

# JOB PLACEMENT EVALUATION SHEET

The Company has set standards that all trainees pass their pre-service testing with a score of 85% or better. Meeting this standard is a requirement for job placement.

EMPLOYEE NAME \_\_\_\_\_

Written Test <i>includes caregiver, clinical and medical questions</i>	/111
Class Participation	/10
Videos	/8
Total	/129
Score <i>(percentage)</i>	

The applicant has achieved a score of 85% or greater and therefore has passed the pre-service training.	
The applicant has achieved a score of less than 85% and therefore has not passed the pre-service training.	

\_\_\_\_\_  
STAFF SIGNATURE

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE



NATIONAL CAREGIVER TRAINING PROGRAM

PARTICIPANT TEST PACKETS

Healing Arts Communications  
1911 United Way  
Medford, OR 97504  
888-846-7008  
[www.homecarecompanion.com](http://www.homecarecompanion.com)



# Test your Understanding of infection Control

Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

1. Germs are spread by which of the following:
  - A. Direct contact .and indirect contact
  - B. Airborne
  - C. Vehicle spread or Vector spread
  - D. All of the above
  
2. Which of the following is the proper procedure to follow for hand washing:
  - A. Wash for at least 10-15 seconds and use a paper towel to turn off the faucet
  - B. Use only bar soap
  - C. Never use friction when washing your hands
  - D. Cloth towels are best for drying hands
  
3. Which personal protective equipment would you use while performing routine personal care:
  - A. Gloves
  - B. Gown
  - C. Mask
  - D. Gloves and mask
  
4. Which protective barrier would you use to protect your clothing:
  - A. Mask
  - B. Gown or apron
  - C. Neither of the above
  - D. Both of the above

5. The person you are caring for has developed a fever, complains of chills and a sore throat. These are symptoms of:
- A. Dehydration B. Infection
  - C. Common cold
  - D. None of the above
6. A good rule of thumb to follow is, if it's wet, wear gloves.
- \_\_\_True \_\_\_False
7. It is not necessary to wash your hands after wearing gloves.
- \_\_\_True \_\_\_False
8. When cleaning the home, use a disinfectant such as Lysol or Pinesol. Clean all medical supplies in the bathroom and clean the bathroom last.
- \_\_\_True \_\_\_False
9. It is okay to wash soiled or wet bed linens or clothing of a patient with other family laundry.
- \_\_\_True \_\_\_False
10. Proper handwashing is the most effective way to reduce the spread of germs.
- \_\_\_True \_\_\_False
11. Body fluids, such as contaminated stool, urine or blood should not be flushed down the toilet.
- \_\_\_True \_\_\_False

## Test Your Understanding of How to Care for Someone on Bedrest

Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

1. Proper body mechanics for lifting are:
  - a. Do not twist at the waist
  - b. Lift with your legs not your back
  - c. Face the direction of movement
  - d. All of the above
  
2. Which of the following does not contribute to the formation of a pressure ulcer:
  - a. Moisture
  - b. Moving someone every 2 hours
  - c. Friction
  - d. External pressure
  
3. Which of the following are pressure points:
  - a. The sacrum
  - b. Hip bone
  - c. Elbow
  - d. All of the above
  
4. Two areas of the body that need support when lying on the side are:
  - a. The head
  - b. Top arm
  - c. Both of the above
  - d. Neither of the above
  
5. The prone position is when the person is lying on his or her:
  - a. Back
  - b. Side
  - c. Abdomen
  - d. Lower Back

6. Moving and positioning your body correctly is called:
- a. Principles of pressure points
  - b. Principles of body mechanics
  - c. Principles of external rotation
  - d. Body movement guidelines
7. When moving someone to the edge of the bed, begin by:
- a. Sliding one of your arms under the person's shoulders and your other arm under the back.
  - b. Sliding your arms along the sheet as you shift your weight to your back foot.
  - c. Sliding one of your arms under the person's hips and the other under the thighs.
  - d. Grasping the draw sheet at the person's hip and pulling it toward you.
8. A draw sheet is:
- a. A bed sheet that is folded in half hem to hem.
  - b. An aid for moving someone that is unable to help you.
  - c. Placed in the center of the bed with the folded edge closest to the head.
  - d. All of the above.
9. The best way to prevent pressure ulcers is frequent repositioning and a daily examination of the skin.
- \_\_\_ True \_\_\_ False
10. Never leave someone on the bedpan for long periods of time. Bedpans may constrict blood vessels, which can cause skin breakdown.
- \_\_\_ True \_\_\_ False
11. The major cause of pressure ulcers is bedwetting
- \_\_\_ True \_\_\_ False



12. In the modified sitting up in bed position, there is less pressure on the lower back and pressure relief on the heels.

