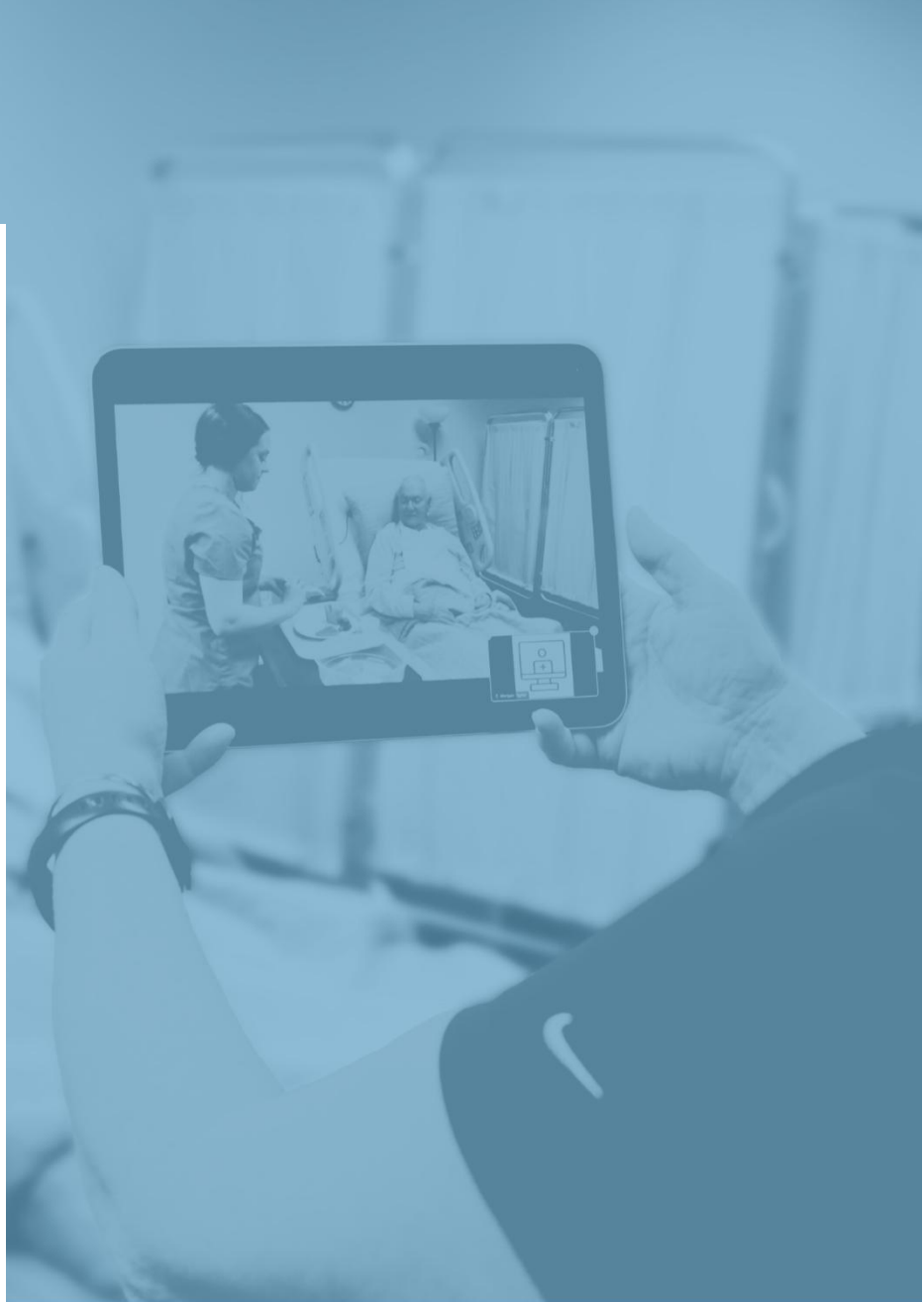



# Candidate Manual

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CNA Virtual Skills  
Evaluation Program



**CNA**   
**VIRTUAL**  
SKILLS EVALUATION

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## I. Evaluation Overview

### Skill Selection

1. There are 22 skills that may be tested during the Virtual Skills Evaluation, of which only 5 will be chosen. These skills can be broken down into the following categories:
  - a. Hand hygiene (1 skill)
  - b. Measurement skills (5 skills)
  - c. Additional skills (16 skills)
2. **Appendix A** provides a comprehensive list of the skills and the steps to successfully complete each.
  - a. A **bolded** step indicates a Critical Element Step, which must be performed correctly in order to pass the skill.
  - b. If the Candidate leaves out a Critical Element Step, or does not perform a Critical Element Step correctly, they will not pass the skill.
  - c. The Candidate must also correctly perform a majority of the steps to meet the passing standard for each skill.
  - d. If the Candidate performs only the Critical Element Step correctly, they do not automatically pass that skill.
  - e. The RN Evaluator will have the authority to determine if the Candidate passes the skill.
3. For the Virtual Skills Evaluation, the Candidate will be randomly assigned a total of five (5) skills:
  - a. Hand hygiene
  - b. One (1) measurement skill
  - c. Three (3) additional skills
4. The Candidate must successfully complete all five (5) skills to pass the Virtual Skills Evaluation.



