Certified Nursing Assistant Study Sheet

Vital signs · intake & output · infection control · positioning · resident rights

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VITAL SIGNS — REFERENCE VALUES & MEASUREMENT RULES

Measurement	Reference
Adult resting pulse	60 to 100 beats per minute
Adult respiratory rate	12 to 20 breaths per minute
Oral temperature reference	98.6°F (37.0°C)
Axillary temperature	record exactly as measured, with the route noted; routes are not interchangeable and no degrees are added
Oral temperature timing	wait at least 15 minutes after the resident finishes eating or drinking
Oral probe placement	under the tongue, in the pocket at the back of the mouth

Measurement	Reference
Counting respirations	count unobtrusively, often right after the pulse, without announcing the count; count a full minute when irregular
Manual blood pressure	first tapping sound = systolic; last sound = diastolic; record exactly as heard
Cuff inflation	about 20 to 30 mm Hg above the palpated systolic level before listening
Pulse oximetry sensor	clean, dry fingertip, light and detector aligned; wait for a steady reading
Tub bath water	about 105°F, verified before the resident enters; water near 120°F can burn skin quickly

MEASUREMENTS, INTAKE & OUTPUT

Item	Rule
1 ounce	30 mL (a 6-ounce glass = 180 mL)
Intake recording	every liquid consumed counts, including gelatin counted as liquid
Partial consumption	record the amount actually consumed (three-quarters of 240 mL = 180 mL), not the amount served
I&O records	always measured, never estimated
Perineal care (female)	wipe front to back, a clean area of the washcloth for each stroke

INFECTION CONTROL

Item	Rule
Routine handwashing	scrub at least 20 seconds with soap and friction
Hand hygiene timing	before and after resident contact; again after toileting care before handling food or meal trays
Blood on the hands	wash thoroughly with soap and water and report per policy; hand rub is not a substitute on visibly soiled hands
Gloves	single-use; change between residents and between dirty and clean tasks; never replace hand hygiene
After gown and gloves	perform hand hygiene immediately after removal; avoid touching contaminated outer surfaces while doffing
Draining wound precautions	hand hygiene plus the required gown and gloves before entering
Soiled linens	roll the soiled side inward, bag at the point of use; never shake linens
Shared thermometer	new probe cover for each use; clean the device per policy
Before a meal	help the resident perform hand hygiene before eating

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MOBILITY & POSITIONING TERMS

Situation	Position / rule
Eating in bed	sitting upright at 45 to 90 degrees, head supported
Tube feeding (aide role)	head of bed raised about 30 to 45 degrees during the feeding and for at least 30 minutes afterward, as directed
Unconscious resident, oral care	head turned to the side, head of bed slightly elevated
Side-lying off the sacrum	30-degree side-lying tilt on pillows, weight on the fleshy part of the hip
Pillow between the knees	keeps legs aligned and reduces pressure where the knees press together
Enema position	left side, Sims' position, upper leg flexed
Elastic (TED) stockings	applied before the resident gets out of bed, smoothed free of wrinkles
Safest walking footwear	closed-toe shoes with nonskid soles that fit well
Resident dizzy on a walk	support her, help her sit or lower her safely, and report

RESIDENT RIGHTS & SAFETY

Right / duty	Reference
Refusing care	a resident may refuse care or treatment; respect it, offer alternatives, report to the nurse
Mail	give sealed mail to the resident unopened and promptly
Private visits & phone	residents have the right to private visits and communication; knock before entering
Personal possessions	residents keep and use their own possessions within facility policy; private writings stay unread

Right / duty	Reference
Grievances	residents may voice grievances without fear of retaliation
Care planning	residents receive information about their care and participate in planning, through the nurse
Abuse witnessed	protect the resident and report to the nurse immediately
Restraints	only as ordered in the care plan — never improvised or for staff convenience
Ombudsman	the long-term care ombudsman advocates for residents; residents may make contact freely
Resident photos	never on an aide's social media, even if the resident suggests it

ABBREVIATIONS & DOCUMENTATION

Item	Rule
NPO	nothing by mouth — nothing, including water and ice; offer mouth care for comfort
Abbreviations	use only facility-approved abbreviations; write any other term out in full
Charting	record measured values exactly; never chart care not yet done

WHAT THIS SHEET DOESN'T COVER

- The hands-on skills evaluation — measured handwashing, vital signs, and resident-care skills performed in front of an evaluator.
- Blueprint-weighted scenario application across every content area.
- Timed, full-length exam simulation.
- An explanation for every answer — why the right answers are right and the wrong ones are wrong.
- A fresh set of questions on every attempt, so practice never repeats itself.

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