Minnesota Nurse Aide
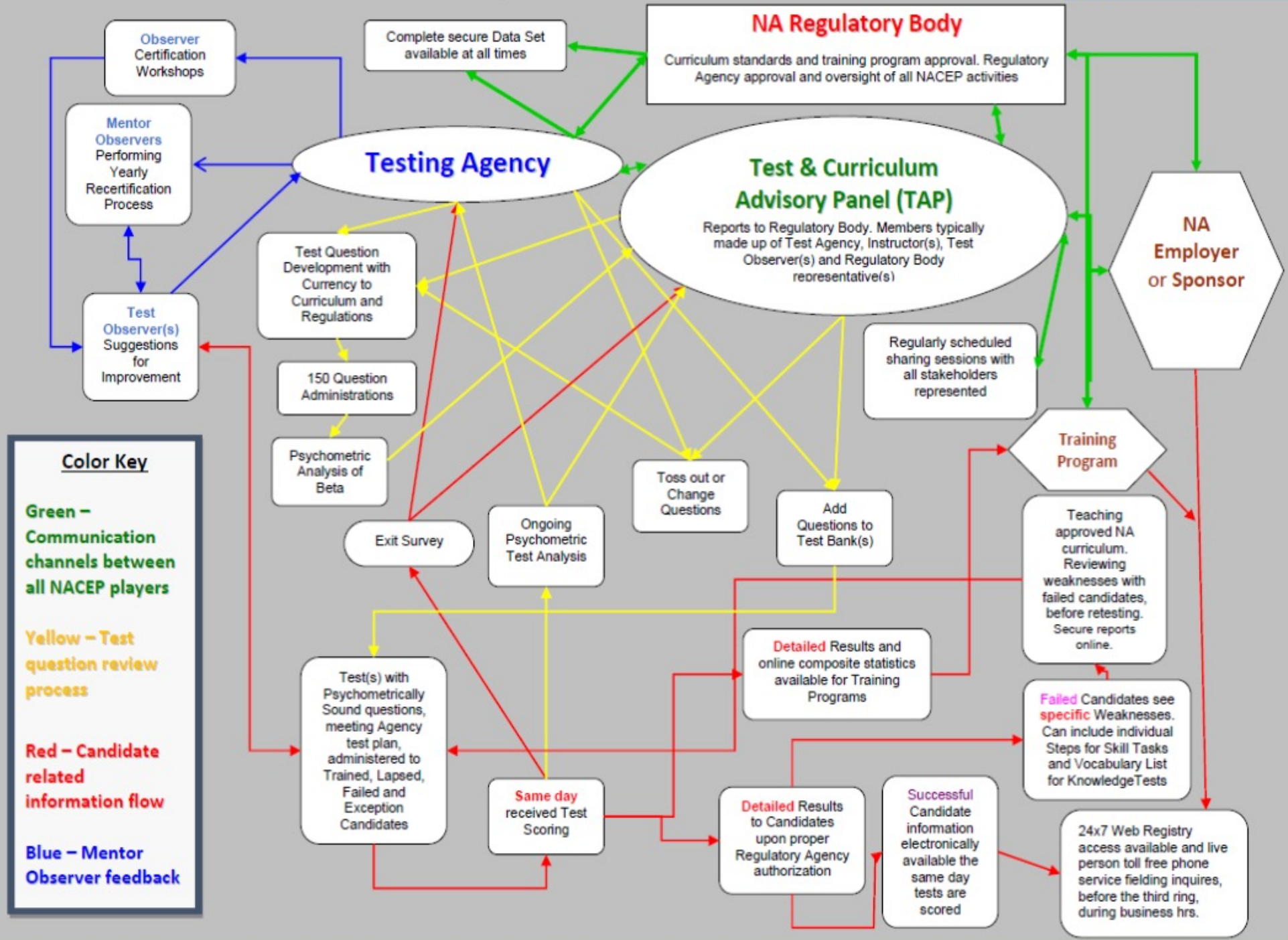# INSTRUCTOR INFORMATION

December 22, 2021

PRESENTED BY D&S DIVERSIFIED TECHNOLOGIES – HEADMASTER, LLP

WELCOME!

