



MINNESOTA NURSE AIDE

RN TEST OBSERVER OR TESTING SITE EQUIPMENT LIST AND AFFIDAVIT FORM 1503MN

For TEST SITES: This list MUST be accompanied by form 1502MN/Contract.

Test and Satellite sites: Attach pictures of the equipment/supplies and layout for test site approval.

(For RN TEST OBSERVERS: this form must be accompanied by forms 1500, 1501, and 1505.)

For HEADMASTER RN TEST OBSERVERS: Sign the affidavit at the bottom of the second page and keep a copy of this form for your records.

To be approved, a testing site must have all of the materials listed for Testing Sites. To be certified and remain active, RN Test Observers are required to review each skill test received prior to test administration and must ensure that all test site equipment and supplies are available prior to starting any testing. Please refer to the following list for equipment and supplies needed by the test site or brought to the test site with the RN Test Observer.

EQUIPMENT/SUPPLIES PROVIDED BY TESTING SITE

- At least three Internet-connected computers, laptops, or tablets in the Knowledge Test room and/or provide Internet access (WiFi) for RN Test Observer-provided tablets or laptops.
Internet-connected computer, laptop, or tablet in the Skill Test room and/or Internet access (WiFi) access for RN Test Observer provided laptop or tablet.
Hand washing sink with warm running water, soap, and paper towels (paper towel dispenser should be automatic advancing or pull-out type, not one that a bar or lever has to be touched to advance paper towels)
The sink must be no further than a 20-second walk from the skills demonstration area.
Long-term care bed(s) with working bed brakes and bed controls (beds that brakes are locked when the 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.)
Manikin (full body anatomically correct - with peri area for female)
Working privacy curtain(s) (prefer that it is not a portable screen)
Bedside stand
Overbed table
Wastebasket(s)
Laundry receptacle(s) (hamper)
Hand sanitizer(s)
Disposable gloves in assorted sizes
Toilet or commode (if a toilet is not available in the skills lab)
Wall clocks - in knowledge test room and skills lab (skills lab clock must have second hand)
Call light or signaling device (doesn't have to be a working signaling device)
Wheelchair with working brakes and removable footrests (footrests removed for testing)
Chair(s)
Bedpans (Standard and Fracture)
Linens including washcloths, towels, bath blankets, barriers (such as waterproof pads, chux, towels, etc.), resident's gowns (tie type, no snaps), pillows, clothing protectors

- Catheter with tubing
Urinary drainage bag with tubing
Washbasins
Emesis basins
Soap -PERI-WASH AND NO RINSE SOAPS ARE NOT ALLOWED
Output measurement container/graduate
Isolation gowns (can be reusable cloth or disposable gowns; tie closure, Velcro closure, or slip-over-the-head gowns are allowed)
Gait belts/transfer belts
Food tray and disposable spoons
Dentures (one plate, upper or lower only for testing), denture container, denture brush and cleanser
Alcohol, alcohol pads, or antiseptic wipes
Disposable wipes for hand hygiene in Feeding task

ROOM REQUIREMENTS

- DISTRACTION AND INTERRUPTION FREE SKILLS LAB - with all equipment and supplies listed herein available and in good working order.
For large skill labs, up to two test teams may operate concurrently if audio and visual privacy between the two teams is provided along with this equipment and supply list being replicated for each area.
Attach/include your plan(s) for providing audio and visual privacy to mitigate distractions between the two test teams when requesting a large skill lab waiver.
Waivers are subject to periodic review to ensure a consistent testing experience is maintained statewide. Call (888)401-0462 with waiver questions.
Any signage (posters) or displays that may cue candidates must be covered or removed for test days.
If the skills lab and/or knowledge test room have any interior windows (i.e., on the door), they would need to be covered (blinds/etc.) during testing.
DISTRACTION AND INTERRUPTION FREE KNOWLEDGE TEST ROOM, if applicable
HOLDING OR WAITING AREA - where candidates may wait to take the exam.

Due to test security, active cameras or video devices in the skills lab or knowledge test room are prohibited!



