

**West Virginia TBI Annual Personal Attendant Test Packet:**

**PART ONE**—For training on these topics, refer to [Personal-Options-Training-Manual-Workers-V2.pdf](#)

- **Universal Precautions**
- **Recognizing and Reporting Abuse/Neglect/Exploitation**
- **HIPAA, Confidentiality, and Participant Rights**
- **\*\*\*Note that training on Medicaid Fraud, Waste, and Abuse is also required and is covered in PART TWO\*\*\***

**Section one: Universal Precautions**

**Name:** \_\_\_\_\_ **Score:** \_\_\_\_\_ /10

\*Need 7/10 to pass

**Instructions:** Answer the following questions. For true/false questions, circle "True" or "False."

**True/False Questions**

1. **True or False:** Universal precautions are only important for healthcare workers.
  - True
  - False
2. **True or False:** Workers should always assume that human blood is safe to handle without protection.
  - True
  - False
3. **True or False:** Washing hands before putting on gloves is an important step in preventing exposure to bloodborne pathogens.
  - True
  - False

**Multiple-Choice Questions**

4. **What is the primary goal of universal precautions?**
  - a. To prevent accidents at work.
  - b. To reduce the risk of exposure to diseases like HIV and hepatitis.
  - c. To encourage workers to wear gloves all the time.
  - d. To make sure workers don't touch anything with their hands.
5. **Which of these is an example of a bloodborne pathogen?**
  - a. The flu virus.
  - b. Hepatitis B (HBV).
  - c. A cold.
  - d. Allergies.
6. **What is Personal Protective Equipment (PPE)?**
  - a. Special clothing and tools used for protection from infections.

- b. A uniform workers wear to look nice.
  - c. Equipment used for cleaning the workplace.
  - d. Tools used to assist with office tasks.
7. **What should you do after removing gloves?**
- a. Throw them in the trash and wash your hands.
  - b. Keep them on until the end of the shift.
  - c. Reuse them if they are not too dirty.
  - d. Leave them on until your next task.
8. **Which of the following is NOT considered a common exposure to bloodborne pathogens?**
- a. Needle sticks.
  - b. Slipping on a wet floor.
  - c. Cuts from contaminated objects.
  - d. Blood splashing into eyes.
9. **How often should contaminated work surfaces be cleaned with disinfectant?**
- a. Only when they look dirty.
  - b. Only after each contamination or spill.
  - c. At the end of the day and after a contamination or spill.
  - d. Only once a week.
10. **What is the most important thing to do if blood splashes into your eyes?**
- a. Wait for it to dry.
  - b. Wash your eyes with water or saline immediately.
  - c. Wipe your eyes with a tissue.
  - d. Ignore it if it doesn't hurt.

## **Section two: Abuse, Neglect, and Exploitation**

**Name:**

**Score:**

**/10**

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\*Need 7/10 to pass

**Instructions:** Answer the following questions. For true/false questions, circle "True" or "False."

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### **True/False Questions**

1. **True or False:** A worker must report abuse only if they witness the incident directly.
    - ☐ True
    - ☐ False
  2. **True or False:** Emotional and psychological abuse includes threats, humiliation, and forced isolation.
    - ☐ True
    - ☐ False
  3. **True or False:** Any suspicion of abuse or neglect must be reported to the Case Manager and/or Resource Consultant.
    - ☐ True
    - ☐ False
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### **Multiple-Choice Questions**

4. **Which of the following is NOT considered a sign of physical abuse?**
  - a. Rope marks or welts.
  - b. Sunken eyes or dehydration.
  - c. Bruises around the arms or neck.
  - d. Infrequent, small injuries from regular daily activities.
5. **What should you do if you suspect sexual abuse?**
  - a. Call law enforcement immediately.
  - b. Wait to see if it happens again.
  - c. Confront the suspected abuser.
  - d. Ignore it unless the victim speaks up.
6. **Which of the following is an example of financial exploitation?**
  - a. Ignoring someone when they ask for help.
  - b. Withholding food or medical care.
  - c. Sudden changes in banking practices, such as multiple large withdrawals.
  - d. Providing physical care in a rough or careless manner.
7. **What is an example of subtle abuse?**
  - a. Refusing to help unless the person lends money.
  - b. Helping the person whenever they need assistance.
  - c. Making sure the person feels comfortable and supported.
  - d. Reporting suspected neglect to the authorities.

