



COMPETENCY TEST for CARE AIDES: WRITTEN

Please Read

The purpose of this test is to enable this Agency to determine your competency to perform Care Aide duties. It is NOT a Care Aide certification tool. It will be used by the Agency as one of the factors to assess your suitability for employment or continued employment with this Agency as a Care Aide. To pass this test, you will need to score at least 80% or correctly answer 40 of the 50 questions. Good Luck!

Name: _____ Date: _____

1. Which of the following activities is a Care Aid permitted to perform?
 - a. take telephone orders from a doctor
 - b. assist client with transferring, repositioning and walking
 - c. give medications
 - d. perform procedures that require sterile techniques
2. When documenting information in a client's file, which of the following is correct?
 - a. chart procedures before they are completed
 - b. cross out incorrect information and initial the correction
 - c. use an eraser for corrections to keep notations neat
 - d. document an observation that a Team Member saw
3. A client's risk of injury can be reduced by:
 - a. decreased vision
 - b. use of medication
 - c. decreased awareness
 - d. wearing anti-slip foot-ware
4. When applying a transfer belt onto a client, a Care Aide should:
 - a. have the client stand up first
 - b. apply the belt directly over the client's clothing
 - c. place the belt around the client's chest
 - d. ensure the belt is tight, even if it makes breathing difficult
5. Which of the following is considered a "healthy" type of grief for a dying client to experience:
 - a. complicated grief
 - b. anticipatory grief
 - c. unresolved grief
 - d. inhibited grief



6. A client asks to read A Care Aide's notes after she has written them. What should a Care Aide do?
 - a. Advise him the notes are only for the agency workers who are involved in his care.
 - b. Advise him the notes are only to be viewed by agency & community resources. involved in his care
 - c. Advise him that she and the Supervisor are the only ones permitted to see the notes.
 - d. Allow him to read the notes.
7. Which would a Care Aide not do when trying to get a senior to eat properly?
 - a. serve three large meals a day
 - b. serve snacks between meals
 - c. flavor the food with herbs and spices
 - d. serve food which the senior enjoys
8. Which of the following is a safe way to handle food?
 - a. Thaw food in the refrigerator.
 - b. Ensure meat is cooked enough by smelling it.
 - c. Use the same cutting board for meat, & vegetables.
 - d. Leave cooked food out of refrigerator overnight.
9. Which of the following does not cause urinary incontinence?
 - a. underwear that is too tight
 - b. urinary tract infection
 - c. certain medications
 - d. conditions of nervous system
10. Constipation may be caused by:
 - a. too much fiber in a diet
 - b. too little fiber in a diet
 - c. drinking too much water
 - d. certain medications
11. What does a Care Aide not usually document after observing a stool specimen?
 - a. amount in each bowel movement
 - b. color of feces
 - c. consistency & shape of feces
 - d. temperature of feces
12. Immobility can cause a number of problems for a client. Which of the following is an emotional consequence of immobility?
 - a. depression
 - b. delirium
 - c. diversion
 - d. dementia



13. When caring for clients with indwelling catheters, a Care Aide does not:
 - a. Ensure urine is draining freely into the drainage bag;
 - b. Tape catheter to the inside of the thigh
 - c. Clean catheter and give peri-care weekly
 - d. Document the color & amount of urine in collection bag
14. When assisting a client with his medication a Care Aide does not?
 - a. Loosen and remove container lids.
 - b. Count out the required number of tablets & give them to client.
 - c. Watch client while he pours medication into spoon/hand or cup.
 - d. Bring prefilled syringes to client, according to the care plan.
15. An example of a blood-borne disease is:
 - a. Hepatitis B
 - b. Mumps
 - c. Pneumonia
 - d. Measles
16. A Care Aide is with a client, who starts to fall. The Care Aide should:
 - a. Try to stop the fall by grabbing hold of his arms.
 - b. Allow him to fall and hope he lands safely.
 - c. Ease him gently to the floor, as the Care Aide bends her knees & straightens back
 - d. Lower him slowly to the floor, as Care Aide leans over from the waist.
17. A Care Aide is caring for a bed-ridden client who needs to be turned often. Since she is working alone, the Care Aide should not:
 - a. Adjust the height of the bed to avoid reaching, twisting or bending.
 - b. Lower bed rails on both sides of the bed.
 - c. Ensure turning sheet is under the client.
 - d. Move him in several small movements instead of one motion.
18. When dressing a client with an injured arm, a Care Aide should:
 - a. Decide what the client should wear.
 - b. Put clothing on the injured arm first.
 - c. Put clothing on the uninjured arm first.
 - d. Dress him herself so dressing does not take as long.
19. To be an active and effective Team Member a Care Aide would not:
 - a. provide input and offer opinions
 - b. try to solve problems
 - c. consult with other team players
 - d. be unwilling to compromise



