



COMPETENCY EVALUATION – HOME CARE AIDE

I. OBSERVATION AND REPORTING:

1. Mr. Jones pulse rate is usually 64-70. When you take it today it is 52. You should:
 - A. Wait 30 minutes and recheck it.
 - B. Tell the patient to go to the doctor.
 - C. Call the nurse or supervisor immediately.

2. Mr. Smith tells you he feels as if he is going to vomit after taking his new medicine the doctor ordered so he is not taking it. You should:
 - A. Tell him he must take it if he wants to get well.
 - B. Tell his wife to make him take it.
 - C. Tell him to take it with 7-Up.
 - D. Tell him you will call the supervisor about what he should do.

3. While bathing the patient the home health aide has an opportunity to:
 - A. Talk about your personal life.
 - B. Think about your personal life.
 - C. Visit with the family.
 - D. Observe the skin condition, mobility and movement of the patient.

4. When reporting a change in your patient's pulse, temperature or respiration, you need to specify all the following **except**:
 - A. Method of measuring body temperature (oral, rectal, axillary)
 - B. The exact time the temperature, pulse and respirations were taken.
 - C. Any other complaints the patient may be expressing (pain, stress, etc.)
 - D. Why you were late getting to the patient's home.

5. When reporting or recording information it is important to:
 - A. Report and record exactly how you feel about the situation.
 - B. Report and record exactly what you see.
 - C. Report and record what the family feels is wrong.
 - D. Report and record what the nurse feels is wrong.



II. INFECTION CONTROL

1. Good hand washing technique is important because:
 - A. It prevents the spread of germs.
 - B. It is required by the health department.
 - C. It's good for the patient's morale.

2. The perineal area is washed:
 - A. From front to back.
 - B. From back to front.
 - C. It doesn't matter.

3. Wearing disposable gloves while giving personal care:
 - A. Means your patient has an incurable disease.
 - B. Protects both you and your patient from the spread of germs.
 - C. Is never necessary unless the patient has AIDS.

4. When handling dirty linens and clothing it is best to:
 - A. Put the dirty linens and clothing on the floor.
 - B. Shake the linens and clothing before washing them.
 - C. Place dirty linens and clothing in clothes hamper or plastic bag until they can be washed.

5. When considering the home health aide's role in reducing the spread of germs, the home health aide would do all of the following except:
 - A. Cover nose and mouth when sneezing or coughing.
 - B. Go to work even when you are ill.
 - C. Wash hands after handling soiled items such as linens, clothing, garbage, etc.
 - D. To protect self, clean and cover cuts and breaks in the skin.



III. BASIC ELEMENTS IN THE BODY FUNCTIONING AND ABNORMALITIES REPORTED TO RN

1. A five (5) pound weight gain in two days:
 - A. Is normal and nothing to be worried about.
 - B. Shows that the patient has been eating too many sweets.
 - C. Should be reported to the nurse.

2. Mrs. Smith's catheter bag contains a very large amount of dark red urine. You should:
 - A. Encourage her to drink more fluids.
 - B. Empty the bag.
 - C. Call your supervising nurse as soon as possible.

3. A red spot over the patient's hip joint:
 - A. Might develop into a bedsore.
 - B. Is a normal sign of old age.
 - C. Should be treated with a heat lamp.

4. When observing the patient's bowel habits, the following should be reported to the nurse immediately:
 - A. Symptoms of pain, abdominal swelling, or cramping.
 - B. Patient not passing gas.
 - C. Bowel movements occurring every other day.

5. Ms. Whit, who lives alone, is usually talkative during her bath. Today she says very little, appears anxious and worried and has difficulty speaking. When would you report Ms. Whit's change of condition to your supervisor?
 - A. At the next case conference.
 - B. At the end of the day.
 - C. As soon as possible after making the observation.



IV. MAINTENANCE OF A CLEAN, SAFE AND HEALTHY ENVIRONMENT.

1. Before transferring a patient from the bed to a wheelchair, it is always necessary to:
 - A. Put a pillow in the seat.
 - B. Put a blanket over the seat and back.
 - C. Lock the wheelchair brakes.
 - D. Unlock the wheelchair brakes.

