

Everything You Wanted to Know
About Being an RN Test Observer.....

But Were Afraid to Ask

Where Does Headmaster Test?

Arizona

Arizona Assisted Living Caregiver
Arizona Assisted Living Manager
Arizona CNA
Arizona MA-C

Arkansas

Arkansas CNA
Arkansas MA-C

California

California CNA

District of Columbia

District of Columbia CNA

Idaho

Idaho Facility Administrator
Idaho MA-C

Iowa

Iowa CNA
Iowa Direct Care Professionals

Kentucky

Kentucky SRNA

LPN-RN Refresher Training

LPN-RN Refresher Course

Maryland

Maryland CNA

Massachusetts

Massachusetts CNA
Massachusetts MAP

Michigan

Michigan CMA
Michigan CNA

Minnesota

Minnesota CNA

Mississippi

Mississippi CNA

Missouri

Missouri CNA

Montana

Montana CNA
Montana MA I & II

Nevada

Nevada CNA

New Jersey

New Jersey CNA

New Mexico

New Mexico CNA

North Dakota

North Dakota CNA

Ohio

Ohio General X-Ray Machine
Operator
Ohio LEAD
Ohio MA-C
Ohio STNA

Oklahoma

Oklahoma LTC / HHA (Deeming)
Oklahoma MA

Oregon

Oregon CMA
Oregon CNA

South Dakota

South Dakota CNA

Tennessee

Tennessee MA-C

Utah

Utah CNA

Wisconsin

Wisconsin CNA

Wyoming

Wyoming CNA



<https://www.hdmaster.com/>

Company Core Beliefs



State Test Plans



Current and Sound Content



Adaptable Deliver



Testing Efficiency



Feedback and Review



Support



Technology



Test Candidates Will Be Treated With Dignity and Respect!

For a full description of D&S DT-Headmaster, LLP Company Core Beliefs click [here](#).

Welcome to the BEST Nurse Role in the World!



Flexible Scheduling

Being an RN Test Observer is a part-time, self-schedule position.

Give us your availability, and we will keep you as busy as you like. Testing can be scheduled 7 days a week, both days and evenings.



Create your test team

find an actor and a knowledge test proctor.



Contracted as an LLC?

As an independent contractor, you will receive a 1099 at the end of the year.

Keep all of your receipts to deduct on your taxes.

Working For a Facility



Test events are requested by the facility.



The actor and knowledge test proctor (KTP) will be provided by your employer.



The online application for participating as an actor and/or KTP is completed by the actor.



Guidelines are reviewed with the participant prior to the event.



Compensation is the responsibility of the employer.

Role of the RN Test Observer



RN Test Observers are to be positive, confident, completely unbiased and professional in their words, actions and appearance.



RN Test Observers will remain impartial during testing.



RN Test Observers must give their complete and full attention to the candidate while the candidate is demonstrating their tasks.



RN Test Observers are to set up a testing environment that will give each candidate a fair, unbiased and equal opportunity to demonstrate how to perform the tasks.



RN Test Observers will recheck each candidate's ID as they enter the testing room to ensure the correct candidate's skill test is displayed on the computer/tablet/laptop screen.

Assemble Your 2 or 3 Person Test Team



Test observers are paid per candidate tested (per the 1505 contract for the state in which you test).



An agreed upon compensation is paid by you, to an actor, to lie in the bed and have the skills performed on them. (Ex: \$5 per tester or \$10 per hour) The actor may also be a volunteer.



A KTP (knowledge test proctor) may be used to monitor the knowledge test. Compensation is agreed upon by both parties. (Ex: \$10 cash per hour)



Some states offer remote knowledge testing. If only skills testing is needed, you will only need a 2 person team, including you and an actor.