D&S Diversified Technologies (D&SDT) – Headmaster is honored and excited to start testing nurse aide candidates in the state of Minnesota.

We look forward to our collaboration and building lasting relationships.

D&SDT-HEADMASTER's Complex Adaptive System Test Model (CAST)

D&S Diversified Technologies LLP
Headmaster LLP

NA Regulatory Body

Curriculum standards and training program approval. Regulatory Agency approval and oversight of all NACEP activities

Complete secure Data Set available at all times

Observer Certification Workshops

Mentor Observers Performing Yearly Recertification Process

Test Observer(s) Suggestions for Improvement

Testing Agency

Test & Curriculum Advisory Panel (TAP)

Reports to Regulatory Body. Members typically made up of Test Agency, Instructor(s), Test Observer(s) and Regulatory Body representative(s)

NA Employer or Sponsor

Test Question Development with Currency to Curriculum and Regulations

150 Question Administrations

Psychometric Analysis of Beta

Regularly scheduled sharing sessions with all stakeholders represented

Color Key

Green – Communication channels between all NACEP players

Yellow – Test question review process

Red – Candidate related information flow

Blue – Mentor Observer feedback

Exit Survey

Ongoing Psychometric Test Analysis

Toss out or Change Questions

Add Questions to Test Bank(s)

Training Program

Teaching approved NA curriculum. Reviewing weaknesses with failed candidates, before retesting. Secure reports online.

Detailed Results and online composite statistics available for Training Programs

Test(s) with Psychometrically Sound questions, meeting Agency test plan, administered to Trained, Lapsed, Failed and Exception Candidates

Same day received Test Scoring

Detailed Results to Candidates upon proper Regulatory Agency authorization

Successful Candidate information electronically available the same day tests are scored

Failed Candidates see specific Weaknesses. Can include individual Steps for Skill Tasks and Vocabulary List for KnowledgeTests

24x7 Web Registry access available and live person toll free phone service fielding inquires, before the third ring, during business hrs.

Customer Service Highlights

❖ A D&SDT-HEADMASTER representative answers the phone within three rings during business hours.

❖ Tests are scored, double checked and results notifications are emailed and texted the same business day they are submitted for scoring.

TMU© (TestMaster Universe)

❖ Candidates must be entered into TMU© by Instructors – five required fields, within **48 hours** of starting training:
  - Full legal name
  - Date of Birth
  - Email Address
  - Phone Number
  - Training Start Date

❖ Candidates will be sent an email and text (those that have texting capabilities) informing them to log in and complete their records
  - Username and Temporary Password to log in provided in email/text

❖ Instructors will enter training completion information when candidates successfully complete training:
  - Change Status from 'attending' to "Completed"
  - Class/Lab Hours
  - Clinical Hours
  - Completion Date

TMU   👤 Students   📊 Reports ▾   ⚙ Profile   ✉   ⏻

Successfully logged in.

Welcome

You are logged in as   (Instructor).

