

# Career Employer

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## CNA Cheat Sheet

### FIRST FIVE TASKS FOR PROCEDURES

- Knock on the door of the patient's room, enter, and then introduce yourself to them
- Identify the patient (if more than one person is in the room), and then explain the procedure you are going to carry out
- Always ensure privacy
- The bed should be low, and locked in place
- Wash your hands and then gather the supplies that you will need to carry out the procedure

### LAST FIVE TASKS FOR PROCEDURES

- Following the procedure, you should wash your hands
- Ensure that the call light is near the patient so they can call a nurse when necessary
- Take the privacy measures away, for example, open the curtain around the patient's bed
- Keep bed in low and locked position

### RECORDING SKILLS

- Weight (lb)
- Urinary output should be measured (in cc)
- Pulse
- Blood pressure
- Respirations

### SKILLS THAT WILL NEED A GAIT BELT

- Transferring a patient from their bed into a wheelchair
- Ambulating a patient

### SKILLS WHERE A SIDE RAIL IS NECESSARY

- Placing the patient in a position on their side

### SKILLS WHERE A PATIENT SITS UP ON SIDE OF BED, FEET PLACED ON FLOOR

- Feeding
- Ambulation
- Weight
- Mouth care
- Transferring out of bed and into a wheelchair

### SKILLS THAT NEED HEAD OF BED TO BE LOW

- Positioning the patient on the side of the bed
- Helping a patient with a bedpan

### THESE SKILLS DO NOT NEED GLOVES

- Feeding
- Checking blood pressure
- Applying knee-high stockings
- Ambulation
- Checking pulse
- Dressing
- Checking weight
- Change position to side
- PROM shoulder, knee, ankle
- Respirations
- Transferring patient from their bed to a wheelchair

### THESE SKILLS DO NEED GLOVES

- Mouth care
- Foot care
- Peri care
- Catheter care
- PPE
- Denture care
- Urine output
- Modified bed bath
- Helping a patient with a bedpan

### ABBREVIATIONS

- ā: before
- ad lib: as desired

- amb: ambulate
- amt: amount
- ap: apical
- as tol: as tolerated
- ax: axillary (armpit)
- BID/b.i.d.: two times a day
- BM: bowel movement
- BP: Blood pressure
- BPM: Beats per minute
- BRP: Bathroom privilege
- BSC: Beside commode
- C: centigrade
- cath: catheter
- C. diff: clostridium difficile
- CHF: congestive heart failure
- c/o: complains of
- COPD: chronic obstructive pulmonary disease
- CPR: cardiopulmonary resuscitation
- CVA: cerebrovascular accident
- DAT: diet as tolerated
- DNR: do not resuscitate
- DOB: date of birth
- DON: director of nursing
- Dx: diagnosis
- F: Fahrenheit
- FF: force fluids
- FT: foot
- H2O: water
- h, hr, h.r.: hour
- HBV: hep. B virus
- HOB: head of bed
- HS/hs: hours of sleep
- ht: height
- HTN: hypertension
- hyper: above, rapid, fast
- hypo: below, low, less
- I&O: intake and output
- inc: incontinent
- isol: isolation
- IV: intravenous

- lab: laboratory
- lb: pound
- LTC: long term care
- meds: medication
- mL: milliliter
- mmHg: milliliters of mercury
- MRSA: methicillin-resistant staphylococcus aureus
- N/A: not applicable
- NKA: no known allergies
- NPO: nothing by mouth
- O2: oxygen
- OBRA: omnibus budget reconciliation act
- OOB: out of bed
- oz: ounce
- peri care: perineal care
- PO / per os: by mouth
- PPE: personal protective equipment
- prn: when necessary
- q2h: every two hours
- q3h: every three hours
- q4h: every four hours
- R: respirations, rectal
- rehab: rehabilitation
- RF: restrict fluids
- ROM: range of motion
- S&S/SS: signs and symptoms
- SOB: shortness of breath
- spec: specimen
- stat: immediately
- T./temp: temperature
- TID: three times a day
- TB: tuberculosis
- TPR: temperature, pulse, respiration
- UTI: urinary tract infection
- VS: vital signs
- W/C: wheelchair
- wt: weight

### MILITARY TIME

- 12:00 (military time = 12:00 NOON (regular time)
- 13:00 = 1:00 pm
- 14:00 = 2:00 pm
- And so forth...

The easy way to work this out is to add 12 to regular time.

Many facilities will have their own policy on how to express midnight, so find out what it is and follow that. It can either be 2400 or 0000.

Remember, when converting from regular to military time, minutes and seconds will not change.

### CONVERSIONS

- 1 oz = 30 mL or 30 cc
- 2 oz = 60 mL
- 3 oz = 90 mL
- 4 oz = 120 mL
- 5 oz = 150 mL
- 6 oz = 180 mL
- ¼ cup = 2 oz = 60 mL
- ½ cup = 4 oz = 120 mL
- 1 cup = 8 oz = 240 mL

### EMERGENCY CODES

- RED = R.A.C.E. or fire/smoke: Call 911
- BLUE = Pediatric/adult medical emergency = CPR and code blue response
- WHITE = Severe weather
- PINK = Pediatric abduction
- PURPLE = Security response or shelter/barricade in place
- YELLOW = Disaster plan activation
- SILVER = Active shooter
- ORANGE = ER lockdown or hazmat incident
- GREEN = Security restraint.

### PRACTICE QUESTIONS

The answers to these questions are found at the end of this document.

#### Question 1:

**Which of the following is the best course of action to reduce pressure on bony prominences?**

- a) Sheepskin
- b) Several pillows
- c) Flotation mattress
- d) Folded bed sheet

#### Question 2:

**Insulin, a type of hormone, regulates which of the following?**

- a) Neurotransmitter release
- b) Sugar amounts in the blood
- c) The amount of sodium that the kidneys filter
- d) Sweating

#### Question 3:

**Bed bound patients should be repositioned how often?**

- a) Once every 30 mins
- b) Once every two hours
- c) Once an hour
- d) Once per shift

#### Question 4:

**Which of these below help prevent osteoporosis?**

- a) Exercise and vaccines
- b) A diet high in fiber and reading books regarding a healthy lifestyle
- c) Exercise and calcium
- d) Counseling and surgery

#### Question 5

**Pick the vitamins that are water soluble.**

- a) Vitamin A, D, E, and Z
- b) Vitamin B and C
- c) Vitamin D
- d) Vitamin A, D, E, and K.

#### Question 6

**Which of the following below should always be reported to a nurse?**

- a) Mouth pain
- b) Dentures that don't fit
- c) Eating less than 70% of served meals
- d) All of these

#### Question 7

**You will have a greater base of support if you stand with your legs apart?**

- a) True
- b) False

#### Question 8

**A CVA is occurring when which of the following signs are present?**

- a) Numbness in the face
- b) Weakness in arms/legs
- c) Pulse rate slowing down
- d) All of these

#### Question 9

**Where should razor blades, needles and other sharps be disposed?**

- a) The trash can is fine
- b) Only in a biohazard container
- c) A recycling container is fine
- d) In the food waste container

#### Question 10

**Are hand sanitizers that are alcohol based effective on Clostridium difficile?**

- a) True
- b) False

Answers: C, B, B, C, B, D, A, D, B, B