2. Prior to assisting the patient into the tub or the shower, as a safety factor, you should check for:
 - A. A rubber mat for the tub or shower.
 - B. Lotion for his/her skin.
 - C. Comfortable water temperature.
 - D. Both A & C.

3. Regardless of the type of bath given to the elderly, the temperature of the water is important because:
 - A. You cannot get them clean unless it is hot enough.
 - B. You have to follow the procedure manual.
 - C. Elderly skin is more delicate and burns easily.
 - D. We have to keep the family happy.

4. Wrinkles in the patient's bed linens may cause:
 - A. No problems.
 - B. The linens to wear out.
 - C. Contractures.
 - D. Bedsores.

5. Which one of the following statements is **not** true:
 - A. Puddles of water or other liquids should be mopped up immediately to avoid falls.
 - B. Always be sure electrical cords are not lying in open walk areas.
 - C. If someone in a house uses a cane or a walker, it is a good idea to cushion the floor by using lots of throw rugs.
 - D. Cleaning supplies and other dangerous substances should be kept in a safe, secure cabinet or area.



V. RECOGNIZING EMERGENCIES AND KNOWLEDGE OF EMERGENCY PROCEDURES

1. Mr. Jones lives alone and never goes out of the house. When you arrive at this home, the door is locked, and although it is the middle of the day, you can see the lights turned on in the living room. When you knock, you can hear a low moan coming from somewhere in the house. You should:
 - A. Come back later.
 - B. Get to the nearest phone and call your home health agency.
 - C. Break a window and climb in.
 - D. Keep knocking until he opens the door.

2. Fire safety instruction is important because:
 - A. The supervisor says it is.
 - B. The patient will think you are great.
 - C. It prepares you to know proper emergency action in case of fire.
 - D. It will look good on your visit record.

3. Upon arriving at your patient's home, she tells you that she spilled boiling water on her hand while trying to cook. You should:
 - A. Cover the area with Vaseline.
 - B. Apply cold water or ice to the area if there is no break in the skin and notify the supervisor.
 - C. Scold the patient for being in the kitchen.

4. Your patient who is awake and alert, begins to complain of heaviness in the chest and nausea. You should:
 - A. Run to the neighbors for help.
 - B. Begin CPR.
 - C. Call your supervisor immediately and follow instructions given by the supervisor.
 - D. Give him some heart medicine you know he used to take for chest pain.

5. If your patient falls while you are in the home, you should **not** do which of the following:
 - A. If excessive bleeding occurs, apply a pressure dressing with a clean cloth or sterile gauze.
 - B. Move the patient to the bed to make him more comfortable.
 - C. Watch for symptoms of shock - paleness, skin cold and clammy, weak, nausea, etc.
 - D. Call your supervisor immediately.



- VI. PHYSICAL, EMOTIONAL AND DEVELOPMENTAL NEEDS - RESPECT FOR PRIVACY AND PROPERTY.
1. Mr. Dodd is eating lunch when you arrive at his home. Your assignment is to take his vital signs and assist him in and out of the bathtub. Which of the following answers is correct?
 - A. Tell him to finish his lunch later because you have three more patients to see today.
 - B. Allow him to finish his lunch, then do the bath and take his vital signs last.
 - C. Allow him to finish his lunch, rest for at least ten (10) minutes, take the vital signs, and then do the bath.

 2. When performing any procedure in which a part is exposed, keep the patient covered with a blanket as much as possible.
 - A. This is important because the patient has the right to dignity and privacy.
 - B. It is not necessary to do this because it is easier to give care without having blankets get in the way.
 - C. It is better to just turn up the heat to keep the patient warm.

 3. A patient, Miss Green, tells you she is very upset with you and demands you to tell her the supervisor's name so she can call and report you. The correct action is:
 - A. Tell her you are doing the best you can.
 - B. Leave her home and go to the next patient.
 - C. Refuse to see her again.
 - D. Give her the supervisor's name and phone number.

 4. Your patient asks you what his diagnosis is and if he is going to die. You should:
 - A. Ignore the question.
 - B. Tell him that you do not know the answer, but that you will have your nursing supervisor come talk to him.
 - C. Tell him to call his doctor.