Viewing Nurse Aide (CNA) records at

Quick Links

📥 Inbox

✏ Your Profile

👤 Manage Students

👁 Reset Login

TMU

MINNESOTA

https://mn.tmutest.com
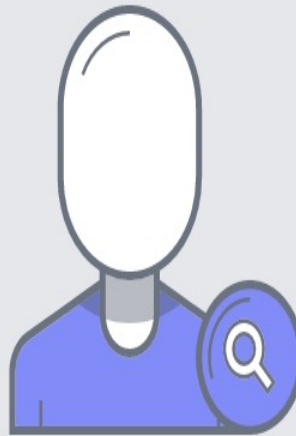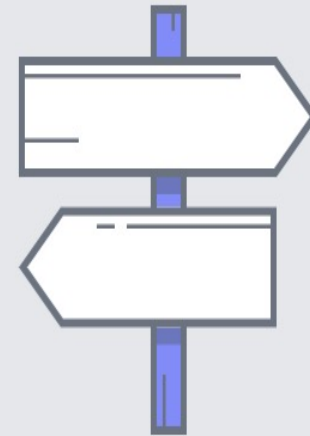
How can we help you today?
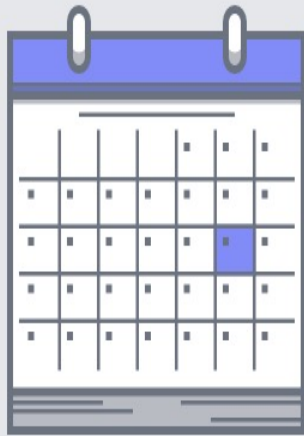
See Available Test Dates

Search Minnesota Registry

Read FAQ

Minnesota Webpage   www.hdmaster.com

Click on Minnesota CNA

Refer to this site for valuable information as it is added!

D&S Diversified Technologies LLP
D&S Diversified Technologies LLP - Headmaster LLP

Minnesota Nurse Aide Testing Services

Innovative, quality technology solutions throughout the United States since 1985.

Headmaster is honored to be approved by the Minnesota Department of Health to offer Certified Nurse Aide Testing Services to the Minnesota Health Care Community.

Testing Updates In Minnesota

Please visit this page often as details are approved and released. We look forward to working with everyone involved with Certified Nurse Aide Training and Testing in Minnesota!

Please join D&SDT-Headmaster Staff on Wednesday December 22, 2021 for one of two Question and Answer Sessions. (CLICK HERE).
Learn about exciting changes to Nurse Aide Testing.

Minnesota Nurse Aide Competency Evaluation FAQs

Candidates	Training Programs - Test Sites	Test Observers	Contacts
TestMaster Universe (TMU©)	Minnesota Recording Form		Please feel free to contact us if you have questions, concerns, or suggestions about our service. We value the feedback we receive from everyone involved in the Minnesota Nurse Aide training, testing, and certification process.
Minnesota TMU© Testing and Registry Login Information -- Coming soon!!	Minnesota Mock Skills Coming Soon		**D&S Diversified Technologies - HEADMASTER**
	Create Instructor Account		PO Box 6609
Minnesota Candidate Handbook Effective January 2022 **Download to your smart device!**	Facility Payment Form 1402 Fac-MN: Used rarely. Call first before using! Fill online and SUBMIT		Helena, MT 59604 Testing Toll Free Phone: 888-401-0462 Fax: 406-442-3357 Registry Phone MDH: 651-215-8705
Requesting a Login for TMU©	Please see the Fluid Intake Cup order form on our main page under Nurse Aide.		hdmaster@hdmaster.com
Instructor Login Request			
	Test Master Universe TMU© How To Guides		
	How to finish setting up an account in TMU©		
	Forgot Password Reset in Minnesota TMU©		
You will need a reader to view and print some documents. You may download it here...	Instructor Enter Students - Complete Student Training in TMU©		
Get Acrobat Reader	Instructor Incomplete A Student's Training		
	TestMaster Universe (TMU©) How To Guides		
	Training Program Information		
	How to sign into TMU©		

Minnesota Candidate Handbook

D&S Diversified Technologies LLP

Headmaster LLP

DRAFT

Minnesota Nurse Aide Candidate Handbook

EFFECTIVE: February 1, 2022

Version DRAFT

Table of Contents

D&S Diversified Technologies LLP
Headmaster LLP

Minnesota Nurse Aide Candidate Handbook

EFFECTIVE: February 1, 2022

ID Requirements for Testing

UNITED STATED (US) GOVERNMENT ISSUED, UNEXPIRED, PHOTO-BEARING, SIGNED FORM OF IDENTIFICATION

Examples of Acceptable Forms of ID:

❖ State or other United States Government Issued Driver's License

❖ State Identification Card *(that meets all identification criteria)*

❖ US Passport (Foreign Passports and Passport Cards *are not* acceptable)
  - ■ *Exception: A Foreign Passport that contains a US VISA is acceptable*

❖ Alien Registration Card *(that meets all identification criteria)*

❖ Tribal Identification Card *(that meets all identification criteria)*

❖ Work Authorization Card *(that meets all identification criteria)*

❖ Military Identification *(that meets all identification criteria)*

Testing Attire

❖ **Full Clinical Attire**:

Scrubs and close-toed shoes.

