
Name of Aide

ID#

Completed Competency Testing
for
In-Home Aide Services

LEVEL III PERSONAL CARE

Demonstrated Knowledge	Date Completed	Signature
1. Role of In-Home Aides	Questions (1-10)	
2. Communication and Interpersonal Skills	(11-13)	
3. Observing/Reporting and Documentation	(14-16)	
4. Reading and Recording Vital Signs	(17-22)	
5. Infection Control/Safety/Emergency Procedures	(23-32)	
6. Basic In-Home Aide Skills	(33-41)	
7. Personal Care Skills	(42-51)	
8. Modifying Behavior	(52-53)	
9. Basic Restorative Services	(54-56)	
10. Client Rights	(57-58)	
11. Emotional Support	(59)	
12. Changes in Client Condition/Environment	(60-63)	
13. Dealing with Inappropriate Behaviors/Requests	(64)	
14. Assisting Clients to Learn New Skills	(65)	

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Demonstrated Knowledge	Date Completed	Signature
15. Value Systems/Family Dynamics	Questions (66-67)	
16. Abuse/Neglect/Exploitation	(68-70)	
17. Personal Safety	(71-74)	
18. Documentation	(75-76)	
19. Individuals with Special Needs	(77-78)	
20. Medical Terminology	(79-80)	

Out of ____ questions, the aide answered ____ questions correctly.

Total Score: ____%

Areas where aide needs review, if any:

Signature of Competency Evaluator

Date

Name and Address of Facility/Agency

Date

Signature of In-Home Aide

Date

DEMONSTRATED KNOWLEDGE (Oral or Written)

1. Which characteristic is helpful when working in a private home?
 - a. Being organized, independent, and flexible.
 - b. Being one who needs constant supervision.
 - c. Being rigid in your approach to how things should be done.
 - d. Being poorly organized.
 - e. Being critical.

2. Which two duties would generally be part of your responsibilities as an in-home aide providing Level III-Personal Care?
 - a. Washing windows.
 - b. Preparing specialized meals for the client.
 - c. Giving a bath.
 - d. Moving heavy furniture.
 - e. Settling family disputes.

3. Which duty is not part of your functions as an in-home aide?
 - a. Making decisions for a client capable of doing so.
 - b. Light housekeeping.
 - c. Shopping for meals.
 - d. Assisting the client in carrying out ADL.
 - e. Maintaining a safe environment.

4. In North Carolina, an in-home aide performing Level III-Personal Care tasks must be registered as a Nurse Aide I with the:
 - a. North Carolina Board of Nursing.
 - b. Omnibus Reconciliation Budget Agency.
 - c. North Carolina Division of Facility Services.
 - d. North Carolina Health Care Financing Agency.

5. As an in-home aide caring for clients in their homes, personal information about a client
 - a. May be shared with other aides, as you think appropriate.
 - b. Must not be discussed with others without approval from your nursing supervisor.
 - c. May be discussed with other clients, if they are good friends.
 - d. May be used to your advantage.

6. When a client offers you a tip for your services, you should:
 - a. Refuse in a firm, courteous manner.
 - b. Accept the tip and share it with your fellow home care aides.
 - c. Refuse and act shocked that the offer was ever made.
 - d. Accept and then return the tip to a member of the client's family.

7. Your client has asked you to take her to visit her son who is in the last stages of AIDS. She has recently developed a cough that her doctor, as yet, has been unable to determine the cause. Your agency does not allow nurse aides to provide transportation for clients. Your best response would be to:
 - a. Tell your client about your agency's policy on transportation and tell her that there is nothing you can do.
 - b. Inquire from your supervisor if it would be possible to obtain transportation for this client.
 - c. Call a taxicab and telling your client to charge the cost of the trip to her health insurance company.
 - d. Tell your client that she should not visit her son as she may catch AIDS because of her chronic cough and probable lung problem.

8. Your client has asked you to witness the signing of his will. You should do which one of the following:
 - a. Assist your client by signing the will for him, since his arthritis is bothering him.
 - b. Notify your supervisor before you act as a witness.
 - c. Only give legal advice when your client asks for it.
 - d. Express your concern that your client is leaving most of his money to his son who is an alcoholic and will probably spend all the money to feed his addiction.

9. The service plan does **NOT** include which one of the following:
 - a. The aide's visit schedule.
 - b. A summary of tasks to be provided for the client.
 - c. The client's goals for improving or maintaining a quality of life.
 - d. All of the client's family members.

