Medical Technician course should compete in the Emergency Medical Technician event and not in the CPR/First Aid event.*
 2. Competitors must be familiar with and adhere to the [“General Rules and Regulations of the HOSA Competitive Events Program \(GRR\).”](#)
 3. The test will consist of fifty (50) multiple choice items. The test score will be used as part of the final score for the event.

Round One: Written Test Plan

Communication & Personal Qualities	5%
Ethical and Legal Responsibilities	5%
Human Growth and Development	5%
Anatomy and Physiology	15%
Aging and Geriatric Care	5%
Nutrition.....	10%
Safety and Body Mechanics	10%
Infection Control.....	10%
Vital Signs.....	10%
Nursing Assistant Skills	5%
Metric Measurements/Conversions.....	5%

4. All competitors shall report to the site of the event orientation at the time designated. The Round One test will immediately follow the orientation. At ILC, [photo ID](#) must be presented prior to competing in each round. **No proxies will be allowed for the orientation.**

5. **Test Instructions:** The competitors will be given instructions and will be notified to start the test. There will be a maximum of 60 minutes to complete the test. Competitors should leave the testing site promptly after submitting all testing materials and evaluations.

NOTE: *States/regions may use a different process for testing, to include but not limited to pre-conference testing, online testing, and testing at a computer. Check with your Area/Region/State for the process you will be using.*

6. **TIME REMAINING ANNOUNCEMENTS:** There will be a verbal announcement when there are 30 minutes, 15 minutes, 5 minutes, and 1 minute remaining to complete the test.

7. All official references are used in the development of the written test. The specific reference selected for each skill is listed in the Facilities, Equipment and Materials section of these guidelines.

- [Simmers, L., Simmers-Narker, Simmers-Kobelak. DHO: Health Science. Cengage Learning, Latest edition.](#)
- [Sorrentino, Sheila. Mosby's Textbook for Nursing Assistants, Elsevier/Mosby-Year Book, Inc. Latest edition.](#)

8. The test score from Round One will be used to qualify the competitor for the Round Two skills. The skills approved for Round Two for this event are:

Skill I:	Handwashing	(3 minutes)
Skill II:	Make a Closed Bed	(8 minutes)
Skill III:	Make an Occupied Bed	(10 minutes)
Skill IV:	Position patient	(5 minutes)
Skill V:	Transfer patient with specified disability from bed to a chair/wheelchair.	(4 minutes)
Skill VI:	Measure and record vital signs: TPR and blood pressure (aneroid)	(10 minutes)
Skill VII:	Changing a Patient's Gown	(5 minutes)
Skill VIII:	Discharging a Patient	(6 minutes)

9. HOSA Management and event personnel have the option of providing one additional minute to the skill event interval prior to the scenario for competitors to preview the equipment that is provided for the event. If given, the one minute allowed for equipment preview will be added to the overall skill interval and competitors will be told they have an extra minute to review the equipment.

10. The selected skill(s) for Round Two, in the form of a written scenario, will be presented to the competitor at the start of the skill to be performed. One or more skills may be combined in the scenario. The scenario will be the same for each competitor and will include a challenging component that will require the competitor to apply critical thinking skills. A sample scenario can be found [here](#).

11. The scenario is a secret topic. Professional ethics demand that competitors DO NOT discuss or reveal the secret topic until after the event has concluded. Violation of the ethics rules will be severely penalized per [the GRRs](#).
12. In case of a tie, the highest test score will be used to determine the rank.
13. Competitors must complete all steps of the skill listed in the guidelines even if the steps must be simulated/verbalized. Steps may NOT be simulated/verbalized when the equipment/materials are available.
14. The competitor must earn a score of 70% or higher on the combined skill(s) of the event (excluding the test) in order to be recognized as an award winner at the ILC.
15. The timing for the skill will begin when the scenario is presented. Competitors will be stopped at the end of the time allowed for a selected skill(s).
16. HOSA offers numerous scholarships every year to its members interested in pursuing a variety of health careers. As you consider participating in this competitive event, please keep in mind there may be a HOSA Scholarship offered that fits your interests! For more information on the HOSA Scholarship program, please visit <http://www.hosa.org/scholarships>.