8. **When should a worker report suspected abuse or neglect?**
  - a. Only if they are 100% certain the incident happened.
  - b. Anytime reasonable suspicion exists.
  - c. After someone else files a report first.
  - d. Only during working hours.
9. **What should you do after making a verbal report of abuse to the hotline or DHHR?**
  - a. Wait for someone else to follow up.
  - b. File a written report within 48 hours.
  - c. Notify only the Case Manager.
  - d. Nothing, as the verbal report is sufficient.
10. **Which of the following is a sign of emotional and psychological abuse?**
  - a. Unexplained bruises on the arms.
  - b. Sudden change in appetite and social withdrawal.
  - c. Torn or bloody underwear.
  - d. Weight loss due to poor nutrition.

### **Section three: HIPAA, Confidentiality, and Participant Rights**

**Name:**

**Score:**

**/10**

\*Need 7/10 to pass

**Instructions:** Answer the following questions. For true/false questions, circle "True" or "False."

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#### **True/False Questions**

1. **True or False:** HIPAA is a law created to protect individuals' medical records and personal health information.
  - ☐ True
  - ☐ False
2. **True or False:** It is acceptable to discuss a participant's medical condition in public places if you are careful not to mention their name.
  - ☐ True
  - ☐ False
3. **True or False:** You can share a participant's Social Security number with family members if they ask for it.
  - ☐ True
  - ☐ False

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#### **Multiple-Choice Questions**

4. **What is Protected Health Information (PHI)?**
  - a. Only a participant's medical condition.
  - b. Names, birthdays, Social Security numbers, and medical records.
  - c. Only email addresses and phone numbers.
  - d. Only participant's diagnosis or treatment plan.
5. **What should you do if you accidentally expose a participant's information?**
  - a. Ignore it if no one noticed.
  - b. Report the mistake to your Resource Consultant immediately.
  - c. Wait until the end of the day to report it.
  - d. Keep it a secret to avoid embarrassment.
6. **Which of the following is a responsibility of a Personal Attendant regarding confidentiality?**
  - a. Share the participant's medical condition with close family members.
  - b. Follow policies and procedures regarding confidentiality.
  - c. Discuss participant information freely with other workers.
  - d. Ignore confidentiality agreements if no one is around.
7. **What is a good way to ensure the security of a participant's personal information?**
  - a. Leave documents on the counter if you are not using them.

- b. Keep all personal documents organized and report any loss immediately.
  - c. Discuss medical details openly with family and friends.
  - d. Share the participant's information only with other workers in your home.
8. **What should you do if someone asks about another participant's Protected Health Information (PHI)?**
- a. Share the information if you know it.
  - b. Ignore the question if the person is a coworker.
  - c. Be skeptical and ask questions if you are unsure of their authority.
  - d. Tell them as much as you can, as long as they work in the same department.
9. **Which of the following is a correct use of participant information?**
- a. Using their medical information to plan your personal schedule.
  - b. Sharing their diagnosis with others who do not need to know.
  - c. Using only necessary information to support the participant.
  - d. Telling friends about the participant's health status.
10. **What should you do if you are unsure whether sharing information violates HIPAA?**
- a. Share the information and ask for forgiveness later.
  - b. Ask for guidance from your Resource Consultant before sharing any information.
  - c. Share the information with a coworker if they ask.
  - d. Wait to see if the participant brings it up themselves.