

# 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 every candidate tested.**

Welcome to your Skill Test.

I do not judge or evaluate your performance. I will be observing and recording whether or not you perform the steps on each of the five tasks that make up your Skill Test. D&S Diversified Technologies staff in Findlay, OH, will score your test. I will not know whether or not you have passed or failed.

We are going to ask you to **actually perform and demonstrate** every step on each of five tasks that the computer has randomly chosen. You will have 35 minutes to complete all five tasks. I will let you know when 20 minutes have gone by.

You will begin with the task of Handwashing. After you do Handwashing you will perform four more tasks, which will be \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ . (Read the other four tasks the candidate has drawn) You don't have to remember these four tasks, because I'll tell them to you again, one at a time, as you progress through the Skill Test. After demonstrating Handwashing as your first task **you may just tell me** when you should wash your hands during each of your remaining four tasks. It may help you to talk yourself through each step as you perform your five tasks.

Each task has its own scenario, which I will read to you before you start each task. **Complete each skill as if you just entered a new resident's room.** It may help you to relax if you picture yourself in your regular workplace and just demonstrate to me the way you normally perform each task. You may use any equipment necessary. You may move equipment as needed to accomplish your tasks. Relax, be calm, take charge and show me your best stuff.

I will read one scenario at a time to you. After I read the scenario to you, please demonstrate the task. When you finish the task, tell me you are finished and I will read the next scenario to you.

Any time during the Skill Test, until you run out of time or tell me you are finished, **you may repeat or correct any task or step** on a task that you believe you did incorrectly.

You may ask me to reread any of the scenarios for you at any time during your Skill Test.

When all five tasks are finished, if you still have time remaining, you may go back and correct anything you think you performed incorrectly or you may tell me you are finished with the Skill Test.

I cannot answer any questions once we begin the test. Do you have any questions now?

**(Observer shows the candidate the equipment location and demonstrates any equipment the candidate will need for their five-tasks.** Observer answers any remaining questions and begins the Skill Test by reading the scenario for Handwashing.)