\_\_\_True \_\_\_False

13. To turn someone on the side away from you, have the person cross his/her arms over the chest. Then cross the leg that is farthest from you over the leg that is closest to you.

\_\_\_True \_\_\_False

14. When moving someone to the edge of the bed, your feet are apart with one foot in front of the other. With your knees bent, you shift your weight from your front foot to your back foot as you move the person toward you.

\_\_\_True \_\_\_False

15. A clean, wrinkle-free bed helps prevent pressure ulcers.

\_\_\_True \_\_\_False



## Test Your Understanding of Safe Wheelchair Use

Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

1. The principles of body mechanics are:
  - A. The mechanical parts of a wheelchair
  - B. A set of rules that help maintain correct body alignment \
  - C. Minimal, moderate and maximum assist
  - D. Squat and stand pivots
  
2. The wheelchair IS set up to be at what angle to the bed for transferring:
  - A. 30 degree angle
  - B. 45 degree angle
  - C. 90 degree angle
  - D. None of the above
  
3. The natural movement for moving from a sitting position into standing position is:
  - A. To move to the edge of the chair
  - B. To lean forward
  - C. Shift the weight from the buttocks to the feet
  - D. All of the above
  
4. The correct way to lift anything is to:
  - A. Lock your knees and lift with your back
  - B. Bend your knees and lift with your legs
  - C. Bring the load as close to you as possible
  - D. B and C above
  
5. When maneuvering down a hill or ramp:
  - A. The person in the wheelchair faces uphill and you are positioned behind the wheelchair
  - B. The position doesn't matter as long as the wheel brakes are used
  - C. The person in the wheelchair faces downhill and you are positioned behind the wheelchair
  - D. None of the above

6. Transfer is the medical term used to describe moving someone from one surface area to another, for instance, from a bed to a wheelchair.

\_\_\_ True \_\_\_ False

7. The wheel lock on a wheelchair is used as a brake.

\_\_\_ True \_\_\_ False

8. To move someone out of a lounge chair, the person must first move to the edge of the chair.

\_\_\_ True \_\_\_ False

9. It is important for the person in a wheelchair to frequently shift his or her weight in order to prevent pressure ulcers.

\_\_\_ True \_\_\_ False

10. Slippers and stocking feet are good choices for footwear because they help when pivoting to the bed or wheelchair.

\_\_\_ True \_\_\_ False

## Test Your Understanding of Fall Prevention

Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

1. Which statement about the elderly is correct:
  - A. Falls are part of the normal aging process
  - B. The reaction time is slower
  - C. The cardiovascular system, nerves, muscles, eyes and ears decline as we age, and each play a role in keeping our balance
  - D. Band C above
  
2. A true statement about balance is:
  - A. Balance is an organ in our body
  - B. Balance consists of many parts of our body working together in a coordinated way
  - C. Balance takes practice
  - D. B and C above
  
3. The goal of fall prevention is: (Circle all that apply)
  - A. To remove hazards in and around the home
  - B. To limit activities, which helps prevent a future fall
  - C. To treat medical conditions that contribute to falls
  - D. To encourage activities that promote independence
  
4. Most falls that occur outside the home are because of:
  - A. Improper shoes
  - B. Curbs or steps
  - C. Uneven door thresholds
  - D. All of the above
  
5. Which walker should not have rubber tipped legs?
  - A. The front wheel walker
  - B. The pick-up walker
  - C. Both the front wheel walker and the pick-up walker
  
6. Grab bars should be installed inside and outside the tub or shower area next to the toilet.

\_\_\_True \_\_\_False

7. Armrests on chairs are a hazard, especially for the elderly.

☐ True ☐ False

8. For people 65 years or older, the most common injury from a fall is a broken arm.

☐ True ☐ False

9. Even without physical injury, the emotional effect from a fall can be devastating.

☐ True ☐ False

10. Proper shoes play a big role in fall prevention.

☐ True ☐ False

11. Avoiding activities because of the fear of falling again will help prevent future falls.

☐ True ☐ False

## Test Your Understanding of Personal Care

Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*Multiple choice: Circle the correct answer.*

1. The single most effective way to prevent the spread of germs is:
  - A. Washing all surfaces regularly with Chlorine or Lysol.
  - B. Wearing disposable gloves when providing personal care.
  - C. Proper handwashing.
  - D. Avoiding handling body fluid or contaminated equipment.
2. When providing personal care:
  - A. A positive attitude is the most important quality.
  - B. Perform tasks yourself because you are the one trained in the correct procedures.
  - C. Respect the person's preferences and privacy.
  - D. All of the above.
3. Which of the following is the proper beginning sequence when giving a bed bath:
  - A. Buttocks, genitals, arms and legs.
  - B. Eyes, face, ears and neck.
  - C. Arms, legs, chest and back.
  - D. Face, ears, neck and arms.
4. When giving a bed bath, it is necessary to change the water
  - A. When it is no longer warm.
  - B. After cleaning the legs and feet.
  - C. Whenever the water becomes dirty or too soapy.
  - D. All of the above.
5. When providing personal care, the environment should:
  - A. Imitate a hospital setting.
  - B. Be in the bedroom.
  - C. Be warm and free from drafts.
  - D. Be secluded and private.