- Competitor Must Provide:**
- Two #2 lead pencils with eraser
 - Watch with second hand (optional-Round Two only)
 - Barrier devices (non-latex gloves, gown, goggles or safety glasses, mask)
 - Gait belt - HOSA will provide a gait belt, OR the competitor has the option of providing his/her own gait belt.
 - Hand brush
 - A [photo ID](#)

FOR SPECIFICS ON EVENT MANAGEMENT SEE [COMPETITIVE EVENT MANAGEMENT](#)

Required Personnel:

- One Event Manager
- One Judge Manager (JM) to provide quality assurance for the event by ensuring that the guidelines are followed and all event documents are complete.
- One Section Leader per section
- One judge per skill selected per section
- Proctors for Testing – Approximately one proctor for 20 competitors
- Event assistants per section as needed
- One-two patients as required by the scenario (per section) with identification band(s)
- Holding room attendants(s)
- Timekeepers (if necessary)

Facilities, Equipment and Materials (Per Section):

Round One: Written Test (Reference: All resources)

- List of competitors for check-in
- One pre-numbered test per competitor

- Scantron/answer forms- one copy per competitor
- Evaluation forms- competitor and event personnel
- #2 lead pencils with eraser to complete evaluations (event personnel)

Round Two: General

- Clinical and/or laboratory stations for selected skills (see [HOSA Room Set](#))
- Holding rooms or areas for competitors (if off-site)
- List of competitors for check-in
- Written Scenario-copies for judges, section leaders
- Patient and judge scripts as needed
- #2 lead pencils (judges & evaluations)
- Stopwatch(s)
- Rating sheets-one per judge per team
- Evaluation forms-competitor, judge, event personnel
- Copy of guidelines for judges
- Handrub

Skill I Handwashing (DHO)

- Sink and paper towels
- Waste container
- Soap

Skill II Make a Closed Bed (DHO)

- Hospital bed
- Pillow
- Laundry hamper
- Trash can liners for laundry hampers, 1 per competitor
- Linens (drawsheet or incontinence pad may be used)
- Blankets and spreads

Skill III Make an Occupied Bed (DHO)

- Patient
- Hospital bed
- Pillow
- Laundry hamper
- Trash can liners for laundry hampers, 1 per competitor
- Linens (drawsheet or incontinence pad may be used)
- Blankets and spreads

Skill IV Position Patient (DHO)

- Patient
- Hospital bed with sheets OR exam table with examination table paper (skill can be done in either setting)
- Disinfectant wipes
- Small pillow
- Sheet or disposable drape

Skill V Transfer Patient (DHO)

- Patient
- Hospital bed
- Chair/wheelchair

- Blanket or sheet
- Patient robe and slippers
- Gait belt (competitor has option of using HOSA's or bringing their own)

Skill VI Measure and Record Vital Signs (DHO)

- Patient
- Digital thermometer with disposable sheaths/probes. (Some digital thermometers use sheath covers while other more expensive thermometers use probe covers.)
- Biohazardous waste receptacle
- Sphygmomanometer
- Teaching stethoscope
- Antiseptic wipes
- Graphic forms
- Tissues

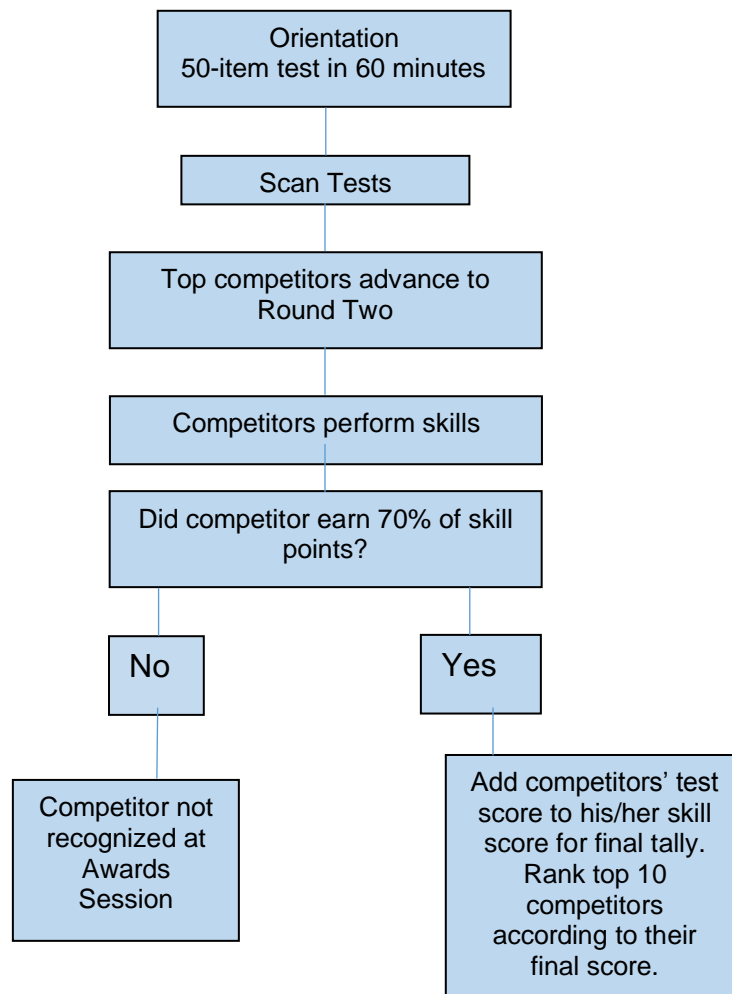
Skill VII Changing a Patient's Gown (Sorrentino & Remmert)