10. Your client is not to be left alone at any time because he has Alzheimer's Disease and is apt to wander away from the house. It is 5 o'clock and time for you to pick your own child up at the day care center (who must be picked up by 5:30). You are unable to contact the client's daughter who was supposed to be at the house by 4:45 p.m. You are unable to contact your supervisor as she has just closed the office. Which one of the following is the most appropriate action to take in this circumstance?
 - a. Put the vest support (restraint) on your client and secure him to his favorite chair in front of the TV. Go and pick your child up at the day care center.
 - b. Call the day care center and tell them to put your child out in the yard and that you will pick him up as soon as your client's daughter relieves you.
 - c. Make arrangements for your husband or neighbor to pick up your child and then call the day care center.
 - d. Call your client's neighbor, who is confined to a wheelchair due to arthritis, and tell him to keep a close watch on your client from his window.

11. A key to successful relationships with clients and co-workers is to remember:
 - a. All clients react to stress the same way.
 - b. Words alone communicate feelings and thought.
 - c. People always say exactly what they mean.
 - d. Each person is unique.

12. In order to communicate effectively and be a good in-home aide, you should realize that clients consider their problems:
 - a. Less important than yours.
 - b. Equally important as the problems of their neighbors.
 - c. Most important.
 - d. Less important than the concerns of staff members.

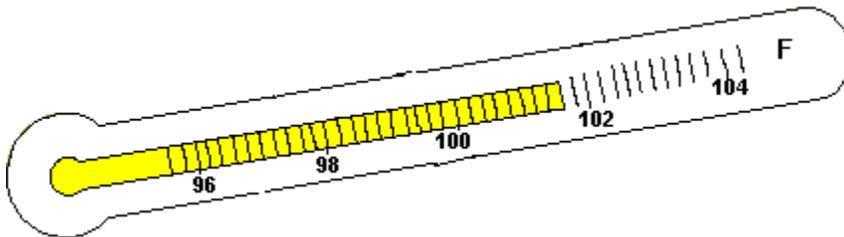
13. Your client's daughter has come to visit her mother for two weeks. Your client's plan of care requires that you provide assistance with the personal care needs of your client. A housekeeper comes in once a week to clean. On the first day of the daughter's visit she asks you to "clean the bathroom" while she looks after her mother's personal care needs. Your best response is to:
 - a. Clean the bathroom and do whatever else the daughter tells you.
 - b. Tell the daughter that you don't clean bathrooms.
 - c. Tell the daughter that you are not going to clean the bathroom but that you are going to continue to provide the personal care needs.
 - d. Explain that your supervisor sets up the plan of care and that you will need to discuss all changes with her.

14. Working as an in-home aide, you may contribute to the care of the client in at least three ways:
 - a. Giving direct care to the client.
 - b. Carefully reporting your observations.
 - c. Keeping a record of all the visitors.
 - d. Keeping a careful record of expenditures when shopping for the client.

15. Your client is recovering from a CVA and has a history of severe headaches. While assisting in his care which of the following should be immediately reported?
 - a. Vomiting.
 - b. Dizziness.
 - c. Loss of consciousness.
 - d. All of the above.

16. While caring for clients in their homes, which one of the following is within your scope of practice as an in-home aide with regards to medications taken by your clients?
 - a. Give your client over-the-counter medicines every four hours.
 - b. Record and report your client's reaction to the medicines.
 - c. Give insulin to your client who has diabetes when he is too sick to give himself.
 - d. Make daily adjustments to your client's antidepressant medication according to your client's moods.

17. Your client has a fever of 106 degrees F. What action should you take?
- Apply a blanket.
 - Offer coffee as a stimulant.
 - Turn up the room temperature.
 - Check vital signs.
18. You should use a rectal thermometer when the client:
- Has diarrhea.
 - Has chronic coughing.
 - Has hemorrhoids.
 - Has had rectal surgery.
19. It is best to measure the client's temperature with an oral thermometer when the client
- Is confused.
 - Has chronic coughing.
 - Is uncooperative.
 - Has fecal impaction.
20. Knowing the normal range of blood pressure, you should report a blood pressure rate of:
- 120/80
 - 124/84
 - 130/90
 - 160/90
21. Knowing the normal range for respirations, you would report a respiratory rate of:
- 8.
 - 16.
 - 18.
 - 20.
22. Which is the most accurate reading of this thermometer?



- 101 degrees F.
- 100.6 degrees F.
- 102.4 degrees F.
- 101.6 degrees F.