Follow a Script and a Checklist



Knowledge Test Checklist

NURSE AIDE – KNOWLEDGE TEST PROCTOR (KTP)
KNOWLEDGE TEST CHECKLIST

PLACE THE LAMINATED KNOWLEDGE TEST INSTRUCTIONS BETWEEN EACH WORK STATION

WHEN THE CANDIDATE ENTERS THE KNOWLEDGE TEST AREA THE KTP WILL:

1. Show candidates the area of the room by the door where they are to place any electronic devices and any personal belongings, they may have brought into the room with them. Candidates are not allowed to have any items with them at the computer.
2. Direct candidates to a work station.
3. KTP re-checks the candidates' ID against the sign-in sheet (Examiner's Report Form 1250) given to the KTP by the RN Test Observer before testing begins. This is to make sure you have the correct candidates in the knowledge test room.
4. Ask the candidates if they have any questions about the knowledge test instructions they read before coming into the knowledge test area. *Specifically ask:*
 - "Do you understand the knowledge test is timed?"
 - "Do you know you will have two (2) hours to complete the exam?"
 - "Do you understand that you may not have any form of electronic device on your person while taking the knowledge exam?"

Read to group in room →

5. Tell the candidates that there are knowledge test instructions between the work stations that they may refer to during testing.
6. Inform the candidates they must turn in the scratch paper or basic calculator provided when done and they need to raise their hand when finished with their exam and you will come to their computer station and their test for them. [During this end test time with each candidate, make sure you are whispering to be as quiet as possible for those still testing.] **ANY LOCATION PAPERS PROVIDED MUST BE COLLECTED, IF CANDIDATE LEAVE THE ROOMS.**
7. Remind candidates to collect their belongings as they leave the testing room when finished with test.
8. Signing candidates in to their exam:
 - Assist candidates to sign in to their test – they will need their USERNAME & EMAIL and PASSWORD.
 - If a candidate does not remember their username/email or password, the candidate's email is on the sign-in sheet. *You must be logged in as the RN Test Observer to change a password – click on "SELECT ACTION" in the drop-down box to the right of the candidate's name and choose "CHANGE PASSWORD".* The TO/KTP would allow the candidate to type in the password they want, or assign a temporary password (example: testing23). Then the candidate will be able to log into their record on the computer they are testing on.
 - Once all candidates are logged in to their records, provide the candidates with the START CODE to enter on their screen where it says "ENTER TEST START CODE" (the RN Test Observer will provide this information for you).
 - Have candidates verify their demographic information is correct.
 - If not correct, candidates can click on "GO BACK TO EDIT INFORMATION" and then correct editable information at this time.
 - When all candidates have confirmed with you that their information is correct, have all the candidates simultaneously click on "INFORMATION IS CORRECT" – BEGIN TEST.
9. Ending test when candidate indicates they are finished with exam:
 - When candidates are finished with their exam, they need to raise their hand and let you know they are done. You need to check that there are no "Questions Remaining" (if there are any numbers left, direct the candidate to go back and answer the questions), then you will click on "END TEST" (a red box found at the right top of the screen).
 - When you click on "END TEST" a message will pop up saying "Are you sure you want to end this test?" and you will click in the box to the right of "I understand, finish my test."
 - Once the test has been ended – a message will pop up at the top of the screen stating "Your answers have been submitted. Please check back later to get your test results."
 - Quietly direct the candidate to the waiting/holding area if they need to take their skill exam, or let them know they are free to leave if they have completed both portions of their testing, or they just a knowledge testable only.
10. Time the test using a wall clock or your watch (cell phones are not allowed to be used by the KTP during testing) and give a verbal announcement when 15 minutes are remaining – (when 1 hour and 45 minutes have elapsed).
11. Make sure you move around the room during the two (2) hours and position yourself so you can see all of the computer screens to make sure all candidates stay on the test page and are not surfing the web for answers.

IF YOU HAVE ANY ISSUES WITH COMPUTERS OR QUESTIONS PLEASE CALL:

(888)401-0462
(Monday-Friday 8:00AM to 8:00PM central; 7:00AM to 7:00PM eastern; 6:00AM to 6:00PM mountain & 5:00AM to 5:00PM pacific)
CALL PHONE # TO BE PROVIDED TO YOU BY THE RN TEST OBSERVER or the on-call person
PLEASE FURNISH AFTER BUSINESS HOURS TO MONITOR KNOWLEDGE TEST BUSINESS HOURS
Do NOT share the on-call phone number, as it is for test teams after business hours only.