- Patient
- Scenario – must indicate a specific injury/condition of the affected arm, and must indicate the reason for changing the gown (if it is contaminated with blood or body fluids.)
- Bed or chair
- Gowns (2) One to be removed and a clean gown, both with ties (Do not use a gown that opens at the shoulder.)
- Linens (if bed is used) and a bath blanket
- Laundry hamper

Skill VIII Discharging a Patient (DHO)

- Patient
- Scenario with discharge order included
- Bed or chair
- Discharge checklist
- Personal Items – glasses, hearing aids, dentures, toiletries, etc.
- Non slip sole footwear
- Gait belt (competitor has option of using HOSA's or bringing their own)
- Wheelchair
- Exit sign

Event Flow Chart



Sample Round One Test Questions

1. The diet often prescribed for patients with constipation and GI disorders is a _____ diet.
 - A. high-fiber
 - B. high-fat
 - C. low-fiber
 - D. low-fat
2. Effective communication for a Nursing Assistant is best described as:
 - A. assuming the understanding of the patient's complaint.
 - B. listening to and understanding the patient's total complaint.
 - C. partially understanding the patient's complaint.
 - D. rejecting the patient's complaint as unfounded.
3. What is the purpose of performing passive range-of-motion exercises?
 - A. Increase muscle tone.
 - B. Preserve muscle mass.
 - C. Maintain joint mobility.
 - D. Prevent bone demineralization.

NURSING ASSISTING

Competitor #: _____ Judge's Signature: _____

Skill I Handwashing (Time: 3 minutes)		Possible		Awarded
1.	Stand back from sink to avoid contamination of clothing. Removed rings and pushed wristwatch up above wrist.	1	0	
2.	Turned faucet on with paper towel, adjusted temperature (water should be warm) and discarded towel in waste container.	1	0	
3.	Wet hands and wrists thoroughly with fingertips pointing down.	1	0	
4.	Applied soap to create lather on hands.	1	0	
5.	Put the palms of hands together and rubbed them using friction and a circular motion for 15 seconds.	2	0	
6.	Put the palm of one hand on the back of the other hand, rubbed together several times and repeated after reversing position of hands.	2	0	
7.	Interlaced fingers on both hands and rubbed them back and forth.	1	0	
8.	Encircled wrist with palm and fingers from opposite hand, and used a circular motion to clean the wrist. Repeated for the opposite wrist.	1	0	
9.	Cleaned nails with a hand brush.	1	0	
10.	Rinsed hands from forearms down to fingertips, with fingertips pointed downward.	1	0	
11.	Dried hands thoroughly, from tips of fingers to wrist, and discarded towel.	1	0	
12.	Turned faucet off with dry paper towel and discarded towel in wastebasket.	1	0	
TOTAL POINTS -- SKILL I		14		
70% Mastery for Skill I = 9.8				

***If a student jeopardizes the patient's or his/her own safety and does not take immediate action to correct the error, the total points for the skill or specific subpart(s) of the skill will be deducted.*

NURSING ASSISTING

Competitor #: _____ Judge's Signature: _____

Skill II Make a Closed Bed (Time: 8 minutes)		Possible		Awarded
1.	Assembled equipment and supplies.	1	0	
2.	Used alcohol-based handrub for hand hygiene and put on non-latex gloves (if indicated).	1	0	
3.	Arranged the linen on a chair in the order in which the linen is to be used.	1	0	
4.	Adjusted bed to appropriate height and locked wheels.	2	0	
5.	Removed soiled linens by rolling into compact bundle, and placed in hamper, hold linen away from body & reapply alcohol based handrub.	2	0	
6.	Unfolded fitted sheet on bed.	1	0	
a.	Contoured corner positioned at head and foot of bed.	1	0	
b.	Fitted one contour corner smoothly around the foot of the mattress.	1	0	
c.	Fitted the contour corner at the head of the mattress.	1	0	
d.	Completed one side of the bed completely before proceeding to the other side.	1	0	
7.	Placed drawsheet at center of bed (14-16 inches from head of bed) and tucked under mattress to fit tightly and smoothly. (An incontinence pad may be used instead of drawsheet if the competitor chooses).	2	0	
8.	Unfolded top sheet on mattress, wrong side up, with hem even with top edge of mattress and center fold used to center the sheet.	2	0	
9.	Placed the spread/blanket on the bed right side up with the top edge even with the top edge of the mattress, using the center fold to center the spread.	2	0	
10.	Tucked top sheet and spread/blanket as a unit under foot of mattress; mitered corner to fit tightly and smoothly, let the triangle hang loose.	2	0	
11.	Moved to opposite side of bed.	1	0	