### Structure of Evaluation

1. The Evaluator will first assess internet connectivity and sound level.
  - a. The Candidate *may* be required to wear a microphone so that the Evaluator can clearly hear the Candidate.
2. Before testing begins, the Evaluator will inform the Candidate that the exam will be recorded.
  - a. The Candidate's Virtual Skills Evaluation will be recorded for quality assurance purposes.
3. The Evaluator will provide the Candidate with a list of the randomly selected skills to be completed.
  - a. The Proctor and Candidate will repeat the selected skills out loud to ensure the Candidate has the correct list.
  - b. The Candidate should perform the skills in the order they were provided.

4. The Candidate has **30 minutes** to perform the selected skills.
5. The Evaluator will announce when there are five (5) minutes remaining for the exam.
6. If the Candidate makes a mistake or forgets a step in the skill, the Candidate should tell the Evaluator what correction is needed. The Candidate should then perform the step(s). They will not have to redo the entire skill, just the steps they want to correct.
7. If the Candidate wants to correct a step that is required to be done in a specific order, and they fail to identify the order correctly, they will not get credit for the correction.
8. Once the Candidate begins a new skill, they cannot go back to correct the skill that came before it.
9. No assistance or prompting will be provided by the Proctor or anyone at the facility.
  - a. If extensive eye contact is observed between the Proctor and the Candidate, or the Proctor is heard providing prompts or assistance to the Candidate, the evaluation will stop, and the Candidate will fail the evaluation.
  - b. If the Candidate verbalizes the results of the measurement skill prior to documenting the results, this will be considered communication and the Candidate will fail the skill.

***Please refer to Appendix A for a breakdown of each skill.***

## **II. Proctor & Facility Honesty Policy**

The University of Georgia's Institute for Disaster Management strives to maintain the integrity of the Virtual Skills Evaluation Program, and to ensure that each Candidate receives an honest and unbiased evaluation process. The *Proctor & Facility Honesty Policy* provided in this handbook outlines appropriate testing guidelines and conduct in the Virtual Skills testing environment. Such guidelines include: no communication between the Proctor and the Candidate, the Proctor cannot see the Candidate's measurement results before recording their own results during the measurement skill, and any individual present during the evaluation (i.e., Candidate, Proctor, Evaluator, Volunteer), is required to report any observed violations of this policy. Each Proctor is required to sign the *Proctor & Facility Honesty Policy* on an annual basis to ensure commitment to the integrity of the Virtual Skills Evaluation Program.

Any suspected or observed violations of the policy may be reported using the following link:

[https://ugeorgia.ca1.qualtrics.com/jfe/form/SV\\_1AgevLKMCKIHfGS](https://ugeorgia.ca1.qualtrics.com/jfe/form/SV_1AgevLKMCKIHfGS).

***Please refer to Appendix B for a copy of the Proctor & Facility Honesty Policy.***



### III. Scheduling

Any party interested in a Virtual Skills Evaluation should contact [CNAtesting@uga.edu](mailto:CNAtesting@uga.edu). The Virtual Skills Evaluation will be conducted via Zoom.

1. All Candidates must complete all fields in the registration form by 10:00 am the business day prior to the testing date.
2. Each Candidate will receive a confirmation email with their chosen time.

### IV. Cancellations

If a Candidate wishes to cancel or reschedule their Virtual Skills Evaluation, they must contact [CNAtesting@uga.edu](mailto:CNAtesting@uga.edu) as soon as possible. Cancellation may be requested for any reason.

### V. Day of Testing



Candidates should arrive at the testing location at least **30 minutes** prior to their assigned testing time. The scheduled time will be for one (1) hour.

- a. The Candidate should wear slacks with a loose, comfortable shirt/blouse with short sleeves and closed-toe, non-skid shoes.
- b. The Candidate will be required to present a valid government-issued photo identification. The ID will be shown to the camera for verification and the Proctor will compare and attest to the identity of the Candidate.

***Please refer to Appendix C for a Day of Testing Checklist.***

### VI. Evaluation Results

1. Following completion of the Virtual Skills Evaluation, the Candidate will receive an automated email that indicates their overall score (Pass/Fail).
  - a. Authorized facility points of contact will also receive a copy of the Candidate's results.

2. The results of the Virtual Skills Evaluation will be communicated to Alliant on behalf of the Candidate.
3. Candidates who would like additional information regarding their evaluation (such as which skills and/or steps they may have failed) should contact [CNAtesting@uga.edu](mailto:CNAtesting@uga.edu).
4. In the event of a Fail, Candidates should coordinate either with their authorized facility point of contact or contact [CNAtesting@uga.edu](mailto:CNAtesting@uga.edu) to register for another attempt.
5. Candidates who wish to appeal the results of their evaluation for any reason should follow the appeals procedure.

