

Nursing Assistant Skills Lab Checklist and Competency Evaluation

Information for Use

- The attached skills checklists place the skills steps listed in the National Nurse Aide Assessment Program (NNAAP) Candidate Handbook into a rubric format to facilitate and document competency evaluation of nursing assistant students by approved training program instructors.
- There are two packets of skills checklists available. One for use in the skills lab for competency evaluation prior to application in clinical and one for use in clinical. Both are exactly the same except for the document headings (“Skills Lab” or “Clinical”).
- Programs may use these checklists for competency evaluation. If not, the expectation continues for programs to use skills checklists and means of competency evaluation that are aligned with the NNAAP Candidate Handbook to support students’ success on the state skills exam (for the 22 testable skills).
- Please note that programs using these checklists still need to identify the program criteria for passing and failing skills competency evaluation so that students and instructors are clear about what constitutes passing and failing (e.g. Can they miss any steps? What about the bolded steps? Etc.)
- Please note that these checklists address only the 22 skills on the state skills exam for nursing assistants; they do not address all of the competencies to be addressed and evaluated in nursing assistant training programs. Please refer to WAC 246-841-400 for standards of practice and competencies for nursing assistants. Nursing assistant training programs may use other resources—such as skills or procedure checklists included in program textbooks—to teach and evaluate competencies not included on the state exam.

Nursing Assistant Skills Lab Checklist and Competency Evaluation

Student Name: _____ Date: _____

For evaluation, a checked step indicates the standard for the step was not met.

SKILL #1: Hand Hygiene (Hand Washing)	Standard Not Met
1 Addresses client by name and introduces self to client by name	
2 Turns on water at sink	
3 Wets hands and wrists thoroughly	
4 Applies soap to hands	
5 Lathers all surfaces of wrists, hands, and fingers producing friction, for at least 20 (twenty) seconds, keeping hands lower than the elbows and the fingertips down	
6 Cleans fingernails by rubbing fingertips against palms of the opposite hand	
7 Rinse all surfaces of wrists, hands, and fingers, keeping hands lower than the elbows and the fingertips down	
8 Uses clean, dry paper towel/towels to dry all surfaces of fingers, hands, and wrists starting at fingertips then disposes of paper towel/towels into waste container	
9 Uses clean, dry paper towel/towels to turn off faucet then disposes of paper towel/towels into waste container or uses knee/foot control to turn off faucet	
10 Does not touch inside of sink at any time	

Demonstrated Competency? Yes No

Comments:

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SKILL #2: Applies One Knee-High Elastic Stocking		Standard Not Met
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible	
2	Privacy is provided with a curtain, screen, or door	
3	Client is in supine position (lying down in bed) while stocking is applied	
4	Turns stocking inside-out, at least to the heel	
5	Places foot of stocking over toes, foot, and heel	
6	Pulls top of stocking over foot, heel, and leg	
7	Moves foot and leg gently and naturally, avoiding force and over-extension of limb and joints	
8	Finishes procedure with no twists or wrinkles and heel of stocking, if present, is over heel and opening in toe area (if present) is either over or under toe area; if using a mannequin, candidate may state stocking needs to be wrinkle-free	
9	Signaling device is within reach and bed is in low position	
10	After completing skill, wash hands	

Demonstrated Competency? Yes No

Comments:

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SKILL #3: Assists to Ambulate Using Transfer Belt		Standard Not Met
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible	
2	Privacy is provided with a curtain, screen, or door	
3	Before assisting to stand, client is wearing non-skid shoes/footwear	
4	Before assisting to stand, bed is at a safe level	
5	Before assisting to stand, checks and/or locks bed wheels	
6	Before assisting to stand, client is assisted to sitting position with feet flat on the floor	
7	Before assisting to stand, applies transfer belt securely at the waist over clothing/gown	
8	Before assisting to stand, provides instructions to enable client to assist in standing including prearranged signal to alert client to begin standing	
9	Stands facing client positioning self to ensure safety of candidate and client during transfer. Counts to three (or says other prearranged signal) to alert client to begin standing	
10	On signal, gradually assists client to stand by grasping transfer belt on both sides with an upward grasp (candidate's hands are in upward position), and maintaining stability of client's legs by standing knee-to-knee or toe-to-toe with client	
11	Walks slightly behind and to one side of client for a distance of ten (10) feet, while holding onto the belt	
12	Assists client to bed and removes transfer belt	
13	Signaling device is within reach and bed is in low position	
14	After completing skill, wash hands	

Demonstrated Competency? ___Yes ___No

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SKILL #4: Assists with Use of Bedpan		Standard Not Met
1	Explains procedure speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible	
2	Privacy is provided with a curtain, screen, or door	
3	Before placing bedpan, lowers head of bed	
4	Puts on clean gloves before placing bedpan under client	
5	Places bedpan correctly under client's buttocks	
6	Removes and disposes of gloves (without contaminating self) into waste container and washes hands	
7	After positioning client on bedpan and removing gloves, raises head of bed	
8	Toilet tissue is within reach	
9	Hand wipe is within reach and client is instructed to clean hands with hand wipe when finished	
10	Signaling device within reach and client is asked to signal when finished	
11	Puts on clean gloves before removing bedpan	
12	Head of bed is lowered before bedpan is removed	
13	Ensures client is covered except when placing and removing bedpan	
14	Empties and rinses bedpan and pours rinse into toilet	
15	Places bedpan in designated dirty supply area	
16	Removes and disposes of gloves (without contaminating self) into waste container and washes hands	
17	Signaling device is within reach and bed is in low position	

Demonstrated Competency? Yes No

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SKILL #5: Cleans Upper or Lower Denture		Standard Not Met
1	Puts on clean gloves before handling denture	
2	Bottom of sink is lined and/or sink is partially filled with water before denture is held over sink	
3	Rinses denture in moderate temperature running water before brushing them	
4	Applies denture toothpaste to toothbrush	
5	Brushes all surfaces of denture	
6	Rinses all surfaces of denture under moderate temperature running water	
7	Rinses denture cup and lid	
8	Places denture in denture cup with moderate temperature water/solution and places lid on cup	
9	Rinses toothbrush and places in designated toothbrush basin/container	
10	Maintains clean technique with placement of toothbrush and denture	
11	Sink liner is removed and disposed of appropriately and/or sink is drained	
12	Removes and disposes of gloves (without contaminating self) into waste container and washes hands	

Demonstrated Competency? ___Yes ___No

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SKILL #6: Counts and Records Radial Pulse		Standard Not Met
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible	
2	Places fingertips on thumb side of client's wrist to locate radial pulse	
3	Count beats for one full minute	
4	Signaling device is within reach	
5	Before recording, washes hands	
6	Records pulse rate within plus or minus 4 beats of evaluator's reading	

Demonstrated Competency? ___Yes ___No

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SKILL #7: Counts and Records Respirations		Standard Not Met
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible	
2	Count respirations for one full minute	
3	Signaling device is within reach	
4	Before recording, washes hands	
5	Records respiration rate within plus or minus 2 breaths of evaluator's reading	

Demonstrated Competency? Yes No

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SKILL #8: Donning and Removing PPE (Gown and Gloves)		Standard Not Met
1	Picks up gown and unfolds	
2	Facing the back opening of the gown places arms through each sleeve	
3	Fastens the neck opening	
4	Secures gown at waist making sure that back of clothing is covered by gown (as much as possible)	
5	Puts on gloves	
6	Cuffs of gloves overlap cuffs of gown	
7	Before removing gown, with one gloved hand, grasps the other glove at the palm, remove glove	
8	Slips fingers from ungloved hand underneath cuff of remaining glove at wrist, and removes glove turning it inside out as it is removed	
9	Disposes of gloves into designated waste container without contaminating self	
10	After removing gloves, unfastens gown at waist and neck	
11	After removing gloves, removes gown without touching outside of gown	
12	While removing gown, holds gown away from body without touching the floor, turns gown inward and keeps it inside out	
13	Disposes of gown in designated container without contaminating self	
14	After completing skill, washes hands	