Items Evaluated		Possible		Awarded
12.	Fanfold the top covers to the center of the bed to work with bottom sheet.	2	0	
13.	Fitted the contour corner under mattress at the head and foot of the bed pulling the sheet to remove wrinkles before tucking.	2	0	
14.	Tucked drawsheet under mattress to fit tightly and smoothly.	2	0	
15.	Tucked top sheet and spread/blanket as a unit under foot of mattress; mitered corner to fit tightly and smoothly, let the triangle hang loose.	2	0	
16.	Folded the top sheet over the spread/blanket to make a 6"-8" cuff.	1	0	
17.	Placed case on pillow; placed pillow at head with open end away from door.	2	0	
18.	Lowered the bed to its lowest position, replacing all other equipment. (bedside table, call signal, chair, etc.)	2	0	
19.	Used alcohol-based handrub for hand hygiene.	1	0	
20.	Used correct body mechanics throughout skill.	2	0	
21.	Practiced standard precautions throughout skill.	2	0	
TOTAL POINTS -- SKILL II		38		
70% Mastery for Skill II = 26.6				

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NURSING ASSISTING

Competitor #: _____ Judge's Signature: _____

Skill III Make an Occupied Bed (Time: 10 minutes)	Possible		Awarded
1. Assembled equipment and supplies.	1	0	
2. Used alcohol-based handrub for hand hygiene and put on non-latex gloves (if indicated).	1	0	
3. Greeted patient and introduced self.	1	0	
4. Identified patient.	1	0	
5. Explained skill and provided privacy.	2	0	
6. Arranged the linen on a chair in the order in which the linen will be used.	1	0	
7. Lowered headrest and footrest to a flat position (if permissible), adjusted bed to appropriate height and locked wheels.	2	0	
8. Lowered side rail on working side.	1	0	
9. Loosened top bedclothes at the bottom of the mattress, removed the spread/blanket and placed in the hamper.	2	0	
10. Replaced the top sheet with a bath blanket, having patient hold the top edge of the bath blanket (if able) while sliding the soiled top sheet out from top to bottom, then placed soiled sheet in hamper.	2	0	
11. Removed the pillow and assisted patient to turn to opposite side of bed.	2	0	
12. Fanfolded bottom linens up to patient's body.	1	0	
13. Placed fitted sheet on bed.			
a. Contoured corner positioned at head and foot of bed.	1	0	
b. Fitted one contour corner smoothly around the foot of the mattress.	1	0	
c. Fitted the contour corner at the head of the mattress.	1	0	
d. Fan folded fitted sheet opposite side to patient.	1	0	
14. Placed drawsheet on bed; tucked under mattress; fan-folded to center of bed. (An incontinence pad can be used instead of a drawsheet if the competitor chooses).	2	0	
15. Turned the patient toward you while cautioning the patient about turning over the fanfolded linen and raised side rail.	2	0	

Items Evaluated	Possible		Awarded
16. Moved to the opposite side of bed and lowered side rail.	1	0	
17. Removed soiled bottom linens and placed in hamper.	1	0	
18. Pulled contour corner of the clean fitted sheet into place at foot of bed.	2	0	
19. Pulled contour corner of the clean fitted sheet into place at the head of the bed.	2	0	
20. Pulled clean draw sheet into place and tucked it firmly under the side of the mattress without wrinkles.	1	0	
21. Assisted patient to turn to center of bed on his/her back.	1	0	
22. Placed clean top sheet, wrong side up, over bath blanket, centered using the sheets center fold.	1	0	
23. Asked patient to hold the top edge of the clean sheet, then removed soiled bath blanket by pulling it from the top to the bottom of the bed, and placed in hamper.	1	0	
24. Placed spread/blanket on top of top sheet, right side up and centered, and tucked top linens as a unit at foot of bed and mitered corners.	2	0	
25. Before tucking in the final fold, formed a toepleat by making a 3-inch fold in the top of the linen with the fold toward the foot of the bed, then completed the mitered corner.	2	0	
26. Raised side rails and moved to the opposite side of the bed.	1	0	
27. Lowered the siderail and completed the top linens on the opposite side of the bed, then raised the siderail.	2	0	
28. Folded the top sheet over the spread/blanket to make a 6" – 8" cuff.	1	0	
29. Inserted the pillow into a clean pillow case appropriately.	1	0	
30. Positioned pillow to patient's comfort with the open end away from the door	1	0	
31. Observed all checkpoints before leaving the patient: placed call signal within easy reach, lowered bed, positioned patient in good body alignment, etc.	2	0	
32. Used correct body mechanics throughout skill.	2	0	
33. Used alcohol-based handrub for hand hygiene.	1	0	
34. Appropriate verbal and nonverbal communication with patient and other personnel.	2	0	
34. Practiced standard precautions throughout skill.	2	0	
TOTAL POINTS -- SKILL III 70% Mastery of Skill III = 37.8	54		