## CNA Virtual Skills Evaluation Results



UGA Virtual Skills Evaluation <[qualtrics@uga.edu](mailto:qualtrics@uga.edu)>

To: You

**Congratulations!** You have passed your Virtual Skills Evaluation. The result of your test will be sent directly to Alliant.



## VII. Appeals Procedure

1. If a Candidate desires an appeal of the results of their evaluation for any reason, the following steps should be followed:
  - a. Contact [CNAtesting@uga.edu](mailto:CNAtesting@uga.edu), indicating an appeal with an explanation for the requested appeal.
  - b. This must be completed within **30 days** of the date of the evaluation.
  - c. The review process will then be conducted within the following 30 days.
  - d. After the review process, the Candidate and training program director will receive the decision via email.



## VIII. Potential Interruptions with Testing

Please be aware, potential interruptions may occur. These include an Internet issue, illness, facility emergency, or interruption of testing by the Evaluator, Proctor, or Candidate. The Proctor has guidelines on troubleshooting any

Internet issues and dealing with potential interruptions. Please ask your Proctor for more information as needed.

## **IX. Appendices**

### **Appendix A: Skill Listings**

The five (5) skills the Candidate will be asked to perform during the Virtual Skills Evaluation will be randomly chosen from the following list of 22 skills.

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

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

### SKILL 1 – HAND HYGIENE (HAND WASHING)

STEPS		Successful Completion	
		Yes	No
1	Addresses client by name and introduces self to client by name		
2	Turns on water at sink		
3	Wets hands and wrists thoroughly		
4	Applies soap to hands		
5	<b>Lathers all surfaces of wrists, hands, and fingers (producing friction) for at least 20 seconds keeping hands lower than elbows and fingertips down</b>		
6	Cleans fingernails by rubbing fingertips against palms of the opposite hand		
7	<b>Rinse all surfaces of wrists, hands, and fingers keeping hands lower than elbows and fingertips down</b>		
8	Uses clean, dry paper towel/towels to dry all surfaces of fingers and hands (starting at fingertips) then disposes paper towel/towels into waste container		
9	Uses clean, dry paper towel/towels to turn off faucet then disposes paper towel/towels into waste container (or uses knee/foot control to turn off faucet)		
10	Does not touch inside of sink at any time		

Comments:



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

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

### SKILL 2 – COUNTS AND RECORDS RADIAL PULSE

STEPS		Successful Completion	
		Yes	No
1	Explains procedure, speaking clearly, slowly, and directly; maintains face-to-face contact whenever possible		
2	Places fingertips on thumb side of client's wrist to locate radial pulse		
3	Counts beats for one full minute		
4	Signaling device is within reach		
5	Before recording, washes hands		
6	<b>Records pulse rate within plus or minus 4 beats of Evaluator's/Proctor's reading</b>		

**Comments:**

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

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

### SKILL 3 – COUNTS AND RECORDS RESPIRATIONS

STEPS		Successful Completion	
		Yes	No
1	Explains procedure (for testing purposes), speaking clearly, slowly, and directly; maintains face-to-face contact whenever possible		
2	Counts respirations for one full minute		
3	Signaling device is within reach		
4	Before recording, washes hands		
5	<b>Records respiration rate within plus or minus 2 breaths of Evaluator's/Proctor's reading</b>		

Comments:

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

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

### SKILL 4 – MEASURES AND RECORDS URINE OUTPUT

STEPS		Successful Completion	
		Yes	No
1	Puts on clean gloves before handling bedpan		
2	Pours the contents of the bedpan into measuring container without spilling or splashing urine outside of container		
3	Rinses bedpan and pours rinse into toilet		
4	Measures the amount of urine at eye level with container on flat surface (if between measurement lines, round up to nearest 25ml/cc)		
5	After measuring urine, empties contents of measuring container into toilet		
6	Rinses measuring container and pours rinse into toilet		
7	Before recording output, removes and disposes of gloves into waste container (without contaminating self) and washes hands		
8	<b>Records contents of container within plus or minus 25ml/cc of Evaluator's/Proctor's reading</b>		

**Comments:**

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

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

**SKILL 5 – MEASURES AND RECORDS WEIGHT OF AMBULATORY CLIENT**

STEPS		Successful Completion	
		Yes	No
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible		
2	Client has non-skid shoes/footwear on before walking to scale		
3	Before client steps on scale, Candidate sets scale to zero		
4	Asks client to step on center of scale and obtains client's weight		
5	Asks client to step off scale		
6	Before recording, washes hands		
7	<b>Records weight based on indicator on scale. Weight is within plus or minus 2lbs of Evaluator's reading. (If weight recorded in kg, weight is within plus or minus 0.9kg of Evaluator's reading)</b>		

