

NOCTI Health Assisting Exam Guide

Updated September 2022

Overview

This document is designed to give instructors guidance on preparing students for the NOCTI Health Assisting Exam.

NOTE: NOCTI released a new exam blueprint in 2019. This exam guide follows the updated NOCTI Health Assisting exam blueprint.

Outline

In this guide, you will find:

1. Certification exam topic outline
2. HealthCenter21 modules recommended for students interested in the Health Assisting exam
3. An in-depth crosswalk of HealthCenter21 to the NOCTI Test Plan

1. NOCTI Health Assisting Exam Topic Outline

The NOCTI Health Assisting exam includes a written portion and a performance portion. The written portion includes 161 multiple-choice questions, and the performance portion requires students to complete 4 skill demonstrations.

Students have three hours to complete the written assessment. The following topics are included:

- First Aid and General Safety – 19%
- Medical Terminology – 12%
- Body Systems – 19%
- Observation and Communication – 12%
- Documentation and Legal Issues of the Health Assisting Profession – 15%
- Health Assistant Skills – 23%

Students have 1 hour and 5 minutes to complete the performance assessment. The following skills are tested:

- Hand Washing and Personal Protective Equipment – 29%
- Change a Patient Gown – 29%
- Measure Vital Signs, Height, and Weight – 29%
- Transfer Patient from Bed to Wheelchair – 13%

For more details on the NOCTI Health Assisting exam content, see the NOCTI Health Assisting Blueprint at <https://www.nocti.org/>.

2. HealthCenter21 Modules Recommended for NOCTI Health Assisting

The NOCTI Health Assisting exam is designed as an end-of-program assessment and includes a broad variety of topics. The chart below is an overview of HealthCenter21 modules that help prepare students for the NOCTI Health Assisting Exam.

Health Care Foundations <ul style="list-style-type: none">• Anatomy and Physiology – all modules• Behavioral Health• Client Status• Communications• CPR and Basic Life Support• Cultural, Social, and Ethnic Diversity• Diseases and Disorders• Emergency Care• Health Information Technology• EHR Simulation• Human Growth and Development• Infection Control• Legal and Ethical Responsibilities• Medical Terminology• Personal Qualities• Safety Precautions• The Surgical Patient	Patient Care <ul style="list-style-type: none">• Body Mechanics• Nutrition and Elimination• Patient Comfort• Physical Exams• Special Populations• Specimen Collection and Testing• The Health Assistant Medical Office <ul style="list-style-type: none">• Medical Office Assistant• Medical Records• Telephone Etiquette
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NOTE: The modules listed are strictly based on alignment with the NOCTI HA test plan and do not depict a teaching sequence. These recommendations are a starting point to help you develop your syllabus and teaching plan.

In some cases, your students may have worked through some of these modules in prior course. If that's the case, you may decide to not include them in your current class. Additionally, you may choose to add other modules to your classes to meet your course requirements and needs of your students

See the next page for an in-depth crosswalk between HealthCenter21 and the NOCTI Health Assistant Test Plan.

The coverage of each topic within HealthCenter21 is broken down as being High, Medium, Low, or None.

3. Crosswalk Between NOCTI Health Assisting & HealthCenter21

NOCTI Written Assessment	HealthCenter21 Location	HealthCenter21 Coverage
A. First Aid and General Safety		
1. Recognize and demonstrate appropriate first aid and emergency techniques	Module: Emergency Care All Units Module: CPR and Basic Life Support All Units	High
2. Differentiate symptoms requiring emergency care	Module: Emergency Care Unit 1: Introduction to Emergency Care	High
3. Recognize and demonstrate fire safety and general safety procedures involved in patient care	Module: Safety Precautions Unit 3: Environmental Safety	High
4. Recognize and demonstrate appropriate procedures for handling waste and hazardous materials	Module: Infection Control Unit 3: Transmission-Based Precautions	High
5. Recognize signs, symptoms, and reporting mandates for violent and/or abusive situations	Module: Special Populations Unit 2: Elderly Patients Module: Domestic Violence Unit 1: Domestic Violence and the Healthcare Professional	High
6. Recognize and demonstrate infection control measures, including standard precautions, hand washing techniques, isolation, and personal protective equipment (PPE)	Module: Infection Control Unit 2: Standard Precautions	High
B. Medical Terminology		
1. Identify and interpret word prefixes and suffixes	Module: Medical Terminology Unit 2: Word Parts: Suffixes and Prefixes	High
2. Identify and combining forms	Module: Medical Terminology All Units	Medium
3. Identify and interpret approved medical abbreviations and acronyms	Module: Medical Terminology Unit 3: Abbreviations	High

