



IN THE KNOW

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.