***If a student jeopardizes the patient's or his/her own safety and does not take immediate action to correct the error,*

the total points for the skill or specific subpart(s) of the skill will be deducted.

NURSING ASSISTING

Competitor #: _____ Judge's Signature: _____

Skill IV Position Patient (Time : 5 minutes)	Possible	Awarded
<p><i>Competitors will be asked to demonstrate ONE of the following positions:</i></p> <ul style="list-style-type: none"> • <i>Supine</i> • <i>Sim's (Left Lateral)</i> • <i>Prone</i> <p><i>*Patient is either on an exam table or in a hospital bed</i></p>		
1. Obtained instructions and assembled equipment.	1	0
If performing skill on exam table, complete steps 2-6:		
2. Wiped the examination table with disinfectant and covered with table paper.	2	0
3. Used alcohol-based handrub for hand hygiene.	1	0
4. Greeted patient and introduced self and escorted to exam table.	1	0
5. Identified patient.	1	0
6. Explained skill and provided privacy.	2	0
If performing skill on hospital bed, complete steps 7-11		
7. Used alcohol-based handrub for hand hygiene.	1	0
8. Greeted patient and introduced self.	1	0
9. Identified patient.	1	0
10. Explained skill and provided privacy.	2	0
11. Locked the wheels on the bed, elevated bed to comfortable height, lowered bedrail on the appropriate side of the bed as necessary.	2	0
12. Supine Position	2	0
a. Positioned the patient lying flat on his/her back.		
b. Placed a small pillow under the head.	2	0
c. Rested the arms at the sides of the patient's body.	1	0
d. Positioned the legs flat and slightly separated.	2	0
e. Used a large sheet/disposable draper to drape the patient but did not tuck the sheet/disposable drape at the sides or bottom.	1	0
13. Sims' Position (Left Lateral)	1	0
a. Positioned the patient lying on his/her left side.		
b. Extended the left arm behind the back.	1	0

c.	Head turned to the left side and rested the head on a small pillow.	1	0	
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Items Evaluated		Possible	Awarded
d.	Bent the left leg slightly.	1	0
e.	Bent the right leg sharply at the knee and brought up to the abdomen.	2	0
f.	Placed the right arm bent at the elbow in a comfortable position in front of the body.	1	0
g.	Draped with large sheet/disposable drape and did not tuck in at sides or bottom.	1	0
14.	Prone Position		
a.	Positioned the patient lying on his/her abdomen.	2	0
b.	Flexed the arms at the elbows and placed at the sides of the head or to the side of the body.	2	0
c.	Turned the head to either side, supported with a small pillow.	2	0
d.	Used one large sheet to drape the patient, leaving the sheet loose on all sides.	2	0
15.	Checked all aspects of the patient's position and comfort.	2	0
16.	Remained with patient until the patient is informed the procedure is completed.	2	0
Judge states, "the procedure is completed".			
17.	Assisted the patient to sit up observing for signs of weakness or dizziness.	1	0
18.	Cleaned and replaced all equipment.	2	0
19.	Used alcohol-based handrub for hand hygiene.	1	0
20.	Appropriate verbal and nonverbal communication with patient and other personnel.	2	0
21.	Practiced standard precautions throughout skill.	2	0
TOTAL POINTS -- SKILL IV: One Position		28	
70% Mastery for Skill IV = 19.6			

***If a student jeopardizes the patient's or his/her own safety and does not take immediate action to correct the error, the total points for the skill or specific subpart(s) of the skill will be deducted.*