Demonstrated Competency? ___Yes ___No

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SKILL #9: Dresses Client with Affected (Weak) Right Arm		Standard Not Met
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible	
2	Privacy is provided with a curtain, screen, or door	
3	Asks which shirt he/she would like to wear and dresses him/her in shirt of choice	
4	Avoids overexposure of client by ensuring client's chest is covered	
5	Removes gown from the left (unaffected) side first, then removes gown from the right (affected/weak) side	
6	Before dressing client, disposes of gown into soiled linen container	
7	Assists to put the right (affected/weak) arm through the right sleeve of the shirt before placing garment on left (unaffected) arm	
8	While putting on shirt, moves body gently and naturally, avoiding force and over-extension of limbs and joints	
9	Finishes with clothing in place	
10	Signaling device is within reach and bed is in low position	
11	After completing skill, washes hands	

Demonstrated Competency? ___Yes ___No

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SKILL #10: Feeds Client Who Cannot Feed Self		Standard Not Met
1	Explains procedure to client, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible	
2	Before feeding, looks at name card on tray and asks client to state name	
3	Before feeding client, client is in an upright sitting position (75-90 degrees)	
4	Places tray where the food can be easily seen by client	
5	Candidate cleans client's hands before beginning feeding	
6	Candidate sits in a chair facing client during feeding	
7	Tells client what foods and beverage are on tray	
8	Asks client what he/she would like to eat first	
9	Using spoon, offers client one bite of each type of food on tray, telling client the content of each spoonful	
10	Offers beverage at least once during meal	
11	Candidate asks client if they are ready for next bite of food or sip of beverage	
12	At end of meal, candidate cleans client's mouth and hands	
13	Removes food tray	
14	Leaves client in upright sitting position (75-90 degrees) with signaling device within client's reach	
15	After completing skill, washes hands	

Demonstrated Competency? ___Yes ___No

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SKILL #11: Gives Modified Bed Bath (Face and one arm, hand, and underarm)	Standard Not Met
1 Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible	
2 Privacy is provided with a curtain, screen, or door	
3 Removes gown and places directly in soiled linen container while ensuring client's chest and lower body is covered	
4 Before washing, checks water temperature for safety and comfort and asks client to verify comfort of water	
5 Puts on clean gloves before washing client.	
6 Beginning with eyes, washes eyes with wet washcloth (no soap), using a different area of the washcloth for each stroke, washing inner aspect to outer aspect then proceeds to wash face	
7 Dries face with dry cloth towel/washcloth	
8 Exposes one arm and places cloth towel underneath arm	
9 Applies soap to wet washcloth	
10 Washes fingers (including fingernails), hand, arm, and underarm keeping rest of body covered	
11 Rinses and dries fingers, hand, arm, and underarm	
12 Moves body gently and naturally, avoiding force and over-extension of limbs and joints	
13 Puts clean gown on client	
14 Empties, rinses, and dries basin	
15 Places basin in designated dirty supply area	
16 Disposes of linen into soiled linen container	
17 Avoids contact between candidate clothing and used linens	
18 Removes and disposes of gloves (without contaminating self) into waste container and washes hands	
19 Signaling device is within reach and bed is in low position	

