Washington State Board of Nursing (WABON)

Nursing Assistant Handbook

Essential Information for Students

Training • Testing • Certification • OBRA Registry

Washington State Board of Nursing (WABON)

Welcome!

Thank you for choosing the nursing assistant profession!

Nursing assistants play an important role in healthcare. They provide essential care and support to thousands of people in Washington.

This Nursing Assistant Handbook is designed to support your successful journey from nursing assistant student to nursing assistant-certified. It includes information about the key steps along the way:

- Training
- Starting Certification Process
- Testing
- OBRA Registry

We hope you ae excited about the adventure ahead!

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Training

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Training

Nursing Assistant Training Requirements

"To become a nursing assistant, you need to meet specific training requirements set by both federal and state regulations. These requirements are there to make sure nursing assistants are well-prepared to give safe and skilled care."

To Learn More:

- Federal Regulations: 42 CFR 483.152
- State Regulations: WAC Chapter 246-841A

Nursing Assistant Competencies

During training, nursing assistants gain skills and knowledge in various areas.

The Nursing Assistant Role	Basic Nursing Skills
Client Rights & Promoting Independence	Restorative Services
Communication & Interpersonal Skills	Personal Care
Infection Control	Life Transitions
Safety & Emergency Procedures	

These competency areas are explained more thoroughly in: WAC 246-841A-400.

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Training

Description of Training

Every training program has four parts. You need to finish the first three parts, which are classroom and skills lab training, and clinicals before you can do the last part, which is the NAC Skills Exam. Here's a bit more about each part:

Classroom Training	This is where you learn, either in-person or online. You will study different aspects of being a nursing assistant.
Skills Lab Training	Here, you will practice hands-on skills in a lab. This means you will work with mannequins and other students to learn how to perform tasks.
In-Facility Clinical Training	In this part, you will spend at least 40 hours providing direct care to clients or residents in a health care facility. This is where you demonstrate that you have mastered the skills needed to be a nursing assistant.
NAC Skills Exam	In this part, you will take the official state skills exam which is comprised of performing five randomized skills you learn in your training program.

Hours and Schedules

Training programs can vary in their hours and schedules, so it is important to find one that works for you.

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Training

Types of Nursing Assistant Training Programs

Once you finish one of these programs successfully you can apply to take the state exam for nursing assistant certification:

Training Type	Description
Traditional	This is a full training program where you don't need any previous training to enroll.
Home Care Aide (HCA) Alternative or "Bridge"	This is a shorter program designed for those who already have some training or certification as an HCA. It recognizes your prior training and helps you transition to becoming a nursing assistant.
Medical Assistant (MA) Alternative or "Bridge"	Similar to the HCA alternative program this is also a shorter program meant for individuals with prior training or certification as a MA. It acknowledges your previous training and helps you become certified as a nursing assistant.

Find an Approved Training Program

To find approved nursing assistant training programs, visit the WABON website. You can use the search boxes to look for programs in your county or nearby.

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Testing and Certification

Applying for the State Exam and Certification

The first important fact to know is that these are *two separate processes*:

- Applying for certification and
- Applying for the state written exam.

You must apply for your Nursing Assistant Certification (NAC) before taking the state exam. Your NAC credential number is required to register for the written portion of the exam. This application should be completed during your training program. You can find your pending NAC credential number on the Department of Health website: Provider Credential Search.

Important: Be careful when entering your NAC credential number in your written exam application. If you enter it incorrectly, it can cause a big delay in your NAC credentialing process.

A common mistake is using your Nursing Assistant Registration (NAR) number instead of your NAC credential number.

Make sure to enter your NAC credential number — it starts with **NAC.NC**.

Please see more information on the NAC Credentialing process on the next page

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Testing and Certification

Applying for certification:

You can apply for your NAC credential online or with a paper form. The instructions are on the Washington State Department of Health website: Certification Information | Washington State Department of Health

The application fee is **$85** for first-time applicants. There is a $2.50 service fee if you apply online with a debit or credit card.

If your NAC credential has been expired for more than a year, the fee is **$197**.

If you're completing training at a **Washington State–approved nursing assistant training program**, your program will help you with the NAC application process.

After you apply, you might get an email from the Department of Health telling you what's still missing. That's normal! Use that email as a checklist to see what you still need to do to get your NAC credential approved.

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Testing

About the NAC Exam

The NAC exam consists of two parts:

- In-person skills test: This is the final part of your training program. You'll do the exam in-person where you demonstrate your practical skills.
- Online written (or oral) test: This part is taken online and assesses your knowledge.

Your program will authorize you to take the written exam once you've passed the skills exam.

Exam Cost:

- Skills Test: Determined by Training Program
- Written (or oral): $55

Nursing Home Employees

Nursing homes are required by state and federal regulations to reimburse the cost of the state exam for their nursing assistant employees. These include reimbursing the cost for each attempt if retesting is needed.

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Training

Certificates of Completion

Students who successfully complete an approved training program receive a formal Certificate of Completion (COC) from that program.

It's important to keep your COC safe because you will need it for various reasons:

- Receive your certification.
- Giving to employers.
- Submitting to colleges if you continue your education.
- Providing to other states if you move and need to transfer your certification.

Testing

Testing

State Exams for Nursing Assistants

In Washington, there are two state exams for nursing assistants:

- The Nursing Assistant Certification (NAC) exam.
- The Medication Assistant Certification Endorsement (MACE) exam.

This handbook focuses on the NAC exam only. There is a separate handbook for the MACE exam, the MACE Candidate Handbook, available in addition to MACE testing information on the WABON website.