23. Sources of danger or disease in the home to be avoided include:
- Allowing clutter to develop.
 - Leaving dirty dishes in the sink.
 - Overloading electrical outlets.
 - Leaving food out.
 - All of the above.
24. Which one of the following would not spread communicable diseases:
- Droplets from the nose and mouth.
 - The use of universal precautions.
 - Direct contact with feces.
 - Draining wounds or infective materials such as blood on needles.
25. When using proper handwashing technique, you should do which two of the following?
- Rinse with fingertips pointed up.
 - Use very hot water.
 - Not include the fingernails at this time.
 - Wash with warm water and soap.
26. Blood spills, as recommended in OSHA's Bloodborne pathogens regulations, should be cleaned up with which of the following?
- Very hot soapy water.
 - A bleach and water solution (1:10).
 - Cold water only.
 - Ammonia and water.
27. The major recommendation of universal precautions is to minimize contact with which one of the following?
- The client's linen.
 - The patient's personal belongings.
 - Blood and body fluids.
 - The patient's skin.
28. The primary purpose of isolation is to:
- Allow the client to rest.
 - Prevent the spread of infectious diseases.
 - Provide privacy for the patient.
 - Keep all of the equipment in one place to save steps while giving care.
29. Masks may be part of the equipment used in universal precautions. Which one of the following is correct?
- The mask should be worn when there is an enteric infection.
 - Masks are reusable.
 - Masks must be discarded if they become moist.
 - It is safe to use one mask with several clients as long as you don't touch it with your fingers.

30. Which of the following would indicate a possible infection?
- Elevated temperature.
 - Dyspnea.
 - Cough.
 - All of the above.
31. Which virus primarily affects the liver organ and can be deadly if it goes untreated?
- Streptococcus hemolytic
 - HIV
 - Staphylococcal infection
 - Hepatitis B
32. When assisting a person who is transferring from wheelchair to bed, make sure:
- Wheels of wheelchair are locked and the bed will not move while client is transferring.
 - Wheels of wheelchair remain unlocked so client can push away the chair as he is standing up.
 - The wheel chair is at the foot of the bed.
 - That you stand on the opposite side of the bed from your client so that you can reach over the bed and pull client onto the bed if he begins to fall.
33. When giving female perineal care, one important step to remember:
- Fold the peripad with outsides touching.
 - Use each cotton ball once and discard.
 - Use sterile gloves.
 - Position client on toilet.
34. Gavage refers to the procedure of feeding the client:
- With a spoon.
 - Through a nasogastric tube.
 - By mouth with an asepto syringe.
 - Through a vein.
35. When turning a client toward you:
- Cross the client's far leg over the leg that is nearest to you.
 - Place a pillow along the client's abdomen.
 - Leave the drapes open to give you more light to work with.
 - Leave the near siderail up and the client close to it.
36. When giving a cleansing enema, you should recognize that:
- All the fluid will be retained.
 - It is not necessary to record and report the results of the enema, as clients always tolerate this procedure well.
 - Feces will be evacuated from the bowel.
 - 3000 ml of solution is the minimum amount to be administered each time.

37. In caring for clients receiving oxygen, it is important to remember that:
- No smoking is permitted in the area.
 - Woolen blankets should always be used for client warmth.
 - Visitors who are smoking should never be asked to leave the area when oxygen is in use as this would be impolite.
 - It is not the in-home aide's responsibility to check the gauge for the amount of oxygen in the tanks.
38. When caring for a diabetic client, an in-home aide should:
- Give foods freely.
 - Know the signs of diabetic coma and insulin shock.
 - Cut the client's toenails.
 - Give insulin shots if the client asks the in-home aide to do so.
39. During which of the following procedures should the in-home aide wear disposable gloves?
- Giving enemas.
 - Giving a complete bed bath.
 - Giving catheter care.
 - All of the above.
40. When caring for a client who is recovering from a stroke, an in-home aide should pay particular attention to:
- Prevention of decubiti.
 - Prevention of contractures.
 - Evidence of infection.
 - All of the above.
41. A person who has a risk of developing decubiti:
- Is well nourished.
 - Has smooth skin.
 - Is incontinent of urine and feces.
 - Is up and about.
42. When cleaning a client's dentures, you should:
- Use hot soapy water.
 - Store plastic dentures in antiseptic solution when finished.
 - Turn water on with force as you rinse.
 - Put water in the basin before washing.
43. If your client is on a sodium restricted diet, which food should be eliminated?
- Cheese.
 - Vegetables.
 - Cereal.
 - Fruit.

44. If your client has been constipated, which food might be included to help your client's problem?
- Broiled fish.
 - Fresh fruit.
 - Pureed vegetables.
 - Scrambled eggs.
45. Which of the following should be excluded from a liquid diet?
- Strained cereal.
 - Gelatin.
 - Ground meat.
 - Strained vegetables.
46. To assure that the temperature of the water for your client's bath is not too hot, you would:
- Ask you client to put his hand in and test the water.
 - Test the water with your wrist.
 - Prepare the bath water with equal amounts - 1 gallon of cold water to 1 gallon of hot water.
 - Use only water from the cold water faucet.
47. Mouth care for a person in a coma includes:
- Giving the person sips of mouthwash.
 - Removing the dentures from the mouth, rinsing them under hot water, and putting them back in the mouth.
 - Making sure that dentures or partial plate are removed and stored properly. With a moist "sponge tooth brush" or mouth swab, clean teeth and gums, and apply vaseline to the lips.
 - Cleaning dentures while still in the mouth as they are very difficult to remove while a person is in a coma.
48. Giving a shampoo to your client while she remains in the bed is best accomplished when she is in a:
- Prone position.
 - Fowler's position.
 - Supine position.
 - Side-lying position.
49. When providing foot care to a client with cardiovascular disease, as an in-home aide you should:
- Cut the toenails every two weeks.
 - Soak the feet in cold water only and apply lotion.
 - Never wash between the toes as this is too painful.
 - Soak feet in warm water, clean under toenails with an orangestick and apply lotion.