**Comments:**

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

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

**SKILL 6\* – MEASURES AND RECORDS MANUAL BLOOD PRESSURE**

**\*STATE SPECIFIC**

**(EVALUATOR: DO NOT SUBSTITUTE SKILL FOR ELECTRONIC BLOOD PRESSURE)**

STEPS		Successful Completion	
		Yes	No
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible		
2	Before using stethoscope, wipes bell/diaphragm and earpieces of stethoscope with alcohol		
3	Client's arm is positioned with palm up and upper arm is exposed		
4	Feels for brachial artery on inner aspect of arm, at bend of elbow		
5	Places blood pressure cuff snugly on client's upper arm, with sensor/arrow over brachial artery site		
6	Earpieces of stethoscope are in ears and bell/diaphragm is over brachial artery site		
7	Candidate inflates cuff between 160mmHg to 180mmHg. If beat heard immediately upon cuff deflation, completely deflate cuff. Re-inflate cuff to no more than 200mmHg		
8	Deflates cuff slowly and notes the first sound (systolic reading), and last sound (diastolic reading). (If rounding needed, measurements are rounded UP to the nearest 2mm of mercury)		
9	Removes cuff		
10	Signaling device is within reach		
11	Before recording, washes hands		
12	<b>After obtaining reading using BP cuff and stethoscope, records both systolic and diastolic pressures each within plus or minus 8mm of Evaluator's readings</b>		

**Comments:**

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

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

**SKILL 7 – APPLIES ONE KNEE-HIGH ELASTIC STOCKING  
(TESTED ON CANDIDATE VOLUNTEER WITH A CLEAN, UNUSED STOCKING)**

STEPS		Successful Completion	
		Yes	No
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible		
2	Privacy is provided with a curtain, screen, or door		
3	Client is in supine position (lying down in bed) while stocking is applied		
4	Turns stocking inside-out, at least to the heel		
5	Places foot of stocking over toes, foot, and heel		
6	Pulls top of stocking over foot, heel, and leg		
7	Moves foot and leg gently and naturally, avoiding force and over extension of limb and joints		
8	<b>Finishes procedure with no twists or wrinkles and heel of stocking (if present) is over heel, and opening in toe area (if present) is either over or under toe area; if using a mannequin, candidate may state stocking needs to be wrinkle-free</b>		
9	Signaling device is within reach and bed is in low position		
10	After completing skill, washes hands		

**Comments:**

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

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

**SKILL 8 – ASSISTS TO AMBULATE USING TRANSFER BELT**

STEPS		Successful Completion	
		Yes	No
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible		
2	Privacy is provided with a curtain, screen, or door		
3	<b>Before assisting to stand, client is wearing non-skid shoes/footwear</b>		
4	Before assisting to stand, bed is at a safe level		
5	Before assisting to stand, checks and/or locks bed wheels		
6	<b>Before assisting to stand, client is assisted to sitting position with feet flat on the floor</b>		
7	Before assisting to stand, applies transfer belt securely at the waist over clothing/gown		
8	Before assisting to stand, provides instructions to enable client to assist in standing, including prearranged signal to alert client to begin standing		
9	Stands facing client, positioning self to ensure safety of Candidate and client during transfer. Counts to three (or says other prearranged signal) to alert client to begin standing		
10	On signal, gradually assists client to stand by grasping transfer belt on both sides with an upward grasp (Candidate's hands are in upward position), and maintains stability of client's legs by standing knee to knee or toe to toe with client		
11	Walks slightly behind and to one side of client for a distance of ten (10) feet while holding onto the belt		
12	Assists client to bed and removes transfer belt		
13	Signaling device is within reach and bed is in low position		
14	After completing skill, washes hands		

**Comments:**

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

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

**SKILL 9 – ASSISTS WITH USE OF BEDPAN**

STEPS		Successful Completion	
		Yes	No
1	Explains procedure speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible		
2	Privacy is provided with a curtain, screen, or door		
3	Before placing bedpan, lowers head of bed		
4	Puts on clean gloves before placing bedpan under client		
5	Places bedpan correctly under client's buttocks		
6	Removes and disposes of gloves (without contaminating self) into waste container and washes hands		
7	After positioning client on bedpan and removing gloves, raises head of bed		
8	Toilet tissue is within reach		
9	Hand wipe is within reach and client is instructed to clean hands with hand wipe when finished		
10	Signaling device within reach and client is asked to signal when finished		
11	Puts on clean gloves before removing bedpan		
12	Head of bed is lowered before bedpan is removed		
13	Ensures client is covered except when placing and removing bedpan		
14	Empties and rinses bedpan and pours rinse into toilet		
15	Places bedpan in designated dirty supply area		
16	Removes and disposes of gloves (without contaminating self) into waste container and washes hands		
17	Signaling device is within reach and bed is in low position		