NAC Exam Requirements

The requirements for the NAC exam are based on federal and state regulations. These regulations ensure that nursing assistants are evaluated for their competency before certification. That's why the testing is often called a "competency evaluation."

Washington's state exam follows specific federal and state regulations, which are listed below:

- **Federal Regulations**: 42 CFR 483.154
- **State Regulations**: RCW 18.88A.090 and WAC 236-841A-460

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Testing

Who Provides the Skills Test?

If you graduate from a Washington State nursing assistant training program, you will take your skills competency exam as the last part of your training program in order to graduate.

If you did not graduate from a Washington State Approved nursing assistant training program and need to take the skills exam, please contact WABON-NursingAssistantsED@doh.wa.gov and WABON will assist with booking a skills exam through one of our approved training programs.

Who Provides the Online Written (or Oral) Test?

In Washington, the company Credentia provides the online written (or oral) test. You can find information about Credentia and the test on the Credentia website.

For test preparation, you can use these helpful resources:

- Practice Online Written Test

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Testing

Eligibility Routes and Codes

Your path to being eligible to take the exam is called your "Eligibility Route." Each Eligibility Route has a specific code you need to apply for your exams.

Routine Eligibility Routes

The most common routes are for students who complete approved traditional or alternative ("bridge") training programs in Washington.

Non-Routine Eligibility Routes

ELIGIBILITY ROUTE	CODE
NEW NURSING ASSISTANT (Traditional Program Graduate): This route is for individuals who have graduated from an approved traditional nursing assistant training program in Washington and have not been previously certified.	**E1**
NEW NURSING ASSISTANT (Alternative or "Bridge" Program Graduate): This route is for individuals who have graduated from an approved alternative or bridge nursing assistant training program in Washington and have not been previously certified.	**E6**

There are other Eligibility Routes, known as "Non-Routine," listed on the next page.

Non-Routine applicants need to submit an application to DOH—Credentialing and receive an Authorization to Test to register for the NAC exam.

Washington State Board of Nursing (WABON)

Testing

All Eligibility Routes and Codes

ELIGIBILITY ROUTE	CODE
New Nursing Assistant (Traditional Program Graduate) Who has not been previously certified.	**E1**
Student or graduate of a Nursing Program (LPN or RN) in Washington State With transcripts to show equivalency to nursing assistant training requirements.	**E2**
Military Nursing Student With transcripts to show equivalency to nursing assistant training requirements.	**E3**
Out-of-State Nursing Assistant or Nursing (LPN or RN) Program Graduate With transcripts to show equivalency to Washington nursing assistant training requirements.	**E4**
Lapsed Nursing Assistant Credential (>3 years, but completed training again)	**E5**
New Nursing Assistant (Alternative or "Bridge" Program Graduate) Who has not been certified previously.	**E6**
Old Training (prior to Feb. 1, 2015) Who has not previously applied or tested.	**E7**
OBRA Re-Activation (**Only 1 Re-Test Attempt Allowed**) You must pass both parts of the exam on your first retry, or you will be required to undergo retraining before attempting the exam again.	**E8**
Approved Washington Training Program Now Closed	**E9**

Important Eligibility Note: Light Duty or Restricted Activity

If you are on light duty or restricted activity, you cannot take the skills test until you have a medical release to return to full activity.

Washington State Board of Nursing (WABON)

Testing and Certification

Application process for test candidates who have **trained at a Washington State Approved Nursing Assistant Training Program** (eligibility route E1 or E6)

STEP 1: Obtain a Nursing Assistant Certified (NAC) credential number.

- Apply for your NAC credential through the Department of Health website.
- You need a NAC Credential number to register for the state exam.

STEP 2: Complete the Skills Exam in your program

- At the end of your training program, you will take your skills exam prior to completing your program.
- In some cases, if you have failed the skills exam twice, your program may refer you to the Board of Nursing to schedule your exam at another approved training program.

STEP 3: Register for the Online Written (or Oral) Test

- Register for the online written (or oral) test through the Credentia website.

Washington State Board of Nursing (WABON)

Testing and Certification

Application Process for test candidates who have **not trained at a Washington State Approved Nursing Assistant Training Program** (Eligibility Routes: E2, E3, E4, E5, E7, E8, E9)

STEP 1: Apply for Your Nursing Assistant-Certified (NAC) Credential

- Apply for your NAC credential through the Department of Health Credentialing website.
- You need a NAC Credential number to register for the state exam.
- You must receive an Authorization to Test BEFORE registering for the exam. You will not be able to test without an Authorization to Test.

STEP 2: Register for the Skills Exam

- Email the Washington State Board of Nursing at **exam.nac@doh.wa.gov** and tell them which **city you live in**. They'll help you find a testing event in your area.

STEP 4: Register for the Online Written (or Oral) Test

- Register for the online written (or oral) test on the Credentia website.

