

**You should call 911 when the individual:**

**1. falls.**

**True Or False**

**2. is complaining of chest pain.**

**True Or False**

**3. is choking.**

**True Or False**

**4. complains about a family member.**

**True Or False**

**5. loses consciousness.**

**True Or False**

**6. is having trouble breathing.**

**True Or False**

**HOME HEALTH AIDE COMPETENCY TEST**  
**NAME OF AIDE: \_\_\_\_\_ DATE: \_\_\_\_\_**  
**SCORE: \_\_\_\_\_**

**2. Emergency Procedures**

**When there is an emergency you should:**

**1. Take the individual to the hospital in your own car.**

**True Or False**

**2. Lift an individual up to a chair after a fall.**

**True Or False**

**3. Immediately report the incident to your supervisor and the individual's care manager.**

**True Or False**

**4. Never let an individual smoke near oxygen.**

**True Or False**

**5. Look for all accessible exits in case there is a fire.**

**True Or False**

**6. Wait in the emergency room with individuals who have dementia or Alzheimer's disease so you can assist hospital staff. Clear this with your agency.**

**True Or False**

7. Encourage the individual to use his/her walker or cane to prevent falls.

True Or False

8. Let the individual navigate around furniture and clutter to get to the bathroom.

True Or False

9. Let the individual turn the lights down low when she/he is walking.

True Or False

10. Let the individual try to get up on her/his own after falling. You do not need to report falls when the individual seems to be okay.

True Or False

### **3. Universal Precautions**

Gloves When you are caring for the individual, you should always wear gloves when:

1. You touch urine or stool.

True Or False

2. An individual is toileting.

True Or False

3. Handling laundry.

True Or False

4. It's cold outside.

True Or False

5. Taking out the garbage.

True Or False

### **4. Hand Washing**

When should you wash your hands?

6. After changing the individual's Depends.

True Or False

7. After toileting the individual.

True Or False

**8. After you have used your cell phone.**

**True Or False**

**9. After taking out the garbage.**

**True Or False**

**10. After cleaning and disinfecting surfaces.**

**True Or False**

## **5. Communication**

**To communicate well with your individual, you should:**

**1. Allow the individual to express what he/she needs or wants.**

**True Or False**

**2. Tell the individual your life story and your problems.**

**True Or False**

**3. Ask questions if you don't understand.**

**True Or False**

**4. Pay attention of the individual's body language such as facial expressions, tone of voice or body posture.**

**True Or False**

**5. Spend time on your cell phone.**

**True Or False**

**6. With individuals with dementia or Alzheimer's disease, don't use too many words or long explanations because this may be confusing.**

**True Or False**

**7. Some individuals may not be able to speak so you just smile and go about your business.**

**True Or False**

**8. Contact your supervisor and the care manager if you notice a difference in the individual's ability to move, gestures, pained facial expressions.**

**True Or False**

**9. Interrupt the individual if they are talking too long to tell you what they need and tell him/her to get to the point**

True Or False

10. You should let the individual know how you feel about politics and religion.

True Or False

## **6. Change in Individual's Condition**

**When there are changes in an individual's condition:**

1. You should report changes in condition immediately to your supervisor and the individual's care manager. Do not leave a voice mail. Speak to a live individual.

True Or False

2. If you see red spots on the individual's skin, it is okay to wait to report it until it gets worse.

True Or False

3. A sudden change of appetite should be reported immediately to your supervisor and the care manager.

True Or False

4. If the individual has difficulty urinating, constipation or frequent diarrhea, you can wait to see if it will get better.

True Or False

5. If the individual starts yelling, saying mean things and is angry all the time, you should report this to your supervisor and the care manager.

True Or False

6. You notice that the individual is starting to sleep a lot more. You don't need to report this to your supervisor. Since the individual is tired, you put the individual in bed for naps more often.

True Or False

7. Individuals who cannot change position in bed or in a chair should be repositioned every two hours.

True Or False

8. A loss of appetite may be due to poor fitting dentures which make it hard for the individual to chew food.

True Or False

9. It is important for an individual to drink enough fluids to prevent dehydration unless there is a fluid restriction in the individual's care plan.

True Or False

10. Older people's skin tears very easily and it is important to prevent bumps and scrapes.

True Or False

## **7. Positioning**

### **Why is Proper Positioning Important?**

1. To relieve the pressure on various body parts.

True Or False

2. To help the individual see the television.

True Or False

3. To help the individual be comfortable.

True Or False

4. To prevent health problems from being in bed a long time. 5. T To prevent bed sores. What are the Procedures for Proper Positioning?