50. To prevent bedsores on a client who is confined to bed, which could an in-home aide do?
- Keep the bottom sheet free of wrinkles.
 - Loosen the top sheet and blanket from around the feet.
 - Reposition the client at least every two hours.
 - All of the above.
51. You are responsible for applying a warm moist pack to your clients lower leg. What should you report immediately to your supervisor?
- Increased redness and blisters after applying heat.
 - A bruise that is turning yellowish.
 - Warm, dry feet.
 - A chronic rash.
52. Mrs. Jones has a diagnosis of Alzheimer's Disease and often becomes agitated and takes all of her clothes out of the dresser drawers and throws them on the floor. You are very frustrated as you have just spent the last hour cleaning the bedroom and folding all the clothes. Of the following, which would be the best response to this situation?
- Tell Mrs. Jones to go to the other room and watch TV while you clean up the mess she has made.
 - Attempt to distract her by guiding her into the kitchen for a glass of juice or her favorite liquid refreshment.
 - Tell her that her daughter will have to put her into a "mental" hospital if she doesn't start behaving better.
 - As she throws them on the floor, pick the clothes up and put them back in the drawer.
53. You've been assigned to care for Mrs. Peacock three mornings a week. She is always very demanding when you first arrive and you have found that you are very angry with Mrs. Peacock for not being nicer to you. What would be the best thing for you to do under these circumstances?
- Tell Mrs. Peacock that she must show you more respect.
 - Express your feelings to your supervisor and ask her help you deal effectively with Mrs. Peacock.
 - Tell Mrs. Peacock that you will call her daughter and tell her how badly you are being treated.
 - Don't say anything about your feelings and continue to do your work.
54. Which of the following always happens to elderly clients?
- Lose mental acuity.
 - Have no one to care for them.
 - Need total care.
 - Have physical changes.

55. Your client has a medical diagnosis of CVA. You know this means your client has suffered a:
- Heart attack.
 - Stroke.
 - Brain tumor.
 - Fractured skull.
56. Many clients who have had a stroke suffer from aphasia. This refers to:
- Incontinence.
 - Shortness of breath.
 - Hemiplegia.
 - Language impairment.
57. The "Client Bill of Rights" is:
- A list of rights presented to naturalized citizens in the United States.
 - A statement of what a client should reasonably expect to receive from the agency and staff providing care.
 - A financial statement listing the client's cost for services/care received.
 - A list of in-home aide tasks that a client has the right to receive.
58. Your bedbound client refuses to allow you to give him a bath, as is assigned according to the plan of care. You should:
- Tell your client that he has a bad body odor and you won't let him go without a bath.
 - Tell him that you will lose your job and then he won't have anyone to help him any more.
 - Ask him why he doesn't want a bath, then tell him that "cleanliness is next to Godliness" and that he really needs a bath.
 - Respect his right to refuse a bath. Report to supervisor if client repeatedly refuses a bath.
59. Your client becomes upset while telling you that his sister has cancer and is not expected to live very long. She lives in another state and he has not been able to visit her for two years. He begins to talk about his sister and their childhood years together. You should:
- Tell him everything is going to be alright and go to the other room and begin preparing his lunch.
 - While he is talking, indicate to him that you are in a hurry by frequently looking at your watch.
 - Listen to him talk about his sister and ask if he will be getting in touch with her soon.
 - Tell him that you are going to dial her telephone number and make sure that he talks with her immediately.
60. Part of an in-home aide's job is to report "critical incidents". These are major changes in a client's or family's behavior or condition, or an accident that happens to the client or to you when you are working with a client. When reporting a "critical incident" you should (Choose three):
- Let your supervisor know as quickly as possible.