The Skills Test

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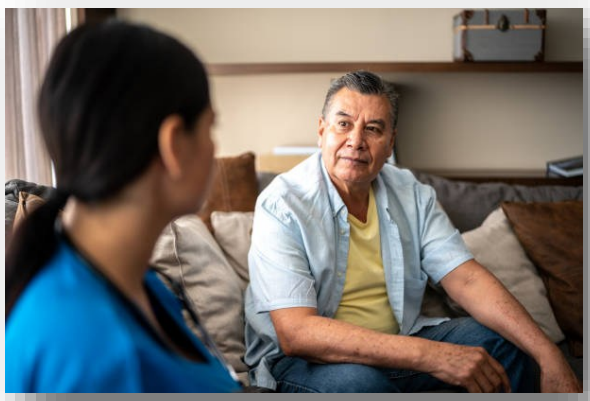
Skills Testing

Requests for Accommodations Information:

- **Compliance with ADA:** Skills testing evaluators must comply with the Americans with Disabilities Act (ADA).
- **Automatic Accommodations:** Test-takers who require accommodations and test at the same site where they trained will automatically receive the same accommodations they received during skills lab and clinical training.
- **Notification for Different Testing Sites:** Test takers needing accommodations but testing at a different site must inform WABON staff during registration. Documentation may be required.
- **Appeal Process:** If an accommodation request is denied by the test site, test takers have 30 days to appeal the decision with WABON. WABON will respond within 30 days.
- **Contact Information:** For accommodation-related communications, email nac.exam@doh.wa.gov.
- Language related requests are not part of accommodations process.



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Skills Testing

Payment Info for the Skills Exam

- The cost of the skills exam depends on the testing site — each program sets its own price.

- The payment deadline also depends on the program, so be sure to check with them.

If you're not taking the skills exam at the same place where you trained — or if you didn't train in Washington State — please contact WABON to find out what to do.

IMPORTANT NOTE:
Each testing program has its own rules for cancellations, late arrivals, and no-shows. They also have their own refund policy for those situations. Make sure to ask the program about their policies ahead of time.

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Skills Test Day

About Your Test Appointment Time:

- **Arrival Time and length of appointment:** Determined by testing facility

For Test-Takers who trained at a WA-Approved Nursing Assistant Program
• If you are testing at your own training program, it is not required for you to bring an authorization to test letter. • If you have failed the skills exam twice, your program may refer you to the Board of Nursing to schedule your exam at another approved training program. In that case, the Board of Nursing will help you get rescheduled and give you an Authorization to Test letter, which you'll need to bring to the new testing site.

If You Didn't Graduate from a WA-Approved Training Program or Your Program Is Closed
• **Required Item:** Bring proof of eligibility to test: Provide a copy of your Authorization to Test (ATT) from the Department of Health or WABON. • You receive this Authorization to Test Letter from the DOH –Credentialing team once your NAC application has been reviewed and it is has been determined that you meet Washington State education requirements.

IMPORTANT NOTE: Without Proof of Eligibility to Test

- You will not be able to take the skills test.
- The program site is not obligated to refund your test fee or credit

Washington State Board of Nursing (WABON)

Skills Test Day

Required Item: Proof of Identity

- All test takers must provide proof of identity.
- The IDs must include a photo of the test taker.
- “Original” means the actual ID, not a photocopy.
- “Current” means the ID must not be expired.

Acceptable Forms of ID	
Driver’s License	Alien Registration Card
US Passport	School issued identification card
State issued identification card	Tribal ID with photo

IMPORTANT NOTE:

- **The name on your ID must match the name on all test documents** (application to test, application for certification, test registration, etc.).
- **Without acceptable ID**:
  - You will not be able to take the skills test.
  - The program site is not obligated to refund your test fee or credit it to a rescheduled test date if you fail to provide an acceptable form of ID.

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Skills Test Day

Acceptable Clothing for Skills Testing:

Test-takers must dress appropriately to perform skills and have skills performed on them. Specifically, you need to wear:

- Slip-on shoes that are flat and non-skid.
- A tank top or a loose shirt with sleeves that are easily rolled over the shoulder to participate in modified bed bath as a client.
- Loose-fitting pants that can be rolled up.

Note: If you are required to wear a uniform, please wear appropriate clothing underneath the uniform.

Additional Information about Clothing

- You will be asked to wear a gown over your clothing when acting as the client receiving care.

IMPORTANT NOTE: Without Acceptable Clothing:

- **You may not take the skills test.**
- **The program site is not obligated to refund your test fee or credit it to a rescheduled date if you fail to wear acceptable clothing.**

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Skills Test Day

Check-In and Orientation:

- The Registered Nurse (RN) Evaluator will guide you through the check-in process, including eligibility and ID checks.
- They will also familiarize you with the testing area equipment, and supplies.
- You will be paired with another test taker for skills practice.

Special Considerations:

- Inform the RN evaluator about any allergies or issues that may affect the Skills test, such as latex allergies or limited shoulder range of motion.
- If you have open wounds or sores on your skin, wait until they heal before registering for the skills exam.

Nursing Assistant and Client Roles:

- You will receive guidance on how to act in each role (performing skills and receiving care).
- When acting as the nursing assistant, speak to the client as you would in a real life situation.
- Use English language throughout the test, regardless of the role you're playing.

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Skills Test Day

Professional Conduct:

- Test takers must complete their tasks with honest effort and behave professionally throughout the test.

Prohibited Conduct:

- Academic dishonesty, including giving or receiving help during the skills test, is not allowed.
- Other misconduct, such as displaying aggressive behavior or causing disturbances at the test site, is also prohibited.

IMPORTANT NOTE

- **Consequences of Unprofessional Conduct:**
  - If Professional Conduct is Not Maintained:
    - Skills tests of those Involved will be halted (if in progress) and not scored.
    - Individuals may be reported to the Department of health for potential disciplinary measures.
- **Security of Testing Materials:**
  - All examination questions and materials are copyrighted and owned by Credentia.
  - Distribution or reproduction of examination content is strictly prohibited and punishable by law.
  - Anyone attempting to remove examination materials from the test site will be prosecuted.

