

**ONLY COMPLETE IF YOU DO NOT
HAVE A HIGH SCHOOL DIPOLMA OR
EQUIVALENT**

STILL MANAGEMENT
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COM

Competency Test

Person's Name: _____

Date: _____

The objective of this test is to measure your proficiency in the areas listed below and to validate the minimum skills, knowledge and judgment expected of a high school graduate. You will be expected to:

- Demonstrate the ability to read and understand English.
- Demonstrate the ability to write clearly and understandably in English.
- Demonstrate the ability to perform basic math tasks.
- Demonstrate a basic store of general knowledge expected of a high school graduate.
- Demonstrate judgment skills needed to make reasonable decisions related to common situations that occur in TxHML/HCS homes and in the community with our clients.

Please read the following questions and possible situations commonly encountered while working as a caregiver in a TxHML/HCS program. Then select or write a brief response to the questions asked. You have one hour to complete the evaluation. All questions should be attempted. Take your time and give your best answers. A minimum score of 75% is expected.

1. You are shopping with the client under your care for his winter clothing. He has \$150.00 to spend for the winter clothes. He sees a lightweight suit that he likes. It costs \$95.00. He asks to buy it with his money. Circle the best response.
 - a. Tell him he would be stupid to buy a summer suit for that much money.
 - b. Insist that he can only buy winter clothes and tell him you won't let him buy the suit.
 - c. Explain that if he buys the suit it will be too cold to wear it very soon and that he would have no money left to buy anything warm.
 - d. Show him how many more warm things he could buy with his money and explain that maybe next spring he could buy a suit like the one he likes.

2. You are working alone in a group home you are assigned to with three clients. You are helping a client with her bath. She has frequent seizures and needs help getting safely in and out of the tub. One of the other clients comes to the bathroom door and yells, "I'm leaving! I'm leaving, now!" You hear him run to the door, open the door and slam it behind him. Circle the best response.
 - a. Tell the client in the tub to stay there and not to move while you go after the client who left the home.
 - b. Tell the client in the tub you will be right back and go quickly to the phone and call your supervisor.
 - c. Help the client out of the tub, dry her and help her on with a robe and slippers. Place the client in a safe place. Look out the door for the client who left. If the client is within eyesight encourage him to return. If he does not return or you cannot see him call your supervisor.
 - d. Call 9-1-1 right away.

3. You are preparing to go to a grocery store and supply a "shopping outing" with two clients. This trip could take 2-3 hours. You have the clients loading the van and one client is in the van. As you help the remaining client into the van you notice his pants are drooping and slightly wet. When you touch his belt area to check you can tell he has wet his diaper. What would you do?

4. One of your "homemaker" duties is to prepare healthy meals. Describe what you would prepare as a healthy evening meal for your clients assuming they have no diet restriction and can eat regular meals. These clients are not vegetarians. Remember your basic food groups.

5. List two situations in which you should call 9-1-1 for help.

6. You are driving down the freeway with three clients. The car you are in has child safety locks. You have no phone with you. One client is in the front passenger seat and the other two clients are in the back seat. While you are driving you notice the two clients in the back begin to argue. You attempt to quiet them down by talking to them but it does not help. They continue to yell and then one client in the back starts to cry loudly. What should you do?

7. Of the following menus which do you think would be a good lunch to serve your clients? Circle the best response.

- a. Hot dog, corn chips, soft drink and cookie.
- b. Ham sandwich (bread, mayonnaise, and ham only), left over rice, a pudding cup and ice water.
- c. Left over chicken leg, slice of bread, coleslaw, an apple and milk.

8. You are feeding a client dinner when she becomes angry. She knocks the spoon from your hand and spits her food at you, hitting you in the face. What would you do?

9. The following is a copy of a medication label. Look over this label and read it carefully, then answer the questions listed below the label:

ZB07083 7/10/2003
DOE, JOHN
TAKE 1 TABLET BY MOUTH 3 TIMES DAILY**
HOLD IF NOTED INCREASE IN FREQUENCY**

METRONIDAZOLE 250MG TABLET 90
SUBSTITUTED FOR FLAGYL 250MG TABLET
ISBELL, GERALD 0093-0851-01
PIKES PEAK (AYSHCS)
EXP DATE 7/30/2004 DAR KCOT3 02 OF 03

- a. How many tablets should be taken at one time? _____
- b. What is the name of the medication? _____
- c. When is this medicine to be taken? _____
10. Which of the following is larger? Circle the correct answer.
- a. $1/8$
- b. $1/16$
- c. $1/2$
11. You have $1\frac{1}{2}$ pounds (this equals 24 ounces) of ground beef. The dietitian told you to serve each client 6 ounces of ground beef at this meal. How many clients could you serve with $1\frac{1}{2}$ pounds of meat?
- _____
12. If your client has \$30.00 to spend and buys a shirt for \$12.50 how much money would he have left?
- _____
13. Most dentists recommend a person brush their teeth at least _____ times a day.
-

SCORING

This test consists of 13 questions worth a total of 100 points.

Part I

Twelve questions are multiple choice, fill-in-the-blank, or short answer. From the twelve questions, three of them test your math skills, and the other nine test your general fund of knowledge, judgment and ability to identify specific information. Each correct response is worth five points for a total of 60 points all together.

Part II

Four questions require written short essay type answers explaining your response to a specific situation. These questions test your ability to understand and communicate clearly in written English. They also require basic judgment skills. You earn 5 points for understanding the question and giving a clear, understandable answer. You earn 5 points for demonstrating sound judgment skills. Each question is worth ten points for a total of 40 points all together.

Part I: 1, 2, 5a, 5b, 7, 9a, 9b, 9c, 10, 11, 12, 13 | **Part II:** 3, 4, 6, 8

Part I Total Points: (60 possible) _____ * Answers Correct in Part I x 5 points

Part II Total Points: (40 possible) _____ * Answers Correct in Part II x 10 points

_____ **% TOTAL SCORE**