

West Virginia ADW Initial Personal Attendant Test Packet

TEST: 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.

TEST: Abuse, Neglect, and Exploitation

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:** 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

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.

TEST: Ethics and Decision-Making

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:** Ethics is the study of right and wrong and helps guide decision-making in difficult situations.
 - ☐ True
 - ☐ False
2. **True or False:** Informed consent means participants should be given information about medical treatments, including benefits and risks, so they can make their own health-care decisions.
 - ☐ True
 - ☐ False
3. **True or False:** It is always ethical to accept money from a participant if they offer it to you as a gift.
 - ☐ True
 - ☐ False

Multiple-Choice Questions

4. **What is the first step in making an ethical decision?**
 - a. Ask for help from others.
 - b. Define the problem.
 - c. Take immediate action.
 - d. Reflect on the situation.
5. **Which of the following is an example of unethical behavior?**
 - a. Telling a participant the risks of a medical procedure.
 - b. Accepting money from a participant to buy personal items.
 - c. Making sure a participant's health care is available to them.
 - d. Helping a participant make decisions about their well-being.
6. **What does informed consent involve?**
 - a. Telling the participant the benefits of a procedure without mentioning the risks.
 - b. Giving the participant all relevant information about a treatment, including the risks and benefits.
 - c. Withholding information about a procedure if the participant is too old to understand.
 - d. Telling the participant only the positive outcomes of a procedure.
7. **What is one way to resolve an ethical dilemma?**
 - a. Ignore your discomfort and make a decision quickly.
 - b. Put the participant's needs first and avoid considering your values.

- c. Consider the possible consequences and ask for advice from professionals.
 - d. Make the decision on your own without asking for any help.
8. **Which of the following is a key principle in medical ethics for the Personal Options program?**
- a. Health care should be available to only the wealthiest people.
 - b. Participants should have the right to make their own health care choices.
 - c. Workers should make all health care decisions for the participant.
 - d. Only healthcare workers should make decisions about a participant's care.
9. **If a participant's family asks you not to tell them about the risks of a medical procedure, what should you do?**
- a. Respect the family's request and say nothing to the participant.
 - b. Tell the participant about the risks, as they have the right to know.
 - c. Wait until after the procedure to inform the participant.
 - d. Agree to follow the family's wishes without questioning them.
10. **If you witness a coworker engaging in unethical behavior, what should you do?**
- a. Ignore it unless it directly affects the participant.
 - b. Report the behavior if you believe it is harmful.
 - c. Keep quiet to avoid conflict.
 - d. Join the coworker in their actions if they seem harmless

TEST: 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."

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.

TEST: Personal Attendant Skills Training

Name: _____

Score: _____

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*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:** A Traumatic Brain Injury (TBI) occurs as the result of an external force applied to the brain that may produce a reduced or altered state of consciousness, which may result in an impairment of cognitive abilities or physical functioning.
 - ☐ True
 - ☐ False
2. **True or False:** All blows or jolts to the head result in a Traumatic Brain Injury.
 - ☐ True
 - ☐ False
3. **True or False:** TBIs are classified as either mild, moderate, or severe.
 - ☐ True
 - ☐ False

Multiple-Choice Questions

4. **Mild Brain Injury:**
 - a. Never causes memory loss, dizziness, inability to concentrate, and/or irritability.
 - b. May occur with loss of consciousness.
 - c. Never causes exhaustion, vomiting, seizures, or headaches.
 - d. Never causes trouble sleeping.
5. **Dilation of one or both pupils may be a sign of:**
 - a. Mild TBI.
 - b. Moderate TBI.
 - c. Severe TBI.
 - d. Putting on your socks.
6. **What are some leading causes of TBI:**
 - a. Falls.
 - b. Motor vehicle/traffic.
 - c. Assaults.
 - d. All of the above.
7. **What are some physical side effects of TBI?**
 - a. Impaired coordination.
 - b. Loss of muscle tone.
 - c. Sensory changes.
 - d. All of the above.

8. Expressive language is:

- a. Active listening.
- b. Reading lips.
- c. Being able to put thoughts into words and sentences.
- d. Remembering what you did yesterday.

9. Which item below is correct when assisting someone with feeding?

- a. Let the person feed him/herself if they wish.
- b. Feed the person as quickly as possible.
- c. It's not necessary to have a relaxed atmosphere.
- d. Feed the person large bites so you get done quicker.

10. If a person has a seizure, you should:

- a. Put a spoon in his/her mouth to prevent them from biting their tongue.
- b. Ask onlookers to stay where they are in case you need help.
- c. Turn the person on their back.
- d. Loosen tight clothing such as a collar or belt.

TEST: Health and Welfare

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:** Risk management includes assistance with health/safety, home safety both indoors and out, social, community, behavioral, and financial matters.
 - ☐ True
 - ☐ False
 2. **True or False:** It is okay to store harmful substances in food containers.
 - ☐ True
 - ☐ False
 3. **True or False:** Suffocation occurs when breathing stops due to a lack of oxygen.
 - ☐ True
 - ☐ False
-

Multiple-Choice Questions

4. **Each person's Emergency or Crisis plan must include:**
 - a. Crisis plan.
 - b. Emergency disaster plan.
 - c. Emergency worker back-up plan.
 - d. All of the above.
5. **Which statement below is INCORRECT?**
 - a. The spread of microorganisms can be minimized by washing hands frequently.
 - b. It is not necessary to wash fruits and vegetables before using.
 - c. Food that will spoil should be refrigerated.
 - d. It's important to check food labels for expiration dates.
6. **Potential safety risks include:**
 - a. Burns/fires.
 - b. Poisoning.
 - c. Both A and B.
 - d. None of the above.
7. **An emergency disaster plan:**
 - a. Should not address medications because this is private information.
 - b. Does not have to address medication side effects because those can apply to anyone.
 - c. Is followed during participant-specific emergencies.
 - d. Is not required for TBIW participants who live with relatives.
8. **An emergency worker back up plan is required:**

- a. Only for adults on the program.
- b. Only for program participants who live alone.
- c. For all program participants.
- d. Only for participants over the age of 65.

