

Skill Test Instructions

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.

Welcome to your Skill Test.

I do not judge or evaluate your performance. I will be observing and recording whether or not you actually perform the steps on each of the five tasks that make up your skill test. Headmaster staff in Helena, MT will score your test. I will not know the results of your test.

Please **actually perform and demonstrate** every step on each of five tasks that the computer has randomly chosen. You will be allowed **no more than 45 minutes** to complete all five tasks. I will let you know when 15 minutes remain.

Each task has its own scenario. I will read each scenario to you before you start each task. Complete each task as if you are entering a new resident's room. You may use any equipment necessary. You may move equipment as needed to accomplish your tasks. Try to relax, be calm, and take charge of your work space.

I will read one scenario at a time to you. After you understand the scenario read to you, please demonstrate the task. **Verbalized steps won't count**, though you may certainly talk to me and tell me what you are doing while you are actually performing the necessary steps.

You may ask me to reread any of the scenarios for you at any time during the allowed 45 minutes of your skill test.

When you finish each task, tell me you are finished with the task and come back to this relaxation area. When the actor and I have the next task set up for you I'll come and read the next scenario to you. When you finish all five tasks you should tell me you are finished with the skill test.

Any time during the allowed 45 minutes of your skill test **you may repeat or correct** any task or step on a task that you believe you did incorrectly. You must first tell me the specific task to be corrected and the step or steps you wish to re-demonstrate.

When you finish all five tasks, within the allowed 45 minutes, you may still go back and correct anything you think you performed incorrectly or you may tell me you are finished with your skill test at any time during the allowed 45 minutes.

You will begin with the task of hand washing. After you do hand washing you will perform four more tasks, which will be _____, _____, _____, _____. You don't have to remember these four tasks, because I'll tell them to you again, one at a time, as you progress through the skill test. After demonstrating hand washing as your first task **you may just tell me** when you should wash your hands during each of your remaining four tasks. It may help you to talk yourself through each step as you perform your five tasks.

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

(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 five-tasks. **Always** demonstrate where you want the candidate to knock when entering the room, bed brakes and bed controls, privacy curtain, call bell, and any other things unique to the test site. Be sure the candidate signs the recording sheet on which you have already printed his/her name *if it will be needed for one or more of the five tasks*. Be sure you have indicated, to the candidate, where the relaxation "waiting" area will be. Answer any remaining questions and begin the skill test by reading the scenario for hand washing word-for-word. Start your timer when the candidate makes his/her move to start the hand washing task.)