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Skills Test Day

Test Environment

- Test-takers and Registered Nurse (RN) Evaluators need a focused environment during skills testing.
- Therefore, the testing environment must be kept quiet and professional.

Policies in the Testing Environment

Use of Electronic Devices: • Electronic devices must be turned off and may not be used during testing.
Food and Beverages: • Bringing food and beverages into the testing area is not allowed.
Bringing Others: • Only test-takers are allowed at testing appointments; friends, spouses, children, or pets are not permitted.
Storage of Valuables: • Test sites don't have space to store valuables and personal belongings, so please don't bring them to the test appointment.

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Skills Test Day

Skills Test Overview:

- Test-takers perform 5 out of 22 possible skills included on the test.
- An instruction card provided by the RN Evaluator lists the 5 skills to perform.
- It's recommended to complete the skills in the order they appear on the instruction card.

The 5 skills always include:

1. Hand hygiene (handwashing).
2. One measurement skill: blood pressure, pulse, respirations, weight, or urinary output.
3. Three additional randomly selected skills.

To pass the test, all 5 skills must be completed successfully within 35 minutes.

Sample Recording Sheet for Measurement Skills

Date:

CANDIDATE NAME:

EVALUATOR NAME:

SKILL TESTED	
☐ Blood Pressure	☐ Urine Output
☐ Radial Pulse	☐ Weight
☐ Respirations	(must document the unit of measurement, lb or kg)

CANDIDATE RESULTS	EVALUATOR RESULTS

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Skills Test Day

Correcting Your Skills Steps:

- Test-takers can correct mistakes in skill steps before starting another skill.
    - Inform the RN Evaluator about the steps needing correction.
    - The RN Evaluator will then ask you to perform the steps requiring correction.
    - You will only need to perform the specific steps being corrected , not the entire skill.
- **Details to Note:**
    - **Order-Dependent Steps** (or those that must occur before or after an-other step): You must say when the corrected step should be performed to get credit for a correction.
    - **Required Gloving and De-Gloving:** If you fail to complete these steps and the RN Evaluator needs to remind you to assure infection control, you cannot get credit for a correction for those steps.

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Skills Test Day

Other Tips for Skills Testing

- **Handwashing Skill:** After performing the handwashing skill, you can verbally indicate when you would wash your hands while performing other skills, instead of actually washing them. *This is the only instance verbal indication is allowed.*
- **Introduction to Client:** After initially introducing yourself to the client, you do not need to reintroduce yourself with each skill.
- **Measurement Skills:** For measurement skills, ensure you record the measurements taken into the Measurement Recording Sheet (see **page 31**) to receive credit.
- **Use of Scales:** Be prepared to use both standing and a non-digital bathroom scale, and ensure both types of scales are set to zero.
- **Equipment and Supplies:** Equipment and supplies will be provided at the test site; using personal equipment or supplies is not allowed.
- **Client Accessibility:** Always be sure the client can reach the call bell (or call signal) when you leave the client.

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Skills Test Day

Successful Completion of Skills:

- Bolded steps are critical and must be included and performed properly for successful completion.
- To pass, the test-taker must correctly demonstrate enough steps to meet the passing standard for each skill.
- Test-takers must perform all five skills within 35 minutes.

RN Evaluator Boundaries:

- The RN Evaluator cannot:
  - Answer questions during the test.
  - Provide feedback on skill performance.
  - Inform you if you passed or failed the test during the testing event.
- You must ask any questions you have during check-in and orientation before the test starts.

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Testable Skills

Skills Table of Contents:

