

# COMPETENCY EVALUATION

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## **OBSERVATION AND REPORTING**

### **1. What changes in a client should a Personal Care Aide (PCA) always report?**

(Check ALL that apply)

- ☐ Excessive coughing, Skin breakdown
- ☐ Amber/yellow urine
- ☐ Slurred speech, Unsteady gait
- ☐ A temperature of 100°F, Sudden anxiety
- ☐ Signs of bruising, Unanswered doorbell
- ☐ Abusive language
- ☐ One time refusal of a bath
- ☐ No hot water in home
- ☐ Request by client for topical application of cream/ointment
- ☐ Client requesting any task not listed on their service plan.
- ☐ Failure to take medicine.
- ☐ Visited by a relative, good appetite.

### **2. Which of the following observations by the PCA of the client may indicate that the client is depressed?**

- ☐ Pacing around their home
- ☐ Reporting to you that they stay up all night and sleep all day.
- ☐ Loss of appetite or overeating
- ☐ Withdrawal from normal activities
- ☐ All the above

## **BASIC INFECTION CONTROL**

### **3. What is the primary defense mechanism that protects our bodies against infection?**

- ☐ Skin
- ☐ Gloves
- ☐ Bathing

### **4. If a client takes his/her own insulin and leaves the used syringe and attached needle on the bedside table, you should?**

- ☐ Place the cap on the needle and put the syringe in the client's wastebasket.
- ☐ Place the cap on the needle and put the syringe in the client's sharps container.
- ☐ Place the cap on the needle then double bag the syringe and put in the client's trash.
- ☐ None of the above

### **5. Diseases that spread quickly and easily from one person to another are called:**

- ☐ Communicable Diseases
- ☐ Bacteria
- ☐ Heart Disease
- ☐ Liver Disease

### **6. The single best way to decrease the transfer of pathogens (germs) is to:**

- ☐ Wear gloves when caring for clients.
- ☐ Wash hands before & after providing care.
- ☐ Double bag all the client's trash
- ☐ Hold soiled linen away from your body.

## **MAINTENANCE OF CLEAN, SAFE AND HEALTHY ENVIRONMENT**

### **7. If a client is on oxygen and wishes to smoke, which of the following is allowed:**

- ☐ Turn off oxygen before lighting a cigarette.
- ☐ Hold the cigarette for the client away from the oxygen and let client take puffs.
- ☐ Move the oxygen tank out of the room.
- ☐ None of the above

### **8. When transferring a client from bed to bedside commode, which action is appropriate for the PCA to take to ensure safety:**

- ☐ Use leg muscles to lift clients.
- ☐ Keep your feet apart with knees locked to lift clients.
- ☐ Swing client onto commode with client positioned at arms' length.
- ☐ Place your feet together with knees locked to lift clients.

### **9. Water on the floor is a safety hazard.**

True

False

### **10. If the PCA notices there are cockroaches in the client's kitchen, the PCA should:**

- ☐ Clean the kitchen and throw away all the food that is not in cupboards.
- ☐ Report observations to the nursing supervisor
- ☐ Tell the client that he needs to keep the house cleaner.
- ☐ Do nothing, you can't change the client's environment.

### **11. Do not attempt to move an individual who has fallen.**

True

False

## **RECOGNIZING EMERGENCIES AND KNOWLEDGE OF EMERGENCY PROCEDURES**

### **12. In case of fire in a client's home, what ONE procedure should the PCA not do:**

- ☐ Exit with your client immediately, if client is ambulatory.
- ☐ Notify the fire department.
- ☐ Keep doors closed in client room if smoke has filled other parts of home.
- ☐ Attempt to extinguish the fire.

