

Minnesota Nurse Aide INSTRUCTOR INFORMATION



December 22, 2021

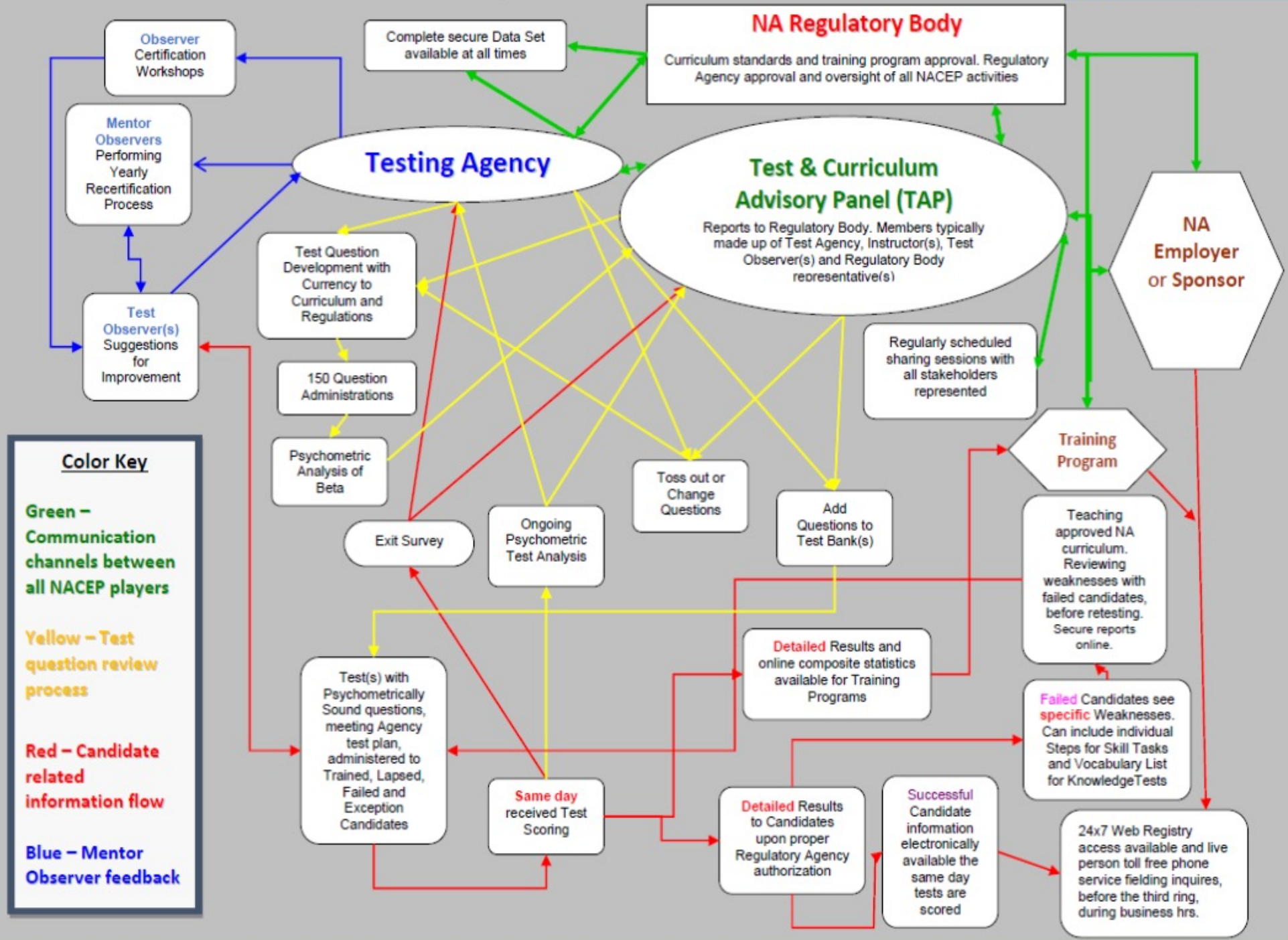
PRESENTED BY D&S DIVERSIFIED TECHNOLOGIES –
HEADMASTER, LLP

WELCOME!



**D&S Diversified Technologies (D&SDT) –
Headmaster is honored and excited to
start testing nurse aide candidates in
the state of Minnesota.**

**We look forward to our collaboration
and building lasting relationships.**



Color Key

- Green –** Communication channels between all NACEP players
- Yellow –** Test question review process
- Red –** Candidate related information flow
- Blue –** Mentor Observer feedback

Testing Agency

Test & Curriculum Advisory Panel (TAP)
Reports to Regulatory Body. Members typically made up of Test Agency, Instructor(s), Test Observer(s) and Regulatory Body representative(s)

NA Regulatory Body

Curriculum standards and training program approval. Regulatory Agency approval and oversight of all NACEP activities

NA Employer or Sponsor

Training Program

Teaching approved NA curriculum. Reviewing weaknesses with failed candidates, before retesting. Secure reports online.