(Scrubs and shoes can be any color/design.)

❖ Long hair must be pulled back.

TMU©
KNOWLEDGE/ORAL EXAM

The TMU© Knowledge/Oral Exam
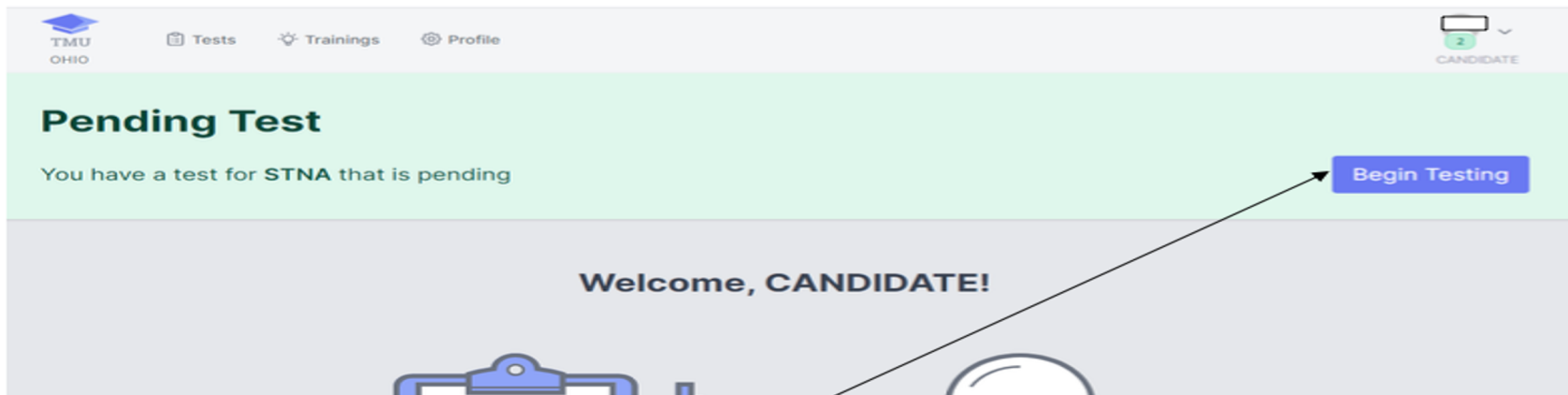
❖ Candidates have **60 minutes** to complete 70 questions.

❖ Candidates will be given a 15 minute warning when 45 minutes have elapsed.

❖ If a candidate has requested an ORAL version of the knowledge exam:

- The questions be read will be listened to by the candidate with headphones or earbuds plugged into the computer.

- With the oral version, there are control buttons for fast forward, rewind, etc.