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**13. Which of the following DOES NOT represent a hazard in the presence of oxygen:**

- ☐ Unlit Cigarettes
- ☐ Nail polish
- ☐ Perfume
- ☐ Lighters/matches
- ☐ Plastic

**14. Check any three (3) safety hazards the PCA should observe for in a client home:**

- ☐ Functioning smoke detectors
- ☐ Frayed cords / wiring
- ☐ Presence / location of fire extinguishers
- ☐ Water on the floor
- ☐ Loose / scattered rugs
- ☐ Overloaded outlets
- ☐ Signs of client/spouse smoking in bed
- ☐ Broken handrails on stairways

**15. If a client spilled boiling water on his/her hand while trying to cook, you should:**

- ☐ Cover the area with Vaseline.
- ☐ Apply cold water or ice to the area if there is no break in the skin and notify the nurse supervisor.
- ☐ Wrap the client's hand in a dry sterile dressing.
- ☐ Scold the client for being in the kitchen.

**16. If your client falls while you are in the home, you should not:**

- ☐ Apply pressure dressing with clean cloth or sterile gauze if the client is bleeding.
- ☐ Move the client to bed to make him more comfortable.
- ☐ Watch symptoms of shock - paleness, cold/clammy skin, weakness, nausea.
- ☐ Call your supervisor immediately.

## **PHYSICAL, EMOTIONAL AND DEVELOPMENTAL NEEDS (RESPECT FOR PRIVACY/ PROPERTY)**

**17. Safety and security needs are met by having food and oxygen. True False**

**18. If your client's spouse asks you if the client is going to die, you should:**

- ☐ Call the nursing supervisor and ask how to correctly answer the question.
- ☐ Tell the client to discuss it with his/her spouse.
- ☐ Ignore the question.
- ☐ None of the above

**19. Which of the following does not encourage clear and effective communication?**

- ☐ Listening attentively
- ☐ Talking about yourself
- ☐ Asking questions
- ☐ Speaking clearly

**20. If you arrive at a client's home and observe the house, especially the client's bedroom, it is very cluttered, making it difficult for you to work, you should:**

- ☐ Tidy up your work area and put things away.
- ☐ Ask the client to clean the bedroom so that you can work.
- ☐ Leave
- ☐ Make the best of the situation.

**21. If you suspect a client has been abused, what should you do?**

- ☐ Tell a family member.
- ☐ Call the abuse hotline.
- ☐ Call the nursing supervisor.
- ☐ Discuss it with the client.

## **ADEQUATE NUTRITION AND FLUID INTAKE**

**22. Which of the following statements is correct?**

- ☐ A full liquid diet includes milk and sherbets.
- ☐ A diabetic diet contains foods high in sugar.
- ☐ A low sodium diet contains foods such as ham.
- ☐ A clear liquid diet includes tea, Jell-O, and ice pops.

**23. Which would be the better choice for a diabetic client's breakfast?**

- ☐ Waffles with syrup, bacon, and hot chocolate
- ☐ Biscuits and gravy
- ☐ Pizza
- ☐ Egg, toast, and coffee

**24. Which would be the better choice for a client on a low salt diet to consume?**

- ☐ Chicken noodle soup and a hot dog
- ☐ Turkey sandwich, fruit, and Jell-O
- ☐ Ham sandwich, pickles, and chips
- ☐ Chili, crackers, and a peanut butter/jelly sandwich

**25. The daily recommended fluid intake for an adult is:**

- ☐ 6 to 8 8-ounce glasses
- ☐ 2 to 4 8-ounce glasses
- ☐ 3 quarts

**26. Good sources of protein are:**

- ☐ Beans, peanut butter, and eggs
- ☐ Green salad and cooked greens
- ☐ Potatoes and noodles
- ☐ Apples and oranges

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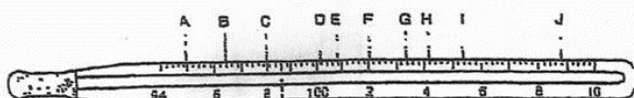
## PREVENTION OF ABUSE AND NEGLECT

27. Most abuse victims are related to their abusers.      True      False
28. Children and elderly people are easy targets for abuse because they:
- ☐ Are unable to defend themselves.
  - ☐ Bruise easily
  - ☐ Cry frequently
  - ☐ Have so many needs
29. Most elderly abuse victims:
- ☐ Report the abuse.
  - ☐ Complain constantly.
  - ☐ Live by themselves
  - ☐ Are women.
30. You must have proof of actual abuse before reporting the situation to the authorities.  
True      False

