The following skills are not tested, but are required knowledge in accordance with the state.

**MAKES AN OCCUPIED BED**

1. Explains procedure to client, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
2. Places clean linen on clean surface within candidate’s reach (e.g., bedside stand, over-bed table, or chair)
3. Provides for client’s privacy throughout procedure with curtain, screen, or door
4. Lowers head of bed before moving client
5. Loosens top linen from the end of the bed on working side
6. Unfolds bath blanket over the top sheet and removes top sheet
7. Raises side rail, goes to other side, moves client’s body toward self, then slowly rolls client onto side toward raised side rail
8. Loosens bottom soiled linen on working side and moves bottom soiled linen toward center of bed
9. Places and tucks in clean bottom linen or fitted bottom sheet on working side (If flat sheet is used, tucks in at top and working side), then raises side rail
10. Goes to other side of bed, lowers side rail, then assists client to turn onto clean bottom sheet
11. Removes soiled bottom linen
12. Pulls and tucks in clean bottom linen, finishing with bottom sheet free of wrinkles
13. Covers client with clean top sheet and removes bath blanket
14. Changes pillowcase
15. Centers and anchors clean linen over client
16. Avoids contact between candidate's clothing and soiled linen throughout procedure
17. Disposes of soiled linen in soiled linen container
18. Signaling device is within client’s reach
19. Leaves bed in low position
20. Washes hands
MEASURES AND RECORDS ORAL TEMPERATURE WITH NON-MERCURY GLASS THERMOMETER

1. Explains procedure to client, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
2. Puts on clean gloves before handling oral thermometer
3. Holds oral thermometer by stem
4. Before inserting oral thermometer in client’s mouth, shakes oral thermometer down to 96 degrees F or lower
5. Places a sheath/protective cover on oral thermometer
6. Inserts bulb end of oral thermometer into client’s mouth, under tongue and to one side
7. Tells client to hold oral thermometer in mouth with lips closed and assists as necessary
8. Leaves thermometer in place for at least 3 minutes (for testing purposes only, may leave thermometer in place for one minute)
9. Removes sheath/protective cover and disposes of in wastebasket
10. Reads oral thermometer before cleaning thermometer
11. Cleans oral thermometer and returns to container for used thermometers
12. Removes gloves and disposes of in wastebasket
13. Signaling device is within client’s reach
14. Washes hands
15. Records oral temperature within plus or minus 0.2 degrees of evaluator’s reading

PROVIDES FINGERNAIL CARE ON ONE HAND

1. Explains procedure to client, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
2. Provides for client’s privacy during procedure with curtain, screen, or door
3. Tests water temperature and ensures it is safe and comfortable before immersing client’s fingers in water, and adjusts if necessary
4. Basin placed at a comfortable level for client
5. Soaks client’s fingers (fingernails) in basin of water
6. Puts on clean gloves before cleaning under fingernails
7. Cleans under each fingernail with orangewood stick
8. Wipes orangewood stick on towel after each nail
9. Dries client’s hand/fingers, including between fingers
10 Grooms nails with file or emery board
11 Finishes with nails smooth and free of rough edges
12 Empties, rinses, and wipes basin, and returns to proper storage
13 Disposes of soiled linen in soiled linen container
14 Removes and disposes of gloves in wastebasket
15 Signaling device is within client’s reach
16 Washes hands

SHAMPOOS CLIENT’S HAIR IN BED

1 Explains procedure to client, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
2 Tests water temperature to ensure it is safe and comfortable before wetting client’s hair, and adjusts if necessary
3 Lowers head of the bed (if elevated) and removes pillow
4 Protects the bed with waterproof covering
5 Places collection container under client’s head (e.g., trough, basin, shampoo tray)
6 Protects client’s eyes with dry washcloth
7 Wets hair and applies shampoo
8 Lathers and massages scalp with fingertips
9 Rinses hair until water runs clear
10 Covers hair with towel
11 Removes collection container and waterproof covering
12 Before drying and combing hair, raises head of bed
13 Dries and combs client’s hair according to client preference
14 Empties, rinses, and wipes bath basin/pitcher and returns to proper storage
15 Cleans comb/brush and returns comb/brush to proper storage
16 Places soiled linen in soiled linen container
17 Washes hands
PROVIDES CATHETER 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. 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