Nurse Aide KTP Knowledge Test Checklist | updated: 10-1-2022



Skill Test Checklist

NURSE AIDE – RN TEST OBSERVER
Skill Test Checklist

TEST RESULTS: READ OUT LOUD TO GROUP IN WAITING/HOLDING AREA
"TEST RESULTS WILL BE AVAILABLE ON LINE NO LATER THAN 7:00PM (LOCAL TIME) THE BUSINESS DAY THE TESTS ARE SCORED.
SIGN IN TO YOUR RECORD IN TMUD, USING YOUR USERNAME ID or Email and Password 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 candidate 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:*
 - "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?"

Read to each → candidate

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 her/his tasks.
7. Ask the candidate if they have any questions.
8. Read the first scenario.
9. Start the countdown timer in TMUD on start two stand-alone timers (or one multiple timer) when the candidate begins the first task. Record the start time in the candidate's test on the screen.

REMEMBER TO:

- Always demonstrate locking of the bed brakes and bed controls (and side rails if bed has side rails), privacy curtain and any other things unique to the test site. Point out the location of the call light or signaling device, gloves, hand sanitizer, laundry hamper, overhead table and garbag can. Tell the candidates 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 or open/close the drain on the urinary drainage bag, if the candidate has one of these skill tasks.
- Be sure the candidate signs the recording form on which you have already printed her/his 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 task will be one of the following: Bedpan and Output; Catheter Care for a Female; Isolation Gown and Gloves/Emptying a Urinary Drainage Bag or Perineal Care for a Female).
- Start your timer(s) when the candidate makes his/her move to start her/his first task.

CLOSURES WHEN FINISHED WITH SKILL 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."
- Direct the candidate to the holding area if s/he needs to take a knowledge exam, or if finished with her/his exams s/he is free to leave the testing site. [Get candidate know Exit Survey information in box below.]

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."
- Direct the candidate to the holding area if s/he needs to take a knowledge exam, or if finished with her/his exams s/he is free to leave the testing site. [Get candidate know Exit Survey information in box below.]

EXIT SURVEY INFORMATION: Inform candidates they will receive a link to fill out the Exit Survey when they sign in to their record in TMUD to see their results. The Exit Survey is optional and we value their honest feedback regarding their testing experience.

RN Test Observer Skill Test Checklist | updated: 1-20-2022

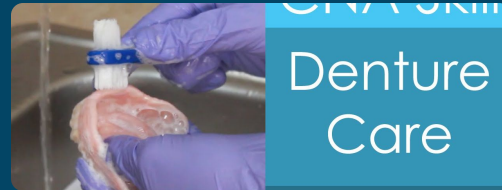
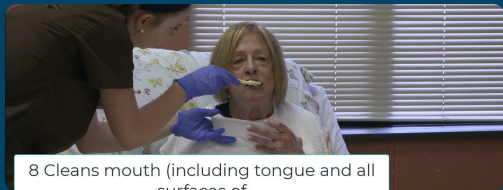
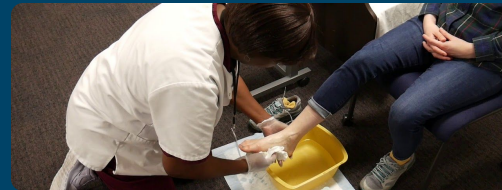


RN Test Observer Guide

TESTING SERVICE CONTRACTOR TRAINING AND CERTIFICATION GUIDE FOR RN TEST OBSERVERS

State Approved Information regarding nurse aide testing.

The Skills You Will See.....



Examples of Mandatory First Skill Tasks with Required Hand Washing



Bedpan and Output

With Required Hand Washing



Catheter Care For a Female

With Required Hand Washing



Isolation Gown & Gloves – Emptying a Urinary Drainage Bag

With Required Hand Washing



Perineal Care for a Female

With Required Hand Washing

Examples of Additional Skill Tasks

- Ambulation from Bed to Wheelchair using a Gait Belt
- Ambulation from Wheelchair to Bed to using a Gait Belt
- Bed Bath (whole face and one Arm, Hand and Underarm)
- Denture Care
- Dressing Bedridden Resident
- Feeding the Dependent Resident
- Foot Care One Foot
- Making an Occupied Bed
- Mouth Care – Brushing Teeth
- Nail Care one Hand
- Pivot Transfer a Weight Bearing, Non-Ambulatory Resident from Bed to Wheelchair Using a Gait Belt
- Pivot Transfer a Weight Bearing, Non-Ambulatory Resident from Wheelchair to Bed using a Gait Belt
- Positioning Resident on Side
- Range of Motion – Hip/Knee
- Range of Motion – Shoulder
- Vital Signs - Pulse and Respirations



