



FALL 2018

# Nurse Aide Testing Updates

D&S Diversified  
Technologies

## *D&S DIVERSIFIED TECHNOLOGIES*

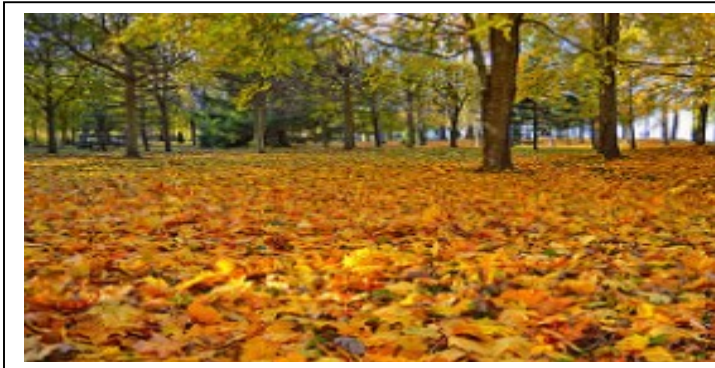
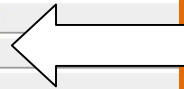
### Scheduling Changes per ODH

Effective immediately D&S is no longer able to data enter applications that do not reside in the ODH Gateway system. Per ODH all testing candidates' information must be entered into the Gateway system. All information must be entered correctly. If the date entered into the Gateway system does not match the copy of the training certificate that the testing candidate sent to D&S their **testing process will be delayed**. Per the Ohio Department of Health the date on the training certificate and the date in gateway MUST match. If there was a delay in the student's graduation date from the training program make sure that you are updating the candidates' file in the Gateway System so that the date in Gateway matches the date of actual completion as stated on their training certificate. If the dates do not match D&S has been instructed by ODH to contact the training program and ODH of the issue. Remember, if these dates do not match the testing candidate's application can NOT be processed, and the official date to be scheduled will not start until the information is accurate and complete. The 10 day requirement starts when the application and cert date matches the date in Gateway. Per ODH instructors will be mandated to make the correction in Gateway. If this happens please make sure that you are updating this information in a timely manner. Many of these students' lives depend on you, the instructor, correcting that information in a timely manner so that they can seek active employment. Also, effective 11/1/2018 emails in the candidate file are mandatory. Make sure that you are entering your students completion dates in a timely manner remember, **they will not be able to schedule for testing if that date is not entered into the Gateway system**. D&S gets an updated data file from ODH multiple times per day.

Any questions pertaining to this new requirement should be **directed to Janet Kennedy at the Ohio Department of Health**.

The new candidate handbooks can be ordered by going to our web site [hdmaster.com](http://hdmaster.com) click on OH STNA, then in the second column labeled "Training Program Forms" click on the button labeled "Candidate Handbook Order Form". Complete the form and email to ATT: Billy [hdmastereast@hdmaster.com](mailto:hdmastereast@hdmaster.com) or fax your request to 419-422-8328 ATT: Billy

Training Program Forms
Ideas for helping students prepare for testing
<a href="#">Mock Skill Testing Checklist</a>
<a href="#">Ohio Knowledge Vocabulary</a>
<b><a href="#">Ohio STNA Testing Checklist</a></b>
<a href="#">Training Program Interface- Easy Steps</a>
<a href="#">Candidate Handbook Order Form</a>
<a href="#">120 Fluid Intake Practice Sheet</a>
<a href="#">240 Fluid Intake Practice Sheet</a>
<a href="#">Sample Patient Diet Cards</a>
<a href="#">Intake &amp; Output Recording Sheet</a>
<a href="#">On-line Training Program Reports</a>



## ID Policy Changes

As you know testing candidate must have US Government Issued, Signed, non-expired photo ID. Example would be State Drivers license, State ID, Military ID, Passport (Must be the signed one), or Conceal Carry Permit). As you know the DMV changed the drivers license procedures, per the DMV candidates can use your letter issued from the DMV that they received until your new drivers license is mailed to them. The letter has an **expiration date on it and can only be used until that date**. Upon receipt of that letter your laminated drivers license will be hole punched by the DMV and will be considered "void". Use the letter only until it expires or your new driver's license is received.

Also, remember for testing we must have the original Social Security Card (copies will NOT be accepted). We at D&S encourage you to check within the first 48 hours of class to ensure that your students have the required ID's as stated above so that it does not hold up their testing day. We have been informed that it takes "normally" 7-12 days to receive a new replacement card.

## New Test Observers

We have added several new test observers in Cincinnati and the Cleveland areas. We are looking for test observers in the Southeastern quadrant of Ohio. If you reside in that area and are interested in the Test Observer position, email your resume to "Attention Jennifer" at [hdmastereast@hdmaster.com](mailto:hdmastereast@hdmaster.com) or fax to 1-419-422-8328.

