

Nursing Assisting

New for 2017-2018

Rating sheets have been updated to better align with resources.
 Non-latex gloves must be provided by competitor.

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 top scoring competitors will advance to Round Two for the performance of 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**
- 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.*
 - Competitors must be familiar with and adhere to the [“General Rules and Regulations of the National HOSA Competitive Events Program \(GRR\).”](#)
 - 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%
Disabilities and Disorders.....	15%

- All competitors shall report to the site of the event orientation at the time designated. The Round One test will immediately follow the orientation. **No proxies will be**

allowed for the orientation.

5. [Test Instructions](#): There will be a maximum of **60 minutes** to complete the test. There will be a verbal announcement when there are 15 minutes remaining.

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. 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.](#)

7. 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
Skill II:	Make a Closed Bed
Skill III:	Make an Occupied Bed
Skill IV:	Position patient with specified disability in bed
Skill V:	Transfer patient with specified disability from bed to a chair/wheelchair.
Skill VI:	Measure and record vital signs: TPR and blood pressure (aneroid)
Skill VII:	Prepare patient for a meal; determine intake
Skill VIII:	Changing a Patient's Gown
Skill IX:	Discharging a Patient

8. 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.
9. 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.
10. In case of a tie, the highest test score will be used to determine the rank.
11. 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.
12. 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.
13. 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).

Competitor Must Provide:

- Event guidelines (orientation)
- Two #2 lead pencils with eraser
- Watch with second hand or timer
- Set of linens: (one flat sheet and one fitted sheet, one draw sheet [a flat sheet may be used], one pillow case).
- Blanket or spread (optional)
- 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

Required Personnel:

- One Event Manager
- One QA 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):**General**

- Clinical and/or laboratory stations for selected skills
- Holding rooms or areas for competitors (if off-site)
- Written scenario
- Patient and judge scripts as needed
- Stopwatch
- Rating sheets – one per judge per competitor
- Evaluation Forms – competitor, judge, and personnel
- #2 lead pencils with eraser to complete evaluations
- Hand sanitizer (alcohol-based handrub)

Round One: Written Test (Reference: All resources)

- One test copy per competitor
- Scantron /answer forms

Round Two:**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
- Blankets and spreads (HOSA will provide blankets/spreads. Competitors will have the choice of using their own blanket/spread or one provided by HOSA.)

Skill III Make an Occupied Bed (DHO)

- Patient
- Hospital bed
- Pillow
- Laundry hamper
- Trash can liners for laundry hampers, 1 per competitor
- Blankets and spreads (HOSA will provide blankets/spreads. Competitors will have the choice of using their own blanket/spread or one provided by HOSA.)

Skill IV Position Patient (DHO)

- Patient
- Hospital bed, sheets, and pillow
- 3 pillows, 2 bath blankets
- 2 large towels, 2 washcloths

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 or Non-mercury 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
- Container and solution for holding glass thermometer (if used)
- Tissues

Skill VII Prepare Patient for a Meal and Determine Intake (DHO)

- Patient
- Overbed table
- Meal tray
- Towel (2 per competitor)
- Wash Cloth (2 per competitor)
- Sink access
- I & O record (1 per competitor)

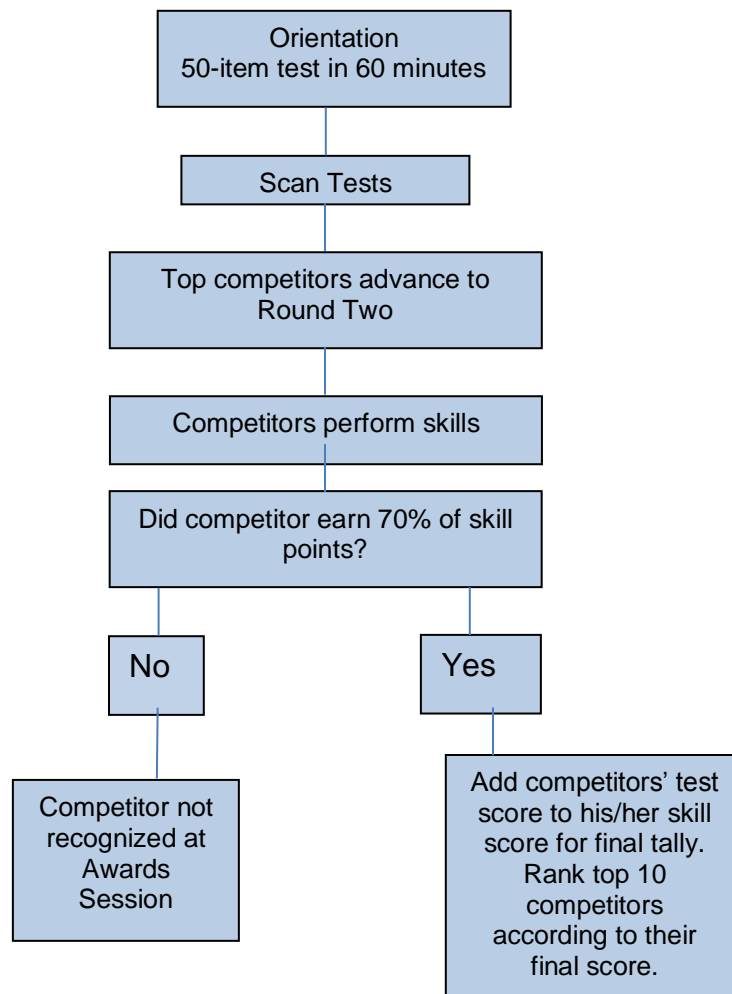
Skill VIII Changing a Patient's Gown (DHO)

- 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 IX Discharging a Patient (DHO)

- Patient
- Scenario with discharge order included
- Bed or chair
- Discharge checklist
- Handrub
- 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 unlawful restraint of a patient's freedom of movement is called:
 - A. invasion of privacy.
 - B. malpractice.
 - C. false imprisonment.
 - D. defamation.
2. The diet often prescribed for patients with constipation and GI disorders is a:
 - A. high-fat diet.
 - B. high-fiber diet.
 - C. low-fat diet.
 - D. low-fiber diet.
3. The purpose of performing passive range-of-motion exercises is to:
 - A. increase muscle tone.
 - B. maintain joint mobility.
 - C. preserve muscle mass.
 - D. prevent bone demineralization.

NURSING ASSISTING

Competitor #: _____ Judge's Signature: _____

Skill I Handwashing (Time: 3 minutes)		Possible		Awarded
1.	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 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	
13.	Avoided touching inside of sink.	1	0	
TOTAL POINTS -- SKILL I		15		
70% Mastery for Skill I = 10.5				

***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 supplied.	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.			
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.	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.	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. Practiced standard precautions throughout skill.	2	0	
TOTAL POINTS -- SKILL III 70% Mastery of Skill III = 36.4	52		

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NURSING ASSISTING

Competitor #: _____

Judge's Signature: _____

Skill IV Position Patient with Specified Disability in Bed (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>Lateral</i> • <i>Prone</i> 			
1. Obtained instructions and 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. Locked the wheels on the bed, elevated bed to comfortable height, lowered bedrail on the appropriate side of the bed as necessary.	2	0	
7. Supine Position	2	0	
a. Positioned the patient lying on his/her back.			
b. Positioned the head in a straight line with the spine, placing a pillow under the head and neck to provide support.	2	0	
c. Placed a pillow or rolled blanket under the lower legs (from knees to 2" above heels) to provide support and keep heels off bed.	2	0	
d. Positioned pillow or rolled blanket against the soles of the feet to keep toes pointed upward.	2	0	
8. Lateral Position	1	0	
a. Positioned the patient lying on his/her side.			
b. Placed a small pillow under the head and neck for support.	1	0	
c. Flexed the lower arm at the elbow.	1	0	
d. Supported the upper arm, flexed at the elbow, on a pillow or rolled blanket.	1	0	
e. Flexed both knees slightly, placed a firm pillow or rolled blanket between the legs with the pillow/blanket extending from the upper leg to the ankle.	1	0	

Items Evaluated		Possible		Awarded
f.	Used a pillow or rolled blanket to keep the feet at right angle to the leg.	1	0	
g.	Placed rolled washcloths or foam rubber balls in hands.	1	0	
h.	Used pillows to support the back and/or abdomen.	1	0	
9.	Prone Position			
a.	Positioned the patient lying on his/her abdomen.	1	0	
b.	Placed the head in direct line with the spine.	1	0	
c.	Turned the head to one side, supported with a small pillow.	1	0	
d.	Placed a small pillow under the waist for support.	1	0	
e.	Placed a firm pillow under the lower legs to slightly flex the knees.	1	0	
f.	Positioned feet at right angles to the legs by ending the feet over the mattress or using pillows/rolled blankets for support.	2	0	
g.	Placed arms in line on either side of the head with the elbows slightly flexed for comfort.	1	0	
10.	Checked all aspects of the patient's position and comfort prior to leaving.	2	0	
11.	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	
12.	Used alcohol-based handrub for hand hygiene.	1	0	
13.	Practiced standard precautions throughout skill.	2	0	
TOTAL POINTS -- SKILL IV: One Position		23		
70% Mastery for Skill IV = 16.1				

***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			Possible	Awarded
from Bed to Chair/Wheelchair (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.	Determined which side of bed to use and placed chair/wheelchair at head of bed.	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.	Practiced standard precautions throughout skill.	2	0	
TOTAL POINTS -- SKILL V		36		
70% Mastery for Skill V – 25.2				

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NURSING ASSISTING

Competitor #: _____ Judge's Signature: _____

Skill VI	Measure and Record Vital Signs (Time: 10 minutes Time: 12 minutes if using glass thermometer)	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	
JUDGES: Evaluate either 8A or 8B				
8A.	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.	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	
8B.	TEMPERATURE – Mercury Free Oral Thermometer			
a.	Removed clean thermometer by the upper end and used a tissue to wipe the thermometer from stem to bulb.	1	0	
b.	Shook down the thermometer until it read 96 ⁰ F or lower.	1	0	
c.	Checked the thermometer for damage while placing a disposable plastic sheath over the thermometer.	1	0	
d.	Inserted the bulb under the patient's tongue, toward the side of the mouth, asking the patient to hold it in place with the hand or lips but not to bite it.	1	0	
e.	Left the thermometer in place for three minutes.	1	0	

Items Evaluated		Possible	Awarded
f.	Removed thermometer by holding the stem and removed/discarded the sheath in a biohazard container without touching the part that was in the patient's mouth.	1 0	
g.	Read and verbalized the patient's temperature correctly.	2 0	
h.	Cleaned the thermometer as instructed.	1 0	
i.	Recorded accurately on graphic form.	1 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 fingers properly on thumb side of wrist.	1 0	
c.	By exerting light pressure, counted regular pulse for 30 seconds times 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 rhythm - regularity) AND respirations (depth and rhythm) to judge.	2 0	
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	

Items Evaluated		Possible		Awarded
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	
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.	Practiced standard precautions throughout skill.	2	0	
TOTAL POINTS - SKILL VI		60		
70% Mastery for Skill VI = 42				

***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 VII Prepare a Patient for a Meal (Time: 6 minutes)		Possible		Awarded
1.	Knocked on door or requested permission to enter from behind the curtain and paused before entering.	1	0	
2.	Introduced self, identified patient, explain that it is almost time to eat, and provided for privacy.	2	0	
3.	Used alcohol-based handrub for hand hygiene.	1	0	
4.	Communicated to patient effectively.	2	0	
5.	Positioned patient in Fowler's and adjusted overbed stand to appropriate height and remove unnecessary items	2	0	
6.	Gave patient warm, wet wash cloth to wash face and hands and towel to dry.	2	0	
7.	Checked food tray for name and accuracy (diet and food correct).	1	0	
8.	Placed tray on overbed table.	1	0	
9.	Positioned napkin or towel to protect patient's clothing.	1	0	
10.	Arranged food and silverware conveniently.	1	0	
11.	When patient was finished eating, gave patient warm, wet wash cloth to wash face and hands and towel to dry – inquired about need for oral hygiene.	2	0	
12.	When patient was finished eating, removed tray from bedside.	1	0	
13.	Left patient comfortable.	1	0	
14.	Removed tray from room.	1	0	
15.	Determined total intake and recorded amounts on the I&O record.	2	0	
16.	Used alcohol-based handrub for hand hygiene.	1	0	
17.	Practiced standard precautions throughout skill.	2	0	
TOTAL POINTS -- SKILL VII		24		
70% Mastery for Skill VII = 16.8				

***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 VIII 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	

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	
TOTAL POINTS - SKILL VIII – Pt. Sitting in a Chair		31	
TOTAL POINTS - SKILL VIII – Pt. in Bed		33	
70% Mastery for Skill VIII –Pt. Sitting in a Chair = 21.7			
70% Mastery for Skill VIII – Pt. in Bed = 23.1			

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NURSING ASSISTING

Competitor #: _____ Judge's Signature: _____

Skill IX 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. discharge order is written.	1	0
	b. medications have been reviewed with patient by nurse.	1	0
	c. patient has prescriptions.	1	0
	d. confirm patient has been informed by nurse of any restrictions of activity or diet..	1	0
	e. 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. Transport the patient to the exit area and help patient into car.	1	0	
13. Say goodbye to patient.	1	0	
14. Used alcohol-based handrub for hand hygiene.	1	0	
15. Practiced standard precautions throughout skill.	2	0	
TOTAL POINTS -- SKILL IX	35		
70% Mastery for Skill IX = 24.5			

***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. C*

Competitor ID # _____

Graphic Chart

Last Name		First Name						Attending Physician												Room Number					
																				Hospital Number					
Date																									
Day in Facility																									
Day PO or PP																									
	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
Temperature	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																									

Competitor ID # _____

INTAKE AND OUTPUT RECORD													
Last Name First Name				Attending Physician						Room #		Hospital #	
Date	INTAKE				OUTPUT					OTHER			REMARKS
Time	Oral	IV	Blood		Urine	Tube	Emesis	Feces					
7 – 8 am													
8 – 9 am													
9 – 10 am													
10 – 11 am													
11 – 12 noon													
12- 1 pm													
1 – 2 pm													
2 – 3 pm													
8 Hour Total													
3 – 4 pm													
4 – 5 pm													
5 – 6 pm													
6 – 7 pm													
7 – 8 pm													
8 – 9 pm													
9 – 10 pm													
10 – 11 pm													
8 Hour Total													
11 – 12 pm													
12 – 1 am													
1 – 2 am													
2 – 3 am													
3 – 4 am													
4 – 5 am													
5 – 6 am													
6 – 7 am													
8 Hour Total													
24 HOUR TOTAL	Total Intake				Total Output								

Competitor ID # _____

□ Discharge Checklist

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