Steps to Test Observing

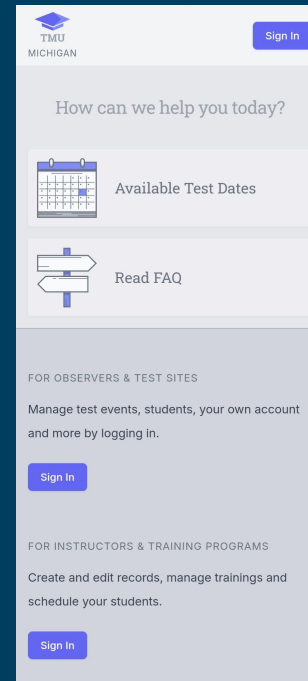
01 Observe and record on our TMU© Software.

02 Log into a website and follow the checklist for each skill.

03 If the candidate completed the step for the skill correctly, check the box.

04 If the candidate did not complete the step correctly, uncheck the box and document what you observed.

05 Upload the signed recording form to the TMU testing site.



First Step Qualifications

REQUIREMENTS & QUALIFICATIONS

- Nurse aide training programs are governed by D&SDT-Headmaster's Contract with the state agency which includes Federal law and state code.
- Some states vary in the requirements of the RN Test Observer role, but at a minimum the RN must have at least one year of experience with the elderly or chronically ill, of any age, at any time in their health career. (Ex: An LPN with long term care becomes an RN).
- In order to qualify, submit your resume and RN license verification to practice in the state to the state team in which you would like to apply. You can find all of the email addresses by going to <http://www.hdmaster.com> and clicking on the state for which you would like to apply. (You may have already done that, which is how you received this email).
- You can search yourself in Nursys to identify the states in which you are eligible to work in as an RN.
- Attach your resume and license to your application.

APPLICATION PROCESS

Link to application is found at your state contract's TMU©/Apply link. Simply type **/Apply** when on the main state TMU© website to find the online application link. See below for an example:

RN Test Observer | Test Administration
Services Entity (TASE) - \$100.00

Apply

If You Do Not Have a Business...

Welcome to the Wonderful World of Nurse Entrepreneurship!



STEP 01

Create a business (typically an LLC) through your state's appropriate department and request an FEIN number - federal tax ID number.



RESOURCE

[Here](#) is a helpful resource on how to establish a business entity in your state.



STEP 02

You can choose the name of your business.



STEP 03

After you receive your state assigned business number and FEIN number, complete the rest of your state's application process.

If You Already Have an LLC or Other Business Entity...



Complete the online application with your business name, FEIN and state ID number from your articles of organization with your state.



And...

An IRS W-9 FORM

Next Step...Remote Training Session



STEP 01

After your paperwork is complete, you will receive an RN test observer training guide and final exam to complete.



STEP 02

A Google link to important testing documents and checklists, videos of mock testing and additional information will then be provided.



STEP 03

Our trainers will email you to schedule a remote training session.



STEP 04 • WHAT TRAINING COVERS

The training will cover how to navigate the TMU© software for testing, review of important policies and procedures, training guidelines for your test team, scheduling events and how to be an exceptional RN test observer. Ask all the questions you want!



MEET YOUR TRAINERS

Your trainers are also test observers and are excited to help you learn about the best nursing job ever!!!

Train at a Live Test Event



After the completion of remote training, you will be given the opportunity to shadow an RN Test Observer at a live test event.



This will be scheduled in conjunction with your availability and in a location close to you.

Join Our Dedicated Team at D & S Diversified - Headmaster

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“The RN Test Observer role is more than a job, it is an entrepreneurial endeavor in which you create your own destiny.”

Email the state team directly, if you have any additional questions.