

D&S Diversified Technologies -dba HEADMASTER

PO Box 6609 – Helena, MT 59604 (406)442-8656 -- fax 3357 -- www.hdmaster.com

PROVIDING CNA TESTING SOLUTIONS THROUGHOUT MONTANA

This is a Training Manual designed to quickly answer Test Administrator/Test Proctor questions regarding training Actors for their participation during the administration of the CNA Manual Skills Tests.

BECOMING AN ACTOR:

To become an Actor, an individual must receive these instructions from a Test Administrator or Test Proctor and must fill out forms 1515 Actor Agreement and 1511 Actor Confidentiality/Non-Disclosure Agreement to be submitted to HEADMASTER, and must be trained with the HEADMASTER approved materials that are included in this manual. If the individual meets the criteria listed below, they may then be used as an Actor. This manual will be given to the Actor for their continual review.

Test Administrators/Test Proctors or Actors with questions; please do not hesitate to contact HEADMASTER at 1-800-393-8664. This Manual may also serve as the framework for an Actor Job Description, though Test Administrators/Test Proctors may design the Job Description as they see fit.

WHO CAN BE A CNA SKILLS TEST ACTOR?

In order to qualify as an Actor, the Actor must meet the following qualifications:

1. Actors must be of legal working age.
2. Actors must be trained with these materials.
3. Actors must fill out the Actor Agreement Form 1515 and Actor Confidentiality Form 1511.
4. Actor Agreement and Confidentiality forms must be mailed to HEADMASTER (or included in a return test packet) for inclusion into the Actor database.
5. An Actor **MAY NOT** be a CNA Test Candidate who has not tested, or has not received their passing test results from HEADMASTER.
6. An Actor **MAY NOT** be a student in any CNA Training Program.
7. Actors **CAN BE** Certified Nurse Aides, TA/PROCTOR family members, volunteers, residents, etc.

COMPENSATION FOR BEING A CNA SKILLS TEST ACTOR:

Actors MAY be paid by the testing facility when a tester utilizes them during the administration of a CNA Manual Skills test. See form 1515 (Actor Agreement) for part-time employment status.

POSSIBLE SKILLS TEST REQUIRING AN ACTOR:

Actors must be comfortable acting as a health care resident. If the Actor has any hesitance in participating in the simulation of one of the Manual Skills they should not apply to become an Actor.

- Bed bath – Face, arm, and underarm washed only
- Brushing teeth
- Mouth care
- Denture care – Sample dentures will be at the test site
- Nail care
- Applying antiembolic stockings
- Hair care
- Toileting with a bedpan – Simulated, Actor will remain fully clothed
- Feeding assistance
- Transfer with a gait belt
- Positioning in bed
- Range of motion exercises
- Blood pressure
- Vital Signs – Temperature, Pulse, and Respiration
- Dressing resident – Actor will remain fully clothed, with large oversized clothing placed over current clothing
- Measuring Height and Weight
- Making an occupied bed

SCHEDULING:

Actors will be contacted by the Test Administrator or Test Proctor to be scheduled for testing dates.

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TEST SECURITY:

Actors will be required to maintain, and not violate, the security of any testing situation. If Actors violate the security of any testing situation, they will be held legally accountable and prosecuted to full extent of the law. **Actors MUST NOT release any test content or CNA candidate performance feedback to ANYONE.**

INSURANCE:

Actors will maintain all of their own personal liability insurance.

APPROPRIATE ATTIRE:

Actors should wear comfortable clothes that do not restrict their motion in any way. Actors should wear a sweat suit, comfortable shorts or similar non-restrictive clothing.

SAFETY:

Actors are allowed to voice their concern if at any time they believe that they are in danger. This would include concerns of falling, being bruised or hurt in any manner. In addition, the Actor may speak up if the CNA Candidate puts a gait belt on them too tight.

COMMUNICATION WITH THE CNA CANDIDATE:

1. Actors may interact with the CNA Candidate as though they were a typical health care resident. However, **Actors MAY NOT initiate communication with the CNA Candidate.**
2. Actors must not show any body language that may indicate that the CNA Candidate did something right or wrong.
3. Actors cannot prompt the CNA Candidate such as asking them to provide privacy, or to place the call light within reach.
4. Many Skills tests include some communication between the Actor and the CNA Candidate. A few examples of appropriate communication would include:

ENTERING A ROOM: If the CNA Candidate knocks on the door, the Actor should say "COME IN."

DRESSING: If the CNA Candidate asks, "Do you want to get dressed?" the Actor should say "YES." The Actor should not help the CNA Candidate with any portion of getting dressed.

AMBULATION WITH A GAIT BELT: If the CNA Candidate asks, "Do you want to go for a walk?" the Actor should say "YES." Actors will not prompt the CNA Candidate to put on their shoes, but should say "YES" if they are asked if they want them.

MOUTH CARE: If the CNA Candidate asks, "Can you brush your teeth?" the Actor should say "NO." If the CNA Candidate asks, "Do you want your teeth brushed?" the Actor should say, "YES."

HEIGHT, WEIGHT OR VITAL SIGNS: The Actor SHOULD NOT tell the CNA Candidate their height, weight, blood pressure, etc.

MAKING AN OCCUPIED BED: If the CNA Candidate asks, "Do you want a pillow?" the Actor should say "YES."

TOILETING WITH A BED PAN: If the CNA Candidate attempts to "wipe" or "clean" the Actor's peri area, the Test Administrator may say "THIS IS NOT NECESSARY, PLEASE JUST VERBALIZE WHAT YOU WOULD DO."

These examples are relevant for nearly any Manual Skills test and are listed to give a general idea of our expectations for an Actor's general mind set and behavior.

QUESTIONS:

Questions can be directed to HEADMASTER 800-393-8664