SKILL TEST CHECKLIST

TEST RESULTS: READ OUT LOUD TO GROUP IN WAITING/HOLDING AREA

"TEST RESULTS WILL BE AVAILABLE ON-LINE AFTER 5:00PM (PACIFICTIME) THE BUSINESS DAY THE TESTS ARE SCORED. CLICK ON THE 'ON LINE TEST RESULTS' BUTTON ON THE NEVADA PAGE OF THE D&SDT-HEADMASTER WEBSITE AT WWW.HDMASTER.COM AND ENTER THE REQUIRED INFORMATION TO ACCESS YOUR RESULTS."

WHEN THE CANDIDATE ENTERS THE SKILL TEST AREA THE RN TEST OBSERVER WILL:

1. Show the candidate the "designated area" to place their personal belongings, making sure all electronic devices are turned off.
2. Sit beside the candidate in the designated relaxation area.
3. Check the candidates ID against the candidate's name on the skill test you have in front of you.
4. Ask the candidate if they have any questions about the skill test instructions they read before coming into the skill test area. *Specifically ask:*

Read to each candidate →	**"Do you understand that you can ask me to reread any scenario at any time?"** **"Do you know that you can correct anything you think you demonstrated incorrectly, at any time?"**

5. Tell the candidate the tasks they are to demonstrate.
6. Show the candidate the equipment /supplies location and demonstrate the use of just the equipment the candidate will need for his/her tasks.
7. Ask the candidate if they have any questions.
8. Read the first scenario.
9. Start the countdown timers when the candidate begins the first task. Record the start time in the candidate's test on the screen.

REMEMBER TO:

- Always demonstrate locking of the bed brakes and bed controls (and side rails if bed has side rails), privacy curtain, where to knock and any other things unique to the test site. Point out the location of the call light or signaling device, gloves, hand sanitizer, laundry hampers, overbed table and garbage cans. Tell the candidate that they may use or move any equipment or supplies as necessary to accomplish the assigned tasks. Point out where the supplies are for only the tasks the candidate will be performing. Demonstrate how to lock the wheelchair brakes or open/close the drain on the urinary drainage bag if the candidate has one of these skill tasks.

- Be sure the candidate signs the recording form on which you have already printed his/her name, *if it will be needed* for one or more of the tasks. Make sure the recording form is on a small clipboard.

- Be sure you have shown the candidate the location of the designated relaxation "waiting" area and explained its purpose.

- Answer any remaining questions the candidate may have, remind the candidate that you may not answer any questions once the skill test begins.

- Begin the skill test by reading the first task scenario word-for-word (the first task will be one of the following: Bedpan and Output with required Hand Washing; Catheter Care for a Female with required Hand Washing; Isolation Gown and Gloves-Emptying a Urinary Drainage Bag with required Hand Washing or Perineal Care for a Female with required Hand Washing).

- Start your timer(s) when the candidate makes his/her move to start his/her first task.

CLOSURES WHEN FINISHED WITH SKILL TEST:

If time is remaining (candidate completed in less than 35 minutes) say:
- "You have _____ minutes remaining. You have just completed the tasks of _____, _____, _____, and/or _____. (Read the tasks assigned.) Are you finished?" When you get the "yes", say "Thank you for coming."
  - Direct the candidate to the holding area if s(he) needs to take a knowledge exam, or if finished with their exams they are free to leave the testing site.

When time is up and the 35 minute audible buzzer sounds or the candidate has been given an additional 5 minutes to complete the last task and that time has expired, say:
- "Your allotted time has elapsed. Thank you for showing us your skill demonstrations today."
  - Direct the candidate to the holding area if they need to take a knowledge exam, or if finished with their exams they are free to leave the testing site.