



Developing Top-Notch CNAs, One Inservice at a Time

A Communication Skills Module: Reporting & Documenting Client Care

***Are you "In the Know" about reporting and documenting client care?
Circle the best choice. Then check your answers with your supervisor!***

EMPLOYEE NAME
(Please print):

DATE: _____

- ***I understand the information presented in this inservice.***
- ***I have completed this inservice and answered at least eight of the test questions correctly.***

EMPLOYEE SIGNATURE:

SUPERVISOR SIGNATURE:

Inservice Credit:

<input type="checkbox"/> Self Study	1 hour
<input type="checkbox"/> Group Study	1 hour

***File completed test
in employee's
personnel file.***

1. True or False

It's best to perform all your care on all your clients first, then sit down to document everything all at once.

2. True or False

You can use any abbreviation you like as long as it is neatly written.

3. True or False

If your client refuses care, you should not document anything in the chart.

4. True or False

After making an oral report, you should document the name and title of the person you reported to (if documentation is part of your job description).

5. Your client tells you, "I'm sick of living in pain like this," you should report:

- A. "Client is suicidal."
- B. "Client needs pain medication but the nurse is not available."
- C. "Client reports, 'I'm sick of living in pain like this.'"
- D. "Client reports feeling sick from all the pain."

6. True or False

If you accidentally chart on the wrong client, you should use "white-out" to cover the documentation, then immediately chart in the right chart.

7. True or False

An example of an objective observation is: "Temp. 99.6, pulse 74, resp. 16."

8. True or False

Keeping documentation confidential in a Home Health setting is not as important as other settings because most people in the home are family or friends.

9. True or False

It is never okay to document care before you give it, even if you do the same thing every day.

10. Fill in the Blanks

A report that describes and unexpected event that involves an accident or injury is called an _____ report.