6. In order to prevent pressure ulcers:
- A. Change the person's position in bed every 4 hours
  - B. Bathe the person daily.
  - C. Change the person's position in bed every 2 hours.
  - D. Apply salve to reddened areas
7. When providing nail care, it's important to:
- A. Consult with a professional before trimming the nails of a person who is overweight.
  - B. Trim corns.
  - C. Cut and round the toenails.
  - D. None of the above
8. When shaving someone, always:
- A. Shave in the same direction that the hair grows
  - B. Keep the skin loose and flexible
  - C. Shave the chin bringing the razor from tile chin to the neck
  - D. Use long, even strokes

*True or False*

9. When giving a bed bath, it is important to support the limbs at joints.
- \_\_\_\_\_True                      \_\_\_\_\_False
10. Washing from the dirtiest areas of the body to the cleanest areas helps reduce the spread of germs.
- \_\_\_\_\_True                      \_\_\_\_\_False
11. Bath time is an excellent time to observe the skin for redness: a warning sign of a pressure ulcer.
- \_\_\_\_\_True                      \_\_\_\_\_False



12. When dressing a person, dress the weak limb last and undress it first.

\_\_\_\_ True

\_\_\_\_ False

13. When lifting, always keep your feet close together.

\_\_\_\_ True

\_\_\_\_ False

14. It is important to rub lotion on thin fragile skin in order to keep moisturized.

\_\_\_\_ True

\_\_\_\_ False

15. A bed cradle gently rocks the person to sleep.

\_\_\_\_ True

\_\_\_\_ False



## Test Your Understanding of Fire Safety

Name \_\_\_\_\_ Date: \_\_\_\_\_

1. Older people are at greater risk from fires because:
  - A. They may not smell the smoke or hear the smoke alarm go off.
  - B. They often move more slowly.
  - C. Their medications may slow or confuse their responses.
  - D. All of the above.
2. Smoke alarms are most effectively located when placed
  - A. Three feet down on a wall.
  - B. In the center of the ceiling.
  - C. Close to an air vent.
3. A fire extinguisher will last for
  - A. Three minutes.
  - B. Five minutes.
  - C. 35-40 seconds.
  - D. 8-20 seconds.
4. When a person is on fire, you should
  - A. Spray them with a fire extinguisher.
  - B. Hose them down with water.
  - C. Stop them, drop them to the floor and roll them over on the floor.
5. If you are trapped in a burning building, you should
  - A. Use the elevator to get out.
  - B. Open all the windows and doors and shout for help.
  - C. Close all the doors between you and the fire and stuff towels under the doors.
6. People 85 years and older are 4 1/2 times as likely to die in a fire than the national average.  
\_\_\_\_\_ True \_\_\_\_\_ False

7. The safest way to leave a burning building which is filling with smoke is to stand up and run as fast as you can out of the building.

\_\_\_\_\_ True \_\_\_\_\_ False

8. If a grease fire starts in a pan in the kitchen, you should take the pan to the sink and run some cold water into it.

\_\_\_\_\_ True \_\_\_\_\_ False

9. Electrical cords should be stapled or nailed to walls or baseboards to keep them out of the way.

\_\_\_\_\_ True \_\_\_\_\_ False

10. Appliances that are not in use should be unplugged for fire safety.

\_\_\_\_\_ True \_\_\_\_\_ False

11. Burning unseasoned wood can cause creosote to build up in chimneys or stovepipes, creating the potential for a flue fire.

\_\_\_\_\_ True \_\_\_\_\_ False

## Test Your Understanding of Medications

Name \_\_\_\_\_ Date \_\_\_\_\_

- I. The elderly are at a greater risk for medication problems because:
  - A. The rate of absorption is slower in the elderly
  - B. The body composition has changed from muscle to fat
  - C. The elderly take numerous medications
  - D. All of the above
- II. What is the most common medication problem in the elderly?
  - A. Taking more medication than what is prescribed
  - B. The under use of medication
  - C. Storing medication improperly
  - D. Taking outdated medication
- III. Name sources where you can obtain information about medications:
  - A. The doctor and the pharmacist
  - B. Your neighbor and family members
  - C. The nurse
  - D. A and C above
- IV. Medications that do not need to be refrigerated should be stored in:
  - A. The refrigerator anyway in order to keep them fresh
  - B. A cool, dry place.
  - C. A cool, moist place
  - D. The bathroom or kitchen
5. What is the difference between a side effect and an adverse reaction? A side effect is an unexpected response to a medication.
  - A. effect is an unexpected response to a medication
  - B. An adverse reaction is an expected, well known response to a medication
  - C. A side effect is an expected, well known response to a medication while an adverse reaction is any new, unexpected response to a medication
  - D. A and B above
6. Over the counter medication, alcohol, and caffeine are drugs.  
True\_\_\_ False \_\_\_

7. Weakness, confusion and depression should not be ignored in the adverse elderly because they could be symptoms of an reaction from medication.

