

GOOD SISTERS & BROTHERS HOMECARE SERVICES, LLC
GOOD SISTERS & BROTHERS HOMECARE
SERVICES HOME HEALTH AIDE COMPETENCY TEST
WRITTEN EXAMINATION

ROLE OF THE HOME HEALTH AIDE

An aide may perform certain duties. Mark the following **true** or **false** for tasks you may legally perform as a home health aide.

T = True, F = False

- | | | | |
|----------|---------------------------|-----------|---------------------------|
| _____ 1. | Reinforce a dressing | _____ 6. | Change a colostomy bag |
| _____ 2. | Apply a hot pack | _____ 7. | Give a rectal suppository |
| _____ 3. | Give an enema | _____ 8. | Give a tube feeding |
| _____ 4. | Administer medication | _____ 9. | Give insulin |
| _____ 5. | Change a sterile dressing | _____ 10. | Cut nails |

CHOOSE ONE CORRECT ANSWER FOR EACH QUESTION BELOW AND CIRCLE THE CORRESPONDING LETTER.

1. As a home health aide, you:
 - a. work alone
 - b. work as part of the health care team
 - c. may become the leader of the health care team
 - d. will never get any further training after orientation

2. When you work in the home, you will be:
 - a. responsible for making decisions without any help
 - b. working under the supervision of a professional supervisor
 - c. away from your office and have no way to contact your employer
 - d. responsible for calling the physician with information

3. As a home health aide, it is your responsibility to:
 - a. plan the client's care
 - b. do only the tasks that the registered nurse assigns to you
 - c. try to do your best, but not ask for any help
 - d. compare assignments with your co-workers

4. A patient has cancer which has spread, and the doctor says he is not likely to live long. The patient asks you several questions about how long he will live. What should you do?
 - a. tell the patient what you think
 - b. explain to the patient that he should ask his nurse and doctor
 - c. tell the patient he is going to live a long time
 - d. tell the patient that doctors do not know everything

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HOME HEALTH AIDE COMPETENCY EVALUATION
WRITTEN EXAMINATION

I. COMMUNICATION

Mark the following true or false. T = true, F = false

- _____ 1. In the home, it is important to be a good listener.
_____ 2. Always tell the patient what you are going to do before starting a procedure.
_____ 3. You only communicate through words.

CHOOSE ONE CORRECT ANSWER FOR EACH QUESTION BELOW AND CIRCLE THE CORRESPONDING LETTER.

1. Which of the following is important in communicating with people?
a. courtesy
b. tact
c. listening
d. all of the above
2. Body language is:
a. a way of communicating feelings by using the body, facial expressions and the eyes
b. only used by clients to tell their doctors what is causing them problems
c. only used by persons who are deaf and mute
d. the newest dance craze
3. Nursing care for a conscious patient should be preceded by:
a. asking the patient for his permission to go ahead with the procedure
b. telling the patient you would like to have his cooperation
c. giving an explanation of what is going to be done
d. explaining to the patient that the doctor ordered this done

II. OBSERVATION, REPORTING AND DOCUMENTATION

Mark the following true or false. T = true, F = False

- _____ 1. If you do not chart a task that you do for a patient, legally, it was not done.
_____ 2. If the patient has a new area of skin breakdown, and the nurse is coming in two days, you do not need to report the skin breakdown to your supervisor.

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- _____ 3. A rapid pulse and shortness of breath in a patient usually indicates the patient is excited and does not need to be reported to the nurse.

CHOOSE ONE CORRECT ANSWER FOR EACH QUESTION BELOW AND CIRCLE THE CORRESPONDING LETTER.

1. The patient tells you he has not moved his bowels in three days. What should you do?
 - a. tell him not to worry about it
 - b. tell him to take a laxative
 - c. report it to the nursing supervisor
 - d. pretend you didn't hear him

2. After arriving to care for Mr. Jones, he complains he has had severe cramping pains in the calf of his left leg for the last three hours. You call your supervisor and then record on your progress note the following:
 - a. "States he has leg cramps"
 - b. "Complains of pain"
 - c. "Left leg hurts a lot"
 - d. "States he has severe cramping pains in the calf of his left leg for three hours"

3. Objective observation means:
 - a. using all your senses (seeing, hearing, touching, etc.) in detecting changes in the patient's condition
 - b. signs and symptoms described by the patient
 - c. deciding what the patient needs
 - d. describing objects in the patient's room

III. READING AND RECORDING TEMPERATURE, PULSE AND RESPIRATIONS

Mark the following true or false. T = true, F = false

- _____ 1. Always report a pulse rate if the beats per minute are under 60 or over 100.
- _____ 2. The temperature of an unconscious patient should be taken orally since they are not moving about.
- _____ 3. Recording a patient's "TPR" or vital signs is not important as long as you remember what they were.

CHOOSE ONE CORRECT ANSWER FOR EACH QUESTION BELOW AND CIRCLE THE CORRESPONDING LETTER.

1. For which, if any, of these body areas is 99.6 degrees F. a normal temperature?
 - a. axilla
 - b. mouth
 - c. rectum
 - d. none of the above

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2. When taking a patient's pulse, you should take it for:
 - a. 15 seconds
 - b. one full minute
 - c. 45 seconds
 - d. two minutes

3. When a patient's respirations are being counted, it is best that the patient:
 - a. try to breath evenly
 - b. breathe as deeply as he can
 - c. sit up straight
 - d. not be aware that the respirations are being counted

IV. INFECTION CONTROL

Mark the following true or false. T = true, F = false

- _____ 1. Hand washing is the single best way to decrease the transfer of pathogens.
- _____ 2. Gloves should be worn when handling items soiled by body fluids.
- _____ 3. The catheter drainage bag must be lower than the bladder, but not on the floor.

CHOOSE ONE CORRECT ANSWER FOR EACH QUESTION BELOW AND CIRCLE THE CORRESPONDING LETTER.

1. During a visit, you need to wash your hands:
 - a. before you give physical care to the patient
 - b. after you pet the dog
 - c. before you leave the patient's home
 - d. all of the above

2. In what situation should gloves be used?
 - a. the patient is vomiting
 - b. the patient has been incontinent of stool
 - c. the patient has a draining wound
 - d. all of the above

3. When soiled linen is removed from the patient's bed, it should be:
 - a. shaken
 - b. folded exactly hem to hem
 - c. held away from one's uniform
 - d. inspected for tears

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V. BODY FUNCTIONS AND CHANGES

Mark the following true or false, T = true, F = false

- ___ 1. Diarrhea can cause dehydration and other serious complications and should be reported.
- ___ 2. If a person complains of pain, it is important to have the patient describe the pain and then report it to the nurse and record it in your notes.
- ___ 3. It's normal for most people to complain of pressure, swelling, or bloating in their ankles, feet, stomach or legs.

CHOOSE ONE CORRECT ANSWER FOR EACH QUESTION BELOW AND CIRCLE THE CORRESPONDING LETTER.

- 1. If you notice the patient's catheter is not draining, the first thing you should do is:
 - a. call your supervisor
 - b. empty the drainage bag
 - c. check the tubing to see if it is kinked
 - d. do nothing, this is the nurse's problem
- 2. Which of the following is **not** recommended for promoting good daily bowel habits?
 - a. plenty of water
 - b. laxatives
 - c. exercise
 - d. well balanced meals
- 3. The patient's pulse has been between 90 and 110 beats per minute since his first aide visit. Now you find it to be 58 beats per minute. What should you do next?
 - a. tell the patient he must be getting better
 - b. wait 15 minutes and take the pulse again
 - c. inform the supervisor right away
 - d. just record the pulse in the normal way

VI. MAINTENANCE OF A CLEAN, SAFE, HEALTHY ENVIRONMENT

Mark the following true or false. T = true, F = false

- ___ 1. A bedside call bell needs to be available so the bed bound patient can summon assistance.
- ___ 2. Bedrails should never be used to secure vest restraints.
- ___ 3. Smoking in bed is fine for anyone who is not confused.

CHOOSE ONE CORRECT ANSWER FOR EACH QUESTION BELOW AND CIRCLE THE CORRESPONDING NUMBER.

