

Ohio Skill Test Instructions-Updated 2013

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, on 1:1 with candidate. Group readings are prohibited.

Welcome to your Skill Test.

I do not judge or evaluate your performance. I will be observing and recording whether or not you perform the steps on each of the five skills that make up your Skill Test. D&S Diversified Technologies staff in Findlay, OH, will score your test. I will not know whether or not you have passed or failed.

We are going to ask you to **actually perform and demonstrate EVERY step** on each of five skills that the computer has randomly chosen. Remember, you must actually perform and demonstrate each step on a task to get credit for that step. You will have **35 minutes** to complete all five skills. I will let you know when **15 minutes remain**.

Each skill has its own scenario, which I will read to you before you start each skill. **Complete each skill as if you just entered a new resident's room.** It may help you to relax if you picture yourself in your regular workplace and just demonstrate to me the way you normally perform each skill. You may use any equipment necessary. You may move equipment as needed to accomplish your skills. Relax, be calm, take charge and show me your best stuff.

I will read one scenario at a time to you. After I read the scenario to you, please demonstrate the skill. Once each skill is completed, **please tell me you are finished** with that skill and **step into the "relaxation area" which is located _____** (tell candidate designated "relaxation area.") Any time during the Skill Test, until you run out of time or tell me you are finished, **you may repeat or correct any skill or step on a skill that you believe you did incorrectly.** You may ask me to re-read any of the scenarios for you at any time during your Skill Test.

It may help you to talk yourself through each step as you perform your five skills. Remember **you must actually perform and demonstrate each step on a task to get credit for that step.** You will begin with the skill of Handwashing. After you do Handwashing you will perform four more skills, which will be _____, _____, _____, _____. (Read the other four skills) You don't have to remember these four skills, because I'll tell them to you again, one at a time, as you progress through the Skill Test. After demonstrating Handwashing as your first skill **you may just tell me when you should wash your hands during each of your remaining four skills.** This is the only step that you may verbalize after the initial HW skill.

I cannot answer any questions once we begin the test. Do you have any questions now?

Note to Observer: Observer must show the candidate the supplies and the location of the equipment and demonstrates any equipment the candidate will need for their five-skills. Observer answers any remaining questions at this time and begins the Skill Test by recording the start time and reading the scenario for Handwashing.)-

UPDATED-13 STEP PROCESS FOR YOUR SKILL TEST 2013

FOR TEST OBSERVER USE ONLY!!!!!!!!!!!!!!

1. Check id (**Government Issued NO OTHER WILL BE ACCEPTED ETC. DRIVERS LIC, STATE ID, MILITARY ID, PASSPORT, CONCEAL CARRY PERMIT**) of the candidate coming into their skill test (Remember the candidate will have their id checked 3 times during their testing day-
 - Once at check in by you the tester
 - When they walk into the written test by your written test proctor
 - By you when they come into the skill testing room
2. **Introduce** yourself and actor to the candidate and show the candidate where you want them to knock before entering for each skill
3. Sit down side by side and **read the skill testing instructions to them word for word**
INDIVIDUALLY NO GROUP READINGS ARE PERMITTED
4. **Demo equipment (highlighted are mandatory with every student then additional required)**
 - Raise the bed and lower the bed
 - Raise the side rails and lower side rails
 - Lock bed brakes (**ALL AVAILABLE LOCKS MUST BE LOCKED FOR CREDIT**)
 - Pull privacy curtain
 - Call light
 - And demo the other equipment needed for their five skills also
5. Ask them if they have **any questions**
6. **Set your timer** for 20 minutes
7. **Record the start time** on the hand washing skill
8. **Read skill scenario** for hand washing word for word
9. After all five skills are complete **record the stop time** on the hand washing skill
10. **Time remaining--Recap their skill test** by saying "You have just completed these five skills hand washing, _____, _____, _____, _____ are you through"
—If they are out of time recap by saying "You have just completed these 5 skills, thank you for coming"
11. Inform them **test results will be available** in 3-5 days for paper test and within 24 hrs for electronic test excluding Sundays and holidays (**only read them which Apply-- paper or electronic**)
12. Direct the candidate back to the holding area to drop off their rotation cards and **Complete their exit survey** if they are done with their written test,
13. **REMEMBER THAT THEY DO NOT COMPLETE THEIR SURVEY UNTIL THEY HAVE COMPLETED ALL COMPONENTS THAT THEY WERE SCHEDULED FOR ON THEIR TESTING DAY**

****The above 13 steps is a quick reference check to ensure that you are consistently taking every candidate through the same 13 step process during their testing day.**

Updated 1/31/2013jlu