True      False \_\_ \_

8. Nurse's aides hired by an agency cannot administer medications.

True      False

9. Reminder systems are helpful to people with dementia.

True      False

10. The first step in preparing medications is to wash your hands.

True\_\_      False

11. The risk of an adverse reaction from drugs interacting with one another increases with the number of drugs taken.

True\_\_      False

## Test Your Understanding Of Nutrition

Name \_\_\_\_\_ Date \_\_\_\_\_

1. Decreased ability to smell or taste food
  - A. Can be a normal result of aging
  - B. Results from reactions to medications and disease.
  - C. Both of the above.
2. There *is* no change in the way older people absorb nutrients or fats.  
    \_\_\_ True \_\_\_ False
3. Anorexia, depression, and social isolation affect eating and nutrition in the elderly.  
    \_\_\_ True \_\_\_ False
4. Older people need fewer calories to maintain health.  
    \_\_\_ True \_\_\_ False
5. Protein foods include
  - A. Pasta, cereal, and grains
  - B. Fruits and vegetables
  - C. Meat, fish, dried beans, and eggs
6. Dietary recommendations for the elderly suggest:
  - A. Less overall protein intake
  - B. Decreased need for fiber
  - C. Increased need for nutrient-rich foods
7. Many older people may suffer from dehydration because:
  - A. Their medications are dehydrating
  - B. Excessive consumption of alcohol
  - C. Their thirst response decreases
  - D. All of the above
8. Every day, a person must drink 6-8 cups of water to maintain health.  
    \_\_\_ True \_\_\_ False

9. Warning signs of dehydration include;
- A. The mouth, tongue, lips and skin appear dry.
  - B. The skin turns blue.
  - C. The person feels the need to eat many small meals each day.
  - D. Only soft foods can be tolerated.



## Test Your Understanding of Vital Signs

Name \_\_\_\_\_ Date \_\_\_\_\_

I. The three methods of taking a temperature are:

- A. axillary, oral, and rectal
- B. radial, brachial, and carotid
- C. oral, under the breast, and behind the knee

II. When taking a pulse:

- A. Place Your thumb on the side of the wrist at the base of the thumb.
- B. Place the tips of your fingers on the person's inner wrist on the thumb side.
- C. Wrap your hand around the person's wrist so that your thumb and fingers touch at his or her inner wrist.

III. The average normal blood Pressure reading is:

- A. 150/60
- B. 120/80.
- C. 80/140

IV. The most accurate temperature reading is the rectal method.

True\_ False \_\_ \_

5. Your thumb has its own artery and you may mistake your pulse for the person's pulse

True \_\_ False\_\_

6. Breathing in and breathing out counts as one respiration.

True\_\_\_ False\_\_

7. Blood pressure is not affected, by medications, exercise, emotions, pain or stress.

True \_\_\_ False

8. It is important to wash your hands before and after taking someone's vital signs.

True \_\_\_ False \_\_\_

## Bloodborne Pathogen Exposure

### Final Exam

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Employee No.: \_\_\_\_\_

Directions: Mark (X) whether the statements below are True or False. 70% (7 correct answers) required for passing grade.

True      False

1. A Bloodborne pathogen is a major component of saliva, perspiration and tears.
2. With Universal Precautions, whether or not you think the blood/body fluid is infected with bloodborne pathogens, you treat it as if it is.
3. Bloodborne pathogens can enter the body through abrasions, open cuts and nicks in the skin.
4. Hepatitis B causes the medical condition known as AIDS.
5. HIV virus is very fragile and will not survive outside of the body very long.
6. Always wear personal protective equipment (gloves, goggles, face shield, apron) when working with or around body fluids.
7. Black/orange is the background color of the biohazard warning labels.
8. Any employee who's job routinely puts them at risk of exposure to bloodborne pathogens must, by law, be provided the opportunity to receive the Hepatitis B vaccine series at no charge.
9. In the event of an exposure it is adequate to just wash your hands.
10. Those routinely exposed to blood/body fluids are required to receive bloodborne pathogen refresher training at least annually.