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1. To prevent poisoning of people (including children) this of the following actions is best:
 - a. keep poisons locked up or in places where children cannot reach them
 - b. keep an antidote ready in case someone takes poison
 - c. have an emergency number to call
 - d. store in cool, dry place

2. Part of your duties as a home health aide to assure a safe home environment. This includes:
 - a. proper infection control with good hand washing
 - b. electrical and fire safety
 - c. moving things which may cause the patient to fall
 - d. all of the above

3. Bad breath or body odors on a home health aide will be LEAST likely to be noticed by the:
 - a. patient
 - b. nurse
 - c. aide
 - d. patient's family

VII. **EMERGENCY PROCEDURES**

Mark the following true or false. T = true, F = false

- ___ 1. For an injury with profuse bleeding, apply pressure and call for assistance.
- ___ 2. If the patient begins to have a seizure, your first responsibility is to prevent the patient from injuring himself.
- ___ 3. If the patient falls and complains of pain in his hip, you should help him to get up and walk to the bed.

CHOOSE ONE CORRECT ANSWER FOR EACH QUESTION BELOW AND CIRCLE THE CORRESPONDING LETTER.

1. In case of fire in the home, what is the best procedure to follow?
 - a. tell the patient to be calm, call the fire department and then take the patient out of the house
 - b. get the patient and yourself out of the house and call the fire department
 - c. try and put the fire out yourself
 - d. call your supervisor and the fire department, then leave the house

2. A patient is choking on some object that is caught in his airway. Before any first-aid measures are applied, find out:
 - a. if the patient's pulse rate is over 80
 - b. If the patient can swallow clear fluids
 - c. If the patient can speak or cough
 - d. What medications the patient has taken in the past 24 hours

3. While giving a bath on a shower chair, the patient suddenly gasps and becomes unresponsive. The home health aide should:

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- a. call for family assistance and continue with the bath
- b. leave the patient and call 911
- c. lower the patient to the floor, call for the family to call 911, determine if CPR is needed and initiate it if indicated
- d. tell the family to stay with the patient while you call 911 and the supervisor

VIII. HUMAN DEVELOPMENT

Mark the following true or false. T = true, F = false

- ___ 1. Every patient is the same and has the same needs and wants.
- ___ 2. It is all right to use any item in the home without asking as long as it is for the patient's personal care.
- ___ 3. You may use the telephone in the patient's home without asking permission.

CHOOSE ONE CORRECT ANSWER FOR EACH QUESTION BELOW AND CIRCLE THE CORRESPONDING LETTER.

1. Patients may sometimes talk about religious beliefs with which you do not agree. What would be your best reaction?
 - a. it is best to pretend to have the same beliefs as the patient
 - b. you have the right to explain your own beliefs in detail
 - c. when a person is sick, it is the best time teach him true religion
 - d. each person has a right to his own beliefs which should be respected
2. A neighbor has asked you some questions about the patient you are presently taking care of. "Mrs. Collier is dying, isn't she? How will you answer her?"
 - a. "Mrs. Collier is doing as well as can be expected."
 - b. "I am sorry, but I cannot discuss Mrs. Collier."
 - c. "Yes, it's too bad, but she is very ill."
 - d. "How did you know about Mrs. Collier and her illness?"
3. The main purpose of having written client rights in home care is to:
 - a. protect the client from abuse or neglect by the homemaker/home health aide
 - b. make sure the client is getting the services he is entitled to
 - c. insure the homemaker/home health aide is doing the job correctly
 - d. all of the above

IX. PERSONAL CARE

Mark the following true or false. T = true, F = false

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- ___ 1. It is important to keep a patient covered during a bed bath except for the part being washed.
- ___ 2. Massaging of bony prominences helps to prevent skin breakdown by increasing the blood supply to the area.
- ___ 3. When giving peri-care to a patient after a BM, wash using a front to back motion in order not to spread fecal material to other areas.

CHOOSE ONE CORRECT ANSWER FOR EACH QUESTION BELOW AND CIRCLE THE CORRESPONDING LETTER.