- b. Tell what happened to the client/family, when, and how it affected them.
 - c. Wait until you get back to the office and have time to write it up properly.
 - d. Say what happened to you, and anything you think may have led up to the accident or incident.
61. You have been assisting a 60 year old alcoholic, who also lost a leg in the Korean War, to care for his pressure sores and get a regular bath. You learn that his landlord has taken steps to evict him for having several loud drinking parties and threatening his neighbors. After reporting the situation to your supervisor, together you decide two of the following are appropriate actions you might take:
- a. Tell him you have "had it" with his behavior and that you will quit working with him if he has any more drunken parties.
 - b. Find out if he wishes to return to that apartment and if so, what he is willing to do to satisfy his neighbors and his landlord. Support/assist him in carrying out his plan.
 - c. Talk with his family or other involved professional about realistic plans for finding a new place to live and to help him keep his drinking from getting him into trouble.
 - d. Take things into your own hands and find a new apartment.
62. You are working with a family and have recently learned from the mother that the sixteen year old daughter is pregnant and is planning to carry to term. After talking with your supervisor you decide you can do three of the following to help protect the girl's health and that of her baby.
- a. Ask the 16 year old if she has been to a doctor or clinic for prenatal care; if "yes", praise her and encourage her in keeping appointments. If "no", help her mother set up an appointment for her at a health care resource of her's/family's choice.
 - b. Talk with her about foods that will be good for her and the baby while she is pregnant.
 - c. Discourage her from smoking, drinking alcohol and using medicines or other substances, unless prescribed by her doctor.
 - d. Take her immediately to your favorite doctor. Tell her that this doctor is very good at helping girls make decisions about their pregnancies.
63. You are assisting a young mother in providing personal care to her chronically ill 6 month old baby. She has told you she has a regular boyfriend and occasionally sees another young man, but does not want another child. Which two of the following can you do to help protect her health and prevent another pregnancy?
- a. Ask her to describe how to use a condom and why it is important; if she does not know or cannot explain, encourage her (and her partner(s), if possible) to go talk with her doctor/nurse, a family planning clinic, or other health resource.
 - b. Assume that she knows all about sex, contraception, and sexually transmitted diseases since she has already had a baby.
 - c. Ask her what method(s) she and her partner(s) are using to prevent pregnancy and disease; praise and encourage continued use of safe practices; discourage unsafe practices and help her get correct information from a doctor or nurse.
 - d. Tell her she needs to stay away from sexual intercourse until her body has had a real chance to recover from the pregnancy.

64. You have been assigned to provide personal care and home management tasks for a 62 year old man who is paralyzed from the waist down. You care for him 5 days a week, 4 hours a day while his wife is at work. Today, he tried to touch your breasts while you were helping him bathe. He has also asked you to kiss him and to lie in bed with him. Your best immediate response is to:
- Slap him across the face and walk out of the house.
 - Do as he asks, since he has threatened to make sure you lose your job if you don't do what he wants.
 - Discourage his behavior by telling him his actions are not right and not wanted. If he continues, move away and tell him you will report his behavior to your supervisor.
 - Threaten to tell his wife about his behavior.
65. You are working with a client who has low IQ(75), but values her independence; she lives on her own in poor housing in a rural area. She has high blood pressure and mild diabetes; she has difficulty taking her medicines correctly and resists staying on an appropriate diet. Three good first steps you can take to help her with medications and diet (which is part of your assignment) include:
- Based on your knowledge of these illnesses, write out complete instructions for taking her medicines and give them to her.
 - Ask her to tell you the steps for taking her blood pressure medicines; reinforce correct steps; tell her which steps don't fit the doctor's instructions.
 - Help her think of ways to remember how to take her medicines correctly. Tell her you will check back with her in two days to see how well she remembers.
 - Send her to a class on "Maintaining a Healthy Diet" sponsored by the local community college.
 - Review the diet (prescribed by her doctor) with her. Ask her to identify the foods she likes and those she does not. Suggest substitutes for things she does not like. Do meal planning with her for the next two days.
 - Prescribe a special diet to keep her blood pressure down and to control her diabetes.
66. You are assisting a 55 year old man with AIDS to maintain his living area, to get to the clinic on a regular basis and to take his medications properly, since he is beginning to have memory problems. He has returned to his 80 year old mother's home in a suburban area. Because of her beliefs, his mother does not approve of medical treatment and resents some of your activities. She feels that "God's will" will take care of everything. Which two responses are the most appropriate?
- Ask your client's mother what kinds of things she would like to do with or for her son. After discussing these things with your client and your supervisor, assist her in doing one or more of these activities.
 - Tell her that medical treatment is appropriate for her son's illness, and that he wants this kind of help.
 - Ask your client how he would like you to respond to his mother when she raises the issue of medical treatment.
 - Ask your client to tell his mother not to get in your way while you are trying to do your job.