 5. When caring for a patient who is from another culture than yours, remember that:
 - A. The patient lives in Texas now and could change their ways to conform to Texas culture.
 - B. The patient's response to grief and pain should be the same as yours.
 - C. Family habits and religious practices will affect the way the patient responds to the care you provide.



VII. ADEQUATE NUTRITION AND FLUID INTAKE.

1. Elderly patients may not eat a well-balanced diet due to:
 - A. Improperly fitting dentures.
 - B. Loss of the ability to taste food well.
 - C. Weakness and fatigue.
 - D. All of the above.
2. Fiber or roughage in the diet:
 - A. Has no effect on the digestive tract.
 - B. Helps food move through the digestive tract.
 - C. Helps people to chew food better.
 - D. Adds lots of cholesterol to the diet.
3. Very good sources of protein are:
 - A. Beans, peanut butter and eggs.
 - B. Green salads and cooked greens.
 - C. Potatoes and noodles.
 - D. Apples and oranges.
4. Which one of the following statements is correct:
 - A. Always feed a patient - never let him feed himself.
 - B. All food served to the patient should be lukewarm.
 - C. Before serving the meal, it is important to be sure the patient is clean and comfortable.
5. When the plan of care requires you to increase fluids, the following food would **not** be encouraged:
 - A. Milkshakes.
 - B. Gelatin.
 - C. Potato chips.
 - D. Broth.



VIII. DNR/ADVANCE DIRECTIVES

1. Your patient is watching “911” on T.V. when you arrive. He tells you that “Nobody better put all those machines on me.” He has already mentioned this on several other occasions. You should:
 - A. Tell him to stop talking like that.
 - B. Bring a DNR form with you to your next HCA visit.
 - C. Call the doctor to inform him of the patient’s wishes.
 - D. Notify the primary care nurse.

2. You arrive at your patient’s house and find him on the kitchen floor, not breathing or responding to your voice. You remember that your primary care nurse had told you that he was a DNR even though it is not written on your assignment sheet. You should:
 - A. Honor his wishes--do nothing.
 - B. Call the office and have them discharge him from the service because he is dead.
 - C. Call 911, activate the emergency medical system and begin CPR.
 - D. Go on to your next patient.

3. If you know your patient is a DNR but it is not written on your assignment sheet:
 - A. Notify the primary care nurse to write “DNR” on the assignment sheet because you know that the HCA is legally obligated to begin CPR if it is not on your assignment sheet.
 - B. Just write “DNR” on your copy of the assignment sheet so you won’t forget.
 - C. It is no big deal.
 - D. Be sure you tell any other HCAs that see the patient.

4. What do you do if a patient has a DNR order, but the daughter from out of town whispers to you as you leave one day, “Just don't pay attention to what dad says he wants, I want everything done to keep him alive.”
 - A. Start CPR but only if the daughter is there.
 - B. Respect the patient’s wishes.
 - C. Tell the daughter she will need to call the doctor.
 - D. Report to primary nurse.

5. DNR means:
 - A. Activate the emergency medical system by calling 911 and start CPR immediately.
 - B. Patient does not want tube feedings and surgery should he become really ill.
 - C. The patient does not want to be resuscitated should his heart and breathing stop.



IX. PATIENT RIGHTS/OR RESPONSIBILITIES

1. You are at a patient's house and your patient says, "I heard you are also taking care of Mr. Jones down the street. How is he doing?" You reply:
 - A. "Oh he complains about hurting all the time since his hip surgery and he can barely get around even with his walker but he is doing ok."
 - B. You lie and tell your patient that Mr. Jones is not really your patient.
 - C. You ignore the patient.
 - D. You explain to your patient that you are bound by confidentiality laws to protect the patients' right to privacy including hers and you cannot say.
2. You arrive at a patient's house and she refuses your visit. After several attempts to convince her she gets irritable and still refuses your visit. You should:
 - A. Leave and notify your primary care nurse. Complete a missed visit form (notification to physician).
 - B. Continue to try to convince her.
 - C. Do the visit anyway--she is old and really doesn't know what is good for her.
 - D. Complete a daily visit note so you can get paid for the visit.
3. You are assisting another HCA, Brenda, with a bedbound patient. As you are turning the patient so she can wash his backside, Brenda starts talking about a patient that she has to do next. You should:
 - A. Tell her to shut up.
 - B. Quickly interrupt her and tell her that perhaps now is not a good time to talk about it.
 - C. Just ignore her--the patient is probably not listening anyway.
4. When doing a HCA visit you should do all the following except:
 - A. Make sure the shades or curtains are open to let light in so you can see better during their bath.
 - B. Use a towel or sheet to keep the patient covered.
 - C. Let the patient do as much as they can.
 - D. Observe the patient and report anything unusual.
5. The patient's son has a big dog who jumps at the fence and barks ferociously at you when you visit the patient. Lately the dog has been in the house and meets you at the front door in the same manner. What do you do?
 - A. Go around to the back door.
 - B. Take a treat for the dog next time you visit.
 - C. Tell the patient's son to put his dog up when you visit or you won't come to visit his mother any more.
 - D. Contact the primary nurse and report the problem.