Failed Candidates see **specific** Weaknesses. Can include individual Steps for Skill Tasks and Vocabulary List for Knowledge Tests

24x7 Web Registry access available and live person toll free phone service fielding inquires, before the third ring, during business hrs.

Detailed Results and online composite statistics available for Training Programs

Detailed Results to Candidates upon proper Regulatory Agency authorization

Successful Candidate information electronically available the same day tests are scored

Same day received Test Scoring

Test(s) with Psychometrically Sound questions, meeting Agency test plan, administered to Trained, Lapsed, Failed and Exception Candidates

Test Question Development with Currency to Curriculum and Regulations

150 Question Administrations

Psychometric Analysis of Beta

Exit Survey

Ongoing Psychometric Test Analysis

Toss out or Change Questions

Add Questions to Test Bank(s)

Regularly scheduled sharing sessions with all stakeholders represented

Complete secure Data Set available at all times

Observer Certification Workshops

Mentor Observers Performing Yearly Recertification Process

Test Observer(s) Suggestions for Improvement

Customer Service Highlights



- ❖ A D&SDT-HEADMASTER representative answers the phone within three rings during business hours.
- ❖ Tests are scored, double checked and results notifications are emailed and texted the same business day they are submitted for scoring.

TMU© (TestMaster Universe)

- ❖ Candidates must be entered into TMU© by Instructors – five required fields, within **48 hours** of starting training:
 - Full legal name
 - Date of Birth
 - Email Address
 - Phone Number
 - Training Start Date
- ❖ Candidates will be sent an email and text (those that have texting capabilities) informing them to log in and complete their records
 - Username and Temporary Password to log in provided in email/text
- ❖ Instructors will enter training completion information when candidates successfully complete training:
 - Change Status from 'attending' to "Completed"
 - Class/Lab Hours
 - Clinical Hours
 - Completion Date

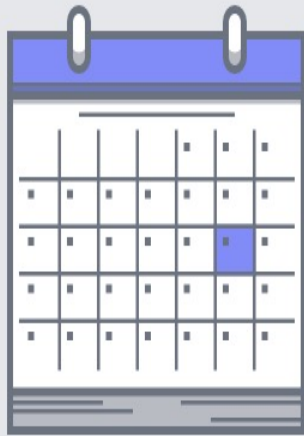
The screenshot displays the TMU© web application interface. At the top, there is a dark blue navigation bar with the TMU logo, a user profile icon labeled 'Students', a bar chart icon labeled 'Reports', and a gear icon labeled 'Profile'. On the right side of the navigation bar are icons for a mail envelope, a power button, and a white square. Below the navigation bar is a green banner with the text 'Successfully logged in.' The main content area is white and features a 'Welcome' section on the left. The 'Welcome' section includes the text 'You are logged in as' followed by a dropdown menu showing '(instructor)', and 'Viewing Nurse Aide (CNA) records at'. On the right side of the main content area is a 'Quick Links' section with four items: 'Inbox' with an envelope icon, 'Your Profile' with a pencil icon, 'Manage Students' with a person icon, and 'Reset Login' with a circular arrow icon.



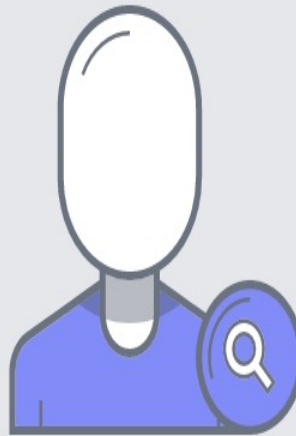
<https://mn.tmutest.com>

Sign In

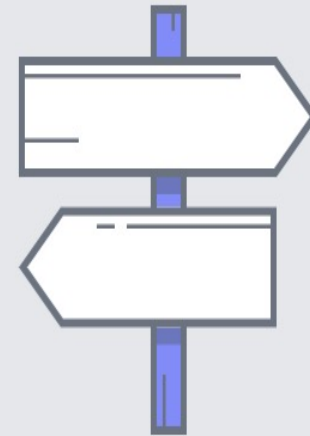
How can we help you today?



See Available Test Dates



Search Minnesota
Registry



Read FAQ

Minnesota Webpage

www.hdmaster.com

hdmaster.com

D&S Diversified Technologies LLP
Headmaster LLP

Innovative, quality t
throughout the
since

On-Line CNA
Practice Exams
(BELOW)
**NOW AVAILABLE
Med Aide Practice
Exams! (BELOW)**

Order an
individual
practice test or
set up a group
testing account.

Complete a
practice exam
from an individual
membership.

Begin or
complete a
practice exam
from a group
account.

Try your luck with
today's free
question of the
day.

Try our free ten
item sample test.

Find out more
about practice
test content,
pricing, ordering
and use.

See what
customers have
said about the
practice exam!

Forgot your pin?
Click here!

Welcome CALIFORNIA - MINNESOTA - MISSOURI. We are looking forward to providing CNA Testing and Registry Services for all MISSOURI Stakeholders! and TESTING SERVICES for CALIFORNIA and MINNESOTA

Please click [here](#) to see where and when your next test is scheduled.

Please be aware that D&SDT-HEADMASTER is NOT affiliated with NOR do we endorse any FACETS HEALTH CARE training materials.

Licensing/Certification



Nurse Aide

ARIZONA CNA

ARKANSAS CNA

CALIFORNIA CNA

MINNESOTA CNA

MISSOURI CNA

MONTANA CNA

NEVADA CNA

NEW JERSEY CNA SKILLS

NORTH DAKOTA CNA

OHIO STNA

OKLAHOMA LTC / HHA (Deeming)

OREGON CNA

SOUTH DAKOTA CNA

TENNESSEE CNA

UTAH CNA

WISCONSIN CNA

Fluid Intake Cups

Fluid Intake Cup Order Form

Sample CNA/STNA Training Reports

Medication Assistant

ARIZONA CMA

ARKANSAS MA-C

MASSACHUSETTS MAP TESTING & REGISTRY

MONTANA MA I & II

NEVADA MA-C

OHIO MA-C

OKLAHOMA MA

OREGON CMA

TENNESSEE MA-C

Ohio

OHIO LEAD

General X-Ray Machine Operator

Facility Administrator

IDAHO

Business Entities Providing Test Administration Services

Test Administration Services

Software



Assisted Living

Arizona Assisted Living Caregiver

Arizona Assisted Living Manager

Iowa Testing

Iowa Direct Care Professionals

LPN-RN Refresher Testing

LPN-RN Refresher Training

On-line Testing

WebETest®, one of our web-based software packages, is used in conjunction with Testmaster® to register candidates, deliver content, and submit exam results to regulatory agencies and registries for these on-line testing clients: [Ohio DSW](#), [Iowa](#), [Nevada](#), [North Dakota](#), [Montana](#), [Tennessee](#), [Ohio Lead](#), [Oklahoma Insulin](#), [Oklahoma Med Aide](#), [Oklahoma LTC - HHA](#), [New Jersey CNA](#), [Idaho AL Fac Admin](#), [Beta](#)

Test Disputes

[Test Dispute Form 1403: Fill in Online and Pay Review Deposit](#)

Refund Request Form

[Fillable Refund Request Form](#)

Credit Authorization

[Credit Authorization App](#)

Hardware/Networking



DT Computer Helena Branch

DT Computer Findlay Branch

Our technical staff can assist you in finding, implementing, and maintaining the hardware solutions that are right for you. We specialize in network installation and maintenance. Ask one of our techs about a Linux server!

Development

Do you have exams, surveys, or data that you would like to make available on line? We can provide you with a data host, software, and the technical assistance...

- job analysis,
- webpage design,
- item writing workshops,
- on-line item development,
- psychometric evaluation

...required to make that happen. Try the CNA sample test to the left, and imagine how we could implement your exams.

Click on
Minnesota
CNA

Refer to this site for valuable information as it is added!

Headmaster is honored to be approved by the Minnesota Department of Health to offer Certified Nurse Aide Testing Services to the Minnesota Health Care Community.

[Testing Updates In Minnesota](#)


Please visit this page often as details are approved and released. We look forward to working with everyone involved with Certified Nurse Aide Training and Testing in Minnesota!



Please join D&S-DT-Headmaster Staff on Wednesday December 22, 2021 for one of two Question and Answer Sessions. **(CLICK HERE).**

Learn about exciting changes to Nurse Aide Testing.

[Minnesota Nurse Aide Competency Evaluation FAQs](#)

Candidates	Training Programs - Test Sites	Test Observers	Contacts
<p>TestMaster Universe (TMU©)</p> <p>Minnesota TMU© Testing and Registry Login Information -- Coming soon!!</p> <p>Minnesota Candidate Handbook Effective January 2022 Download to your smart device!</p> <p>Requesting a Login for TMU©</p> <p>Instructor Login Request</p> <p>You will need a reader to view and print some documents. You may download it here...</p> <p></p>	<p>Minnesota Recording Form</p> <p>Minnesota Mock Skills Coming Soon</p> <p>Create Instructor Account</p> <p>Facility Payment Form 1402 Fac-MN: Used rarely. Call first before using! Fill online and SUBMIT</p> <p>Please see the Fluid Intake Cup order form on our main page under Nurse Aide.</p> <p>Test Master Universe TMU© How To Guides</p> <p>How to finish setting up an account in TMU©</p> <p>Forgot Password Reset in Minnesota TMU©</p> <p>Instructor Enter Students - Complete Student Training in TMU©</p> <p>Instructor Incomplete A Student's Training</p> <p>TestMaster Universe (TMU©) How To Guides</p> <p>Training Program Information</p> <p>How to sign into TMU©</p>		<p>Please feel free to contact us if you have questions, concerns, or suggestions about our service. We value the feedback we receive from everyone involved in the Minnesota Nurse Aide training, testing, and certification process.</p> <p>D&S Diversified Technologies - HEADMASTER</p> <p>PO Box 6609 Helena, MT 59604 Testing Toll Free Phone: 888-401-0462 Fax: 406-442-3357 Registry Phone MDH: 651-215-8705</p> <p>hdmaster@hdmaster.com</p>

Minnesota Candidate Handbook



D&S Diversified Technologies LLP

Headmaster LLP

DRAFT

Minnesota Nurse Aide Candidate Handbook

EFFECTIVE: February 1, 2022
Version DRAFT

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Minnesota Nurse Aide Candidate Handbook

EFFECTIVE: February 1, 2022

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ID Requirements for Testing

**UNITED STATES (US) GOVERNMENT
ISSUED, UNEXPIRED, PHOTO-BEARING,
SIGNED FORM OF IDENTIFICATION**



Examples of Acceptable Forms of ID:

- ❖ State or other United States Government Issued Driver's License
- ❖ State Identification Card *(that meets all identification criteria)*
- ❖ US Passport (Foreign Passports and Passport Cards *are not* acceptable)
 - *Exception: A Foreign Passport that contains a US VISA is acceptable*
- ❖ Alien Registration Card *(that meets all identification criteria)*
- ❖ Tribal Identification Card *(that meets all identification criteria)*
- ❖ Work Authorization Card *(that meets all identification criteria)*
- ❖ Military Identification *(that meets all identification criteria)*



Testing Attire



❖ Full Clinical Attire:

Scrubs and close-toed shoes.

(Scrubs and shoes can be any color/design.)

❖ Long hair must be pulled back.





TMU©
KNOWLEDGE/ORAL
EXAM

The TMU© Knowledge/Oral Exam

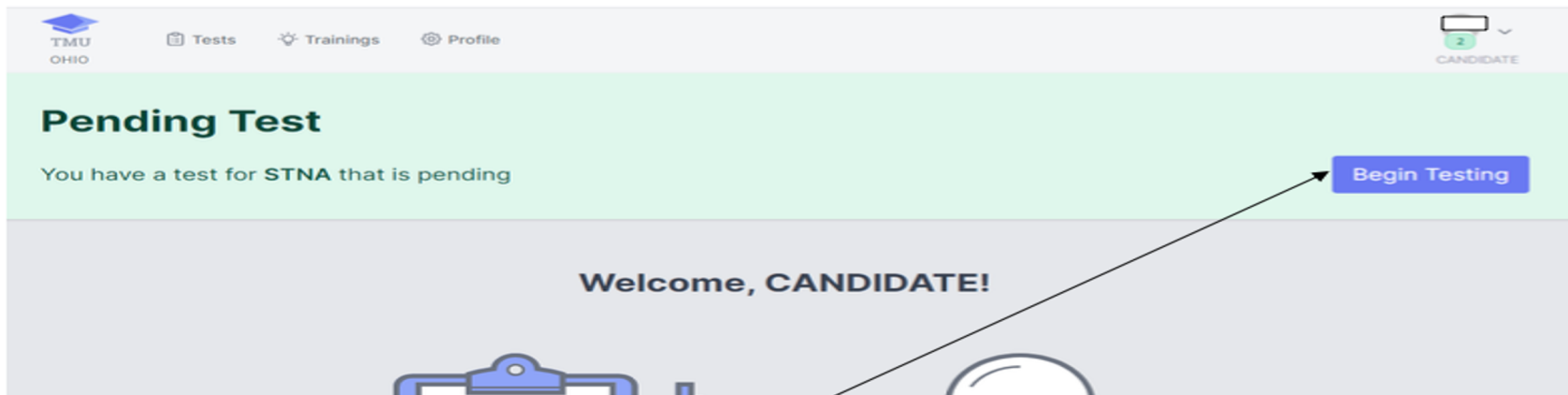


- ❖ Candidates have **60 minutes** to complete 70 questions.
- ❖ Candidates will be given a 15 minute warning when 45 minutes have elapsed.
- ❖ If a candidate has requested an ORAL version of the knowledge exam:
 - The questions be read will be listened to by the candidate with headphones or earbuds plugged into the computer.
 - With the oral version, there are control buttons for fast forward, rewind, etc.

TMU© Knowledge Test - Navigating the Exam

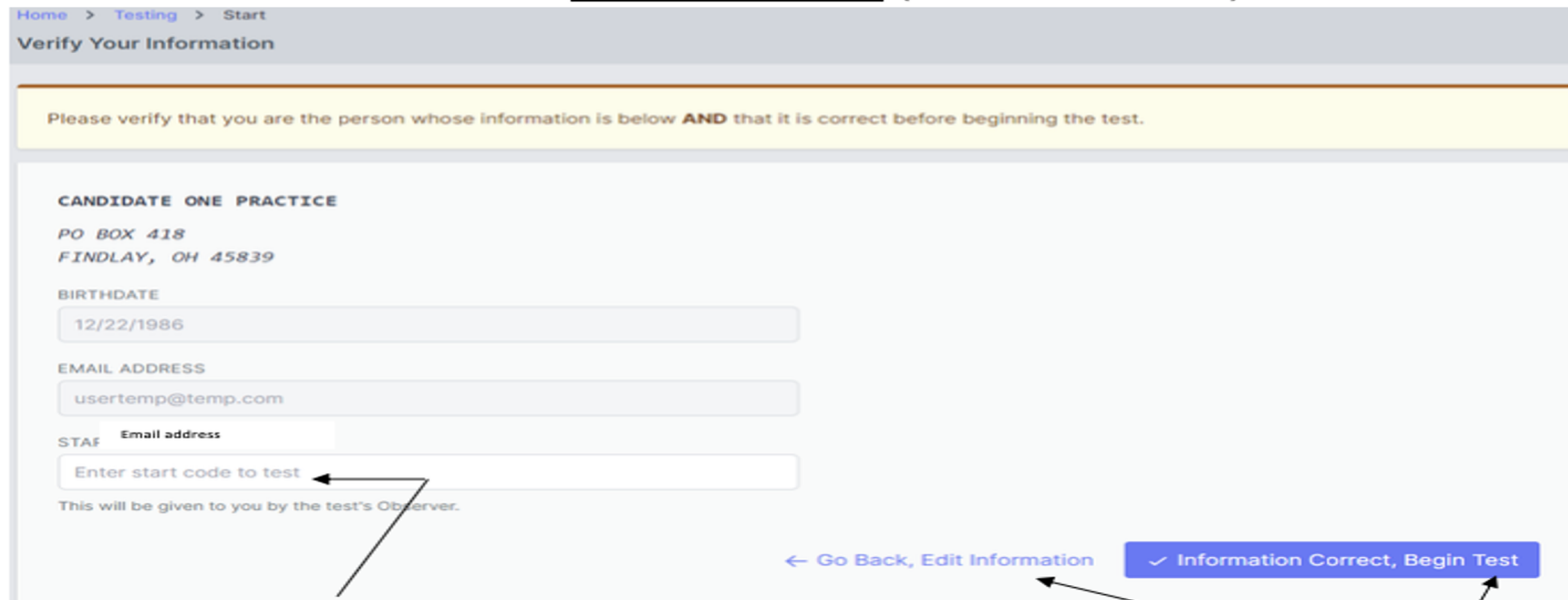
LOGGING CANDIDATES INTO AND GIVING THE KNOWLEDGE TEST

Each candidate will log in to their own record to take the Knowledge Exam with their Username or Email and Password:



The screenshot shows the TMU candidate dashboard. At the top left is the TMU OHIO logo. Navigation links for Tests, Trainings, and Profile are visible. A user profile icon labeled 'CANDIDATE' is in the top right. A green banner displays 'Pending Test' with the message 'You have a test for STNA that is pending'. A blue 'Begin Testing' button is on the right. Below the banner, a grey area says 'Welcome, CANDIDATE!' with a decorative graphic of a clipboard and a pen.

Candidates will click on **BEGIN TESTING** (either one is fine)



The screenshot shows the 'Verify Your Information' page. A yellow banner at the top reads: 'Please verify that you are the person whose information is below AND that it is correct before beginning the test.' The form contains the following fields: 'CANDIDATE ONE PRACTICE' (PO BOX 418, FINDLAY, OH 45839), 'BIRTHDATE' (12/22/1986), 'EMAIL ADDRESS' (usertemp@temp.com), and 'STAF' (Email address) with a placeholder 'Enter start code to test'. A note below the STAF field states: 'This will be given to you by the test's Observer.' At the bottom, there are two buttons: '← Go Back, Edit Information' and '✓ Information Correct, Begin Test'.

The **START CODE** will need to be typed in under **Start Code ***
Have candidates verify that their demographic information is correct.

TMU© Knowledge Test - Navigating the Exam

The screenshot displays the 'STNA - CANDIDATE ONE PRACTICE' interface. At the top right, a timer shows 'Remaining: 00:58:44' (labeled 1). Below the timer is an 'End Test' button. On the left, there is a 'Jump to Question' input field (labeled 6) with a 'Go' button and a 'Keyboard Shortcuts' link (labeled 7). The main question area shows '#1. Question' with four multiple-choice options: A. dietary list, B. policy book, C. kardex, and D. health record. Below the options are navigation buttons: '← Prev', 'Bookmark Question' (with a checkbox), and 'Next →' (labeled 3). At the bottom, there are two sections: 'Bookmarks' (labeled 5) showing 'No questions bookmarked' and 'Questions Remaining' (labeled 2) showing a list of question numbers from 1 to 79.

1. There is a countdown of time remaining for candidates to watch their own time.
2. Questions remaining to be answered will show up here.
3. Click on NEXT to go to the next question.
4. Questions can be bookmarked to go back to.
5. Any bookmarked question numbers will show up here.
6. Candidates can type in a question number they want to “jump” to here.
7. There are keyboard shortcuts to help navigate the test as well that are found here.

TMU© Knowledge Test - Navigating the Exam

Home > Testing > Question #79

STNA - CANDIDATE ONE PRACTICE

Remaining: 00:23:29

Jump to Question Go Keyboard Shortcuts

#79. Question

A. liver

B. kidney

C. pancreas

D. spleen

← Prev Bookmark Question Next →

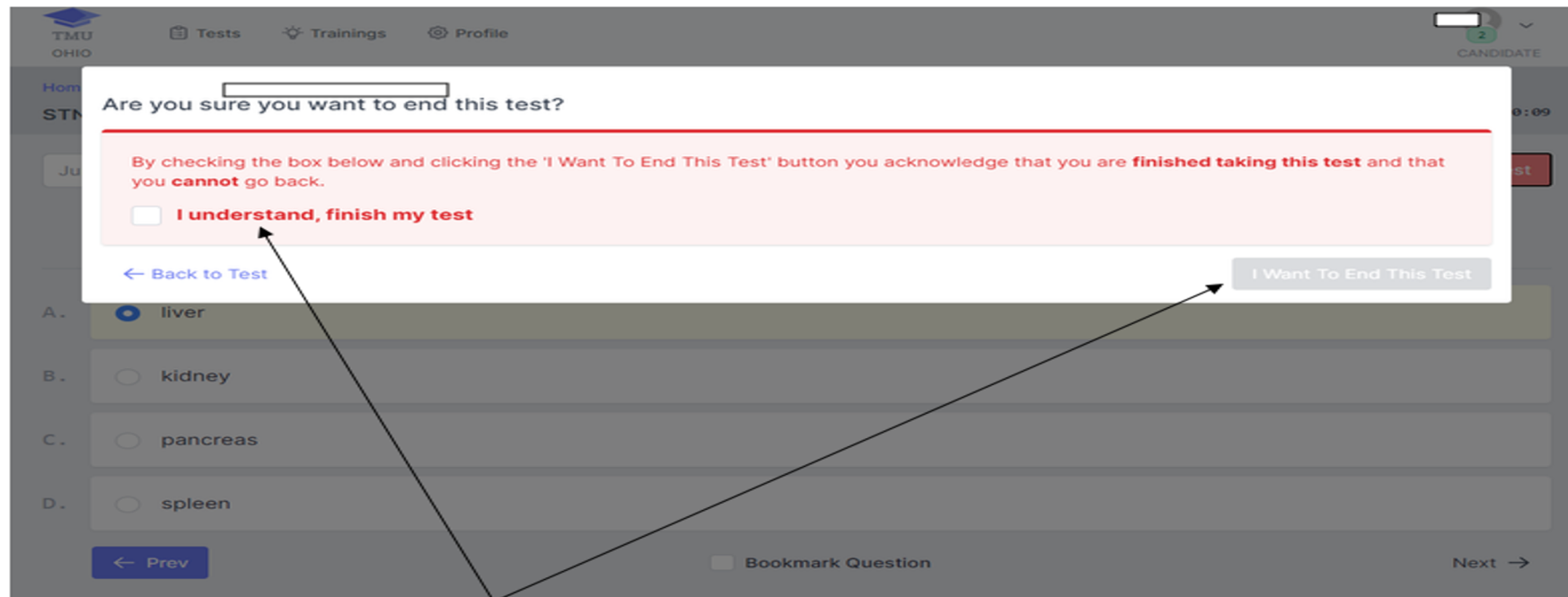
Bookmarks: No questions bookmarked

Questions Remaining: None. Please review your answers!

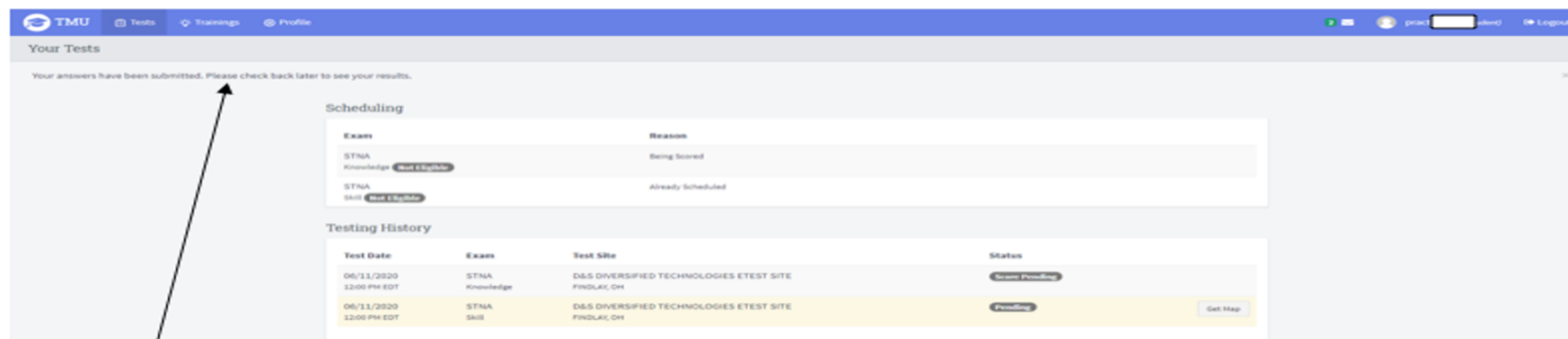
End Test

When candidates are finished with their exam, they need to raise their hand and let the proctor know they are done. The test proctor needs 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 the proctor will click on **END TEST**.

TMU© Knowledge Test - Navigating the Exam



When END TEST is clicked, this message will pop up and you must click the box to the left of **I UNDERSTAND, STOP MY TEST**. Then **I WANT TO END THIS TEST** box will be active and you will click on it.



This is what the screen looks like after the knowledge test has been ended.



SKILLS EXAM

The Skills Exam



- ❖ Candidates are allowed **30 minutes** to demonstrate 3 or 4 tasks.
- ❖ RN Test Observers will read a scenario to the candidate at the beginning of each task.
 - Candidates can request to have a scenario re-read to them at any time and as many times as needed.

The Skills Exam



Each candidate will be assigned one of the following mandatory tasks with embedded hand washing using soap and water as their first task:

- Assisting Resident with the use of a Bedpan, Measure and Record Urine Output with Hand Washing
- Catheter Care for a Female with Hand Washing
- Donning PPE (Gown and Gloves), Emptying a Urinary Drainage Bag, Measure and Record Urine Output and Remove PPE with Hand Washing
- Perineal Care for a Female with Hand Washing

Each candidate will also receive an additional two (2) or three (3) randomly selected tasks. The selected tasks make up the candidate's personalized and unique skill test. Each skill test randomly assigned by the TMU© skill test assignment algorithm will be comparable in overall difficulty.

The Skills Exam



- ❖ Candidates can make corrections to any step they feel they did incorrectly at any time during their exam within their 30 minute time frame:
 - Candidates need to tell the RN Test Observer the specific task and step(s) they are correcting.
 - Candidates must actually demonstrate the correction(s), i.e.:
 - Candidate tells the RN Test Observer s(he) missed locking the bed brakes in the ambulation task-

Candidate must actually lock the bed brakes and then the correction is made and noted by the RN Test Observer.

The Skills Exam



- ❖ Steps that are only verbalized **DO NOT COUNT!**
 - All steps must be demonstrated to receive credit.

- ❖ Steps are not order dependent unless the step specifically states something must be done “*BEFORE” or “*AFTER”:
 - Candidates can perform the steps in whatever order flows for them, or how you have trained them to complete the steps with the *EXCEPTION:
 - If a step states something must be done **BEFORE** or **AFTER**, then the candidate must demonstrate that step exactly as stated.
 - *Example: Candidate must remove gloves BEFORE gown.*

The Skills Exam



- ❖ **CLOSURES**: Candidates have to verbally state to the RN Test Observer that they are finished when done with each task so the RN Test Observer has closure before setting up for the next task.
- ❖ Once the candidate has completed all 3 or 4 tasks, the candidate needs to verbally state to the RN Test Observer that they are finished. The candidate will then be read a closure:

- **If time is remaining** (candidate completed in less than 30 minutes) :
“You have _ minutes remaining. You have just completed the tasks of __, __, __, and/or __. Are you finished?”
- **When time is up** and the 30 minute audible buzzer sounds:
“Your allotted time has elapsed. Thank you for showing us your skill demonstrations today.”

Equipment/Supplies Demonstration



- ❖ All supplies will be on a centrally located table, counter, etc.
 - The RN Test Observer will show the candidate just the supplies and equipment the candidate will need for their 3 or 4 tasks (i.e. bedpans, basins, toothbrush, lotion, etc.).
 - Linens may be in a cabinet or closet within the skills testing room and would be shown to the candidate.
 - No supplies will be in the bedside stands.
 - And candidates will be shown where other supplies are located throughout the room:
 - Hand sanitizer(s)
 - Gloves

Equipment/Supplies Demonstration



❖ Candidates will also be shown:

- **How to lock the bed and wheelchair brakes**
 - Brakes must be fully engaged on the bed and both wheelchair brakes must be locked
- **Bed Controls**
 - The RN Test Observer will show the candidate how to raise and lower the bed and head of the bed as well as how to operate the side rails (if side rails on bed)
- **Where the hand washing sink is**
 - Where soap and paper towels are located
- **The designated toilet for testing**
 - It may be an actual toilet or a commode by the sink
- **The RN Test Observer will also point out where other equipment is throughout the testing room**
 - Garbage cans
 - Designated linen hampers
 - The RN Test Observer will show the candidate how they are providing privacy (pulling a curtain or other method of providing privacy)

Equipment/Supplies Demonstration



- ❖ **Every candidate, whether they trained at the site they are testing at or not, will get the same consistent, complete equipment and supplies demonstration**
- ❖ The equipment and supplies demonstration is the time for the candidate to become familiar with the items they will be using for their 3 or 4 tasks:
 - If there is only one basin on the supplies table and the candidate uses two, the candidate just needs to ask the RN Test Observer for another basin and one will be placed on the table.

Equipment/Supplies Demonstration



- ❖ Candidates will sign the RECORDING FORM (if they have a task requiring recordings) during the equipment/supplies demonstration.
- ❖ Candidates can take the recording form (on the clipboard) anywhere in the testing room as needed.
- ❖ RN Test Observers cannot remind or cue candidates to write their recordings on the recording form.

Candidate's Name: _____	
PLEASE PRINT	
PULSE: _____	RESPIRATIONS: _____
URINARY OUTPUT: _____ ml	
GLASS 240ml: _____	
GLASS 120ml: _____	
TOTAL FLUID INTAKE: _____ ml	FOOD INTAKE: _____ %
Candidate's Signature: _____	

Role of the Actor



- ❖ Actors must remain test neutral and not impact the test in any way.
- ❖ Actors are not to start or engage in a conversation with candidates.
- ❖ Actors cannot answer any questions that would impact the test with anything other than:
 - **“Whatever you think”** – putting the action needed back on the candidate.
 - *Example: In the Bedpan Task, “Is the head of your bed high enough?” The Actor will answer “whatever you think” as it is a step in the Candidate Handbook that the candidate is to raise the head of the bed after placing the actor on the bedpan.*
- ❖ Actors must provide the exact same simulation for every candidate.

Candidate Exit Survey



- ❖ When candidates log in to their records in TMU© to check their test results, they will get a link to complete the voluntary and anonymous Exit Survey.
- ❖ The Exit Survey provides valuable feedback regarding the candidate's testing experience.

The nurse aide testing company, Headmaster, treated me promptly and courteously. *

Yes

No

I did not have any contact with Headmaster

The Oregon State Board of Nursing treated me promptly and courteously. *

Yes

No

I did not have any contact with the Oregon State Board of Nursing

The testing site and testing area were free from distractions. *

Yes

No

The equipment at the testing site was in good working condition. *

Yes

No

The RN Test Observer was professional, courteous and respectful. *

Yes

No

The Actor was professional, courteous and respectful. *

Yes

No

I did not take a Skills Test

Example

Minnesota Mock Skills

Will be available on the Minnesota webpage at www.hdmaster.com

APPLY A KNEE-HIGH ANTI-EMBOLIC (ELASTIC) STOCKING TO ONE LEG

Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Rub hands together until hands are completely dry.	
Explain the procedure to the resident. (Speak clearly, directly, maintaining face-to-face contact whenever possible.)	
Raise bed height.	
Provide for privacy.	
Provide for resident's privacy by only exposing one leg.	
Roll, gather or turn stocking down inside out to at least the heel.	
Place foot of stocking over the resident's toes, foot, and heel.	
Roll OR pull top of stocking over resident's foot, heel and up the leg.	
Move resident's foot and leg gently and naturally avoiding force and over-extension of limb and joints.	
Check toes for possible pressure from stocking.	
Adjust stocking as needed.	
Leave resident with stocking that is smooth/wrinkle free.	
Lower bed, if it was raised.	
Place call light or signal calling device within easy reach of the resident.	
Maintain respectful, courteous interpersonal interactions at all times.	
Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Rub hands together until hands are completely dry.	

Minnesota Mock Skills

Effective for testing: February 1, 2022

D&S Diversified Technologies (D&SDT), LLP – Headmaster, LLP



Training Program/Instructor Reports

Program Reports

mn.tmutest.com



People

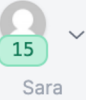
Facilities

Events

Scoring

Reports

Settings



Welcome, Sara!

Please select a report

Attrition Rate

Details about trainings and count of reasons for not completing them

Knowledge Detail

Pass rates per subject and list of most often missed vocabulary words

Pass / Fail

Details test results of students

Retake Summary

Details pass rates for an exam on a given try (1,2,3, etc...)

Skill Detail

Pass rates for skill tasks and individual steps in those tasks

Testing Trends

Totals and pass rates per month for trainings and exams



Data & Reports

Browse All Reports

Contact Information



Contact Information

Questions regarding: testing process, test scheduling and eligibility to test (800) 393-8664

Questions regarding: obtaining information on official regulations and guidelines for nurse aides • updating your name or address on the Registry • updating your employment information • obtaining information regarding test sites and approved training programs

(651) 215-8705
 (800) 397-6124
(Minnesota only)

***D&S Diversified Technologies (D&SDT),
 Headmaster, LLP***

PO Box 6609
 Helena, MT 59604

Email: hdmaster@hdmaster.com
 Web Site: www.hdmaster.com

*Monday through Friday
 7:00AM – 7:00PM
 Central Standard Time (CST)*

Minnesota TMU® Webpage:
<https://mn.tmutest.com>

Phone #: (800) 393-8664

Fax #: (406) 442-3357

***Minnesota Department of Health (MDH)
 Nurse Aide Registry***

PO Box 64501
 St. Paul, MN 55164-0501

Nurse Aide Registry:
health.FPC-NAR@state.mn.us

Nurse Aide Registry Website:
<https://www.health.state.mn.us/facilities/providers/nursingassistant/index.html>

*Monday through Friday
 8:00AM – 5:00PM
 Central Standard Time (CST)*

Phone #: (651) 215-8705

Phone #: (800) 397-6124
(Minnesota only)