**Comments:**



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

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

**SKILL 10 – CLEANS UPPER OR LOWER DENTURE**

<b>STEPS</b>		<b>Successful Completion</b>	
		<b>Yes</b>	<b>No</b>
1	Puts on clean gloves before handling denture		
2	Bottom of sink is lined and/or sink is partially filled with water before denture is held over sink		
3	Rinses denture in moderate temperature running water before brushing them		
4	Applies denture toothpaste to toothbrush		
5	Brushes all surfaces of denture		
6	Rinses all surfaces of denture under moderate temperature running water		
7	Rinses denture cup and lid		
8	Places denture in denture cup with moderate temperature water/solution and places lid on cup		
9	Rinses toothbrush and places in designated toothbrush basin/container		
10	Maintains clean technique with placement of toothbrush and denture		
11	Sink liner is removed and disposed of appropriately and/or sink is drained		
12	Removes and disposes of gloves (without contaminating self) into waste container and washes hands		

**Comments:**

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

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

**SKILL 11 – GIVES MODIFIED BED BATH (FACE, ONE ARM, HAND, AND UNDERARM)**

STEPS		Successful Completion	
		Yes	No
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible		
2	Privacy is provided with a curtain, screen, or door		
3	Removes gown and places directly in soiled linen container while ensuring client's chest and lower body is covered		
4	Before washing, checks water temperature for safety and comfort and asks client to verify comfort of water		
5	Puts on clean gloves before washing client		
6	<b>Beginning with eyes, washes eyes with wet washcloth (no soap) using a different area of the washcloth for each stroke, washing inner aspect to outer aspect, then proceeds to wash face</b>		
7	Dries face with dry cloth towel/washcloth		
8	Exposes one arm and places cloth towel underneath arm		
9	Applies soap to wet washcloth		
10	Washes fingers (including fingernails), hand, arm, and underarm, keeping rest of body covered		
11	Rinses and dries fingers, hand, arm, and underarm		
12	Moves body gently and naturally, avoiding force and over-extension of limbs and joints		
13	Puts clean gown on client		
14	Empties, rinses, and dries basin		
15	Places basin in designated dirty supply area		
16	Disposes of linen into soiled linen container		
17	Avoids contact between Candidate clothing and used linens		

***Continues on next page.***

STEPS		Successful Completion	
		Yes	No
18	Removes and disposes of gloves (without contaminating self) into waste container and washes hands		
19	Signaling device is within reach and bed is in low position		

**Comments:**

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

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

**SKILL 12 – DONNING AND DOFFING PPE (GOWN AND GLOVES)**

STEPS		Successful Completion	
		Yes	No
1	Picks up gown and unfolds		
2	Facing the back opening of the gown, places arms through each sleeve		
3	Fastens the neck opening		
4	Secures gown at waist making sure that back of clothing is covered by gown (as much as possible)		
5	Puts on gloves		
6	Cuffs of gloves overlap cuffs of gown		
7	<b>Before removing gown, with one gloved hand, grasps the other glove at the palm, and removes glove</b>		
8	<b>Slips fingers from ungloved hand underneath cuff of remaining glove at wrist and removes glove, turning it inside out as it is removed</b>		
9	Disposes of gloves into designated waste container without contaminating self		
10	After removing gloves, unfastens gown at waist and neck		
11	After removing gloves, removes gown without touching outside of gown		
12	While removing gown, holds gown away from body without touching the floor, turns gown inward and keeps it inside out		
13	Disposes of gown in designated container without contaminating self		
14	After completing skill, washes hands		

**Comments:**

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

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

**SKILL 13 – DRESS CLIENT WITH AFFECTED (WEAK) RIGHT ARM**

STEPS		Successful Completion	
		Yes	No
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible		
2	Privacy is provided with a curtain, screen, or door		
3	Asks which shirt he/she would like to wear and dresses him/her in shirt of choice		
4	Avoids overexposure of client by ensuring client's chest is covered		
5	Removes gown from the left (unaffected) side first, then removes gown from the right (affected/weak) side		
6	Before dressing client, disposes of gown into soiled linen container		
7	<b>Assists to put the right (affected/weak) arm through the right sleeve of the shirt before placing garment on left (unaffected) arm</b>		
8	While putting on shirt, moves body gently and naturally, avoiding force and over-extension of limbs and joints		
9	Finishes with clothing in place		
10	Signaling device is within reach and bed is in low position		
11	After completing skill, washes hands		

**Comments:**

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

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

**SKILL 14 – PERFORMS MODIFIED PASSIVE RANGE OF MOTION (PROM)  
ONE KNEE AND ANKLE**

STEPS		Successful Completion	
		Yes	No
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible		
2	Privacy is provided with a curtain, screen, or door		
3	Ensures that client is supine in bed and instructs client to inform candidate if pain is experienced during exercise		
4	<b>While supporting the leg at knee and ankle, bends the knee and then returns leg to client’s normal position (flexion/extension) (AT LEAST 3 TIMES unless pain is verbalized). Moves joints gently, slowly, and smoothly through the range of motion, discontinuing exercise if client verbalizes pain</b>		
5	<b>While supporting the foot and ankle close to the bed, pushes/pulls foot toward head (dorsiflexion) and pushes/pulls foot down, toes point down (plantar flexion) (AT LEAST 3 TIMES unless pain is verbalized). Moves joints gently, slowly, and smoothly through the range of motion, discontinuing exercise if client verbalizes pain</b>		
6	Signaling device is within reach and bed is in low position		
7	After completing skill, washes hands		