Skill 1: Handwashing

Skill 2: Applies One Knee-High Elastic Stocking

Skill 3: Assists to Ambulate Using Transfer Belt

Skill 4: Assist with Use of Bedpan

Skill 5: Cleans Upper and Lower Denture

Skill 6: Counts and Records Radial Pulse

Skill 7: Counts and Records Respirations

Skill 8: Donning and Removing PPE

Skill 9: Dresses Client with Affected (Weak) Arm

Skill 10: Feeds Clint who Cannot Feed Self

Skill 11: Gives Modified Bed Bath

Skill 13: Measures and Records Urinary Output

Skill 14: Measures and Records Weight of Ambulatory Client

Skill 15: Performs Modified Passive Range of Motion for One Knee and One Ankle

Skill 16: Performs Modified Passive Range of Motion for One Shoulder

Skill 17: Positions on Side

Skill 18: Provides Catheter for Female

Skill 19: Provides Foot Care on One Foot

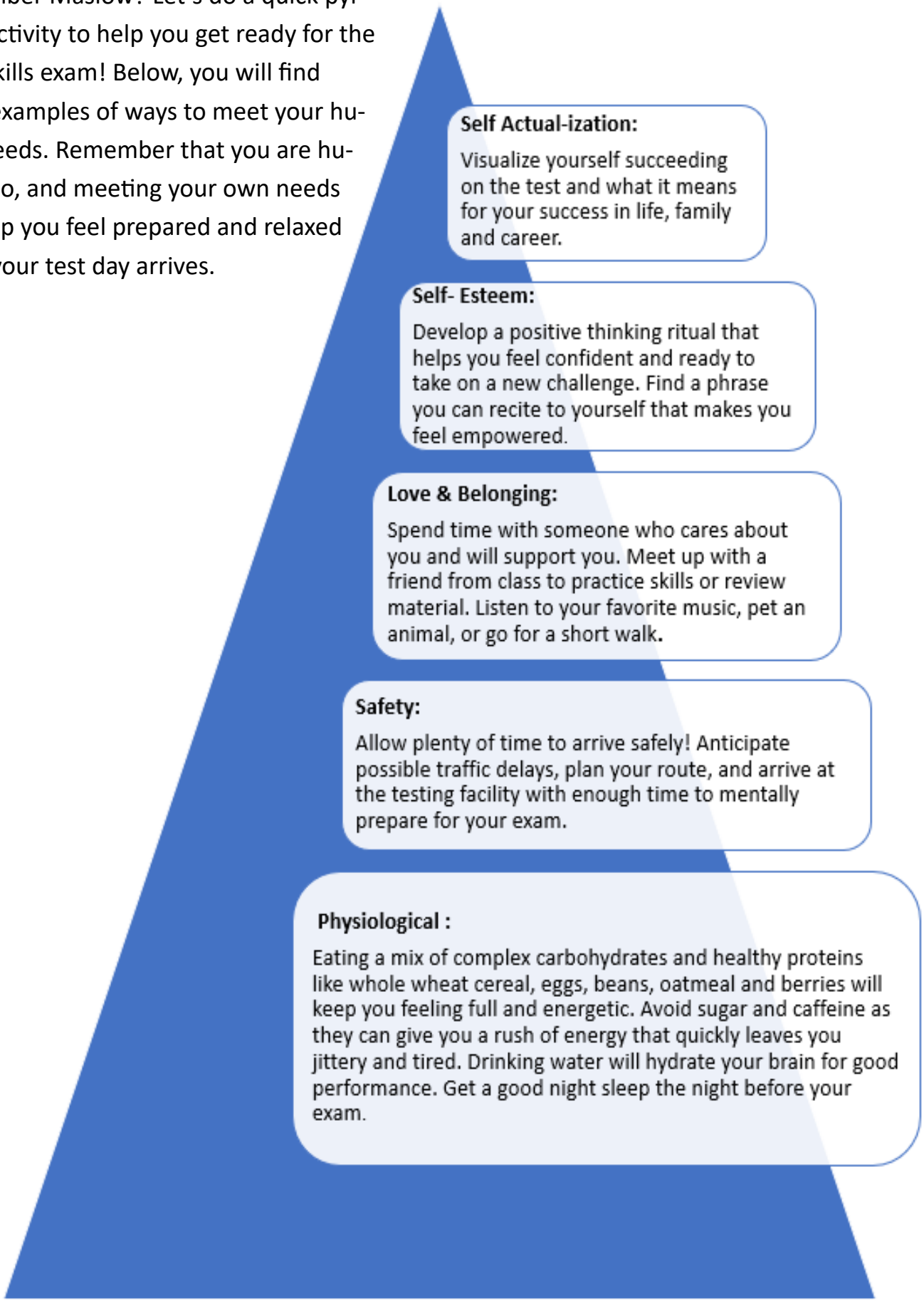
Skill 20: Provides Mouth Care

Skill 21: Provides Perineal Care for Female

Skill 22: Transfers From Bed to Wheelchair Using Transfer Belt

Skill 23: Measures and Records Manual Blood Pressure

Remember Maslow? Let's do a quick pyramid activity to help you get ready for the state skills exam! Below, you will find some examples of ways to meet your human needs. Remember that you are human too, and meeting your own needs will help you feel prepared and relaxed when your test day arrives.



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SKILL 1—HANDWASHING

1. Address 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

SKILL 2—APPLIES ONE KNEE-HIGH ELASTIC STOCKING

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. Adjust bed height to approximately waist height to stand comfortably with back straight. * (this is highlighted red in best practice; keep highlight?)

5. Turns stocking inside-out, at least to the heel

6. Places foot of stocking over toes, foot, and heel

7. Pulls top of stocking over foot, heel, and leg

8. Moves foot and leg gently and naturally, avoiding force and over-extension of limb and joints

9. Finishes procedure with no twists or wrinkles and heel of stocking, if present, is over heel and opening in the area (if present) is either over or under toe area; if using a mannequin, candidate may state stocking needs to be wrinkle-free

10. Signaling device is within reach and bed is in low position

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SKILL 3—ASSISTS TO AMBULATE USING TRANSFER BELT

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 another 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

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SKILL 4—ASSIST WITH USE OF BEDPAN

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. Adjust bed height to approximately waist height to stand comfortably with back straight

6. Places bedpan correctly under client's buttocks

7. Removes and disposes of gloves (without contaminating self) into waste container and washes hands

8. After positioning client on bedpan and removing gloves, raises head of bed

9. Toilet tissue is within reach

10. Hand wipe is within reach and client is instructed to clean hands with hand wipe when finished

11. Signaling device within reach and client is asked to signal when finished

12. Lowers level of bed to lowest position before exiting room *

13. Puts on clean gloves before removing bedpan

14. Head of bed is lowered before bedpan is removed

15. Adjust bed height to approximately waist height to stand comfortably with back straight.*

16. Ensures client is covered except when placing and removing bedpan

17. Empties and rinses bedpan and pours rinse into toilet

18. Places bedpan in designated dirty supply area

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

Washington State Board of Nursing (WABON)

SKILL 5—CLEANS UPPER AND LOWER DENTURE

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

SKILL 6—COUNTS AND RECORDS RADIAL PULSE

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

Washington State Board of Nursing (WABON)

SKILL 7—COUNTS AND RECORDS RESPIRATIONS

1. Explains procedure (for testing purposes), speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible

2. Counts 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

SKILL 8—DONNING AND REMOVING PPE

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

Washington State Board of Nursing (WABON)