67. You are assisting a client who has had a stroke to regain her ability to dress herself, walk, and eat on her own. Your client tires easily and gets frustrated, but really wants to get back her independence. However, some members of her family, including her teenaged children, want to protect her by doing things for her and tell you "not to be so mean and make her work so hard". Two positive steps you can take include:
- Tell the family members you are just doing your job and to take any complaints to your supervisor.
 - Tell the family you understand that the hard work your client is doing seems mean and cruel, but it is not hurting her and will soon give her the ability to take care of herself again.
 - Encourage the family members to assist your client in the same way that you are doing. Show them the procedures you use in helping her to dress, for example.
 - Tell the family members that they are hurting your client by being protective; ask them to keep out of the way while you are working with your client.
68. Your 80 year old client, who has crippling arthritis and mild dementia, has been neglected by her daughter and son-in-law, with whom she lives. The daughter is actually afraid of her mother, who abused her as a child, and is very uncomfortable providing personal care. However, the family and community have strong values about "looking after your own", regardless of what has happened in the past. The son-in-law is willing to have her in the home, but does not wish to be involved in her care or business affairs. Your job is to assist the mother and daughter learn to communicate better about everyday activities and to help the daughter learn to cover other needs of her mother while you do the personal care. The two most appropriate activities for you to do are:
- Since the daughter is so uncomfortable with her mother, take over the full responsibility of meeting your client's needs, even if it means coming in the evening.
 - Try to talk the son-in-law into taking over more responsibility for your client. Tell him how hard it is on his wife to carry all of this responsibility.
 - Praise/support the daughter for carrying out tasks for her mother that she is comfortable doing; encourage her to take on additional tasks as she gains confidence.
 - Discuss with your client and her daughter the advantages of being in a rest home or nursing home.
 - Encourage your client and her daughter to spend most of their time together on things they both enjoy or can tolerate doing together (e.g. watching TV, reading, doing puzzles, gardening, etc.).
69. Which three of the following must be reported to Adult Protective Services at the Department of Social Services, as well as to your supervisor:
- A disabled adult left alone in her bed with a restraint while her daughter is at work. Food is available where she can reach it, but she is unable to use the telephone or get out of the house in case of an emergency.
 - An older person you are caring for decides to give a large sum of money to his nephew who has come to visit.

- c. Your mentally retarded client lives with his sister. You notice that the sister is using part of your client's SSI check to make a payment on her new car. She uses the car to transport him to the sheltered workshop and other appointments.
 - d. You are providing services to a mother and her three small children. Also living in the home is an elderly uncle who often does not know who or where his is, is clearly undernourished and falls frequently. The family will not take him to the doctor because he does not have insurance.
 - e. You know a woman who lived in a Women's Shelter, but she decided to go back to her husband. The next time you see her she has bruises on her face and arms and appears to be quite depressed.
 - f. While serving your client in an apartment complex you notice a man cursing his wife, who is sitting in a wheelchair. She seems visibly fearful when he threatens to wheel her down the hall and leave her there all day. Your client says he leaves her unattended all the time and she is frequently wet with urine.
70. Which four of the following must be reported to Child Protective Services at the Department of Social Services, as well as your supervisor?
- a. You see a mother hit her child in the grocery store.
 - b. A parent or caretaker repeatedly leaves children (ages 3 & 5) in the house, which is locked from the outside, while she is away for more than an hour.
 - c. A couple you know uses a babysitter who is an open homosexual.
 - d. A mother of children, ages 8 & 10, has men spend the night with her on a regular basis while the children are in the home.
 - e. A sixteen year old girl tells you that her mother is making her have sex with men who come to the home. You have heard that this child is a whore.
 - f. A father regularly bathes his 12 year old daughter.
 - g. A baby has bruises on the inner part of the thigh and his mother says the child fell out of the crib.
71. If you arrive at a client's home and find that she fell down the stairs 30 minutes ago, can't move one leg, and is crying, what should you do first?
- a. Help her get into a chair
 - b. Examine her for other less obvious injuries
 - c. Call for medical help
 - d. Call your supervisor
72. If a smoke alarm in your client's home goes off, what should you do first?
- a. Find out what is causing the alarm to go off
 - b. Put out the fire
 - c. Turn off the alarm
 - d. Locate your client(s) and make sure he(they) is removed from immediate danger

73. If you were asked by the your supervisor to identify potential causes of accidents in a client/family's home, which four of the following would you select, if you found them?

- a. Medications in unlabeled containers
- b. Ramps, rails or grab bars
- c. Poor lighting
- d. Old, familiar objects
- e. Cleaning fluids stored near food or within reach of young children
- f. Appliances that don't work or are not correctly repaired
- g. New furniture

74. What type of accidents are the following conditions likely to cause?
(Items from "Type of Accident" can be used more than once.)

<u>Condition</u>	<u>Type of Accident</u>
<input type="checkbox"/> ammonia within child's reach	a. falls
<input type="checkbox"/> smoke alarms that don't work (or no smoke alarm)	b. electrical shock
<input type="checkbox"/> slippery floors, worn rugs	c. burns
<input type="checkbox"/> frayed electrical cords	d. poisoning
<input type="checkbox"/> loose stair rails or steps	e. drug reaction
<input type="checkbox"/> poor ventilation of gas fumes	f. passing out/suffocation
<input type="checkbox"/> poor fitting or slippery soled shoes	g. serious fires
<input type="checkbox"/> unmarked medications	
<input type="checkbox"/> hot water thermostat over 120 degrees F.	

