

# SKILL TEST INSTRUCTIONS

EFFECTIVE 7-1-2018

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, SMART WATCH, ACTIVITY TRACKERS (FIT BIT) OR ANY OTHER ELECTRONIC DEVICE (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, ACTIVITY TRACKERS, 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, ACTIVITY TRACKERS 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 **45** minutes to complete your tasks.
- ⇒ Each of your skill 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.
- ⇒ At the beginning of your first task, which is \_\_\_\_\_, you may use hand sanitizer.
- ⇒ *When appropriate, toward the **end** of your first task, you **must actually** wash your hands with soap and water.*
- ⇒ During the demonstration of your other tasks, you may use hand sanitizer instead of actually washing your hands with soap and water when appropriate.
- ⇒ Steps **that are only verbalized do not count**.
- ⇒ At anytime, during any task you may:
  - Ask me to **reread** any scenario.
  - Correct any step on any task you believe you did incorrectly.
    - ❖ To make a correction, you must tell me the specific task and what step(s) you will **re-demonstrate**.
- ⇒ When finished with a task, tell me you are finished and return to this relaxation area.
- ⇒ I will set two timers. The first timer will sound when 15 minutes remain and the second timer will sound when all 45 minutes have elapsed.
- ⇒ Your 45 minute skill test time starts when you begin the first task.

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 \_\_\_\_\_.

**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 demonstrate where you want the candidate to knock when entering the room, show the bed brakes and bed controls, privacy curtain, call bell, 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. Point out where the supplies are for only the tasks the candidate will be performing. Demonstrate how to turn on/off and put a sheath on the thermometer. Demonstrate the pulse oximeter (put on finger, turn on and remind candidate that once taken off finger the recording disappears – so get recording before taking off finger). How to turn on the electronic blood pressure monitor and point out where the brachial artery marker is on the cuff they will be using. How to open/ close the drain on the urinary drainage bag, where the heel is on the anti-embolic stocking (and point out on the laminated stocking sheet which stocking they are using), if the candidate has one of these skill tasks.
- ✓ Be sure the candidate signs the recording form 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.
- ✓ Begin the skill test by reading the first task scenario word-for-word (Perineal Care of a Female, Perineal Care of a Male with Changing a Soiled Brief, Catheter Care for a Male, Bedpan and Output or Isolation Gown and Gloves, Emptying a Urinary Drainage Bag). Start your timer when the candidate makes his/her move to start his/her first task.

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### **CLOSURES WHEN FINISHED WITH SKILLS TEST:**

**If time is remaining** (candidate completed in less than 45 minutes) say:

- “You have \_\_\_\_ minutes remaining. You have just completed the tasks of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and/or \_\_\_\_\_. (Read their tasks.) Are you finished?” When you get the “yes”, say “Thank you for coming.”

**When time is up** and the 45 minute audible buzzer sounds, say:

- “Your allotted time has elapsed. Thank you for showing us your skill demonstrations today.”
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**FOR ALL CANDIDATES:**

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

**CANDIDATES MAY ACCESS THEIR TEST RESULTS BY USING THEIR USER ID AND PASSWORD.**

**CANDIDATES MAY CALL HEADMASTER TO GET THEIR USER ID AND PASSWORD TO LOGIN TO GET THEIR RESULTS AT 1-800-393-8664**