

SKILL TEST CHECKLIST

TEST RESULTS: READ OUT LOUD TO GROUP IN WAITING/HOLDING AREA

“TEST RESULTS WILL BE AVAILABLE ON-LINE AFTER 6:00 P.M. (EASTERN TIME) THE BUSINESS DAY THE TESTS ARE SCORED.

LOG IN TO THE TENNESSEE WEBPAGE AT www.hdmaster.com USING YOUR SOCIAL SECURITY NUMBER, BIRTH DATE AND TEST DATE TO SEE YOUR RESULTS.”

WHEN THE CANDIDATE ENTERS THE SKILL TEST AREA THE RN TEST OBSERVER WILL:

1. Show the candidate the “designated area” to place their personal belongings, making sure all electronic devices are turned off.
2. Sit beside the candidate in the designated relaxation area.
3. Check the candidates ID against the candidate’s name on the skill test you have in front of you.
4. Ask the candidate if they have any questions about the skill test instructions they read before coming into the skill test area.

Specifically ask:

Read to each candidate →

"Do you understand that you can ask me to reread any scenario at any time?"

"Do you know that you can correct anything you think you demonstrated incorrectly, at any time?"

5. Tell the candidate the tasks they are to demonstrate.
6. Show the candidate the equipment /supplies location and demonstrate the use of just the equipment the candidate will need for his/her tasks.
7. Ask the candidate if they have any questions.
8. Read the first scenario.
9. Start both timers (or one multiple timer) when the candidate begins the first task. Record the start time either in the computer or paper skill sheets.

REMEMBER TO:

- Always demonstrate locking of the designated bed brakes and bed controls, privacy curtain and any other things unique to the test site. Point out the call light or signaling device. Show the candidate where to knock. Tell the candidate that they may use or move any equipment or supplies as necessary to accomplish the assigned tasks. Point out where the supplies are for only the tasks the candidate will be performing. Demonstrate how to lock the wheelchair brakes; open/close the drain on the urinary drainage bag; turning on and putting sheath on the thermometer; if the candidate has one of these skill tasks. Just point out the area where the supplies are for the tasks the candidate will be demonstrating.
- 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. Make sure the recording form is on a small clipboard.
- Be sure you have instructed the candidate as to the location of the designated relaxation “waiting” area.
- Answer any remaining questions the candidate may have, 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 (the first mandatory task will be one of the following: Bedpan and Output with required Hand Washing; Catheter Care for a Female with required Hand Washing; Isolation Gown and Gloves and Emptying a Urinary Drainage Bag with required Hand Washing or Perineal Care for a Female with required Hand Washing).
- Start your timer(s) when the candidate makes his/her move to start his/her first task.

CLOSURES WHEN FINISHED WITH SKILL TEST:

If time is remaining (candidate completed in less than 35 minutes) say:

- “You have _____ minutes remaining. You have just completed the tasks of _____, _____, _____, and/or _____. (Read the tasks assigned.) Are you finished?” When you get the “yes”, say “Thank you for coming.”
 - Direct the candidate to the holding area if s(he) needs to take a knowledge exam, or if finished with his/her exams s(he) is free to leave the testing site. (Let candidate know Exit Survey information in box below.)

When time is up and the 35 minute audible buzzer sounds, say:

- “Your allotted time has elapsed. Thank you for showing us your skill demonstrations today.”
 - Direct the candidate to the holding area if s(he) needs to take a knowledge exam, or if finished with his/her exams s(he) is free to leave the testing site. (Let candidate know Exit Survey information in box below.)

EXIT SURVEY INFORMATION: Inform candidates they will receive a link to fill out the Exit Survey in the email they are sent with their test results and when they log in to their records to see their results. The Exit Survey is optional and we value their honest feedback regarding their testing experience.