



**WISCONSIN NURSE AIDE**

**RN TEST OBSERVER SKILL TEST CHECKLIST**

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

1. Sit beside the candidate in the designated relaxation area.
2. Check the candidates ID against the candidate's name on the skill test pulled up on the tablet/laptop.
3. Ask the candidate if they have any questions about the skill test instructions they read before coming into the skill test area.  
Specifically ask:
  - "Do you understand that you can ask me to reread a scenario at any time?"
  - "Do you know that you can correct anything you think you demonstrated incorrectly, at any time?"
4. Tell the candidate the tasks they are to demonstrate.
5. Show the candidate the equipment /supplies location and demonstrate the use of just the equipment the candidate will need for his/her tasks.
6. Ask the candidate if they have any questions.
7. Read the first scenario.
8. Start both timers when the candidate begins the first task.

**REMEMBER TO:**

- 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 open/close the drain on the urinary drainage bag and 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. 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, 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 task will be one of the following: Bedpan and Output with required Hand Washing; Catheter Care with required Hand Washing; Isolation Gown and Gloves-Emptying a Urinary Drainage Bag with required Hand Washing or Perineal Care of 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 SKILLS TEST:**

**If time is remaining** (candidate completed in less than 30 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."

**When time is up** and the 30 minute audible buzzer sounds, say:

- "Your allotted time has elapsed. Thank you for showing us your skill demonstrations today."

**TEST RESULTS: FOR ALL CANDIDATES – READ OUT LOUD TO GROUP IN WAITING/HOLDING AREA**

**TEST RESULTS WILL BE AVAILABLE ON-LINE NO LATER THAN 7:00 P.M. (CENTRAL TIME) THE BUSINESS DAY AFTER TODAY.**

**LOGIN TO TMU USING YOUR USER ID AND PASSWORD TO SEE YOUR RESULTS.**