We have lost or removed a number of test observers. Make sure to check the attached listing to ensure that your regular tester is still an active tester. If you do not see their name on the listing, chances are they may not be active any more, which means YOU CAN NOT USE THEM.

## **Changes to Candidate Handbook VERSION 15.2**

There have been updates to several of the skills that go into effect November 1, 2018. Please remind your students to check the website for any updates since their training prior to their testing date.

Any skill that requires bed brakes ALL brakes on the bed must be locked to receive credit!

This year's changes include the following skills:

### **\*Ambulation with walker to the wheelchair using gait belt - Skill #4**

- Steps: 10. Place gait belt around waist to stabilize trunk.  
11. Tighten gait belt. Check gait belt for tightness by slipping fingers between belt and resident and adjust as needed.  
17. Remove gait belt.

### **\*Dressing Resident - Skill #9**

- Steps: 11. Apply non-skid slippers while in bed (shoes have been removed)

### **\*Applying an Adult Brief Skill #14 (ORDER CHANGE, KEY STEP ADDED)**

- Steps: 13. Verbalizes that brief "should be checked every two hours." (NOW KEY)  
16. Remove waterproof pad from under buttocks by turning resident side to side or raising buttocks to remove pad without friction.  
17. Dispose of soiled linen in an appropriate container.

### **\*Nail Care one hand - Skill #16 (Key step change)**

- Step: 11. Discard orange stick in the designated sharps container (NOW KEY)

**\*\*SKILL CHANGES GO INTO EFFECT\*\***  
**NOVEMBER 1, 2018**

## **Testing Policy**

Due to the advancement in electronic devices ,watches of any kind are NOT permitted in the testing areas (written and skill). Any skill task requiring a watch/clock the Test Observer will provide a travel clock with a second hand so that both the testing candidate and the Test Observer can accurately track the time for the pulse and respiration skills. Please remind your students to leave their watches and any form of electronic device outside the testing areas. If these devices are brought to testing, the testing team will inform them that they must be placed at the back door of the testing room and picked up on the way out. Due to the expense of these items D&S, testing team or the testing site is not responsible for any item lost or stolen during their testing event.

# Don't forget to sign up for this year's Instructor and Interface workshops!!

## OHIO NURSE AIDE INSTRUCTOR AND INTERFACE WORKSHOP LISTING 2018

Dear Training Facilities,

Below is a list of upcoming STNA instructor and computer interface workshops which will be provided by D&S Diversified Technologies. THESE WORKSHOPS ARE FOR NEW INSTRUCTORS AND THOSE NEEDING INFO INTO THE TESTING PROCESS and those that want to learn how to schedule their students online.

The *STNA Instructor workshops* are for training program instructors and program coordinators. These workshops are designed to help facilities better understand the testing process for their candidates. The Interface workshops will train you on how to print off your training certificates, schedule your students online, update student files and much more.

Please send this back to D&S by THREE weeks prior to the workshop date so we can make every attempt to accommodate those interested in attending the workshop. We can only accept two participants per facility. Please select your 1<sup>st</sup> and 2<sup>nd</sup> choice of the workshop location that you would like to attend and mail or fax this form to D&S Diversified Technologies. We do have limited space so you will receive a confirmation letter once you are scheduled for a workshop. Please feel free to call to confirm your registration.