## READING and RECORDING TEMPERATURE, PULSE and RESPIRATION

31. Normal respirations are:
- ☐ Between 14-20 per minute
  - ☐ Quiet and effortless
  - ☐ Regular, with both sides of the chest rising and falling equally.
  - ☐ All the above
32. Which of the following is the most common area used to take a pulse?
- ☐ Radial pulse
  - ☐ Apical pulse
  - ☐ Brachial pulse
33. Using the picture of the thermometer below, record the temperature by applying the corresponding letter next to the appropriate temperature in the list:
- |        |       |
|--------|-------|
| Select | 95.0  |
| Select | 100.8 |
| Select | 104.2 |
| Select | 108.8 |
| Select | 102.0 |

READING A THERMOMETER



## BASIC HIPAA

(CONFIDENTIALITY / ACCOUNTABILITY)

34. What rules protect the security of health information and provide individuals with certain rights to their health information?
- ☐ Privacy Rule
  - ☐ Security Rule
  - ☐ Breach of Notification Rule
  - ☐ All the above
35. Which Federal Office enforces the HIPAA Policy and Rules accompanying it?
- ☐ FBI
  - ☐ CIA
  - ☐ The HHS Office of Civil Rights
36. The HIPAA Security Rule covers ePHI requiring covered entities and businesses to review and modify security measures to continue protecting ePHI in a changing environment.  
True      False

## BASIC FIRST AID

37. A break or crack in a bone is called a:
- ☐ Dislocation
  - ☐ Fracture
  - ☐ Sprain
  - ☐ Strain
38. Symptoms of shock include:
- ☐ Slow and weak pulse
  - ☐ Increased energy
  - ☐ Pale clammy skin
  - ☐ Hunger
39. Immediate medical attention is required for:
- ☐ Minor sunburn
  - ☐ Uncontrolled bleeding
  - ☐ A first-degree burn
  - ☐ A small abrasion
40. A symptom of an internal injury is:
- ☐ Dry hot skin
  - ☐ Slow pulse
  - ☐ Lightheadedness or dizziness
  - ☐ Slow breathing
41. An external wound is:
- ☐ A break in the skin
  - ☐ A close fracture
  - ☐ A deep bruise
  - ☐ B and C
42. You generally do not have to call 911 for:
- ☐ Chemical burns
  - ☐ Second degree burns
  - ☐ Third degree burns
  - ☐ First degree burns

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**43. If you monitor or are suspect that the client has overdosed on drugs or are experiencing side effects of prescribed medications, you should:**

- ☐ Leave them to 'sleep it off.'
- ☐ Contact the nurse supervisor.
- ☐ Notify a family member.
- ☐ Call 911

**44. A common example of mild adverse effect related to medication is:**

- ☐ Constipation
- ☐ Nausea
- ☐ Headache
- ☐ Skin Rash or dermatitis
- ☐ All the above

**45. Some examples of serious side effects of medications are suicidal thoughts and abnormal heart rhythms.**

True False

## **FIRE SAFETY / DISASTER PREPAREDNESS**

**46. The three (3) elements a fire needs to burn are:**  
(Mark all that apply)

- ☐ Heat
- ☐ Water
- ☐ Fuel
- ☐ Oxygen
- ☐ Wood

**47. Damage cords on electrical appliances can cause a shock but not a fire.**

True False

**48. The easiest way to remember how to operate a fire extinguisher is the P.A.S.S. guidelines. What does P.A.S.S. mean?**

- ☐ Point, Aim, Stand, Sweep
- ☐ Pull, Aim, Squeeze, Sweep
- ☐ Play, Aim, Stand, Shoot
- ☐ None of the above

**49. A violent storm that develops in the tropics of the Atlantic Ocean between June and November is known as a(n):**

- ☐ Tornado
- ☐ Blizzard
- ☐ Hurricane
- ☐ Tsunami
- ☐ All the above
- ☐ None of the above

**50. A disaster preparation kit should have enough food and water to last 24 hours.**

True False

**51. Which of the following is a safe place to seek shelter during tornadoes?**

- ☐ Underground
- ☐ In an interior room
- ☐ In a hallway without windows
- ☐ Any of the above