9. The Resource Consultant (RC) meets face-to-face with the participant to review the service plan:

- a. Never
- b. Weekly
- c. Annually and every six months
- d. Monthly

10. Workers should be able to:

- a. Identify safety measures that will prevent accidents in the home.
- b. Describe the safety measures related to fire and oxygen.
- c. Explain why some persons are unable to protect themselves.
- d. All of the above.

TEST: Personal Attendant Safety

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:** Workers are required to complete their shift even if the environment is unsafe.
 - ☐ True
 - ☐ False
2. **True or False:** A threat of harm to the worker is considered an unsafe environment.
 - ☐ True
 - ☐ False
3. **True or False:** A red flag is any situation where you feel uneasy, uncomfortable, or anticipate that there might a problem.
 - ☐ True
 - ☐ False

Multiple-Choice Questions

4. **Most importantly, you should:**
 - a. Work even if you feel uncomfortable because you are afraid to tell your employer.
 - b. Trust your intuition.
 - c. Get a ride to work rather than drive.
 - d. Take a nap when your employer does.
5. **You should:**
 - a. Ask if pets are in the home.
 - b. Stay in the yard or driveway if you think the environment is unsafe.
 - c. Work in an environment where you are asked questions that make you uncomfortable.
 - d. Feel obligated to work because the person doesn't have anyone else to take care of them.
6. **Which of the following should you do before entering the home?**
 - a. Lock your purse or other valuables in the trunk before you arrive.
 - b. Keep your keys and cell phone in a place that is easily accessible.
 - c. Both A and B.
 - d. Neither A or B.
7. **Research shows that:**
 - a. Robbery, theft, sexual crimes, physical abuse, or threats are some possible crimes that could occur while in a participant's home.
 - b. Employer homes are always safe.
 - c. Crimes do not happen in participants' home.

- d. It's never safe to take a participant into the community.
- 8. **You should not:**
 - a. Wear comfortable clothing and shoes.
 - b. Park your vehicle in the direction you will leave.
 - c. Scan the area from your car before getting out.
 - d. Leave your car unlocked so you can get in quickly in an emergency.
- 9. **Which of the following are threats to worker safety?**
 - a. Threat of harm to the worker.
 - b. Illegal substances or stolen goods in the home.
 - c. Both A and B.
 - d. Neither A or B.
- 10. **What should you do if you feel signs of caregiver burnout?**
 - a. Don't tell anyone—your employer needs you.
 - b. Be irritable because you are tired and that makes it okay.
 - c. Work through emotional and physical exhaustion because you will be able to rest after your shift.
 - d. Ask for help.

TEST: Delivering Person-Centered Care

Name: _____

Score: _____

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*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:** You don't have to use Person First Language if your employer is non-verbal.
 - ☐ True
 - ☐ False
2. **True or False:** It is important to avoid using negative terms that may stereotype, devalue, or discriminate against persons with disability.
 - ☐ True
 - ☐ False
3. **True or False:** Using Person First Language is only appropriate while you are at work.
 - ☐ True
 - ☐ False

Multiple-Choice Questions

4. **Which of the following are considered outdated terms?**
 - a. Handicapped.
 - b. Victim of.
 - c. Afflicted with.
 - d. All of the above.
5. **Person-Centered Support:**
 - a. Ensures that people rely on others completely for everything.
 - b. Requires limiting a person's social network.
 - c. Provides advocacy when the needs of the system override those of the participants you support.
 - d. Is not important if the participant you work with doesn't understand what you say.
6. **To promote physical and emotional well-being you should:**
 - a. Not concern yourself with boundaries because of the nature of the work you do.
 - b. Address maladaptive behaviors in a respectful manner.
 - c. Both A and B.
 - d. Neither A or B.
7. **Maintaining confidentiality:**
 - a. Does not apply when you work in someone's home.
 - b. Applies only to information about medical care.
 - c. Does not apply to participant financial information.
 - d. Applies to all participant private information.

8. **You can maintain a person's respect by:**
 - a. Paying attention to their hopes and dreams.
 - b. Making all decisions for them, even if they wish to and are capable of making the decision independently.
 - c. Only protecting their privacy when they are with you.
 - d. Talking to them like they are a child, even if they are an adult.
9. **Which statement is true?**
 - a. Using outdated or offensive terms can be stigmatizing.
 - b. Making small changes in language is silly and a waste of time.
 - c. It's okay to use terms that might be offensive if you "don't mean it" or are not talking about the person you work for.
 - d. It is acceptable for people of older generations to use offensive terms because they don't know better.
10. **Which of the following is NOT an example of a principal of Self-Determination and Person-Centered Care?**
 - a. Justice, Fairness, and Equity
 - b. Relationships
 - c. Advocacy
 - d. Using outdated terms