NURSING ASSISTING

Competitor #: _____ Judge's Signature: _____

Skill V	Transfer Patient with Specified Disability from Bed to Chair/Wheelchair	Possible		Awarded
	(Time: 4 minutes)			
1.	Assembled equipment.	1	0	
2.	Used alcohol-based handrub for hand hygiene.	1	0	
3.	Greeted patient and introduced self.	1	0	
4.	Identified patient.	1	0	
5.	Explained skill and provided privacy.	2	0	
6.	Placed chair/wheelchair at head of bed facing the foot or at the foot of the bed facing the head.	1	0	
7.	Locked wheels of wheelchair and folded up foot rest, if needed	1	0	
8.	Lowered bed and locked wheels.	1	0	
9.	Elevated the head of bed.	1	0	
10.	Lowered the side rails on the exit side of bed.	1	0	
11.	Fanfolded the bed linen to the foot of the bed.	1	0	
12.	Assisted patient to dangle feet and observed for signs of stress.	2	0	
13.	Put robe and slippers with non-slip soles on the patient.	1	0	
14.	Applied gait belt.			
	a. Positioned belt around patient's waist – on top of clothing.	1	0	
	b. Positioned buckle/clasp so it is slightly off center in front of patient.	1	0	
	c. Tightened belt so that fingers of both hands can be placed under belt.	2	0	
15.	Transferred patient into chair/wheelchair.			
	a. Kept back straight and placed one hand on each side of the belt using an underhand grasp while standing close to and facing the patient.	2	0	
	b. Positioned feet to provide wide base of support (If patient has a weak leg, supported it by positioning knee against patient's knee or by blocking patient's foot).	2	0	
	c. Instructed patient to assist by pushing against bed with hands to raise to standing position on a given signal (such as on the count of three).	1	0	

Items Evaluated	Possible	Awarded
d. At the given signal, assisted patient to stand at bedside, lifting up on the belt while the patient pushes up from the bed.	2 0	
e. Place your knees and feet firmly against the patient's knees and feet to provide support.	2 0	
f. Assisted patient to pivot until back of legs are touching the seat of the chair/wheelchair, place his/her hands on the armrests, bend at the knees and sit down in chair/wheelchair.	2 0	
g. Adjusted footrest of wheelchair (as needed) and removed gait belt.	1 0	
16. Draped patient with blanket/sheet.	1 0	
17. Checked to determine if patient was comfortable.	1 0	
18. Used alcohol-based handrub for hand hygiene.	1 0	
19. Appropriate verbal and nonverbal communication with patient and other personnel.	2 0	
20. Practiced standard precautions throughout skill.	2 0	
TOTAL POINTS -- SKILL V 70% Mastery for Skill V – 26.6	38	

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NURSING ASSISTING

Competitor #: _____ Judge's Signature: _____

Skill VI	Measure and Record Vital Signs (Time: 10 minutes)	Possible	Awarded
1.	Assembled equipment and supplies.	1 0	
2.	Used alcohol-based handrub for hand hygiene.	1 0	
3.	Greeted patient and introduced self.	1 0	
4.	Identified patient.	1 0	
5.	Explained vital sign skill.	2 0	
6.	Questioned patient about eating, drinking, and smoking	1 0	
7.	Positioned patient comfortably.	1 0	
8.	TEMPERATURE – Electronic Thermometer		
a.	Placed digital thermometer in disposable sheath or placed a probe cover over the probe.	1 0	
b.	Inserted thermometer/probe under the patient's tongue toward the side of the mouth.	1 0	
c.	Asked patient to close mouth, but not bite down	1 0	
d.	Held the thermometer/probe in place until unit signals.	1 0	
e.	Removed thermometer/probe from patient's mouth.	1 0	
f.	Disposed of sheath/probe cover in biohazardous waste container.	1 0	
g.	Read and verbalized the patient's temperature correctly.	1 0	
h.	Returned thermometer to cover or returned probe to stored position.	1 0	
i.	Recorded accurately on graphic form.	2 0	
9.	RADIAL PULSE		
a.	Positioned patient's hand and arm so they were well supported and rested comfortably with palm of hand turned downward	1 0	
b.	Placed first two or three fingers properly on thumb side of wrist.	1 0	
c.	By exerting light pressure, counted regular pulse for 30 seconds times two (2); if irregular, counted for full minute.	1 0	
10.	RESPIRATION		
a.	Continued pulse position to keep patient unaware of counting.	1 0	
b.	Counted regular respirations for 30 seconds times 2; if irregular, counted for full minute.	1 0	
11.	Verbalized pulse count and respiration count within plus or minus 2 of judge's count.	2 0	
12.	Described quality characteristics of pulse (volume – character strength, and	2 0	