### INSTRUCTOR WORKSHOPS (NO CHARGE) PUT AN X IN THE BOX ON THE WORKSHOP YOU WOULD LIKE TO ATTEND

Four County Career Center 22-900 Route 34 Archbald, OH	Friday, August 17th 9:00-12:00 Instructor Workshop 12:30-2:00 Interface workshop	
Fairfield Career Center (High School) 3985 Coonpath Rd Carrol, OH 43112	Monday, August 20, 2018 9:00 am-12:00 Instructor WS 12:30-2:30 Interface WS	
Lorain County Community College Learning Center @ Lorain High School 2600 Ashland Avenue, Lorain, Ohio 44052 Room C223 (C building) Parking in front under the LCCC sign Ring doorbell on arrival	Thurs, August 23 <sup>rd</sup> 9:00-12:00 Instructor Workshop 12:30-2:00 Interface workshop	
Cincinnati State 10100 Reading Rd 45241 Room #3 Evansdale, OH 45241	Thursday, August 30, 2018 <sup>*</sup> 9:00-12:00 Instructor Workshop 12:30-2:00 Interface workshop	
Diamond Oaks 6375 Harrison Ave Cincinnati, OH 45247	Wednesday, September 12, 2018 9:00-12:00 Instructor Workshop	
Cuyahoga Community College 2415 Woodland Ave Cleveland, OH 44115	Friday, September 21 <sup>st</sup> 9:00-12:00 Instructor Workshop 12:30-2:00 Interface workshop	
Columbus State Community College 550 E. Spring Street Union Hall Room 514 Columbus, OH	Wednesday, September 26, 2018 9:00-12:00 Instructor Workshop 12:30-2:00 Interface workshop	
Windsor Resource Center 1321 Churchill-Hubbard Rd Youngstown, OH 44505	Thursday, September 27 <sup>th</sup> 9:00-12:00 Instructor Workshop 12:30-2:00 Interface workshop	
Apollo Career Center 3325 Shawnee Rd Lima, OH 45806	Thursday, October 4, 2018 9:00-12:00 Instructor Workshop 12:30-2:00 Interface workshop	
Ehove Career Center 316 West Mason Rd-Main Campus Milan, OH 44846	Friday, October 5 9:00-12:00 Instructor Workshop 12:30-2:00 Interface workshop	
Ohio Institute of Allied Health 6245 Old Troy Pike Huber Heights, OH 45424	Friday, October 12 9:00-12:00 Instructor Workshop 12:30-2:00 Interface workshop	
Mount Vernon Nazarene University, -Health Sciences 800 Martinsburg Rd Mount Vernon, OH 43050	Tuesday, October 16 9:00-12:00 Instructor Workshop 12:30-2:00 Interface workshop	
Companions of Ashland 1247 E Main Street Ashland, OH 44805	Wednesday, October 17 9:00-12:00 Instructor Workshop 12:30-2:00 Interface workshop	
Meigs High School 42091 Charles Chancey Dr, Pomeroy, OH 45769	Friday, October 19 9:00-12:00 Instructor Workshop 12:30-2:00 Interface workshop	

NAME: \_\_\_\_\_ CONTACT NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_  
 FACILITY \_\_\_\_\_ SEND CONFIRMATION EMAIL TO: \_\_\_\_\_  
 FAX TO: 419-422-8328 OR EMAIL TO [hdmastereast@hdmaster.com](mailto:hdmastereast@hdmaster.com) Atten: Billie Jean

Don't forget to bring your favorite teaching technique. We have added the ideas that you have brought with you to the workshops over the past 5 years and have come up with a complete listing for new or recharging the seasoned instructors. A complete listing is listed on our web site.

## What to expect on testing Day

Make sure you check the web site at [hdmaster.com](http://hdmaster.com), then click on Ohio STNA for the most recent updates on policies and procedures and testing skills. It is your responsibility to check for updates before your testing day.

- Plan on 4-6 hours for the Nurse Aide Test.
- Arrive 20 minutes PRIOR to your SCHEDULED testing time. Bring 2- #2 pencils.
- You must be dressed in full clinical attire for both written and/or skill test (scrub shirts, scrub pants/skirts and clinical footwear. NO CLINICAL T-SHIRTS WILL BE ACCEPTED!
- Bring original Social Security Card, NO COPIES WILL BE ACCEPTED. Name on the Social Security Card and Drivers license **MUST match**. If they do not, a COPY of the supporting documentation must be presented on testing day to the Test Observer. A copy MUST be brought as the Test Observer will NOT have access to make copies. This is your responsibility!
- US Government issued non-expired, signed, photo id (example: driver's lic, signed Military Id, Conceal Carry Lic, Passport that is non-expired and **signed**).
  - Late arrivals will not be admitted to the test. Late arrivals and No Shows forfeit testing fees and will need to reschedule the test.
  - The name printed on both IDs must match the name entered into the training program database EXACTLY or the candidate will be considered a No Show for testing. This includes the first, middle and last name. If the candidate has more than one middle name, we only review the first middle name.
  - NO ELECTRONIC DEVICE OF ANY KIND WILL BE PERMITTED IN THE TESTING AREAS! Cellular phones, watches, personal trackers of any kind, beepers, blue tooth phones or any other electronic devices are NOT permitted on your testing day. If you are found to have an electronic device on your person you will be asked to exit the test and you will forfeit all testing fees. You will be considered a no show and required to reapply to reschedule your test.

### **Interface Reminders**

Those of you that have attended the Interface training sessions remember to provide your students with their testing pin. Those personalized pins allows the students access to their personal file so that they can access and update their demographic information.

### Updates to the Web page Hdmaster.com

#### **ODH Updates from Janet**

[January 2017 NATCEP Update](#)

[March 2017 NATCEP Update](#)

[May 2017 NATCEP Update](#)

[July 2017 NATCEP Update](#)

[September 2017 NATCEP Update](#)

[November 2017 NATCEP Update](#)

[January 2018 NATECP Update](#)

#### **Training Program Forms**

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[Training Program Interface- Easy Steps](#)