SKILL 9—DRESSES CLIENT WITH AFFECTED (WEAK) ARM

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. Adjust bed height to approximately waist height to stand comfortably with back straight. *

6. Removes gown from the left (unaffected) side first, then removes gown from the right (affected/weak) side

7. Before dressing client, disposes of gown into soiled linen container

8. Assists to put the right (affected/ weak) arm through the right sleeve of the shirt before placing garment on left (unaffected) arm

9. While putting on shirt, moves body gently and naturally, avoiding force and over-extension of limbs and joints

10. Finishes with clothing in place

11. Signaling device is within reach and bed is in low position

12. After completing skill, washes hands

Washington State Board of Nursing (WABON)

SKILL 10—FEEDS CLIENT WHO CANNOT FEED SELF

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

Washington State Board of Nursing (WABON)

SKILL 11—GIVES MODIFIED BED BATH (FACE AND ONE ARM, HAND AND UNDERARM)

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. Adjust bed height to approximately waist height to stand comfortably with back straight. *

6. Puts on clean gloves before washing client.

7. 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

8. Dries face with dry cloth towel/washcloth

9. Exposes one arm and places cloth towel underneath arm

10. Applies soap to wet washcloth

11. Washes fingers (including fingernails), hand, arm, and underarm keeping rest of body covered

12. Rinses and dries fingers, hand, arm, and underarm

13. Moves body gently and naturally, avoiding force and over-extension of limbs and joints

14. Puts clean gown on client

15. Empties, rinses, and dries basin

16. Places basin in designated dirty supply area

17. Disposes of linen into soiled linen container

18. Avoids contact between candidate clothing and used linens

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

Washington State Board of Nursing (WABON)

SKILL 13—MEASURES AND RECORDS URINARY OUTPUT

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

SKILL 14—MEASURES AND RECORDS WEIGHT OF AMBULATORY CLIENT

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)

Washington State Board of Nursing (WABON)

SKILL 15—PERFORMS MODIFIED PASSIVE RANGE OF MOTION (PROM) FOR ONE KNEE AND ONE ANKLE

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. Adjust bed height to approximately waist height to stand comfortably with back straight

5. 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

6. 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

7. Signaling device is within reach and bed is in low position

8. After completing skill, washes hands

Washington State Board of Nursing (WABON)

SKILL 16—PERFORMS MODIFIED PASSIVE RANGE OF MOTION (PROM) FOR ONE SHOULDER

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. Adjust bed height to approximately waist height to stand comfortably with back straight

5. 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

6. 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

7. Signaling device is within reach and bed is in low position

8. After completing skill, washes hands

Washington State Board of Nursing (WABON)

SKILL 17—POSITIONS ON SIDE

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. Adjust bed height to approximately waist height to stand comfortably with back straight

5. Raises side rail on side to which body will be turned

6. Candidate assists client to slowly roll onto side toward raised side rail

7. Places or adjusts pillow under head for support

8. Candidate repositions arm and shoulder so that client is not lying on arm

9. Supports top arm with supportive device

10. Places supportive device behind client's back

11. Places supportive device between legs with top knee flexed; knee and ankle supported

12. Signaling device is within reach and bed is in low position

13. After completing skill, washes hands

Washington State Board of Nursing (WABON)

SKILL 18—PROVIDES CATHETER FOR FEMALE

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. Adjust bed height to approximately waist height to stand comfortably with back straight

5. Puts on clean gloves before washing

6. Places linen protector under perineal area including buttocks before washing

7. Exposes area surrounding catheter

(only exposing client between hip and knee)

8. Applies soap to wet washcloth

9. 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

10. 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

11. While holding catheter at meatus without tugging, dries at least four inches of catheter moving away from meatus using a dry cloth towel/washcloth

12. Empties, rinses, and dries basin

13. Places basin in designated dirty supply area

14. Disposes of used linen into soiled linen container and disposes of linen protector appropriately

15. Avoids contact between candidate clothing and used linen

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

Washington State Board of Nursing (WABON)

SKILL 19—PROVIDES FOOT CARE ON ONE FOOT

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. If using a bed, adjust bed height to approximately waist height to stand comfortably with back straight

5. Basin is in a comfortable position for client and on protective barrier

6. Puts on clean gloves before washing foot

7. Client's bare foot is placed into the water

8. Applies soap to wet washcloth

9. Lifts foot from water and washes foot (including between the toes)

10. Foot is rinsed (including between the toes)

11. Dries foot (including between the toes) with dry cloth towel/washcloth

12. Applies lotion to top and bottom of foot (excluding between the toes) removing excess with a towel/washcloth

13. Supports foot and ankle during procedure

14. Empties, rinses, and dries basin

15. Places basin in designated dirty supply area

16. Disposes of used linen into soiled linen container

17. Removes and disposes of gloves (without contaminating self) into waste container and washes hands

18. Signaling device is within reach and bed is in the lowest position

Washington State Board of Nursing (WABON)

SKILL 20—PROVIDES MOUTH CARE

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. Adjust bed height to approximately waist height to stand comfortably with back straight. Adjust level of bed so that feet are flat on the floor if sitting client on side of bed to do mouth care

5. Puts on clean gloves before cleaning mouth

6. Places cloth towel across chest before providing mouth care

7. Secures cup of water and moistens toothbrush

8. Before cleaning mouth, applies toothpaste to moistened toothbrush

9. Cleans mouth (including tongue and all surfaces of teeth), using gentle motions

10. Maintains clean technique with placement of toothbrush

11. Candidate holds emesis basin to chin while client rinses mouth

12. Candidate wipes mouth and removes clothing protector

13. Disposes of used linen into soiled linen container

14. Rinses toothbrush and empties, rinses, and dries basin

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

Washington State Board of Nursing (WABON)