**Comments:**

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

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

**SKILL 15 – PERFORMS MODIFIED PASSIVE RANGE OF MOTION (PROM)  
ONE SHOULDER**

STEPS		Successful Completion	
		Yes	No
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible		
2	Privacy is provided with a curtain, screen, or door		
3	Instructs client to inform Candidate if pain is experienced during exercise		
4	<b>While supporting arm at the elbow and at the wrist, raises client's straightened arm from side position upward toward head to ear level and returns arm down to side of body (flexion/extension) (AT LEAST 3 TIMES unless pain is verbalized). Moves joint gently, slowly, and smoothly through the range of motion, discontinuing exercise if client verbalizes pain</b>		
5	<b>While supporting arm at the elbow and at the wrist, moves client's straightened arm away from the side of body to shoulder level and returns to side of body (abduction/adduction) (AT LEAST 3 TIMES unless pain is verbalized). Moves joint gently, slowly, and smoothly through the range of motion, discontinuing exercise if client verbalizes pain</b>		
6	Signaling device is within reach and bed is in low position		
7	After completing skill, washes hands		

**Comments:**

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

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

### SKILL 16 – POSITIONS ON SIDE

STEPS		Successful Completion	
		Yes	No
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible		
2	Privacy is provided with a curtain, screen, or door		
3	Before turning, lowers head of bed		
4	Raises side rail on the side to which body will be turned		
5	Candidate assists client to slowly roll onto side toward raised side rail		
6	Places or adjusts pillow under head for support		
7	Candidate repositions arm and shoulder so that client is not lying on arm		
8	Supports top arm with supportive device		
9	Places supportive device behind client's back		
10	Places supportive device between legs with top knee flexed; knee and ankle supported		
11	Signaling device is within reach and bed is in low position		
12	After completing skill, washes hands		

**Comments:**



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

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

**SKILL 17 – PROVIDES CATHETER CARE FOR FEMALE**

STEPS		Successful Completion	
		Yes	No
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible		
2	Privacy is provided with a curtain, screen, or door		
3	Before washing, checks water temperature for safety and comfort and asks client to verify comfort of water		
4	Puts on clean gloves before washing		
5	Places linen protector under perineal area, including buttocks, before washing		
6	Exposes area surrounding catheter (only exposing client between hip and knee)		
7	Applies soap to wet washcloth		
8	<b>While holding catheter at meatus without tugging, cleans at least four inches of catheter from meatus (moving in only one direction - away from meatus) using a clean area of the washcloth for each stroke</b>		
9	<b>While holding catheter at meatus without tugging, using a clean washcloth, rinses at least four inches of catheter from meatus (moving only in one direction - away from meatus) using a clean area of the washcloth for each stroke</b>		
10	While holding catheter at meatus without tugging, dries at least four inches of catheter (moving away from meatus) using a dry cloth towel/washcloth		
11	Empties, rinses, and dries basin		
12	Places basin in designated dirty supply area		
13	Disposes of used linen into soiled linen container and disposes of linen protector appropriately		
14	Avoids contact between Candidate clothing and used linen		
15	Removes and disposes of gloves (without contaminating self) into waste container and washes hands		
16	Signaling device is within reach and bed is in low position		

**Comments:**

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

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

**SKILL 18 – PROVIDES FOOT CARE TO ONE FOOT**

STEPS		Successful Completion	
		Yes	No
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible		
2	Privacy is provided with a curtain, screen, or door		
3	Before washing, checks water temperature for safety and comfort and asks client to verify comfort of water		
4	Basin is in a comfortable position for client and on protective barrier		
5	Puts on clean gloves before washing foot		
6	Client's bare foot is placed into the water		
7	Applies soap to wet washcloth		
8	Lifts foot from water and washes foot (including between the toes)		
9	Foot is rinsed (including between the toes)		
10	Dries foot (including between the toes) with dry cloth towel/washcloth		
11	Applies lotion to top and bottom of foot (excluding between the toes), removing excess with a towel/ washcloth		
12	Supports foot and ankle during procedure		
13	Empties, rinses, and dries basin		
14	Places basin in designated dirty supply area		
15	Disposes of used linen into soiled linen container		
16	Removes and disposes of gloves (without contaminating self) into waste container and washes hands		
17	Signaling device is within reach		