4. Identify and differentiate various medical and surgical definitions and conditions	Module: Medical Terminology All Units Module: The Surgical Patient All Units Module: A&P – all modules Module: Behavior Health Unit 2 Module: Diseases and Disorders All Units	High
C. Body Systems		
1. Identify and interpret anatomical terms, including body cavities	Module: A&P – Introduction Unit 6: Anatomical Terminology Module: Medical Terminology Unit 4: Anatomical References	High
2. Identify normal structures and functions within body systems	Module: Anatomy and Physiology All System-specific modules	High
3. Identify abnormal structures, functions, signs, and symptoms within body systems	Module: Anatomy and Physiology All System-specific modules Module: Diseases & Disorders All Units Module: Behavioral Health Units 2: Common Mental and Behavioral Disorders	High
D. Observation and Communication		
1. Recognize and practice professional patient and staff communications	Module: Medical Office Assistant Unit 2: Professional Traits Module: The Health Assistant Unit 3: Qualities of Health Assistants Module: Personal Qualities All Units	High

2. Recognize and report abnormal assessment findings (e.g., subjective and objective findings)	Module: Client Status All Units	
3. Recognize and respect cultural diversity	Module: Communications Unit 3: Communication Barriers Module: Cultural, Social, and Ethnic Diversity All Units	High
4. Recognize and provide care for all stages of growth and development	Module: Human Growth and Development All Units	High
E. Documentation and Legal Issues of the Health Assisting Profession		
1. Identify legal and ethical issues of concern for a health assistant	Module: The Health Assistant Unit 6: Patient Rights and Code of Ethics Module: Legal and Ethical Responsibilities Unit 1: Civil and Criminal Law Module: The Health Assistant Unit 5: Legal Conduct	High
2. Demonstrate understanding of confidentiality, HIPAA regulations, professional behaviors, guidelines, and legal practices of a health assistant	Module: Health Information Technology Unit 3: Health Insurance Portability and Accountability Act (HIPAA) Module: EHR Simulation All units Module: Medical Office Assistant Unit 2: Professional Traits Module: Medical Office Assistant Unit 3: Qualities of Health Assistants Module: Personal Qualities All Units	High
3. Identify policies and procedures available for reporting legal/ethical concerns and issues	Module: Legal and Ethical Responsibilities Unit 4: Liability and Ethics	High

4. Demonstrate accurate documentation procedures	Module: Communications Unit 5: Documentation Module: Medical Records Unit 1: Medical Records Module: EHR Simulation All Units	High
F. Health Assistant Skills		
1. Accurately measure and record vital signs, height, weight, and pain	Module: Client Status Unit 1: Vital Signs and Body Measurements Unit 6: Reading Analog Devices	High
2. Demonstrate proper body mechanics, including those during patient transfer, positioning, lifting, and moving	Module: Body Mechanics All Units	High
3. Assist with elimination needs (e.g., bowel and bladder)	Module: Nutrition and Elimination Unit 5: Assisting with Toileting	High
4. Assist with obtaining body fluid specimens	Module: Specimen Collection and Testing Unit 1: Policies and Practices for Specimens Module: Specimen Collection and Testing Unit 2: Collecting Urine Specimens	High
5. Assist with personal care and hygiene	Module: Patient Comfort All Units	High
6. Obtain and accurately measure patient intake and output (I & O)	Module: Nutrition and Elimination Unit 4: Intake and Output	High
7. Assist with patient nutritional needs	Module: Nutrition and Elimination Unit 1: Optimal Nutrition	High
8. Assist with, observe, and report patient skin care conditions	Module: Patient Comfort Unit 1: Observing Patients	High
9. Demonstrate accurate filing techniques for patient records	Module: Medical Records Unit 2: Filing Equipment and Systems	High
10. Identify and utilize appropriate procedures for cleaning equipment	Module: Physical Exams Explore Activity: Use and Care of Lab Equipment	High

NOCTI Performance Assessment	HealthCenter21 Location	HealthCenter21 Coverage
Hand Washing and Personal Protective Equipment (PPE) Participant will gather equipment, maintain clean technique, demonstrate correct hand washing technique, put on cover gown, mask, and gloves, then remove gloves, gown, and mask all in the correct order, correctly wash hands, and clean work area.	Module: Infection Control Reinforce Activity: Handwashing Module: Infection Control Standard Precautions - Skills Checklists	High
Change a Patient Gown Participant will identify the patient, introduce self and explain procedure, retrieve clean gown, verbalize the need for handwashing prior to beginning of procedure, provide privacy for the patient, remove soiled gown, dispose of soiled gown properly, apply the clean gown, position patient for safety and comfort, and verbalize the need for hand washing after procedure.	Module: Patient Comfort Unit 8: Dressing and Undressing Reinforce Activities	High
Measure Vital Signs, Height, and Weight Participant will gather equipment, identify patient and explain procedures, verbalize hand washing, accurately take pulse, respirations, blood pressure, height, and weight, clean work area, and check patient for comfort and safety.	Module: Client Status Reinforce Activity: Examining Vital Signs Unit 6: Reading Analog Devices	High
Transfer Patient from Bed to Wheelchair Participant will use correct body mechanics to transfer patient with left-sided weakness from bed to wheelchair, and from wheelchair to bed.	Module: Body Mechanics Positioning Patients - Basic Bed Positions - Skills checklist	High