Demonstrated Competency? Yes No

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SKILL #13: Measures and Records Urinary Output		Standard Not Met
1	Puts on clean gloves before handling bedpan	
2	Pours the contents of the bedpan into measuring container without spilling or splashing urine outside of container	
3	Rinses bedpan and pours rinse into toilet	
4	Measures the amount of urine at eye level with container on flat surface (if between measurement lines, round up to nearest 25 ml/cc)	
5	After measuring urine, empties contents of measuring container into toilet	
6	Rinses measuring container and pours rinse into toilet	
7	Before recording output, removes and disposes of gloves (without contaminating self) into waste container and washes hands	
8	Records contents of container within plus or minus 25 ml/cc of evaluator's reading	

Demonstrated Competency? ___Yes ___No

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SKILL #14: Measures and Records Weight of Ambulatory Client		Standard Not Met
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible	
2	Client has non-skid shoes/footwear on before walking to scale	
3	Before client steps on scale, candidate sets scale to zero	
4	Asks client to step on center of scale and obtains client's weight	
5	Asks client to step off scale	
6	Before recording, washes hands	
7	Records weight based on indicator on scale; Weight is within plus or minus 2 lbs of evaluator's reading (If weight recorded in kg weight is within plus or minus 0.9 kg of evaluator's reading)	

Demonstrated Competency? ___Yes ___No

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SKILL #15: Performs Modified Passive Range of Motion (PROM) for One Knee and One Ankle		Standard Not Met
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible	
2	Privacy is provided with a curtain, screen, or door	
3	Ensures that client is supine in bed and instructs client to inform candidate if pain is experienced during exercise	
4	While supporting the leg at knee and ankle, bends the knee and then returns leg to client's normal position (flexion/extension) (AT LEAST 3 TIMES unless pain is verbalized). Moves joints gently, slowly and smoothly through the range of motion, discontinuing exercise if client verbalizes pain.	
5	While supporting the foot and ankle close to the bed, pushes/pulls foot toward head (dorsiflexion), and pushes/pulls foot down, toes point down (plantar flexion) (AT LEAST 3 TIMES unless pain is verbalized). Moves joints gently, slowly and smoothly through the range of motion, discontinuing exercise if client verbalizes pain.	
6	Signaling device is within reach and bed is in low position	
7	After completing skill, washes hands	

Demonstrated Competency? Yes No

Comments:

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SKILL #16: Performs Modified Passive Range of Motion (PROM) for One Shoulder		Standard Not Met
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible	
2	Privacy is provided with a curtain, screen, or door	
3	Instructs client to inform candidate if pain experienced during exercise	
4	While supporting arm at the elbow and at the wrist, raises client's straightened arm from side position upward toward head to ear level and returns arm down to side of body (flexion/extension) (AT LEAST 3 TIMES unless pain is verbalized). Moves joint gently, slowly and smoothly through the range of motion, discontinuing exercise if client verbalizes pain.	
5	While supporting arm at the elbow and at the wrist, moves client's straightened arm away from the side of body to shoulder level and returns to side of body (abduction/adduction) (AT LEAST 3 TIMES unless pain is verbalized). Moves joint gently, slowly and smoothly through the range of motion, discontinuing exercise if client verbalizes pain.	
6	Signaling device is within reach and bed is in low position	
7	After completing skill, washes hands	

Demonstrated Competency? Yes No

Comments:

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SKILL #17: Positions on Side		Standard Not Met
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible	
2	Privacy is provided with a curtain, screen, or door	
3	Before turning, lowers head of bed	
4	Raises side rail on side to which body will be turned	
5	Candidate assists client to slowly roll onto side toward raised side rail	
6	Places or adjusts pillow under head for support	
7	Candidate repositions arm and shoulder so that client is not lying on arm	
8	Supports top arm with supportive device	
9	Places supportive device behind client's back	
10	Places supportive device between legs with top knee flexed; knee and ankle supported	
11	Signaling device is within reach and bed is in low position	
12	After completing skill, washes hands	

Demonstrated Competency? ___Yes ___No

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For evaluation, a checked step indicates the standard for the step was not met.