**Comments:**

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

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

### SKILL 19 – PROVIDES MOUTH CARE

STEPS		Successful Completion	
		Yes	No
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible		
2	Privacy is provided with a curtain, screen, or door		
3	Before providing mouth care, client is in upright sitting position (75-90 degrees)		
4	Puts on clean gloves before cleaning mouth		
5	Places cloth towel across chest before providing mouth care		
6	Secures cup of water and moistens toothbrush		
7	Before cleaning mouth, applies toothpaste to moistened toothbrush		
8	<b>Cleans mouth (including tongue and all surfaces of teeth) using gentle motions</b>		
9	Maintains clean technique with placement of toothbrush		
10	Candidate holds emesis basin to chin while client rinses mouth		
11	Candidate wipes mouth and removes clothing protector		
12	Disposes of used linen into soiled linen container		
13	Rinses toothbrush and empties, rinses, and dries basin		
14	Removes and disposes of gloves (without contaminating self) into waste container and washes hands		
15	Signaling device is within reach and bed is in low position		

**Comments:**

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

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

**SKILL 20 – PROVIDES PERINEAL CARE (PERI-CARE) FOR FEMALE**

STEPS	Successful Completion	
	Yes	No
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible	
2	Privacy is provided with a curtain, screen, or door	
3	Before washing, checks water temperature for safety and comfort and asks client to verify comfort of water	
4	Puts on clean gloves before washing perineal area	
5	Places pad/ linen protector under perineal area, including buttocks, before washing	
6	Exposes perineal area (only exposing between hips and knees)	
7	Applies soap to wet washcloth	
8	<b>Washes genital area, moving from front to back, while using a clean area of the washcloth for each stroke</b>	
9	<b>Using clean washcloth, rinses soap from genital area, moving from front to back, while using a clean area of the washcloth for each stroke</b>	
10	Dries genital area, moving from front to back, with dry cloth towel/washcloth	
11	After washing genital area, turns to side, then washes rectal area, moving from front to back, using a clean area of washcloth for each stroke	
12	Using clean washcloth, rinses soap from rectal area, moving from front to back, while using a clean area of the washcloth for each stroke	
13	Dries rectal area, moving from front to back, with dry cloth towel/washcloth	
14	Repositions client	
15	Empties, rinses, and dries basin	
16	Places basin in designated dirty supply area	
17	Disposes of used linen into soiled linen container and disposes of linen protector appropriately	

*Continues on next page.*

STEPS		Successful Completion	
		Yes	No
18	Avoids contact between Candidate clothing and used linen		
19	Removes and disposes of gloves (without contaminating self) into waste container and washes hands		
20	Signaling device is within reach and bed is in low position		

**Comments:**

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

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

**SKILL 21 – TRANSFERS FROM BED TO WHEELCHAIR USING TRANSFER BELT**

STEPS	Successful Completion	
	Yes	No
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible	
2	Privacy is provided with a curtain, screen, or door	
3	Before assisting to stand, wheelchair is positioned alongside the bed, at the head of bed facing the foot or at the foot of bed facing the head	
4	Before assisting to stand, footrests are folded up or removed	
5	<b>Before assisting to stand, locks wheels on wheelchair</b>	
6	Before assisting to stand, bed is at a safe level	
7	Before assisting to stand, checks and/or locks bed wheels	
8	<b>Before assisting to stand, client is assisted to a sitting position with feet flat on the floor</b>	
9	Before assisting to stand, client is wearing non-skid shoes	
10	Before assisting to stand, applies transfer belt securely at the waist over clothing/gown	
11	Before assisting to stand, provides instructions to enable client to assist in transfer, including prearranged signal to alert when to begin standing	
12	Stands facing client, positioning self to ensure safety of Candidate and client during transfer. Counts to three (or says other prearranged signal) to alert client to begin standing	
13	On signal, gradually assists client to stand by grasping transfer belt on both sides with an upward grasp (Candidate's hands are in upward position) and maintains stability of client's legs by standing knee to knee or toe to toe with the client	
14	Assists client to turn to stand in front of wheelchair with back of client's legs against wheelchair	
15	Lowers client into wheelchair	
16	Positions client with hips touching back of wheelchair and transfer belt is removed	

*Continues on next page.*

STEPS	Successful Completion		
	Yes	No	
17	Positions feet on footrests		
18	Signaling device is within reach		
19	After completing skill, washes hands		

**Comments:**

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

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

**SKILL 22 – FEEDS CLIENT WHO CANNOT FEED SELF**

STEPS		Successful Completion	
		Yes	No
1	Explains procedure to client, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible		
2	Before feeding, looks at name card on tray and asks client to state name		
3	<b>Before feeding client, client is in an upright sitting position (75-90 degrees)</b>		
4	Places tray where the food can be easily seen by client		
5	Candidate cleans client's hands before beginning feeding		
6	Candidate sits in a chair facing client during feeding		
7	Tells client what foods and beverage are on tray		
8	Asks client what he/she would like to eat first		
9	Using spoon, offers client one bite of each type of food on tray, telling client the content of each spoonful		
10	Offers beverage at least once during meal		
11	Candidate asks client if they are ready for next bite of food or sip of beverage		
12	At end of meal, Candidate cleans client's mouth and hands		
13	Removes food tray		
14	Leaves client in upright sitting position (75-90 degrees) with signaling device within client's reach		
15	After completing skill, washes hands		

**Comments:**



## Appendix B: Proctor & Facility Honesty Policy

This document outlines the Proctor & Facility Honesty Policy for Virtual Skills Evaluations conducted at **[Facility Name]** as part of the Virtual Skills Evaluation Program conducted by the University of Georgia Institute for Disaster Management. The purpose of this policy is to maintain the integrity of the testing environment and to ensure a fair and unbiased evaluation process for all candidates. By signing below, the Proctor acknowledges and agrees to abide by the guidelines set forth in this policy.