20. When handling household waste, which of the following is not correct:
- Place soiled bandages/disposable sheets and disposable gloves directly into waste containers.
 - Keep wastes in separate packaging during collection, storage and transportation.
 - Sort all wastes into correct categories at the spot where they are produced.
 - Wash hands for 15 seconds with soap and water after contact with waste.
21. Which of the following confidentiality practices is not okay?
- The client's personal information may be shared with others, as long as the client consents.
 - The client's personal information may be shared with another Agency Care Aide who is not involved with his care.
 - The personal information of clients should be kept secure and private.
 - The client's personal information should only be used for the purpose in which it is intended.
22. When bathing a client, which of the following activities would a Care Aide not do?
- Ensure privacy and water is at comfortable temperature
 - Wash from the cleanest area to the dirtiest area
 - Wash from the dirtiest area to the cleanest area
 - Use soap first, followed by a thorough rinsing
23. A client is reacting to his illness by turning away from others. A Care Aide can help him through this withdrawal reaction by:
- avoiding the client and allowing him to be alone
 - scheduling family activities along with care and rest periods
 - making decisions for him so he doesn't have to bother
 - ignoring his being undressed and dishevelled appearance
24. What is most the most effective way to prevent a client's skin from breaking down and decubitus ulcers from forming? :
- change his position every 2 hours
 - change his position every 4 hours
 - allow knees to remain in contact with each other
 - allow his body to rest directly on the mattress
25. A client's Care Plan states he is to do his range-of-motion exercises t.i.d. At what times during the day should these exercises be scheduled?
- 10:00 am; 2:00 pm; 6:00 pm & 10:00 pm
 - 10:00 am & 3:30 pm
 - 9:00 am
 - 10:00 am; 2:00 pm & 7:00 pm



26. A number of measures can be used to determine if a non-verbal client is experiencing pain or discomfort. Which of the following behaviors does not suggest pain?
- holding the affected body part
 - maintaining one position and refusing to move
 - restlessness, irritability, moaning
 - constant coughing
27. A Care Aide finds her frail client wedged between the wall and his wheel-less bed. He is unresponsive. What should the Care Aide do?
- Call for assistance.
 - Try to move the bed away from the wall.
 - Grab hold of his body and try to pull him out.
 - Place a blanket over him.
28. A client comes from a culture that believes bathing should only be done weekly. He is incontinent of both stool and urine and should be bathed daily. How should a Care Aide handle this situation?
- Bathe him daily, or more frequently, to deal with the incontinency.
 - Bathe him weekly, as he requests.
 - Suggest wash only "dirty areas", as needed between regular weekly bath
 - Advise him to obtain another Care Aide.
29. Which of the following would a Care Aide not do to prevent transmitting germs?
- Wear masks, eye protection &/or face shields during procedures that are likely to cause splashes.
 - Wash gloves thoroughly before re-using them.
 - Wash hands between tasks and procedures on the same client.
 - Wash hands after removing her gown.
30. A Care Aide is assisting a client to prepare for an appointment. He insists on wearing his favorite shirt, which is stained and frayed. What should the Care Aide do?
- Let him wear the shirt.
 - Tell him he can't wear it and remove it from his sight.
 - Phone the Supervisor for instructions
 - Insist that he wear a shirt that she chooses.
31. Which of the following is not an effective listening technique?
- being able to understand gestures, words and behavior;
 - being unsympathetic and judgmental
 - being a good listener;
 - recognizing when to stop listening and when to start providing suitable replies