True Or False

6. Have all necessary assistive equipment ready.

True Or False

7. Make sure the individual is safe and comfortable.

True Or False

8. Pull the individual across the bed.

True Or False

9. Reposition the individual every two hours unless the individual is sleeping.

True Or False

10. Take note of redness or irritation on the skin so you can report it if it gets worse.

True Or False

11. Get assistance if the individual is too heavy.

True Or False

## **8. Lifting**

**What are the Proper Procedures for Lifting?**

**1. Bend over, grab the individual under the arms and lift**

**True Or False**

**2. Stand close to the individual.**

**True Or False**

**3. Use as many muscle groups as possible for moving the individual to reduce the stress on the back.**

**True Or False**

**4. Squat and stand to lift a heavy individual.**

**True Or False**

**5. Figure out on your own how to use a Hoyer lift to lift a heavy individual**

**True Or False**

**6. Coordinate your movements with the individual's movements.**

**True Or False**

**7. To change the direction of the individual's movement, twist your body, bend over and lower the individual.**

**True Or False**

**8. Keep your back straight, knees and hips flexed, with weight distributed on both feet.**

**True Or False**

**9. When you are lifting, you should hold the individual about 12 inches away from you.**

**True Or False**

**10. Do not attempt to lift an individual who is too heavy for you.**

**True Or False**

## **9. Transfers**

**How do you transfer an individual safely?**

**1. The individual should be wearing shoes or slippers.**

True Or False

2. The position of the wheelchair is not important as long the wheels are locked.

True Or False

3. The individual's commode should be next to the bed so the individual can be transferred easier.

True Or False

4. When toileting the individual, you should assist the individual to a standing position, help the individual pull down her/his pants, and safely place the individual on the toilet.

True Or False

5. If the individual appears to be steady, you can allow the individual to transfer himself/herself.

True Or False

## **10. Medication**

### **What are the proper procedures for helping an individual to take medication?**

1. The DCP / PCA may take the pills out of the containers and give her/him to the individual.

True Or False

2. A DCP / PCA never gives the individual injections.

True Or False

3. The DCP / PCA may assist the individual with opening the pill bottle and remind the individual to take the medication as prescribed.

True Or False

4. The DCP / PCA may take some of the individual's pills.

True Or False

5. The DCP / PCA may give the individual medications even though the pills have fallen on the floor.

True Or False

6. If you drop the med box, do not give the individual the pills and contact your supervisor.

True Or False

7. It is okay for the DCP / PCA to crush medicine and put it in applesauce or pudding if the individual doesn't want to take their pills.

True Or False

**8. If the medications look different or messed up, you should notify your supervisor after you give the medication to the individual.**

**True Or False**

**9. Do not give any pills or medicine, like cold medicine, you get from the store.**

**True Or False**

## **11. Caregiver Boundaries**

**Which of these are considered good boundaries?**

**1. You and the individual give each other gifts for holidays, birthdays and other occasions.**

**True Or False**

**2. The individual needs some items at the store so you take the debit card to shop during the individual's nap. You can also buy some items for yourself if the individual says it's okay.**

**True Or False**

**3. You should always get a receipt when using the individual's money to buy things.**

**True Or False**

**4. You ask your friend to deliver food for you at the individual's home.**

**True Or False**

**5. You are an employee in the individual's home.**

**True Or False**

**6. If the individual goes to a nursing home, you should visit the individual while you are off duty.**

**True Or False**

**7. If you can't find a babysitter and there is no one to replace you, it is okay to bring your children to the individual's home while you are working.**

**True Or False**

**8. You can tell the individual when you are having problems like not having enough money, problems with your boyfriend/girlfriend or your children.**

**True Or False**

**9. If you don't have a car and don't want to take the bus, you can have your boyfriend/girlfriend take you to work at the individual's home.**

**True Or False**



**10. You should never friend the individual on Facebook and never post anything about her/him like pictures or comments, good or bad.**

**True Or False**

## **12. Individuals with Acquired Brain Injury**

**An individual with an acquired brain injury might:**

**1. Might not understand what you say.**

**True Or False**

**2. Remember everything he/she hears you and others say.**

**True Or False**

**3. Not be able to say what they want to say.**

**True Or False**

**4. Be very focused and totally concentrate on things.**

**True Or False**

## **13. If an individual becomes angry, you should:**

**1. Tell the individual he/she needs to calm down and stop talking.**

**True Or False**

**2. Move fast and stand close to the individual.**

**True Or False**

**3. remain calm and speak softly.**

**True Or False**

**4. Threaten the individual with negative consequences if he/she doesn't calm down.**

**True Or False**

**5. Put the individual in a corner of the room and limit where he/she can move.**

**True Or False**

## **14. Causes of Agitation and Aggression in Individuals with Dementia or Alzheimer's Disease**

1. Individuals usually get angry for a reason so it is helpful if you can figure out the reason the individual is angry.

True Or False

2. If the individual starts getting stressed and frustrated, try to help before the individual gets upset.

True Or False

3. Individuals who need DCP / PCA services are usually lonely so you should encourage a lot of people to come over and have a lot of loud music in the home to cheer her/him up.

True Or False

4. If you are a new DCP / PCA just meeting the individual for the first time and they get upset and say mean things to you, it's just because the individual is unfriendly and grouchy.