SKILL 21—PROVIDES PERINEAL CARE (PERI-CARE) FOR FEMALE

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. Adjust bed height to approximately waist height to stand comfortably with back straight

5. Puts on clean gloves before washing perineal area

6. Places pad/ linen protector under perineal area including buttocks before washing

7. Exposes perineal area (only exposing between hips and knees)

8. Applies soap to wet washcloth

9. Washes genital area, moving from front to back, while using a clean area of the washcloth for each stroke

10. Using clean washcloth, rinses soap from genital area, moving from front to back, while using a clean area of the washcloth for each stroke

11. Dries genital area moving from front to back with dry cloth towel/washcloth

12. 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

13. Using clean washcloth, rinses soap from rectal area, moving from front to back, while using a clean area of the washcloth for each stroke

14. Dries rectal area moving from front to back with dry cloth towel/washcloth

15. Repositions client

16. Empties, rinses, and dries basin

17. Places basin in designated dirty supply area

18. Disposes of used linen into soiled linen container and disposes of linen protector appropriately

19. Avoids contact between candidate clothing and used linen

20. Removes and disposes of gloves (without contaminating self) into waste container and washes hands

21. Signaling device is within reach and bed is in low position

Washington State Board of Nursing (WABON)

SKILL 22—TRANSFERS FROM BED TO WHEELCHAIR USING TRANSFER BELT

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, wheelchair is positioned alongside of bed, at head of bed facing foot or foot of bed facing head

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 (candidates' 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

Washington State Board of Nursing (WABON)

SKILL 23—MEASURES AND RECORDS MANUAL BLOOD PRESSURE

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. Have client assume a comfortable lying position, or if in sitting position, clients legs uncrossed with feet flat on the floor *

5. Feels for brachial artery on inner aspect of arm, at bend of elbow

6. Places blood pressure cuff snugly on client's upper arm, with sensor/arrow over brachial artery site

7. Earpieces of stethoscope are in ears and bell/diaphragm is over brachial artery site

8. 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

9. 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)

10. Removes cuff

11. Signaling device is within reach

12. Before recording, washes hands

13. 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

Washington State Board of Nursing (WABON)

After the Skills Test

Receiving Test Results: The testing facility will provide information on how you will receive your skills exam results.

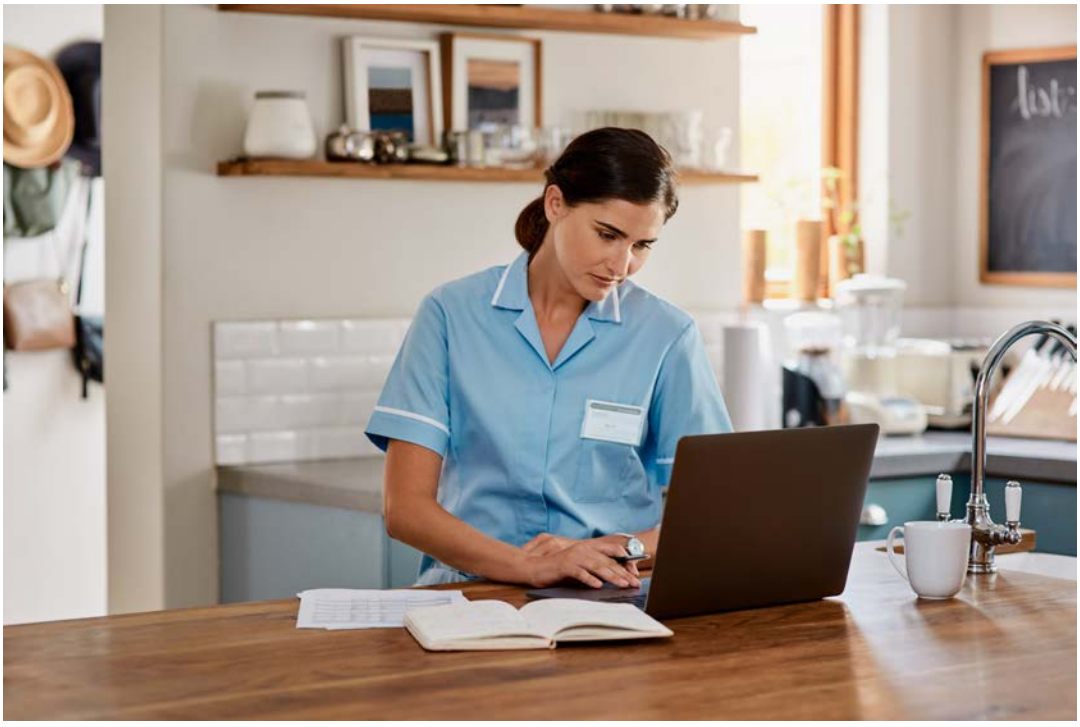
For Test-Takers who trained at a WA-Approved Nursing Assistant Program
When you pass the skills exam: • Receive your certificate of completion • Sign up for the written exam **When you fail the skills exam:** • Reschedule with your training program • If you have failed the skills exam twice, your program may refer you to the Board of Nursing to schedule your exam at another approved training program.

If You Didn't Graduate from a WA-Approved Training Program or Your Program Is Closed
When you pass the skills exam: • Sign up for the written exam **When you fail the skills exam:** • Reschedule your skills exam by reaching out to the Washington State Board of Nursing by emailing nac.exam@doh.wa.gov.

