

CNA Instructor Newsletter

D&S Diversified Technologies

February 2018

Inside this issue:

Updated Testing Policies 1

Candidate Address Information 1

Skills Test Change 2

New Items 2

New CNA Test Sites 2

CNA Instructor Workshops 3

Reminders for Training/Testing 3

CNA Test Observer Position 4

Test Site Policy Change 4

Updated Testing Policies Effective Feb. 1, 2018

1. You must bring the original Social Security card to testing; we will not accept the letter from the social security office. It will take at least 14 days to receive your new Social Security card once it has been ordered. Please do not schedule a test date until you have the new card.
2. After a candidate reaches the age of 18, we will only discuss test results or test disputes with the candidate or training program. We will not review test results or test disputes with family members or others on behalf of the candidate once the candidate is 18 years of age.
3. Per Homeland Security, if a US Government issued ID has been hole punched it is no longer valid. Hole punched IDs of any type will be turned away as invalid.
4. We are aware that new military IDs only have digital symbol to serve as a signature, those will not be accepted at testing. Military IDs can only be used if they have a physical signature on them.

Candidate Address Information

Candidates will see the following information on test day.

- Your name will appear on your certificate as printed below and your certificate will be mailed to the address listed. If your name is not spelled correctly or the address listed is not your current mailing address, you must notify the proctor immediately for correction. If you do not correct the information now, it will lead to delays in your record being added to the registry and you receiving your certificate.

Please remind them that it is extremely important to make these corrections on test day or before. Do not wait until they are calling for test results. If they wait it is too late because their information has all ready been sent to the Tennessee Department of Health.

GOVERNMENT MAIL IS NOT FORWARDED!!

Skills Test Changes

There is only one change in skills testing effective March 1, 2018.

Bedpan and Output

14. Washes/assists resident to wash and dry hands with soap & water **after removing gloves.**

We know that you are all ready teaching the skill in this manner, however, we have seen candidates not removing the gloves before assisting the resident to wash their hands. The clarification is to ensure that they understand the infection control issue that this situation causes.



New Items

- Updated Mock Skills Testing Sheets for March 1, 2018
- Tennessee CNA Testing Checklists
 - Preparing for Test Day Check List
 - After My Testing Day

"I'm thankful to be a nurse because I can touch someone's life in a moment and create a lasting impression."

www.mightynurse.com

New CNA Test Sites

Life Care Center of Collegedale

East of Chattanooga

Lauderdale Community Living

South of Dyersburg

Signature Healthcare of Putnam County

Cookeville

Please check the testing schedule frequently as it is always changing. We have several sites who routinely only test their own candidates, that will open spots to the public. Those spots go unused because individuals only look for the public sites that are always posted.

CNA Instructor Workshops

Upcoming CNA Instructor Workshops

- ◇ Mountain States Health Alliance, Johnson City July 9, 2018
- ◇ Tennessee College of Applied Technologies, Knoxville July 9, 2018
- ◇ Miller Motte Technical College, Chattanooga July 11, 2018



Please complete the registration form on the Tennessee page to reserve your seat for the upcoming sessions.



Reminders for Training/Testing

1. All candidate demographic information must be entered into the database within 48 hours of starting the training program.
2. The Verification form is required not optional. You must have a signed form on file for every candidate you have entered as a participant in your training class.
3. Please review the TDH letter on our website in reference to the 120 day rule and training candidates working on the floor at your facility.
4. Candidate handbooks are free to order from our office and should be given to every candidate at the beginning of the training program. Many candidates are never given the handbook and are unaware of testing policies. If they have an issue with testing policies and indicate that they were not given a handbook, they will be referred back to the instructor.
 - ◇ The handbook is also available online for review.
5. Names on both IDs and in the database must match exactly and may not be changed on testing day. If a candidate has a name change it must occur with our office more than 48 hours prior to their schedule test date and time.
6. When scheduling testing, please remember that if you are scheduling paper testing, the candidates must be scheduled into the packet more than 10 business days before the requested date. If you are scheduling a WebETest event, you can schedule into the test up to 3 business days before the date.
 - ◇ To verify if a test date is WebETest or paper, please contact our office, as this may change depending on the observer assigned to administer the testing.

D&S Diversified Technologies

We are honored to be serving the Tennessee Department of Health with CNA Testing for more than 15 years. One of our core values is to provide consistent testing statewide.

We look forward to continued testing in Tennessee!!

CNA TEST OBSERVER POSITION

We are looking for RNs with at least one year of long term care experience to administer the TN State required CNA test. This position offers flexible hours and locations to work with an all ready existing job or as a stand alone position. This position is a contract position paid by the number of tests administered. If you are interested or know someone who may be interested in becoming an Observer please email or fax your resume addressed as TN Observer position to hdmastereast@hdmaster.com or 419-422-8367.

We are accepting applications statewide.

Test Site Policy Change

Change of policy for test sites, as of today all testing sites must ensure that there isn't any Video Surveillance or Recording Equipment permitted in any of the testing areas. Any room that has any type of recording equipment will be required to have the equipment disabled and covered during testing. Any violation of this policy will result in all testing rights being terminated on the spot.

Updated test site forms are required to be filled out and submitted to our office for continued testing. All forms must be received by March 15, 2018 to maintain testing. If we do not receive the forms by the required date, testing for the site will be suspended until we have the updated forms.

We are including the new forms with this newsletter. They are also available on our website at www.hdmaster.com.