True Or False

5. The individual may not be able to tell you that he/she is sitting on a wet Depends has to go to the bathroom and start getting angry and upset.

True Or False

## **15. Reporting Abuse, Neglect, Exploitation and Abandonment**

1. For individuals who are aged 65 and older, you and your agency are legally required to report abuse, neglect, exploitation and abandonment to Protective Services for the Elderly.

True Or False

2. You should contact your supervisor and the care manager immediately if you see or suspect abuse.

True Or False

3. You arrive for your shift in the morning and discover that no one has been with the individual since the evening before. Since the individual is fine, there is no need to report this.

True Or False

4. The individual tells you that a relative has been taking money out of his/her bank account, using the individual's EBT card to buy their own groceries and using the individual's credit card to shop.

True Or False

This is an example of neglect.

5. When you arrive for your shift, you see the individual's neighbor yelling, threatening to hit the individual and shove him/her. This is an example of abuse.

## **16. Bathing**

1. Safety in the bathroom is very important.

True Or False

2. It is okay to leave the individual alone in the bathtub or shower if you have to answer the phone.

True Or False

3. Never have the individual step into the bathtub or shower until you check the water temperature.

True Or False

4. You should wash the genital area from back to front.

True Or False

5. Do not cut fingernails or toenails.

True Or False

## **17. Bathing Individuals with Dementia, Alzheimer's Disease or Cognitive Deficits**

1. You should give the individual a bath or shower at a different time every day because they get bored with the same daily routine.

True Or False

2. Many older individuals don't like bathing because they are afraid of being too hot.

True Or False

3. If the individual does not want to bathe, don't argue. Instead, use a calm, soothing tone of voice.

True Or False

4. If the individual does not want to bathe, talk about something the individual likes or something positive and they may change their mind.

True Or False

5. Tell the individual what you are doing to keep her/him calm.

True Or False

## **18. How to Give a Bed Bath**

1. You do not need to check water temperature since the water is in a basin and it will cool off.

True Or False

2. Make sure the individual cannot fall out of bed.

True Or False

3. Report any sores or redness to your supervisor.

True Or False

4. You should wash the soap off of the individual.

True Or False

5. Wash the genital area first.

True Or False

## **19. Washing Hair**

1. Ask if they want to wash their hair first. The individual can wash their own hair if they are able to do it.

**True Or False**

**2. If the individual doesn't ever want their hair washed they don't have to. This is easier than trying to convince the individual to wash their hair and stressing over it.**

**True Or False**

**3. You should report any redness, a lot of dandruff or concerns over lice to your supervisor.**

**True Or False**

**4. Many people don't like water in their face so you should face the individual away from direct water to the face.**

**True Or False**

**5. If the individual seems steady in the shower, it is okay to leave and put the dirty clothes in the laundry and fold the clothes from the dryer.**

**True Or False**

## **20. How to Wash Hair in Bed**

**1. Make sure you have all of the supplies you need before you get started.**

**True Or False**

**2. You should start pouring water on the individual's head. Don't worry about the pillows getting wet.**

**True Or False**

**3. Try to keep the floor dry by putting a bucket or large bowl on the floor and put a sheet or towel underneath.**

**True Or False**

**4. If the individual has short hair, instead of pouring water to wet the hair; you can rub a wet washcloth over the hair.**

**True Or False**

**5. Make sure the room temperature is warm and check the water temperature before starting.**

**True Or False**

## **21. Mouth Care**

1. Good mouth care is important for an individual's general health, to prevent gum disease, cavities, toothaches, pain and other health problems.

True Or False

2. Wearing gloves isn't necessary because you won't be touching the individual's mouth.

True Or False

3. Brush the teeth really hard to make sure they get clean.

True Or False

4. Start brushing at the top and move downward because it moves plaque away from the gums.

True Or False

5. Report any redness, bleeding or sores to your supervisor.

True Or False

## **22. Mouth Care for Individuals with Dementia, Alzheimer's Disease or Cognitive Impairment**

1. Smile, ask the individual if they want to have their teeth brushed.

True Or False

2. Tell the individual their teeth are dirty so you have to brush their teeth.

True Or False

3. If the individual gets upset, ask what is upsetting her/him

True Or False

4. Tell your supervisor if you see redness, sores, bleeding or broken teeth.

True Or False

5. If the individual refuses, tell her/him all of the good things about brushing their teeth. If this doesn't work, try again at another time.

True Or False

### **23. Dressing**

1. Wash your hands before you begin dressing the individual.

True Or False

2. You should set out a lot of different clothes with a variety of shirts, pants, skirts, dresses, suits and ties.

True Or False

3. If the clothes won't come off, you can push and pull them off.

True Or False

4. Make sure the individual does not get too tired or dizzy. Help her/him to sit down if they need to.

True Or False

5. It is easiest to use simple elastic clothing or clothes with Velcro fasteners.

True Or False