Important Note: Test-takers, except those retesting for OBRA Re-activation (Eligibility Route E8), have 4 attempts to pass the skills test before retraining is required. Test-takers retesting for OBRA Re-activation only one attempt to pass the skills test before re-training is required.

If You Have a Concern

- Test-takers with a grievance about their skills testing experience or test results should first contact the program test site and follow their grievance process.
- If a test taker is not satisfied with the resolution from the test site, they can file a grievance with WABON by emailing nac.exam@doh.wa.gov within 30 days of their test date.
- WABON will respond to the grievance within 30 days.
- WABON decisions are final.



Washington State Board of Nursing (WABON)

Online Knowledge Test

Washington State Board of Nursing (WABON)

Online Knowledge Test

Exam Descriptions:

Online Knowledge Exam: Test-taker logs on to a computer with a webcam and reads each question themselves in English, then selects the appropriate answer. A proctor monitors the test.

Online Oral Exam: Test-taker logs on to a computer with a webcam and can read each question in English. A recording will also read the question aloud to the test -taker and will also read aloud the available answers. The test-taker must select the appropriate answer themselves. A proctor monitors the test.

Online Oral Spanish Exam: Test-taker logs on to a computer with a webcam and can read each question in English. A recording will also read the question and available answers out loud to the test-taker in Spanish. The test-taker must select the appropriate answer themselves. A proctor monitors the test.

Dictionaries : Use of an English-to-English Dictionary: Longman's Dictionary or Handy Learner's Dictionary of American English is allowed during the exam.

You will need to purchase your own dictionary. Do not write in the dictionary as it will not be allowed when you take your computerized online test.

The knowledge exam is not available in any other languages. Interpreters are not allowed during the test.

You are allowed 4 attempts for the online knowledge test before you are required to retrain.

Washington State Board of Nursing (WABON)

Online Knowledge Test

Applying for the Online Written (or Oral) Test:

- Test-takers usually can schedule a test date and time within 48 hours of registration and receive their test results from Credentia within 24 hours of taking the test.
- An Oral Exam may be taken in place of the Written Exam. You can request this when filling out your written exam application on the Credentia web-site.
- Information about the online written (or oral) test, including registration, preparation, cancelation, rescheduling, accommodations, and practice tests, is available on the Credentia website.

IMPORTANT: You must visit the Credentia website at credentia.com to review the requirements for taking the online written or oral exam. These requirements include access to internet, a closed private room, and other important information you need BEFORE you take the exam.

Credentia Assistance:

- For assistance, test-takers can contact Credentia via email at credentiahelp@credentia.com or by phone at 1-888-204-6249.

Washington State Board of Nursing (WABON)

Certification

Washington State Board of Nursing (WABON)

Nursing Assistant Certified (NAC) Certification

After You Pass the State Exam:

- Congratulations on passing both parts of the state exam! Now, you are likely eager to become certified.
- Once you pass both parts of the exam, the Department of Health (DOH) Credentialing office will receives your results.

NAC Certification Status:

- Since you've already applied for your NAC credential prior to taking your state exams, you should have received an email from the DOH credentialing team listing anything that's still missing (called deficiencies).
- If you've sent in everything they asked for, just give them some time — the DOH team is working to process your application. No need to resend documents unless they ask.
- You can check your credential status on the DOH website: Search

Questions or Assistance:

- For any questions or assistance on your NAC certification, contact DOH Credentialing customer service at 360-236-4700.

Washington State Board of Nursing (WABON)

OBRA Registry

Washington State Board of Nursing (WABON)

OBRA Registry

After You Pass the State Exam:

- Congratulations on passing both parts of the state exam! Your name will automatically be added to the OBRA Registry.

About the OBRA Registry:

- The OBRA Registry is a database containing names of individuals meeting federal requirements to provide caregiving in skilled nursing facilities or nursing homes in Washington State.
- It also informs these facilities of individuals ineligible to work due to abuse, neglect, or financial exploitation findings.
- OBRA stands for “Omnibus Budget Reconciliation Act” after the federal legislation establishing it.

Impact on Employability:

- Your status on the OBRA Registry can affect your employability in these facilities. Check the next page for more information.

Washington State Board of Nursing (WABON)

OBRA Registry

IMPORTANT NOTE

Impact on Employability:

- Your status on the OBRA Registry affects your ability to work in skilled nursing facilities or nursing homes.
- To work in these facilities as a Nursing Assistant-Certified (NAC), you must be active on the OBRA Registry.

Expiration of Registry Status:

- Your OBRA registry status expires if you have a break in your nursing assistant work record of more than 24 months.

Reactivating Status:

- If your status expires on the OBRA Registry, you must take steps to reactivate it in order to work in these facilities:
  - Option 1: Retake and pass the online written and skills portions of the state exam for nursing assistance on the first attempt.
  - Option 2: Retrain and retest, successfully completing training again and passing both the online written and the skills portions of the state exam. With retraining, you have up to four attempts to pass.

For More OBRA Registry Information

Please see the next page ⟶

Washington State Board of Nursing (WABON)

OBRA Registry

Who Operates the OBRA Registry?

The Department of Social & Health Services (DSHS) operates the OBRA Registry.

More Information:

- Visit the DSHS website for detailed information about the registry.
- Frequently asked questions about OBRA can also be found on the WABON website.

What if I still have questions?

- Use the “Contact Us” link on the DSHS website.
- Contact the OBRA Registry message line at 360-725-2597 for further assistance.