75. and 76.

Assume that you are required by your agency to do a regular written report on the status of your client/family and on the progress you are making with your client. Which of the following items under each heading would you consider important to include in your report, if they occur?

75. Client Status

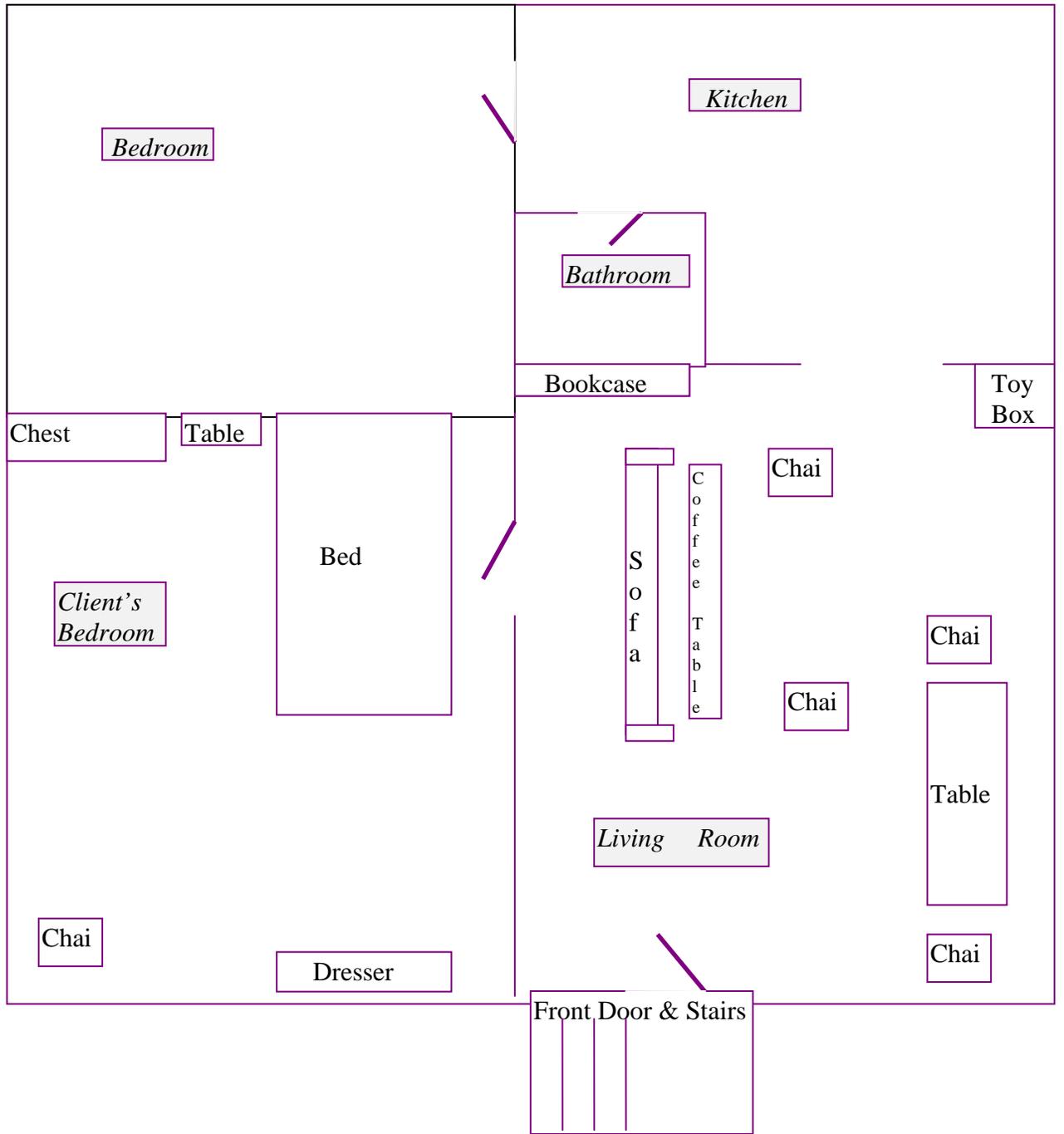
76. Progress with Client

- | | |
|---|---|
| a. description of client's/family's behavior, if it has changed | a. whether the client likes you or not |
| b. description of client's physical mental condition, if it has changed | b. whether the client has tried out your or suggestions |
| c. description of the client's regular activities | c. client's general conversation with you |
| d. description of the client's ongoing problems | d. success or failure of the client related to your work together |
| e. your observations of changes in the family relationship | e. new problems the client has shared with you |
| f. information not known to the agency | f. your ideas about what to work on next in the family |
| | g. areas where you are "stuck" in working with your client |

77. If you are caring for a child with serious behavior problems, you may need to do which three of the following:

- a. Keep very consistent rules and discipline.
- b. Ignore the child's behavior.
- c. Watch the child very closely and keep him near you at all times.
- d. Get rid of distractions and keep things fairly quiet.
- e. Allow the child to do whatever he wants.