SKILL #18: Provides Catheter Care for Female		Standard Not Met
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible	
2	Privacy is provided with a curtain, screen, or door	
3	Before washing, checks water temperature for safety and comfort and asks client to verify comfort of water	
4	Puts on clean gloves before washing	
5	Places linen protector under perineal area including buttocks before washing	
6	Exposes area surrounding catheter (only exposing client between hip and knee)	
7	Applies soap to wet washcloth	
8	While holding catheter at meatus without tugging, cleans at least four inches of catheter from meatus, moving in only one direction, away from meatus, using a clean area of the washcloth for each stroke	
9	While holding catheter at meatus without tugging using a clean washcloth, rinses at least four inches of catheter from meatus, moving only in one direction, away from meatus, using a clean area of the washcloth for each stroke	
10	While holding catheter at meatus without tugging, dries at least four inches of catheter moving away from meatus using a dry cloth towel/washcloth	
11	Empties, rinses, and dries basin	
12	Places basin in designated dirty supply area	
13	Disposes of used linen into soiled linen container and disposes of linen protector appropriately	
14	Avoids contact between candidate clothing and used linen	
15	Removes and disposes of gloves (without contaminating self) into waste container and washes hands	
16	Signaling device is within reach and bed is in low position	

Demonstrated Competency? ___Yes ___No

Comments:

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For evaluation, a checked step indicates the standard for the step was not met.

SKILL #19: Provides Foot Care on One Foot		Standard Not Met
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible	
2	Privacy is provided with a curtain, screen, or door	
3	Before washing, checks water temperature for safety and comfort and asks client to verify comfort of water	
4	Basin is in a comfortable position for client and on protective barrier	
5	Puts on clean gloves before washing foot	
6	Client's bare foot is placed into the water	
7	Applies soap to wet washcloth	
8	Lifts foot from water and washes foot (including between the toes)	
9	Foot is rinsed (including between the toes)	
10	Dries foot (including between the toes) with dry cloth towel/washcloth	
11	Applies lotion to top and bottom of foot (excluding between the toes) removing excess with a towel/washcloth	
12	Supports foot and ankle during procedure	
13	Empties, rinses, and dries basin	
14	Places basin in designated dirty supply area	
15	Disposes of used linen into soiled linen container	
16	Removes and disposes of gloves (without contaminating self) into waste container and washes hands	
17	Signaling device is within reach	

Demonstrated Competency? ___Yes ___No

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For evaluation, a checked step indicates the standard for the step was not met.

SKILL #20: Provides Mouth Care		Standard Not Met
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible	
2	Privacy is provided with a curtain, screen, or door	
3	Before providing mouth care, client is in upright sitting position (75-90 degrees)	
4	Puts on clean gloves before cleaning mouth	
5	Places cloth towel across chest before providing mouth care	
6	Secures cup of water and moistens toothbrush	
7	Before cleaning mouth, applies toothpaste to moistened toothbrush	
8	Cleans mouth (including tongue and all surfaces of teeth), using gentle motions	
9	Maintains clean technique with placement of toothbrush	
10	Candidate holds emesis basin to chin while client rinses mouth	
11	Candidate wipes mouth and removes clothing protector	
12	Disposes of used linen into soiled linen container	
13	Rinses toothbrush and empties, rinses, and dries basin	
14	Removes and disposes of gloves (without contaminating self) into waste container and washes hands	
15	Signaling device is within reach and bed is in low position	

Demonstrated Competency? ___Yes ___No

Comments:

