

ARIZONA NURSING ASSISTANT  
**SKILL TEST INSTRUCTIONS**

**UPDATED: 2-1-2018**

Introduce / re-introduce yourself and your Actor.  
Sit side-by-side with the candidate and read these instructions out loud as the candidate follows along. Must be read word-for-word for *each and every* candidate tested.

CANDIDATES ARE NOT ALLOWED TO LEAVE THE SKILLS LAB UNTIL DONE WITH THEIR TEST. IF NEEDED, TAKE A RESTROOM BREAK BEFORE WE BEGIN READING THESE INSTRUCTIONS.

CELL PHONE AND SMART WATCH (PAGER, LAPTOP, I-POD, ETC.) USAGE IS NOT ALLOWED IN THE TESTING ROOMS AND THESE ITEMS ARE NOT ALLOWED TO BE NEAR OR ON YOU (IN POCKET, ON WRIST, ETC.) DURING TESTING. ANY PERSONAL BELONGINGS (PURSE, BAGS, CELL PHONES, SMART WATCHES, LAPTOPS, ETC.) NEED TO BE PLACED BY THE TESTING ROOM DOOR AND COLLECTED WHEN YOU LEAVE THE TEST EVENT WHEN DONE WITH YOUR EXAM. CELL PHONES, SMART WATCHES AND ANY OTHER ELECTRONIC DEVICES **MUST BE TURNED OFF** (NOT ON VIBRATE OR MUTE) DURING TESTING.

**--WELCOME TO YOUR SKILL TEST--**

I do not decide whether or not you pass or fail. I only observe and record the steps I see you demonstrate. Headmaster staff in Helena, Montana, will score your test.

- ⇒ You will have **up to 40** minutes to complete three or four tasks (*T.O. only read number of tasks candidate has*). I will let you know when 15 minutes remain.
- ⇒ Each of your tasks has a scenario. I will read **one scenario at a time** to you. As soon as you understand the scenario, please actually perform and demonstrate the task.
- ⇒ You will begin with the first task of \_\_\_\_\_ (*T.O. read only the one that applies: PERINEAL CARE FEMALE; BEDPAN AND OUTPUT; PERINEAL CARE MALE w/BRIEF CHANGE*).
- ⇒ During the demonstration of your first task you may **use hand sanitizer** instead of actually washing your hands at the **beginning** of the demonstration when appropriate.
- ⇒ Also during the demonstration of your first task -- **YOU MUST ACTUALLY WASH YOUR HANDS WITH SOAP AND WATER** at the **end** of the demonstration when appropriate.
- ⇒ You may use hand sanitizer instead of actually washing your hands with soap and water during the demonstration of your other tasks when appropriate.
- ⇒ Steps **that are only verbalized will not count**.
- ⇒ At any time during any skill, you may direct me to move anywhere needed to assist in providing safety for the resident.
- ⇒ Anytime during the test, you may ask me to **reread** any scenario.
- ⇒ Anytime during the test you may correct any step on any task that you believe you did incorrectly. To make a correction, you must tell me the specific task and what steps you will be **re-demonstrating**.
- ⇒ When you finish a task, tell me you are finished with the task and return to this **relaxation area**.

I will set two timers when you start your first task. The first timer will go off when you have 15 minutes remaining and the second will go off when 40 minutes have elapsed.

I will now show you the location of the supplies and demonstrate the equipment you will use for your tasks. Please ask me any questions you may have about your additional tasks which are: \_\_\_\_\_, \_\_\_\_\_, and/or \_\_\_\_\_.

Your skill test time will start when you begin your first task.

\*\*\*\*NOTES TO TEST OBSERVER\*\*\*\*

**Next:** The RN observer shows the candidate the equipment location and demonstrates the use of just the equipment the candidate will need for his/her tasks.

- ✓ **Always** show the **candidate** the bed brakes and bed controls, privacy curtain, call bell, garbage cans, linen baskets, hand washing sink, hand sanitizer, paper towels, soap and any other things unique to the test site. Tell the candidate that they may use or move any equipment or supplies as necessary to accomplish the tasks.
- ✓ Explain the timers you will be using during testing.
- ✓ Be sure the candidate signs the recording form, that you have placed on a small clipboard, on which you have already printed his/her name *if it will be needed for one or more of the tasks*.
- ✓ Be sure you have instructed the candidate as to the location of the relaxation “waiting” area.
- ✓ Answer any remaining questions, remind the candidate that you may not answer any questions once the skill test begins, you can only re-read task scenarios.
- ✓ Begin the skill test by reading the first task scenario word-for-word. Start your timer when the candidate makes his/her move to start their first task.

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## **RECAP**

If time is remaining (candidate completed in less than 40 minutes) say: “You have \_\_\_\_ minutes remaining. You have just completed the tasks of \_\_\_\_, \_\_\_\_, \_\_\_\_, \_\_\_\_\_. (Read their four tasks.) Are you finished?” When you get the “yes”, say “Thank you for coming.” Direct the candidate to the holding area to complete the Exit Survey.

When time is up and the 40 minute audible buzzer sounds, **stop** the test by saying: “Your allotted time has elapsed. Thank you for showing us your skill demonstrations today.” Direct the candidate to the holding area to complete the Exit Survey.

For all tests – AFTER COMPLETING THE EXIT SURVEY, PLEASE PLACE THE SURVEY IN THE ENVELOPE PROVIDED AND SEAL THE ENVELOPE. LEAVE THE SEALED ENVELOPE IN THE LARGER ENVELOPE PROVIDED FOR SURVEYS.

**FOR ALL CANDIDATES – READ BEFORE THE CANDIDATE LEAVES:**

**YOUR TEST RESULTS WILL BE AVAILABLE ON-LINE THE DAY THEY ARE SCORED AT**  
**[www.hdmaster.com](http://www.hdmaster.com) AFTER 6:00 P.M. MOUNTAIN TIME**

(YOUR TEST RESULTS WILL BE EMAILED TO THE EMAIL ADDRESS IN YOUR RECORD – NO HARD COPIES WILL BE SENT IN THE MAIL.)

**TIME FRAME:**

- ⇒ FOR A PAPER TEST, 4-6 BUSINESS DAYS.
- ⇒ FOR AN ELECTRONIC TEST 24-48 HOURS EXCLUDING SATURDAYS, SUNDAYS AND HOLIDAYS.