rhythm - regularity) AND respirations (depth and rhythm) to judge.		
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Skill VI	Items Evaluated	Possible	Awarded
13.	Recorded pulse and respiration accurately on the graphic form.	2 0	
14.	BLOOD PRESSURE		
a.	Cleaned earpieces and stethoscope	1 0	
b.	Exposed patient's arm and positioned the arm so that it is supported, comfortable, and close to the level of the heart with the palm up.	1 0	
c.	Wrapped deflated cuff around patient's arm above the elbow, snugly and smoothly.	1 0	
d.	Centered the bladder over the brachial artery, 1 – 2" above the elbow and over the brachial artery.	1 0	
e.	With one hand, closed valve on bulb, clockwise.	1 0	
f.	Palpated radial pulse.	1 0	
g.	Inflated cuff to 30 mm Hg above pulse disappearance.	1 0	
h.	Opened valve slowly until radial pulse detected.	1 0	
i.	Reported palpated pressure and maximum inflation level to judge.	2 0	
j.	Deflated cuff completely and waited 30 - 60 seconds.	1 0	
k.	Positioned earpieces of stethoscope in ears.	1 0	
l.	Palpated brachial artery.	1 0	
m.	Placed stethoscope over brachial artery.	1 0	
n.	Gently close valve on rubber bulb by turning it in a clockwise direction.	1 0	
o.	Inflate cuff to 30 mm Hg above the palpatory systolic pressure.	1 0	
p.	Released the air in the cuff at a rate of 2 to 3 mm Hg per second silently noting the systolic and diastolic pressures.	1 0	
q.	Listened for 10-20 mm Hg below the last sound heard to confirm disappearance, then deflated the cuff rapidly and completely.	1 0	
r.	Removed cuff from patient's arm and made patient comfortable.	1 0	
s.	Recorded blood pressure accurately on graphic form.	1 0	
t.	Cleaned earpieces of stethoscope.	1 0	
u.	Replaced equipment appropriately.	1 0	
v.	Maintained accuracy within +/- 2 mm Hg of judge's reading of systolic pressure.	2 0	
w.	Maintained accuracy within +/- 2 mm Hg of judge's reading of diastolic pressure.	2 0	

Skill VI	Items Evaluated	Possible	Awarded
15.	Used alcohol-based handrub for hand hygiene.	1	0
16.	Executed all vital sign skills (temperature, pulse, respiration and blood pressure) smoothly and in logical order, overlapping skills to maximize efficiency of time.	2	0
17.	Appropriate verbal and nonverbal communication with patient and other personnel.	2	0
18.	Practiced standard precautions throughout skill.	2	0
TOTAL POINTS – SKILL VI		62	
70% Mastery for Skill VI = 43.4			

***If a student jeopardizes the patient's or his/her own safety and does not take immediate action to correct the error, the total points for the skill or specific subpart(s) of the skill will be deducted.*

Last Name		First Name						Attending Physician												Room Number					
																				Hospital Number					
Date																									
Day in Facility																									
Day PO or PP																									
Temperature	Hour	AM			PM			AM			PM			AM			PM			AM			PM		
		4	8	12	4	8	12	4	8	12	4	8	12	4	8	12	4	8	12	4	8	12	4	8	12
	104																								
	103																								
	102																								
	101																								
	100																								
	99 Normal																								
	98																								
	97																								
96																									
Pulse	140																								
	130																								
	120																								
	110																								
	100																								
	90																								
	80																								
	70																								
	60																								
Respiration	50																								
	40																								
	30																								
	20																								
	10																								
Blood Pressure																									
Weight																									

NURSING ASSISTING

Competitor #: _____ Judge's Signature: _____

Skill VII Changing a Patient's Gown (Time: 5 minutes)		Possible		Awarded
<i>* Patient in a bed or chair</i>				
1.	Obtained proper authorization (scenario) and assembled equipment.	1	0	
2.	Knocked on the door or called out to the patient before entering (<i>if applicable</i>).	1	0	
3.	Greeted patient and introduced self.	1	0	
4.	Identified patient.	1	0	
5.	Explained skill and provided privacy.	2	0	
6.	Used alcohol-based handrub for hand hygiene.	1	0	
7.	Observed standard precautions by wearing gloves if non-latex gown is contaminated.	2	0	
8.	IF THE PATIENT IS IN A HOSPITAL BED (<i>performed the following steps</i>)			
a.	Elevated the bed to a comfortable working height and lowered the siderail on the near side. (<i>as needed</i>)	1	0	
b.	Loosened the patient's bedding.	1	0	
9.	Covered the patient with a bath blanket.	1	0	
10.	Untied the tapes on the neck and back of the gown by having the patient turn on his/her side or leaning forward in the chair.	1	0	
11.	Gently pulled out any part of the gown that is under the patient.	1	0	
12.	Removed the soiled gown.			
a.	Beginning with the unaffected arm, gently eased the arm out of the sleeve.	1	0	
b.	Eased the sleeve off the affected arm, taking care to make adjustments for the specific needs of the affected arm. (injury, paralysis, dressing, splint, etc.)	2	0	
c.	Kept the patient covered while removing the soiled gown.	1	0	
d.	Placed soiled gown in a laundry hamper or bag. If the gown is contaminated with blood or body fluids, followed agency policy for handling contaminated linen.	1	0	
13.	Unfolded the clean gown and placed it over the patient.	1	0	