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SKILL #21: Provides Perineal Care (Peri-Care) for Female		Standard Not Met
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible	
2	Privacy is provided with a curtain, screen, or door	
3	Before washing, checks water temperature for safety and comfort and asks client to verify comfort of water	
4	Puts on clean gloves before washing perineal area	
5	Places pad/ linen protector under perineal area including buttocks before washing	
6	Exposes perineal area (only exposing between hips and knees)	
7	Applies soap to wet washcloth	
8	Washes genital area, moving from front to back, while using a clean area of the washcloth for each stroke	
9	Using clean washcloth, rinses soap from genital area, moving from front to back, while using a clean area of the washcloth for each stroke	
10	Dries genital area moving from front to back with dry cloth towel/washcloth	
11	After washing genital area, turns to side, then washes rectal area moving from front to back using a clean area of washcloth for each stroke.	
12	Using clean washcloth, rinses soap from rectal area, moving from front to back, while using a clean area of the washcloth for each stroke	
13	Dries rectal area moving from front to back with dry cloth towel/washcloth	
14	Repositions client	
15	Empties, rinses, and dries basin	
16	Places basin in designated dirty supply area	
17	Disposes of used linen into soiled linen container and disposes of linen protector appropriately	
18	Avoids contact between candidate clothing and used linen	
19	Removes and disposes of gloves (without contaminating self) into waste container and washes hands	
20	Signaling device is within reach and bed is in low position	

Demonstrated Competency? ___ Yes ___ No

Comments:

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SKILL #22: Transfers from Bed to Wheelchair Using Transfer Belt		Standard Not Met
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible	
2	Privacy is provided with a curtain, screen, or door	
3	Before assisting to stand, wheelchair is positioned alongside of bed, at head of bed facing foot or foot of bed facing head	
4	Before assisting to stand, footrests are folded up or removed	
5	Before assisting to stand, locks wheels on wheelchair	
6	Before assisting to stand, bed is at a safe level	
7	Before assisting to stand, checks and/or locks bed wheels	
8	Before assisting to stand, client is assisted to a sitting position with feet flat on the floor	
9	Before assisting to stand, client is wearing shoes	
10	Before assisting to stand, applies transfer belt securely at the waist over clothing/gown	
11	Before assisting to stand, provides instructions to enable client to assist in transfer including prearranged signal to alert when to begin standing	
12	Stands facing client positioning self to ensure safety of candidate and client during transfer. Counts to three (or says other prearranged signal) to alert client to begin standing	
13	On signal, gradually assists client to stand by grasping transfer belt on both sides with an upward grasp (candidate's hands are in upward position) and maintaining stability of client's legs by standing knee to knee, or toe to toe with the client	
14	Assists client to turn to stand in front of wheelchair with back of client's legs against wheelchair	
15	Lowers client into wheelchair	
16	Positions client with hips touching back of wheelchair and transfer belt is removed	
17	Positions feet on footrests	
18	Signaling device is within reach	
19	After completing skill, washes hands	

Demonstrated Competency? Yes No

Comments:

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For evaluation, a checked step indicates the standard for the step was not met.

SKILL #23: Measures and Records Manual Blood Pressure	Standard Not Met
1 Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible	
2 Before using stethoscope, wipes bell/diaphragm and earpieces of stethoscope with alcohol	
3 Client's arm is positioned with palm up and upper arm is exposed	
4 Feels for brachial artery on inner aspect of arm, at bend of elbow	
5 Places blood pressure cuff snugly on client's upper arm, with sensor/arrow over brachial artery site	
6 Earpieces of stethoscope are in ears and bell/diaphragm is over brachial artery site	
7 Candidate inflates cuff between 160mm Hg to 180 mm Hg. If beat heard immediately upon cuff deflation, completely deflate cuff. Re-inflate cuff to no more than 200 mm Hg	
8 Deflates cuff slowly and notes the first sound (systolic reading), and last sound (diastolic reading) (If rounding needed, measurements are rounded UP to the nearest 2 mm of mercury)	
9 Removes cuff	
10 Signaling device is within reach	
11 Before recording, washes hands	
12 After obtaining reading using BP cuff and stethoscope, records both systolic and diastolic pressures each within plus or minus 8 mm of evaluator's reading	

Demonstrated Competency? ___Yes ___No

Comments:

Evaluating Instructor's Name: _____ Date: _____

Evaluating Instructor's Signature: _____