



D&S Diversified Technologies LLP

Headmaster LLP

HEADMASTER LLP

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Innovative, quality technology solutions
throughout the United States since 1985.

ARIZONA NURSING ASSISTANT – HEADMASTER/D&S DIVERSIFIED TECHNOLOGIES
TESTING SITE EQUIPMENT LIST AND AFFIDAVIT FORM 1503AZ

(This list MUST be accompanied by Form 1502AZ)

The testing site must include all of the materials necessary to properly administer any of the randomly selected skill tests. The RN observer is required to review all of the skill tests they receive prior to administration and ensure that the appropriate laboratory equipment is available prior to testing. Please refer to the following list for equipment requirements.

Equipment Provided by Testing Site

- Isolation Gown (Velcro, tie and over the head gowns are allowed)
Long term care bed without side rails, with working bed brakes (beds that brakes are locked when in lowest position and beds that alarm sounds when brakes are on are not acceptable, brakes have to be able to be manually engaged)
Laundry receptacle (hamper)
Bed pans – 1 Standard and 1 Fracture Pan
Bedside stand
Over bed stand
Wheelchair with working brakes and removable footrests
Hand Sanitizer
Hand washing sink with warm running water, soap (liquid or foam), & paper towels (must be no further than 30 second walk from skills area) NO RINSE SOAPS ARE NOT ALLOWED IN TESTING
Wash basins, emesis basin
Output measurement container/graduate
Wastebasket
Wall clock – in knowledge test room and skills lab
Call bell (doesn't have to be a working call bell)
Gait belts/transfer belts
Walker
Gloves
Food tray, plate, silverware
Linens including: pillows, top linens, pillowcases, flat and fitted sheets, bath blanket, towels and wash cloths, water proof pad, blanket, resident's gown (tie type, NO SNAPS)
Dentures, denture container and denture cleanser
Knee high anti-embolism elastic stocking
Disposable Briefs & Plastic Bags (to dispose of soiled brief)
Manikin (anatomically correct – peri area for both female & male)
Teaching – (bi-aural) stethoscope with BP cuff
Working privacy curtain(s) (may not be portable screen)
Electronic Blood Pressure Monitor w/cuff (wrist models are not acceptable)
Finger Pulse Oximeter
Urinary Drainage Bag with tubing

Additional Equipment Provided by RN Observer or Test Site

- Actor's toothbrush, toothpaste and paper cup
#2 pencils for paper knowledge test administration
Scratch paper
Two (2) Basic calculators – one for knowledge test/one in skills test
Official data recording forms - provided by Headmaster
Liquid, foam or bar soap (no rinse soaps are not allowed)
Tissues, toilet paper
Alcohol or alcohol pads
Digital oral thermometer and sheaths for probe
Two audible count-down timers (one for 15 minutes left warning and 1 for 40 minutes time up)
Over sized button shirt/blouse, sweat pants, easy to put on non-skid slippers (NO SLIPPER SOCKS) and socks all fitting actor
Sample food items (single serve size container of applesauce, pudding etc.)
Diet Card (provided by Headmaster), spoon, napkins & bendable straw
1 Clear 240 ml glasses – 1 clear 120 ml juice glass for Feeding Task provided by Headmaster
Hand Sanitizer
ORAL TEST ADMINISTRATION: For paper tests, headphones to plug into the MP-3 player (MP-3 player sent with test fully charged). For electronic tests, headphones that can plug into the computer speakers are needed.
Pre-measured "urine" fluid amounts in unmarked containers (hint: use yellow food coloring in water for Bedpan and Output and Emptying Urinary Drainage Bag Tasks)
Watch with a second hand
Marker to date and initial disposable brief

FOR ELECTRONIC TEST SITES:

At least 4 Internet-connected computers in the knowledge test room (if password protected, this information would need to be given to Headmaster in advance of the test event.)
1 Internet-connected computer in the skills lab (laptop that can be moved is preferable, but if a stationary computer, it needs to be in an area that the test observer can easily observe the skills demonstrations)

ROOM REQUIREMENTS CONTINUED:

- If testing rooms are windowed internally where people can see in the rooms when testing, the windows must be covered with blinds, curtains or other covering on testing days to maintain a distraction free testing environment
If testing rooms are in different buildings (i.e.: a campus), the testing rooms must be within a reasonable, short distance of each other

ROOM REQUIREMENTS:

- Distraction & Interruption Free Skills Lab – with all equipment and supplies listed available and in good working order
Distraction & Interruption Free Knowledge Test Room
Holding or Waiting Area – where candidates may wait to take the exam
Any signage (posters) or displays in skill test room that may cue candidates on skill performance must be covered or removed on test days

Testing sites and RN observers may mutually agree to a different mix of equipment distribution and a test observer may use their consumable supplies reimbursement to purchase consumables from the test site or bring linen and take care of laundry depending on mutual agreement with the test site. The test site may also choose to receive the consumable supplies reimbursement and provide the consumables for test events conducted at the test site and would then be free to apply any excess consumable supplies reimbursement money toward a nominal facility use fee. Please call HEADMASTER toll free at 1-800-393-8664 if we can be of assistance regarding any of these issues.

Site Affidavit: We hereby certify that

Facility Name: _____

Phone: _____ Ext: _____ Fax Number: _____

Contact Person's Name: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

has the equipment listed herein and will make the equipment available HEADMASTER certified RN observers (independent contractors) for the purpose of administering NA knowledge and skill tests to nursing assistant candidates at our site.

Site Administrator Signature: _____ Date: ____/____/____