

ARIZONA SKILL TEST INSTRUCTIONS

Introduce / re-introduce yourself and your Actor.

**Sit side-by-side with the candidate and read these instructions out loud as the candidate follows along.
Must be read word-for-word for *each and every* candidate tested.**

WELCOME TO YOUR SKILL TEST.

I do not decide whether or not you pass or fail. I only observe and record the steps I see you demonstrate. Headmaster staff in Helena, Montana, will score your test.

- ⇒ You will have **up to** 35 minutes to complete four tasks. I will let you know when 15 minutes remain.
- ⇒ Each of the four tasks has a scenario. I will read **one scenario at a time** to you. As soon as you understand the scenario, please actually perform and demonstrate the task.
- ⇒ Anytime during the test, you may ask me to **reread** any scenario.
- ⇒ Anytime during the test you may correct any step on any task that you believe you did incorrectly. To make a correction, you must tell me the specific task and what steps you will be **re-demonstrating**.
- ⇒ When you finish a task, tell me you are finished with the task and return to this **relaxation area**.
- ⇒ You will begin with the task of Perineal Care -or- Bedpan and Output (note to tester: read only the one that applies) as your first task. After actually demonstrating the hand washing steps in your first skill, you may use hand sanitizer when you should wash your hands for your remaining three skills. Any other steps **that are only verbalized** will not count.

I will now show you the location of the supplies and demonstrate the equipment you may use while I answer any questions you may have about your other three tasks which will be:

_____ , _____ , _____ .

Your skill test time will start when you begin the Perineal Care -or- Bedpan and Output task. (Note to tester: read only the one that applies.)

Next: The RN observer shows the candidate the equipment location and demonstrates the use of just the equipment the candidate will need for his/her four tasks.

- ✓ **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.
- ✓ Be sure the candidate signs the recording sheet on which you have already printed his/her name *if it will be needed for one or more of the four tasks*.
- ✓ Be sure you have instructed the candidate as to the location of the relaxation "waiting" area.
- ✓ Answer any remaining questions, remind the candidate that you may not answer any questions once the skill test begins.
- ✓ Begin the skill test by reading the perineal care -or- bedpan and output scenario word-for-word. Start your timer when the candidate makes his/her move to start the perineal care -or- bedpan and output task.



D&S Diversified Technologies LLP
Headmaster LLP

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RECAP

If time is remaining (candidate completed in less than 35 minutes) say: “You have ____ minutes remaining. You have just completed the tasks of ____, ____, ____, _____. (Read their four tasks.) Are you finished?” When you get the “yes”, say “Thank you for coming.” Direct the candidate to the holding area.

When time is up and the 35 minute audible buzzer sounds, stop the test by saying: “Your allotted time has elapsed. You may finish the task you are working on.” Then, when finished say, “Thank you for showing us your skill demonstrations today.” Direct the candidate to the holding area.

For paper tests – AFTER COMPLETING YOUR EXIT SURVEY, PLEASE PLACE YOUR SURVEY IN THE ENVELOPE PROVIDED AND SEAL THE ENVELOPE.

FOR ALL CANDIDATES – READ BEFORE THE CANDIDATE LEAVES:

YOUR TEST RESULTS WILL BE AVAILABLE ON-LINE THE DAY THEY ARE SCORED

AT

www.hdmaster.com AFTER 6:00 P.M.

(A HARD COPY TEST RESULTS LETTER WILL ALSO BE MAILED TO YOUR ADDRESS ON RECORD.)

TIME FRAME:

⇒ FOR A PAPER TEST, 3-5 BUSINESS DAYS.

⇒ FOR AN ELECTRONIC TEST 24-48 HOURS EXCLUDING SATURDAYS, SUNDAYS AND HOLIDAYS.



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