



**Headmaster LLP**

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## **Arizona Nursing Assistant Instructor Newsletter**

**August 2012**

### **Keys to Success**



The AZBN appoints a Test Advisory Panel comprised of Arizona NA instructors to periodically review and recommend knowledge test questions and skill test tasks that reflect the curriculum being taught in Arizona. The AZBN also requires that a candidate handbook be available and updated as necessary to assist candidates to prepare for testing. The Arizona Board of Nursing (AZBN) requires that Headmaster provides an Arizona webpage for nursing assistants. The webpage contains the most current AZBN approved, nursing assistant candidate handbook, which provides tips for taking the examination and other valuable information. Other webpage tools available to candidates and instructors include links to view candidate scheduled exam dates and to view candidate test results. In addition, mock testing tools are available to instructors as well as online training program reports for analyzing student performance. The Arizona Nursing Assistant webpage is available from the Headmaster website, [www.hdmaster.com](http://www.hdmaster.com).



### **Signature IDs**

You can prevent candidate ID problems at test time. Training programs are strongly advised that when creating new candidate training records they have verified the name being entered into the system matches the government-issued, photo identification card the candidate will use as identification at test time. This entry becomes the candidate's name of record. If the candidate's identification card shows a hyphenated last name, be sure to type in both last names when creating the record. The Arizona State Board of Nursing (AZBN) requires candidates to bring and show a government issued, signed, not expired, photo ID in order to be admitted for testing. The name on the ID must match the candidate's name of record on sign-in documents otherwise the candidate will not be allowed to test. At check-in time the RN test observer will verify candidate identity and will have the candidate sign-in on the Examiner's Report and on the candidate demographic Verification Report. Candidates are instructed to make any demographic corrections on the Verification Report so that their most current address is provided to the AZBN. Candidates are reminded in the handbook and in their exam date notification letters of ID requirements for admission to testing.



### **Skill Testing**

A list of skill tasks and steps for objective testing purposes only are listed in the candidate handbook. These steps are not intended to be used to provide complete care that would be all inclusive of best care practiced in an actual work setting. Every candidate's skill test is prepared by Headmaster and is comparable in difficulty. Skill test instructions are read along with the candidate's assign four tasks. Each task has a prepared scenario and set-up directions. The scenario is read verbatim to the candidate by the RN test observer. Each task scenario gives directions for providing care to a new resident. Therefore the resident's room, the resident's position or impairment may be different for each task and set-up according to specific directions prepared by Headmaster for each scenario. One student's comment during a recent call was, "Isn't the resident supposed to be in the middle of the bed?" Remind your students that although the RN test observer may not make comments once testing has begun, the test observer will re-read any scenario upon request.



### **Measurement and Recording Sheets**

Candidates are instructed during pre-skill test orientation and equipment demonstration to sign a measurement and recording sheet. Verbalizing a measurement will not count during testing. Candidates must actually record a measurement for certain tasks as outlined in the candidate handbook. Headmaster scores measurement steps based on an acceptable range established by the Arizona Board of Nursing.

**Thank you for the important role you play in preparing students for the Arizona healthcare community!**