



IN THE KNOW

Developing Top-Notch CNAs, One Inservice at a Time

A Professional Growth Module: How to Prioritize Your Work

**Are you "In the Know" about prioritizing your work?
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**
To "prioritize" means to arrange things in order of importance.
- 2. True or False**
Maslow's Hierarchy of Needs shows the need for self-esteem to be the most important priority for all humans.
- 3. True or False**
Elimination is an example of a physical need.
- 4. True or False**
Prioritizing safety means you prevent problems instead of just reacting to emergencies as they happen.
- 5. Your client has an order for "Daily Weights." You cannot get to it before the end of your shift because another client had an emergency. You should:**
 - A. Try to remember to do it first thing the next day.
 - B. Let your supervisor know so the weight can be checked on the next shift.
 - C. Chart the previous day's weight —not much would have changed anyway.
 - D. Ignore the order, it's not a priority.
- 6. True or False**
Taking vital signs is not really a priority. You should just do it whenever you have time to get to it.
- 7. True or False**
When you work with the same clients every day, there is no need to get report or read the chart.
- 8. True or False**
Making a "to do" list can help you feel more organized and productive.
- 9. True or False**
It's best to deal with a difficult client last. That way you won't get behind.
- 10. Fill in the Blanks**
Difficult clients (or family members) may be acting out as a way of gaining _____.