ADDITIONAL EQUIPMENT NORMALLY PROVIDED BY THE

RN TEST OBSERVER

(OR MAY BE PROVIDED BY THE TEST SITE)

- RN Test Observer may provide their own laptop or tablet for skill testing and three tablets or laptops for knowledge testing (mobile tester)
Pens/pencils for recordings
Scratch paper
4 basic calculators - three in the knowledge test/one in the skills test area
Official data recording forms (available on D&SDT-Headmaster's Minnesota webpage)
Small clipboard to place the recording form on
Knee-high elastic stocking that will fit actor
Non-skid footwear for actors (easy to put on)
Over-sized button-up shirt, sweat pants/shorts, socks that will easily fit over the actor's clothing
Sample food items (single-serve size containers of applesauce, pudding, etc.)
Diet card (available on D&SDT-Headmaster's Minnesota webpage), spoon, napkins and bendable straw
Actor's toothbrush, toothpaste, and paper cup
Lotion for Foot Care task
Tissue or toilet paper
Gait/Transfer belt you know will fit your actor



- Back up hand sanitizer(s)
Basic watch with a second-hand or travel clock with a second-hand
1 clear 240ml glass and 1 clear 120ml glass for Feeding Task (if needed, available in testing kits from D&SDT-Headmaster)
AUDIO KNOWLEDGE TEST ADMINISTRATION: Disposable headphones/earbuds that can plug into the computer speaker jack
Pre-measured 'urine' fluid amounts in unmarked containers (hint: use yellow food coloring in water for the Bedpan, Emptying Urinary Drainage Bag tasks)
Two audible count-down timers (one for 15 minutes left warning and one for 30 minutes time up) or use the countdown timer on the TMU Observer screen



RECOMMENDED ADDITIONAL ITEMS TO CARRY IN TESTING KIT

- Washcloths and towels that you know are clean to be used during the Modified Bed Bath task on your actor
A syringe to easily fill the drainage bag with pre-measured fake 'urine'
Soap - PERI-WASH AND NO-RINSE SOAPS ARE NOT ALLOWED
Extra audible count-down timers in case a set doesn't work or batteries are dead
Other small items you can use as backups to salvage a test event when something breaks or is missing, etc.

Testing sites and RN Test Observers may mutually agree to a different mix of equipment distribution, depending on mutual agreement with the test site. Please call D&SDT-HEADMASTER at (888)401-0462 if we can be of assistance regarding any of these issues.

TEST SITE AFFIDAVIT: (To be filled out by the Test Site contact person/administrator.)

We hereby certify that-

Facility Name: Phone #:

Contact Person's Name: Email:

Address: City: State: Zip:

If applicable:

Primary College: Satellite Name:

Satellite Address: City: State: Zip:

has the equipment (or double the equipment for waiver request test sites) listed herein and will make the equipment available to the certified RN Test Observer(s) for the purpose of administering nurse aide knowledge and skill tests to nurse aide candidates at our test site for days we have scheduled test events in TMU. (Pictures of the layout of the testing areas, equipment/supplies, etc., are to be attached to this document through PDFFiller; you will be reminded to attach items when you complete and click 'DONE' on the fillable form.)

Signature: Date:

LARGE SKILL LAB WAIVER:

We are attaching our detailed plan(s) requesting the large skill lab waiver. Please use the 'Large Lab Waiver Submission Tips' form on the Minnesota webpage at www.hdmaster.com.

RN TEST OBSERVER AFFIDAVIT: (To be signed when applying for certification. For HEADMASTER RN TEST OBSERVERS sign and keep a copy for your records.)

I hereby certify that the test sites where I test will be checked before starting each test event to ensure that the test site equipment listed herein is available and in good working order. If not, I will report missing or inoperable test site equipment by listing it in TMU under the test discrepancies before submitting my test event observations for scoring. I will carry at least the minimum equipment/supplies listed on the Additional Equipment Normally Provided by RN Observer for each test event I manage.

RN Observer Name: Date: RN Signature: