

Example of Task Study Guide for State Exam

INSTRUCTIONS

Create a study guide for the State Test using Aggregate or Individual Program Cluster Score Summary Reports. Review Reports for tasks asked about on the State Test. Tasks will vary based on test format. Incorporate tasks into a study guide for students to complete to prepare for the State Test.

Copy and paste tasks into an Excel spreadsheet (delete columns next to tasks) and save spreadsheet as Adobe PDF or paste tasks into a document. Edit to add space for students to write information.

Require a handwritten study guide to be completed to avoid copying and pasting of information.

Below are the six Duty Areas on the State Test with examples of tasks asked about on the exam.

COMMUNICATING INFORMATION

Assist with unit discharge procedure.

Calculate, report and record food and fluid intake.

Calculate, report and record output.

Check current documentation of resident status and care.

Communicate need for changes in care plan.

Communicate with limited English proficient resident.

Communicate with resident with hearing disorder.

Instruct resident in use of body mechanics.

Inventory and label personal property.

Observe and report resident data (verbal).

Place and receive telephone calls.

Report unsafe conditions.

PERFORMING BASIC NURSING SKILLS

Adjust bed and side rails.

Clean and disinfect unit.

Collect clean catch urine specimen.

Collect routine urine specimen.

Collect stool specimen.

Dispose of soiled material from isolation room.

Follow licensed staff's instructions for providing assistance to a resident in shock.

Follow licensed staff's instructions for providing assistance to a resident who has ingested a hazardous substance.

Follow licensed staff's instructions for providing assistance to a resident with burns.

Follow safety, emergency, and disaster procedures.

Initiate CPR on resident (adult, child, infant).

Measure and record temperature.

Position bed and place needed equipment within reach of resident.

Prioritize order of care for residents with various needs.

Provide assistance to a resident who has fallen.

Provide for environmental safety.

Report the need to adjust environmental factors in unit (heat).

Stock and store equipment and supplies.

PERFORMING PERSONAL CARE SKILLS

Administer perineal care.

Assess body alignment of a resident.

Assist resident in performing oral hygiene.

Assist resident in using toilet.

Assist resident in using urinal.

Assist resident with other personal grooming.

Distribute nourishment.

Feed adult resident.

Give a.m. care.

Give p.m. care.

Identify general/therapeutic diet.

Place alternating-pressure mattress on bed.

Provide care for terminally ill resident.

Provide skin care to resident.

Shave resident.

PERFORMING BASIC RESTORATIVE SKILLS

Administer hot soak.

Administer tepid bath.

Apply anti-embolism elastic stockings (Ted Hose).

Apply ice bag.

Apply lotion. (If not medicated.)

Assist resident in bladder and bowel retraining.

Assist resident to sitting position.

Assist resident with active range of motion exercises.

Assist resident with dangling.

Assist resident with passive range of motion exercises.

Assist resident with walking.

Assist with whirlpool treatment/therapeutic bath (if not medicated).

Position the resident.

Transfer resident to bedside commode.

Use a transfer/safety belt properly.

PROVIDING MENTAL HEALTH AND SOCIAL SKILLS

Direct resident to recreational activities.

Observe and report resident's level of orientation.

Orient resident and family to facility and room.

Work with residents to maintain their thinking abilities.

PROVIDING RESIDENT'S RIGHTS

Assist dementia resident with validation (affirmation).

Assist resident in making personal choices (individual needs).

Assist resident in personal communication (letter writing, phone calls etc.).

Demonstrate professional ethics.

Refer visitor to licensed staff to maintain procedures for legal access to resident and/or records.