X. PATIENT ABUSE/NEGLECT/RESTRAINTS

1. You have been assigned to Mrs. Johnson who is a recent stroke victim. Since the stroke she has left sided weakness and has not been able to talk. She seems to understand what you are telling her and does everything you ask her to do. The daughter has hired someone to help with her care during the day when the daughter is working. After taking care of her for a couple of weeks you notice that every time the care giver comes in the room the patient gets very anxious and upset and appears very frightened. You should:
 - A. Call the daughter and let her know what is going on.
 - B. Notify the primary care nurse and document that you called on your note.
 - C. Call the doctor for a sedative.
 - D. Confront the caregiver and ask her why the patient is so scared of her.

2. You have a bed/chair bound patient that is confused and disoriented and needs help with almost all of his ADLs. This is the third time this week that you have found him home alone without available food or drink and even if he could use the phone it is in the other room. You should:
 - A. Wait until the wife returns and chew her out for leaving him alone.
 - B. Go on to your next patient when you get through with him.
 - C. Wait until the wife gets home and say nothing--after all taking care of him is hard work and she needed a break.
 - D. Notify the primary care nurse and document you called on your note.

3. Restraints can be used anytime that the caregiver or family member wants to use them especially if they want the patient to stay put while they do other things such as household chores.
 - A. True
 - B. False

4. A patient keeps on getting up from their wheelchair and the patient's wife says, "Just tie him in the chair with this sheet. He's going to fall down otherwise." What do you do?
 - A. Tie the patient in the chair because the wife is the legal guardian.
 - B. Report the wife to the RN so that the wife can be turned in to Adult Protective Services.
 - C. Call the doctor for an order so that you can get a proper restraint like a Posey vest.
 - D. All the above.
 - E. None of the above.



5. Your patient has bruises on her back one week and she states that she fell. The next week, she has bruises across the back of her thighs and says she fell. You:
 - A. Write about the places you observed and your patient's explanations on your note.
 - B. Call the primary nurse and ask for a safety assessment.
 - C. Report to the primary nurse and write down your observations and the patient's explanations.
 - D. Write down on your note "appears to have been beaten by husband" because you know from case conference that her husband has beaten her previously.



WRITTEN/ORAL EXAM ANSWER SHEET
FOR
HOME CARE AIDE COMPETENCY EVALUATION

Circle the letter corresponding to the correct answer for each question.

SECTION I

1. A B C
2. A B C D
3. A B C D
4. A B C D
5. A B C D

SECTION V

1. A B C D
2. A B C D
3. A B C
4. A B C D
5. A B C D

SECTION IX

1. A B C D
2. A B C D
3. A B C
4. A B C D
5. A B C D

SECTION II

1. A B C
2. A B C
3. A B C
4. A B C
5. A B C D

SECTION VI

1. A B C
2. A B C
3. A B C D
4. A B C
5. A B C

SECTION X

1. A B C D
2. A B C D
3. A B
4. A B C D E
5. A B C D

SECTION III

1. A B C
2. A B C
3. A B C
4. A B C
5. A B C

SECTION VII

1. A B C D
2. A B C D
3. A B C D
4. A B C
5. A B C D

SECTION IV

1. A B C D
2. A B C D
3. A B C D
4. A B C D
5. A B C D

SECTION VIII

1. A B C D
2. A B C D
3. A B C D
4. A B C D
5. A B C

Applicant's Printed Name

Score

Applicant's Signature

Date