32. A client hands his Care Aide \$25.00 for “all the little extras” she does for him. What should the Care Aide do?
- Accept the money but tell him it is a one-time only gift.
 - Thank him for the thought, but don’t accept the money.
 - Accept the money and donate it to charity.
 - Don’t accept the money and tell his family about the gesture.
33. Which of the following will help prevent germs from spreading?
- going to work with an undiagnosed rash
 - keeping immunizations up-to-date
 - washing hands thoroughly at the beginning and end of shift
 - rubbing eyes with hands
34. A Care Aide observes a co-worker sneaking a drink of alcohol while on duty. As a Care Aide, what should her first step be?
- Notify the supervisor.
 - Advise the co-worker that she saw her take a drink.
 - Follow her company’s policy for reporting suspected alcohol abuse.
 - Let other employees know that she saw her consume alcohol.
35. An individual, hired as a companion, is not permitted to:
- Converse and play games with the client.
 - Help client to keep in touch with friends and the outside world.
 - Assist client with range of motion exercises.
 - Transport client to appointments, run errands and shop
36. Which of the following is not a vital sign?
- Blood Pressure
 - Temperature
 - Pulse
 - Pain radiating down left arm
37. Which of the following methods would a Care aide not use to share information about a client’s status with the other members of the Health Care Team?
- progress notes
 - texting
 - shift change reports
 - follow-up reports
38. A client asks his Care Aide for the name and phone number of the Supervisor so he can complain about another Care Aide. What should a Care Aide do?
- Try to find out what his complaint is.
 - Advise him the supervisor is not available.
 - Suggest he wait a day or so to see if he changes his mind.
 - Give him the Supervisor’s name and phone number.



39. The basics of good housekeeping do not include:
- a. overlooking greasy or wet surfaces
 - b. keeping work areas neat and orderly
 - c. maintaining halls and floors free of slip and trip hazards
 - d. removing waste materials
40. A client starts vomiting while lying in bed. Which of the following would a Care Aide not do?
- a. Lay him on his back in a flat position.
 - b. Turn his head & body over to one side.
 - c. Place a kidney basin under his chin.
 - d. Help him rinse out his mouth with water.
41. Which of the following signs or symptoms should a Care Aide be alert for if a client is wearing an anti-embolism stocking on one leg?
- a. lack of feeling or tingling in the leg without the stocking
 - b. lack of feeling or tingling in the leg wearing the stocking
 - c. headaches and/or nausea
 - d. difficulty putting weight on the leg not wearing the stocking
42. Which of the following would a Care Aide not do when dealing with a difficult client?
- a. Change whatever she can with herself.
 - b. Show an interest in him.
 - c. Let him know he is the one with a problem,
 - d. Find out why he is having a problem,
43. Aphasia often develops after a stroke or brain injury. What would a Care Aide not do, when trying to communicate with a client who has aphasia?
- a. Use body language to interpret what the he is trying to say.
 - b. Advise him that she don't understand what he is trying to say.
 - c. Be patient and give him enough time to try & communicate.
 - d. Stop trying to figure him out and go on to something else.
44. A client is very committed to his religion & likes to discuss his beliefs with his Care Aide. The Care Aide does not share his beliefs. How should a Care Aide help him?
- a. Let him talk about his beliefs.
 - b. Let him talk, then tell him what her religious beliefs are.
 - c. Ask him to change the subject from religion.
 - d. Tell him she won't come again if he talks about religion.
45. Rehabilitation begins with the prevention of:



- a. frustration& anger
 - b. illness & injury
 - c. bowel & bladder problems
 - d. contractures & pressure sores
46. When communicating with seniors who have dementia, a Care Aide should not:
- a. Speak to them in a normal tone and volume of voice.
 - b. Ask more than one question at a time.
 - c. Keep eye contact and smile – avoid frowning.
 - d. Talk while she walks with those who pace back and forth
47. A doctor phones to report he has ordered a new medication for a client. He states it must be administered as soon as the pharmacy delivers it. The Care Aide is the only person with the client. There is no family locally & the client is unable to give the medication to himself. What should a Care Aide do?
- a. Write the order down exactly as the doctor stated it.
 - b. Give the medication to the client as soon as it is delivered.
 - c. Put the medication on the counter and leave it for somebody else to deal with.
 - d. Contact the Supervisor.
48. A person who has an infection may exhibit one or more of a combination of symptoms. Which of the following symptoms does not suggest an infection is present?
- a. redness,&, inflammation
 - b. discharge & fever
 - c. nausea, vomiting
 - d. low temperature
49. A client is temporarily paralyzed from the waist down. A Care Aide should provide support with his activities of daily living by:
- a. doing all his ADLs for him
 - b. asking a male nurse to do all his ADLs for him
 - c. postponing any of his ADLs until he recovers
 - d. encouraging him to do as much of his self-care as possible
50. Which of the following statements about used sharp objects is not correct?
- a. Sharp objects should not be recapped, bent, sheared or broken.
 - b. Sharp objects should be uncapped when they are carried.
 - c. Sharp objects should be discarded in puncture-proof containers.
 - d. Sharp objects should be picked up by mechanical means.