- 1. Which of the following is the most appropriate practice to promote good skin care in the elderly?
 - a. keep the skin clean and well moisturized
 - b. apply alcohol to bony areas of the skin
 - c. wash daily with scented soaps
 - d. all of the above
- 2. If dentures are not worn when sleeping, where should you store them?
 - a. wrap in a washcloth
 - b. put in a sterile container
 - c. wrap in a gauze pad
 - d. place in clean container in clean water
- 3. If you do not know how to do an assigned task, you should:
 - a. call another aide and ask him
 - b. ask the client if he knows how to do it
 - c. call the supervisor and ask for help
 - d. handle every situation by yourself

X. SAFE TRANSFER TECHNIQUES AND AMBULATION

Mark the following true or false, T = true, F = false

- ___ 1. Always transfer a patient towards his good side.
- ___ 2. There is no need to be near an object to pick it up, just reach.
- ___ 3. It's best to use a gait belt if a patient is unsteady.

CHOOSE ONE CORRECT ANSWER FOR EACH QUESTION BELOW AND CIRCLE THE CORRESPONDING LETTER.

- 1. A patient lying on his back has slid down in bed and needs help in moving up again. To start this, the patient should, if possible:

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- a. raise himself on his elbows
 - b. separate his legs widely
 - c. arch his back
 - d. flex his knees and push with his heels
2. Before helping a patient in to or out of a wheelchair, which of these actions are necessary?
- a. have the brakes unlocked and leave the foot pieces down
 - b. lock the brakes and fold the foot pieces up
 - c. have the brakes unlocked and the foot pieces up
 - d. lock the brakes and leave the foot pieces down
3. When assisting a patient to walk with his walker, you should:
- a. clear a pathway and remove all safety hazards
 - b. stay close to the patient's side
 - c. stand on the other side of the room
 - d. a and b

XI. NORMAL RANGE OF MOTION AND POSITIONING

Mark the following true or false. T = true, F = false

- ___ 1. Passive range of motion exercises are for the prevention of contractures in patients with paralyzed limbs.
- ___ 2. During range of motion exercises, if you feel resistance or the patient complains of pain, you should continue anyway.
- ___ 3. It's best to have a pillow between the legs of a patient with a new hip replacement.

CHOOSE ONE CORRECT ANSWER FOR EACH QUESTION BELOW AND CIRCLE THE CORRESPONDING LETTER.

1. To prevent bedsores in the elderly, you should:
- a. change the patient's position every two hours if they are unable to do so themselves
 - b. get the patient out of bed if they are allowed to do so
 - c. ensure adequate nutrition with special emphasis on protein intake
 - d. all of the above
2. When turning a bed bound patient to rub his back, you find a slightly red area the size of a quarter at the base of the patient's spine. What would be the best thing to do for the patient before reporting the finding?
- a. omit the back rub
 - b. rub his back well and tape a large "donut" over the red area
 - c. apply an antiseptic to the spot

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- d. complete the backrub and leave the patient supported on his side
3. When positioning a patient with a fractured hip it is best to:
- ask the patient to relax
 - turn the patient to the unaffected side with a pillow between his legs
 - turn the patient to unaffected side without a pillow
 - ask the patient to bend his knees.

XII. NUTRITION

Mark the following true or false. T = true, F = false

- ___ 1. Soy sauce is good to spice up a low salt diet.
- ___ 2. A regular diet is a well-balanced diet with no restrictions
- ___ 3. Bread and potatoes are a good source of protein

CHOOSE ONE CORRECT ANSWER FOR EACH QUESTION BELOW AND CIRCLE THE CORRESPONDING LETTER.

1. Foods on a liquid diet would include:
- chicken, eggs and toast
 - chopped and strained foods
 - broth, tea and jello
 - lightly seasoned foods
2. Foods that are high in vitamin C include:
- oranges, tomatoes and watermelon
 - potatoes, raisins and bananas
 - liver, beef and chicken
 - cheese, milk and cottage cheese
3. If there is 50cc left in a glass and the glass holds 150cc you should record the intake as :
- 90cc
 - 120cc
 - 100cc
 - 50cc

ESSAY QUESTIONS

1. Mr. Jones says, "No way; no bath today!" What would you do?

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2. Mrs. Smith tells you she wants to shower, and the care plan says a sitting commode bath. What do you do?

3. On your first visit to Mr. Doe, he tells you he always wants to be bathed at 10:00 a.m. What do you do?
