To be approved the testing site must have all of the materials necessary to properly administer any of the randomly selected skill tests. The RN Test Observer is required to review all of the skill tests they receive prior to administration and ensure that the appropriate skill testing equipment is available prior to testing. Please refer to the following list for equipment and supplies requirements.

**EQUIPMENT PROVIDED BY TESTING SITE**

- At least three internet-connected computers in Knowledge Test area and/or provide an area and WiFi for RN Test Observer provided tablets or laptops.
- Internet-connected computer, laptop or tablet in Skill Test area and/or internet access for RN Test Observer provided laptop or tablet
- Long term care bed with working side rails, bed brakes and bed controls (beds that brakes are locked when bed is raised [legs stay down] and beds that alarm sounds when brakes are on are not acceptable, brakes have to be able to be manually engaged)
- Bedside stand
- Over bed stand
- Commode (if toilet is not available in skills lab)
- Gloves – in assorted sizes
- Wheelchair with working brakes and removable footrests
- Hand washing sink with warm running water, soap, & paper towels (must be no further than 20 second walk from skills area)
- Balance scale or analog scale
- Laundry receptacle (hamper)
- Bed pans – 1 Standard and 1 Fracture Pan
- Catheter with tubing
- Urinary Drainage Bag with tubing
- Tissue/Toilet paper
- Wash basins, Emesis basins
- Output measurement container/graduate
- Wastebasket
- Wall clocks w/second hand – in knowledge test room and skills lab
- Call bell or signaling device (doesn't have to be a working call bell)
- Isolation Gowns
- Food tray, spoons
- Linens including: wash cloths, towels, bath blankets, barriers (such as: water proof pads, chuxs, towels, etc.), resident’s gowns, blankets, 4 pillows w/cases on and completely made bed(s) [if two beds at site, one for actor and one for mannequin] with pillow with case on, flat and fitted sheets, blanket or bedspread
- Dentures (one plate, upper or lower, only for testing), denture container and denture cleanser

**EQUIPMENT PROVIDED BY TESTING SITE (CONTINUED)**

- Mannequin (anatomically correct – perineal area for female)
- Working privacy curtain(s) (prefer that it is not a portable screen)
- Hand sanitizer
- Any signage (posters) or displays in skill test room that may cue candidates on skill performance must be covered or removed on test days

**ADDITIONAL EQUIPMENT PROVIDED BY RN TEST OBSERVER**

- RN Test Observer may provide own laptop or tablet for skill testing and three tablets or laptops for knowledge testing
- Actor’s toothbrush, toothpaste and paper cup
- Scratch paper
- Two (2) basic calculators – one for knowledge test/one in skill test
- Official data recording forms – (available on D&SĐT-Headmaster website)
- Small clipboard to place recording form on
- Two audible count-down timers (one for 15 minutes left warning and 1 for 30 minutes time up)
- Non-skid footwear for Actor
- Gait Belt sized for Actor
- Knee-hi Anti-embolitic stocking sized for Actor
- Lotion for Foot Care
- Over sized button-up shirt, sweat pants, and socks that will easily fit over Actor’s tank top and shorts
- Sample food items (single serve size container of applesauce, pudding etc.)
- Diet Card and napkins
- 1 clear 240ml glass and one clear 120ml glass for Feeding Task (bendable straws are recommended – glasses are provided by D&SĐT-Headmaster)
- ORAL TEST ADMINISTRATION: Earbuds/headphones that can plug into the computer-laptop-tablet speaker jack are needed.
- Pre-measured “urine” fluid amounts in unmarked containers (hint: use yellow food coloring in water for bedpan and measured “urine” fluid amounts in unmarked containers)
- Basic watch with a second hand
- Back up hand sanitizer
- 24 colored wash cloths, 12 towels (may be hand towels), four pillow cases to help minimize impact on test sites’ laundry

**ROOM REQUIREMENTS:**

- Distraction Free Skills Lab - for administration of skills exam (with all equipment & supplies listed available & in good working order)
- Distraction Free Knowledge Test Room – for administration of the knowledge exam
- Holding or Waiting Area – where candidates may wait to take the exam component

Testing sites and RN Test Observers may mutually agree to a different mix of equipment distribution and a RN Test Observer may use his/her/their compensation to purchase consumables from the test site, depending on mutual agreement with the test site. Please call D&SĐT-HEADMASTER toll free at 1-888-401-0462 if we can be of assistance regarding any of these issues.

**Site Affidavit:** We hereby certify that

Facility Name: ______________________
Phone: _____________________________ Ext: ________ Fax Number: ________________
Contact Person’s Name: ______________ Email: ________________________________
Address: ___________________________ City: __________________ State: __________ Zip:

has the equipment listed herein and will make the equipment available to D&SĐT-HEADMASTER certified RN Test Observers (independent contractors) for the purpose of administering Nurse Aide skills and skill tests to Nurse Aide candidates at our site.

Test Site Approving Site Administrator Signature: ________________________________ Date: _____/_____/_____

RN Test Observer Signature: ________________________________ Date: _____/_____/_____

D&SĐT-HEADMASTER/Wisconsin Nurse Aide Test Site Equipment List & Affidavit: Form 1503WI (Effective 9-1-2018) Updated: 8-30-2018