## **APPROPRIATE and SAFE TECHNIQUES IN ASSISTING IN BATHING, DRESSING, TOILETING, and ANY OTHER ACTIVITY OF DAILY LIVING**

**52. Tub baths place clients at higher risk for:**

- ☐ Falls
- ☐ Burns
- ☐ Drowning
- ☐ All the above

**53. When transferring from bed to chair, place the chair on the client's strong side.**

True False

**54. You should encourage the clients to dress themselves as much as possible and help them where help is needed.**

True False

**55. If the client is mobile, you should encourage them to use a bedpan rather than getting up to go to the bathroom.**

True False

## **SAFE TRANSFER TECHNIQUES and AMBULATION**

**56. If a client is uncooperative, too heavy, or in an awkward position; get help?**

True False

**57. A common guideline to follow for lifting or moving a client is:**

- ☐ Keep the client far away from your body.
- ☐ Keep your head and neck in proper alignment with your spine.

**58. Three (3) reasons caregivers are at great risk for injury to their back, neck, or spine are:**

- ☐ Pulling a client into a sitting position
- ☐ Walking down steps
- ☐ Transferring a client
- ☐ Leaning over a client for long periods of time
- ☐ Dusting

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## **MEAL PLANNING**

59. Sodium restricted diets are usually ordered for all the following clients except those with:

- ☐ Diabetes
- ☐ Heart disease
- ☐ Kidney disease
- ☐ Liver disease

60. You may have to use a food exchange list when preparing food for a diabetic client.

True False

61. Which of the following foods provide the most protein?

- ☐ Butter and cream
- ☐ Tomatoes and potatoes
- ☐ Meat and fish
- ☐ Corn and lettuce

## **SHOPPING**

62. Which of the following should you consider when shopping for a client?

- ☐ The client's diet.
- ☐ Food preferences
- ☐ The amount of money available for food
- ☐ All the above

63. The caregiver does not have to take a receipt back to the client because he/she used their own car and gas to run an errand for the client. True False

## **TRANSPORTATION and ESCORT SERVICES**

64. It is important that you are aware of a client's diagnosis/medical status when transporting a client. True False

65. If you are transporting a diabetic client to an appointment or errands, you should encourage them to bring a snack in case their blood sugar drops. True False

66. If you provide transportation / escort services for a client, you should have a valid driver's license and current auto insurance.

True False

## **PERSONAL HYGIENE and GROOMING**

67. Cleanliness and skin care are necessary for comfort, safety, and health. True False

68. You should wash a client from the dirtiest to the cleanest areas. True False

69. Shaving should be done in the direction of which the hair grows. True False

70. Oral Care should be provided:

- ☐ In the morning ☐ Before bed
- ☐ After eating. ☐ All the above

## **NORMAL RANGE OF MOTION and POSITIONING**

71. Range of motion exercises are used to keep joints, muscles, ligaments, and tendons loose and flexible. True False

72. How many times per hour should a client change positions if they are confined to a bed?

- ☐ One ☐ Two
- ☐ Three ☐ Four

## **ORIENTATION TO TRAUMATIC BRAIN INJURY, SPINAL CORD INJURY, and SIMILAR DISABILITIES**

73. What three (3) things should a PCA do while caring for a client with TBI?

Make plenty of distractions.

- ☐ Do everything for them.
- ☐ Do the same routine every day.
- ☐ Don't compare clients to how they used to be.
- ☐ Engage the client in their care.

74. What types of effects can a TBI have on a client?

- ☐ Decision making
- ☐ Verbal expression
- ☐ Voice changes
- ☐ Hand eye coordination

75. What is dementia?

- ☐ Memory problems
- ☐ Alzheimer's disease
- ☐ Brain Failure

76. Chronic pain is a significant issue for spinal cord injured clients because:

- ☐ It may enhance the ability to perform ADL's.
- ☐ Medication side effects are imagined.
- ☐ It diminishes the quality of life.
- ☐ It is not "real" pain.