

OSBN Mission

The Oregon State Board of Nursing (OSBN) strives to safeguard the public's health and wellbeing by providing guidance for, and regulation of, entry into the profession, nursing education and continuing safe practice.

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Please Note

Instructors who are concerned about their students' pass rate should contact Debbie Buck at 971-673-0636 to discuss trends noted regarding their students.

15 Tips for Taking the CNA Exam:

1. Relax and stay calm; candidates perform better when they are less anxious.
2. Read the candidate handbook found at www.hdmaster.com/testing/cnatesting/oregon/orformpages/ORCandidateHandbook.pdf.
3. Review the skill procedure sheets found at www.oregon.gov/OSBN/pdfs/2008CNAskillsteps.pdf. All of the steps that the RN Test Observers look for are on those sheets. Pay careful attention to all of the steps of the skills. For example, candidates often forget to turn the mannequin over to clean the backside when doing perineal care.
4. Become familiar with the test instructions found at www.hdmaster.com/testing/cnatesting/oregon/orformpages/SkillTestInstructions.pdf.
5. Do the beginning and ending steps for every skill. Candidates frequently forget to state they would wash their hands at the beginning and end of every skill.
6. Note that if the candidate washes something in a skill, they will most likely need to rinse and dry it too.
7. Remember, if there are italicized words on the skill procedure sheet, it indicates that there is another skill embedded in the procedure. For example, *Use of a Gait/Transfer Belt* is embedded in the ambulation and transfer skills.
8. Make sure the bedpan is correctly placed; either a regular bedpan or a fracture pan may be used during testing.
9. Record all measurements on the form provided. A sample of this form is found at www.hdmaster.com/testing/cnatesting/oregon/orformpages/RecordingFormInstructors.pdf.
10. Perform the steps. The RN Test Observer will not give credit unless the step is actually performed. Sometimes candidates state they would do something, but never actually do the action. The only exception to this is that after handwashing is performed as the first skill, the candidate will get credit for just saying they would wash their hands in the following skills.
11. Preserve privacy throughout the skill; keep the actor covered. Pay attention to the use of bath blankets in the skills.
12. Maintain safety throughout the skills. Use side rails as needed or ask the RN Test Observer to move into place to keep the actor safe when you are turning and positioning the actor. If a side rail is put up during the procedure, put it back down at the end of the skill.
13. Be thorough, but gentle, when doing mouth care. Make sure that all areas are cleaned.
14. Watch the placement of hands when doing range of motion and do all movements for the minimum amount of repeats.

15 Tips for Taking the CNA Exam

Continued from front.

15. Practice getting an apical pulse. Candidates are reporting to the RN Test Observers that they have not been trained to do this skill.

Instructors concerned about their pass rate should contact Debbie at 971-673-0636 to discuss trends noted with their students.

10 Things To Expect from Headmaster Testing Service

1. Candidates have the opportunity to take the CNA exam within 14 calendar days from the date they are released for testing from the OSBN.
2. Candidates are not required to travel more than 150 road miles within Oregon from their place of residence.
3. Candidates can reschedule their exam date up to one business day before the scheduled exam date without a charge. However, if a candidate reschedules the business day before the exam date and time, or on the exam date itself, and/or doesn't show up to take the exam, the candidate will be considered a "No Show" and will need to pay a fee to reschedule her/his exam.
4. Training facilities may become approved to be a test site for their own candidates.
5. Headmaster staff answers each phone call to 1-800-393-8664 with a live voice, before the third ring, during regular business hours (8 a.m. to 5 p.m. Pacific Time Monday-Friday).
6. Candidates, employers, and training program instructors have access to scheduling information via the Internet using a password obtained from Headmaster.
7. When test events change or must be cancelled, candidates are called by Headmaster staff and rescheduled to a test date and time that meets the candidate's schedule at no additional charge.
8. RN Test Observers objectively observe and document what they see happening during the exam.
9. RN Test Observers honor OSBN-approved Americans with Disabilities Act Accommodations. Candidates will need to complete the form found at www.oregon.gov/OSBN/pdfs/policies/cna_accommpolicy.pdf and submit it with their exam application to the Board office to get the accommodation approved.
10. Candidates can securely view their test results on-line within five days after the exam is completed.

5 Things an Instructor Can Do To Facilitate the Testing Process:

1. Call Headmaster at 1-800-393-8664 when you start a class to inform them of the date when your students are expected to graduate from the program.
2. Make arrangements with Headmaster to become a test site for students.
3. Encourage your students to submit their completed *CNA I Exam Application*, fees, certificate of completion, and fingerprints with the *Fingerprint Verification Form* to the OSBN office within one week of program completion.
4. If you or your students don't see test dates that will work, call Headmaster.
5. If you have any questions about testing, call Headmaster or the OSBN at 971-673-0636.

Please Note

RN Test Observers have commented that they have noted candidates unlocking bed brakes at the end of the skill. The Test Observers questioned whether instructors are teaching the students to unlock bed brakes before they leave the room. This is a safety concern. If you know why students might be doing this, please e-mail Debbie Buck at debra.buck@state.or.us.

CNA Update

is published to inform those who train, test and employ CNAs about current laws relating to nursing, Oregon State Board of Nursing policies and activities, and issues pertaining to the regulation of CNAs and education.

Please call **Barbara Holtry**, Communications & Policy Manager at 971-673-0658, with comments.