



**RN TEST OBSERVER: PLEASE SIGN AND RETURN THIS FORM (1504AZ) WITH YOUR PAPER TEST MATERIALS
OR IMAGE/SCAN AND EMAIL TO hdmaster@hdmaster.com FOR ELECTRONIC TEST EVENTS**

ARIZONA NURSING ASSISTANT | HEADMASTER-D&S DIVERSIFIED TECHNOLOGIES
RN TEST OBSERVER EQUIPMENT LIST PRE-TEST INVENTORY CHECK LIST - FORM 1504AZ

The testing site must have all of the equipment and supplies necessary for RN test observers to properly observe the candidate's demonstrations of any of the Arizona approved randomly selected, skill tasks. The RN observer is required to review all of the skill tests received prior to use and ensure that the proper test site equipment is available prior to testing. Please refer to and check off each item on the following list of required test equipment and supplies all needed for each test event to be successful.

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 and plastic bags (to dispose of soiled brief)
- Mannequin (anatomically correct – peri area for both female & male)
- Teaching – (bi-aural) stethoscope with BP cuffs
- 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 cups
- #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 - I&O pads (post it pads provided by Headmaster)
- Liquid, foam or bar soap (*no rinse soaps are not allowed*)
- Tissues, toilet paper
- Alcohol pads
- Digital oral thermometer and sheaths for probe (carry extras)
- Two audible count-down timers (one for 15 minutes left warning & 1 for 40 minutes time up)
- Over sized button-up shirt/blouse, sweat pants, and socks all fitting over actor's clothing
- Non-skid slippers – that are easy to put on actor (NO SLIPPER SOCKS)
- Sample food items (single serve size containers of applesauce, pudding etc.)
- Diet Card (provided by Headmaster), spoon, napkins and bendable straw
- 1 Clear 240ml glasses – 1 clear 120ml juice glass for feeding task (Fluid Intake and Feeding glasses provided by Headmaster)
- **ORAL TEST ADMINISTRATION:** For paper tests, headphones/earbuds to plug into the MP-3 player (MP-3 player sent with test fully charged). For electronic tests, headphones/earbuds that can plug into the computer speakers. (*Remember to clean headphones/earbuds with alcohol pad.*)
- 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 (or small clock with a second hand)
- Brown crayon (marker) to mark soiled brief (one streak)
- Pen/marker to date and initial disposable brief
- *Other, not required, but suggested items for RN Observer to carry in testing kit:*
 - Hand sanitizer
 - Electronic blood pressure monitor and cuff
 - Finger pulse oximeter
 - Knee high anti-embolism stocking that fits your actor
 - Syringe to fill urinary drainage bag
 - Graduate with dark numbers that can easily be read
 - Extra wash cloths/towels that you know are clean to be used on actor (bed bath task)

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**
- **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**

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 in different buildings (i.e.: a campus), the testing rooms must be within a reasonable, short distance of each other**

RN Test Observers: Checking this box means I certify all the equipment and supplies listed herein, were in good working order and were available to be used during my test event, otherwise specifically list the defective or missing equipment/supplies here:

RN Observer Affidavit:

I am an Arizona certified RN test observer and I provided secure, consistent, unbiased, testing oversight and administration during this test event.

RN Test Observer Signature: _____ Date: ____/____/____

Email: _____ Please call HEADMASTER at 800-393-8664 if we can be of assistance.