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Items Evaluated		Possible	Awarded
14.	Put the sleeve on the affected arm first, taking care to make adjustments for the specific needs of the affected arm.	2 0	
15.	Put the sleeve on the unaffected arm.	1 0	
16.	Pulled the gown down over the patient, making sure it is free from folds and without exposing the patient.	1 0	
17.	Tied the ties on the neck of the gown, making sure that the tied knot is not on a bony prominence.	1 0	
18.	Removed the bath blanket.	1 0	
19.	Tied the waist tie of the gown.	1 0	
20.	Checked all aspects of the patient's position and comfort prior to leaving.	1 0	
21.	Observed all checkpoints prior to leaving the patient, making sure the siderails are elevated, bed is at its lowest level, call signal and supplies within reach, body comfortable in good alignment and area is neat and clean.	2 0	
22.	Removed gloves if worn and used alcohol-based handrub for hand hygiene, or washed hands with soap and water if contaminated.	1 0	
23.	Communicated effectively with patient throughout the skill.	2 0	
24.	Appropriate verbal and nonverbal communication with patient and other personnel.	2 0	
TOTAL POINTS - SKILL VII – Pt. Sitting in a Chair		33	
TOTAL POINTS - SKILL VII – Pt. in Bed		35	
70% Mastery for Skill VII –Pt. Sitting in a Chair = 23.1			
70% Mastery for Skill VII – Pt. in Bed = 24.5			

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NURSING ASSISTING

Competitor #: _____ Judge's Signature: _____

Skill VIII Discharging the Patient (Time: 6 minutes)		Possible	Awarded
1.	Assembled equipment.	1	0
2.	Greeted patient and introduced self.	1	0
3.	Identified patient.	1	0
4.	Explained skill and provided privacy.	2	0
5.	Used alcohol-based handrub for hand hygiene.	1	0
6.	Assemble all patient's personal belongings not taken by family.	1	0
7.	Complete discharge checklist.		
	a. Confirmed discharge order is written.	1	0
	b. Confirmed medications have been reviewed with patient by nurse.	1	0
	c. Confirmed patient has prescriptions.	1	0
	d. Confirmed patient has been informed by nurse of any restrictions of activity or diet.	1	0
	e. Confirmed patient has a scheduled follow up appointment.	1	0
	f. Double checked room for any belongings not removed by family.	1	0
8.	Locked wheels of wheelchair and folded up foot rest, if needed.	1	0
9.	Confirmed patient is wearing non-slip soles.	1	0
10.	Applied gait belt.		
	a. Positioned belt around patient's waist on top of clothing	1	0
	b. Positioned buckle/clasp so it is slightly off center in front of patient.	1	0
	c. Tightened belt so that fingers of both hands can be placed under belt.	1	0
11.	Transferred patient into wheelchair from chair.	2	0
	a. Kept back straight and place one hand on each side of belt using an underhand grasp while standing close to and facing the patient.		
	b. Positioned feet to provide wide base of support.	2	0

Items Evaluated	Possible		Awarded
c. Instructed patient to assist by pushing against chair with hands to raise to standing position on a given signal (such as on the count of three).	1	0	
d. At the given signal, assisted patient to stand from chair, lifting up on belt while patient pushes up from the chair.	2	0	
e. Place your knees and feet firmly against the patient's knees and feet to provide support.	2	0	
f. Assisted patient to pivot until back of legs are touching the seat of the wheelchair, place his/her hands on the armrests, bend at the knees and sit down in wheelchair.	2	0	
g. Adjusted footrest of wheelchair (as needed) and removed gait belt.	1	0	
12. Transported the patient to the exit area and verbalized assisting patient into car.	1	0	
13. Said goodbye to patient.	1	0	
14. Used alcohol-based handrub for hand hygiene.	1	0	
15. Appropriate verbal and nonverbal communication with patient and other personnel.	2	0	
16. Practiced standard precautions throughout skill.	2	0	
TOTAL POINTS – SKILL VIII	37		
70% Mastery for Skill VIII = 25.9			

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Competitor ID # _____

Discharge Checklist For Skill VIII

Initial when completed:

_____ Discharge order is written.

_____ Medications have been reviewed by nurse.

_____ Patient has prescriptions.

_____ Patient has been informed by nurse of any restrictions of activity or diet.

_____ Patient has a scheduled follow up appointment.

_____ Checked room for any belongings not removed by family.

Signature

Date