

D&S Diversified Technologies

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PROVIDING CNA TESTING SOLUTIONS THROUGHOUT TENNESSEE

This is a Training Handout designed to quickly answer Test Observers questions regarding training Actors for their participation during the administration of the CNA Skill Tests.

BECOMING AN ACTOR:

To become an Actor, an individual must receive these instructions from a Test Observer, sign form 1511 TN certifying that they received and understood the instructions. Should fill out and sign an Observer generated application and must sign form 1501 TN to be submitted to D & S Diversified Technologies, and must be trained with the TDH approved materials that are included in this manual. The individual must also meet the criteria listed below. After accomplishing these tasks, they may then be used as an Actor. This manual will be given to the Actor for their continued review.

Test Observer or Actors: Please do not hesitate to contact D & S Diversified Technologies at 1-877-201-0758 with questions.

This manual may also serve as the framework for an Actor Job Description, though Test Observer may design the Job Description as they see fit.

WHO CAN BE AN CNA SKILLS TEST ACTOR?

To qualify as an Actor, the Actor must meet the following criteria:

1. Actors must be of legal working age. In TN, they must be at least 15 years of age. Minors must also have a work permit
2. Actors must be trained with these materials.
3. Actors must fill out an Actor application form created by the Observer, sign a confidentiality form 1501 TN and an affidavit 1511 TN.
4. After completion, a copy of the application and the original 1501TN and 1511TN must be mailed to D & S Diversified Technologies (or included in a return test packet) for inclusion into the Actor database.
5. An Actor may not be a CNA Test Candidate who has not tested, or has not received their passing test results from D & S DT, except for singular emergency situations.
6. An Actor may **NOT** be a student in any CNA Training Program and may **NOT** be affiliated with the Test Site where they will act.
7. Actors CAN BE Certified State Tested Nurse Aides, Test Observer family members, volunteers, etc.

COMPENSATION FOR BEING AN CNA SKILLS TEST ACTOR:

Actors may be volunteers. For non-volunteer Actors, the Test Observer pays the Actors when they assist during the administration of an CNA Skill test at a rate that is agreed upon by both parties. Test Observer must be sure to fill in the Actor's Social Security number in the subjective totals area on the Quick Score Scan Form for each candidate for which an Actor is used for test tracking purposes.

SKILL TASKS REQUIRING AN ACTOR:

Actors must be comfortable acting as a health care resident. If the Actor has any hesitation in participating in the demonstration of any of the skill tasks they should not apply to become an Actor.

- Ambulation with a walker
- Ambulation w/ optional use of gait belt
- Partial Bed bath – Face, arm, hand and underarm only are washed-no soap is used on the face.
- Bedpan and output—Actor remains clothed and is simply positioned on bedpan.
- Denture care – Actor does not provide. Sample dentures will be at the test site
- Dressing resident – Actor will remain fully clothed, with large oversized clothing used to demonstrate dressing technique.
- Feeding a dependent resident – Actor will eat small amounts of solid food and drink small amounts of fluid.
- Hair care – Hair will be gently combed or brushed.
- Making an occupied bed – Actor will be a weak resident and remain in bed.
- Mouth care – Actor's teeth will be brushed.
- Nail care – Hands will be soaked and nails will be filed. It will not include cutting of fingernails.
- Blood pressure
- Position resident in bed – Actor will be weak and positioned on one side.
- Range of motion exercises—upper and lower extremities
- Transfer from bed to wheelchair using an optional gait belt – Actor will be assisted to wheelchair.
- Vital signs and Axillary Temperature: temperature, pulse, and respiration – Actor must have a pulse that is not difficult to recognize.
- Weight measurement – Actor should be comfortable having their weight recorded.
- Back rub.

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SCHEDULING:

Actors will be contacted by Test Observers to be scheduled for testing dates.

TEST SECURITY:

Actors will be required to maintain, and never violate, the security of the tests or any testing situation. If Actors violate security they will be held legally accountable and prosecuted to full extent of the law. **Actors MUST NOT release any test content or information about any CNA candidate performance to ANYONE.**

INSURANCE:

Actors will maintain any and all of their own insurance if they so choose.

APPROPRIATE ATTIRE:

Actors should wear comfortable clothes that do not restrict their motion in any way. Actors should wear a sweat suit, comfortable shorts, tank top, tee shirt, or similar non-restrictive clothing.

SAFETY:

Actors should voice their concern to the Test Observer if at any time they believe that they are in danger. This would include concerns of falling, being bruised or hurt in any manner. In addition, the Actor may speak up if the CNA candidate puts a gait belt on them too tightly.

COMMUNICATION WITH THE CNA CANDIDATES:

1. Actors may interact with the CNA candidates as though they were a typical health care resident. However, **Actors MAY NOT initiate communication with the CNA candidate.**
2. Actors must not show any body language that may indicate that the CNA candidate did something right or wrong.
3. Actors cannot prompt the CNA candidate such as asking them to provide privacy, or to place the call light within reach.
4. Many Skill Tests include some communication between the Actor and the CNA Candidate. A few examples of appropriate communication follow: The actor NEVER initiates any communication, except for a safety concern.

These examples are relevant for nearly any Skill Task and are listed to give a general idea of expectations for an Actor's general mind set and behavior.

ENTERING A ROOM: If the CNA candidate knocks on the door, the Actor should say "COME IN."

DRESSING: If the CNA candidate asks, "Do you want to get dressed?" the Actor should say "YES."
The Actor should not help the CNA candidate with any portion of getting dressed.

AMBULATION WITH A GAIT BELT: If the CNA candidate asks, "Do you want to go for a walk?" the Actor should say "YES." Actors will not prompt the CNA Candidate to put on their shoes or non-skid slippers, but should say "YES" if they are asked if they want them.

MOUTH CARE: If the CNA candidate asks, "Can you brush your teeth?" the Actor should say "NO." If the CNA candidate asks, "Do you want your teeth brushed?" the Actor should say, "YES."

HEIGHT, WEIGHT OR VITAL SIGNS: The Actor should not tell the CNA candidate their height, weight, blood pressure, etc. If the Candidate asks, the Actor would respond, "I don't know"

MAKING AN OCCUPIED BED: If the CNA candidate asks, "Do you want a pillow?" the Actor should say "YES."

TOILETING WITH A BED PAN: If the CNA candidate attempts to "wipe" or "clean" the Actor's peri area, the Test Observer may say "THIS IS NOT NECESSARY, PLEASE JUST TELL ME WHAT YOU WOULD DO."

Questions? Please call D & S Diversified Technologies toll free at 1-877-201-0758.