78. Your client has a physical disability which requires her to be in a wheelchair or to walk clumsily with heavy leg braces. What three suggestion could you make to the family about arranging furnishings in the rooms below in order to help your client get around more easily and be able to participate in family activities?



- a. _____
- b. _____
- c. _____

79. Matching Test

- | | |
|----------------------|--|
| ___ ambulation | a. arms and legs |
| ___ ADL | b. to have a bowel movement |
| ___ vomitus | c. pressure sore, bedsore |
| ___ emesis | d. bluish skin discoloration from lack of oxygen |
| ___ expectorate | e. to encourage large intakes of liquids |
| ___ decubitus ulcer | f. material brought up from the stomach |
| ___ defecate | g. activities of daily living |
| ___ extremities | h. ability to walk |
| ___ force fluids | i. the act of vomiting |
| ___ cyanosis | j. to spit |
| ___ dyspnea | k. high blood pressure |
| ___ hypotension | l. instrument that measures blood pressure |
| ___ hypertension | m. difficulty breathing |
| ___ apnea | n. low blood pressure |
| ___ sphygmomanometer | o. temporary cessation of breathing |

80. Place the correct letter next to the correct abbreviation.

- | | |
|--------------------|------------------------------------|
| ___ Q | A. Twice A Day |
| ___ AMB | B. Vital Signs |
| ___ SOB | C. Out of Bed |
| ___ UA | D. Tender Loving Care |
| ___ BID | E. Activities of Daily Living |
| ___ PRN | F. Complaint of |
| ___ O ₂ | G. With |
| ___ TPR | H. Blood Pressure |
| ___ c | I. Chronic Obstruction |
| ___ C/O | J. Range of Motion |
| ___ TID | K. Bathroom Privileges |
| ___ PC | L. Without |
| ___ PO | M. When Necessary |
| ___ ADL | N. Urine Analysis |
| ___ BP | O. Ambulation |
| ___ OOB | P. Shortness of Breath |
| ___ SOS | Q. Oxygen |
| ___ ROM | R. By Mouth |
| ___ VS | S. Every |
| ___ s | T. Three Times A Day |
| | U. Temperature, Pulse, Respiration |
| | V. Whenever Emergency Arises |
| | W. After Meals |

***** EXTRA CREDIT *****

___ TLC

LEVEL III PERSONAL CARE ANSWER KEY

Role of the In-Home Aide

1. a
2. b,c
3. a
4. c
5. b
6. a
7. b
8. b
9. d
10. c

Communication and Interpersonal Skills

11. d
12. c
13. d

Observing, Reporting, and Documentation

14. a, b, d
15. d
16. b

Reading and Recording Vital Signs

17. d
18. b
19. d
20. d
21. a
22. b

Infection Control/Safety/Emergency Procedures

23. e
24. b
25. d
26. b
27. c
28. b
29. c
30. d
31. d
32. a

Basic In-Home Aide Skills

- 33. b
- 34. b
- 35. a
- 36. c
- 37. a
- 38. b
- 39. d
- 40. d
- 41. c

Personal Care Skills

- 42. d
- 43. a
- 44. b
- 45. c
- 46. b
- 47. c
- 48. c
- 49. d
- 50. d
- 51. a

Modifying Behavior

- 52. b
- 53. b

Basic Restorative Services

- 54. d
- 55. b
- 56. d

Client Rights

- 57. b
- 58. d

Emotional Support

- 59. c

Changes in Client Condition/Environment

- 60. a,b,d
- 61. b,c
- 62. a,b,c
- 63. a,c

Dealing with Inappropriate Behaviors/Requests

64. c

Assisting Clients to Learn New Skills

65. b,c,e

Value Systems/Family Dynamics

66. a,c

67. b,c

Abuse/Neglect/Exploitation

68. c,e

69. a,d,f

70. b,e,f,g

Personal Safety

71. c

72. d

73. a,c,e,f

74. d

g

a

b or g

a

f

a

d or e

c

Documentation

75. a,b,e,f

76. b,d,e,f,g

Individuals with Special Needs

77. a,c,d

78. a. Clear and widen pathways between doors

b. Move toy box away from doorway to prevent tripping over toys

c. Get rid of "extra" furniture (e.g. coffee table, chair in bedroom)

d. Leave center of rooms open for easier navigation between furniture and activities (e.g. move sofa to wall, bed to far left wall)

Medical Terminology

79. h

g
f
i
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c
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80. s

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b
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EXTRA CREDIT - d