### 1. Communication with Candidates:

- a. All other parties in the room, including the Proctor, the Volunteer, or The Proctor's Assistant, are strictly prohibited from engaging in any form of communication with the Candidate during the virtual skills evaluation.
- b. This prohibition includes, but is not limited to, verbal communication (e.g., encouragement, prompting, reminders) as well as non-verbal communication (e.g., hand gestures, prolonged eye contact).
- c. Communication by the Volunteer pertaining specifically to acting as the Client or the Patient during the skill is permissible. Such communication must not contain any prohibited information to the Candidate.
- d. Any prohibited communication, intentional or unintentional, with the Candidate during the evaluation will result in an automatic failure for the Candidate.
- e. Repeated violations of this policy may result in further disciplinary action, including, but not limited to, suspension or termination of their role in conducting virtual skills evaluations at the Facility.

### 2. Measurement Skill Reporting:

- a. The Proctor is strictly prohibited from seeing the Candidate's reported results for the selected Measurement skill prior to the Proctor recording their results of the skill.
- b. If the Candidate verbalizes the results of the measurement prior to documenting, this will be considered communication and the Candidate will fail the skill.
- c. If the Proctor sees the Candidate's reported results for the Measurement skill prior to recording their own results, the Candidate will be given an additional Measurement skill to complete at the end of the evaluation.
- d. Repeated violations of this policy by the Proctor may result in further disciplinary action, including, but not limited to, an automatic failure for the Candidate or suspension or termination of their role as a Proctor in conducting Virtual Skills Evaluations at the Facility.

### 3. Reporting a Violation:

- a. Any individual present during the evaluation, including the Candidate, the Evaluator, the Proctor, and the Volunteer, are required to report any observed violations of this policy during the Virtual Skills Evaluation.
- b. The reporting party must promptly document the violation by completing the "Report an Issue" form provided in the Virtual Skills Evaluation Manual.
- c. Documentation should include the date and location of the evaluation, details of the alleged violation, and any other relevant information.

### 4. Resolving Matters of Alleged Violations:

- a. Upon receipt of a violation report, at least two members of the UGA Virtual Skills Evaluation team will independently review the recording of the Virtual Skills Evaluation to determine if there is conclusive evidence to validate the report.
- b. The UGA Virtual Skills Evaluation team will meet to review the allegations and determine the appropriate sanction(s), if any, in compliance with this policy.
- c. The Facility and the Proctor will be notified of the reported violation, the results of the investigation, and any sanctions that may be assigned.

**5. Confidentiality:**

- a. Reasonable efforts shall be made to protect the identity of the reporting party.
- b. The identity of the reporting party shall be shared within the UGA Virtual Skills Evaluation team only as required to investigate and address the alleged policy violation(s).
- c. The identity of the reporting party shall not be disclosed when notifying the Facility and Proctor of the reported violation.

**6. Acknowledgment:**

By signing below, the Proctor at **[Facility Name]** acknowledges that they have read, understood, and agree to abide by the Virtual Skills Evaluation Academic Honesty Policy.

**Proctor Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

UGA IDM acknowledges the Proctor's commitment to upholding the principles of academic honesty during virtual skills evaluations. Any breach of this policy will be addressed according to the outlined consequences.

**Authorized Representative:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

## Appendix C: Candidate Checklist

### Day of:

- Arrive 30 minutes prior to assigned testing time

### Attire:

- Slacks
- Short sleeve shirt/blouse (loose and comfortable)
- Closed-toe, non-skid shoes

### Items to Bring:

- Government-issued photo ID
  - **Approved Identification Includes:**
    - U.S. Government Issued Driver's license
      - Approved digital IDs, provided by the state licensing agency
    - State-issued identification card
    - Passport
    - Alien registration card
    - Georgia- Issued Voter ID Card
    - Georgia Temporary Driver's License
    - School Identification – Signature not required if not designed to carry a signature
      - Photo High School I.D. (for high school students)
      - Photo University I.D. (for university students)
    - U.S. issued Photo Bearing Signed Military I.D.
    - Certificate of Naturalization
    - Government Issued Digital ID



## Notes

### Contact Us:

UGA Virtual Skills Evaluation Team

Phone: 706.542.4798

Email: [CNAtesting@uga.edu](mailto:CNAtesting@uga.edu)

Website: [CNAtesting.uga.edu](http://CNAtesting.uga.edu)