TMU© Knowledge Test - Navigating the Exam
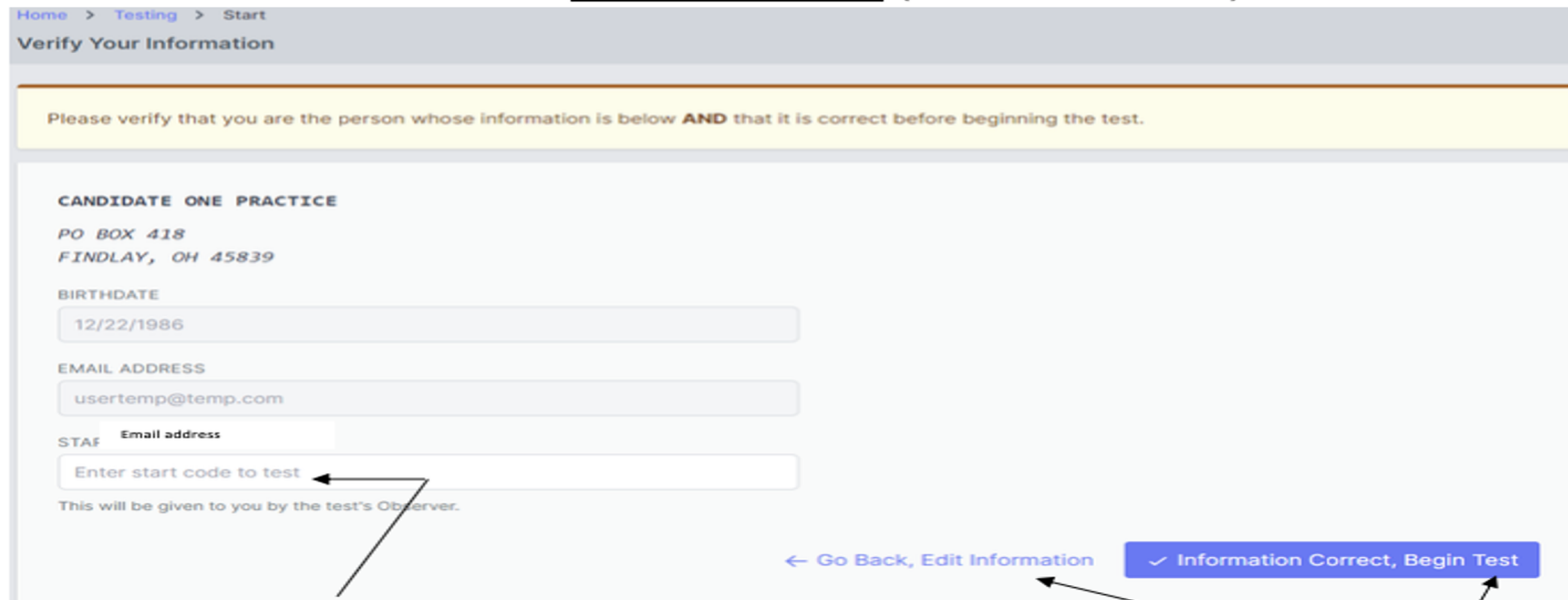
Each candidate will log in to their own record to take the Knowledge Exam with their Username or Email and Password:

Candidates will click on **BEGIN TESTING** (either one is fine)

The **START CODE** will need to be typed in under **Start Code** *

Have candidates verify that their demographic information is correct.

TMU© Knowledge Test - Navigating the Exam

1. There is a countdown of time remaining for candidates to watch their own time.
2. Questions remaining to be answered will show up here.
3. Click on NEXT to go to the next question.
4. Questions can be bookmarked to go back to.
5. Any bookmarked question numbers will show up here.
6. Candidates can type in a question number they want to "jump" to here.
7. There are keyboard shortcuts to help navigate the test as well that are found here.

TMU© Knowledge Test - Navigating the Exam

STNA - CANDIDATE ONE PRACTICE

Remaining: 00:23:29

Jump to Question [ ] Go   Keyboard Shortcuts   End Test

#79.   Question ......

A.   ● liver

B.   ○ kidney

C.   ○ pancreas

D.   ○ spleen

← Prev   ☐ Bookmark Question   Next →

Bookmarks   **Questions Remaining**

No questions bookmarked   None. Please review your answers!

When candidates are finished with their exam, they need to raise their hand and let the proctor know they are done. The test proctor needs to check that there are no **Questions Remaining** (if there are any numbers left, direct the candidate to go back and answer the questions), then the proctor will click on **END TEST**.

TMU© Knowledge Test - Navigating the Exam
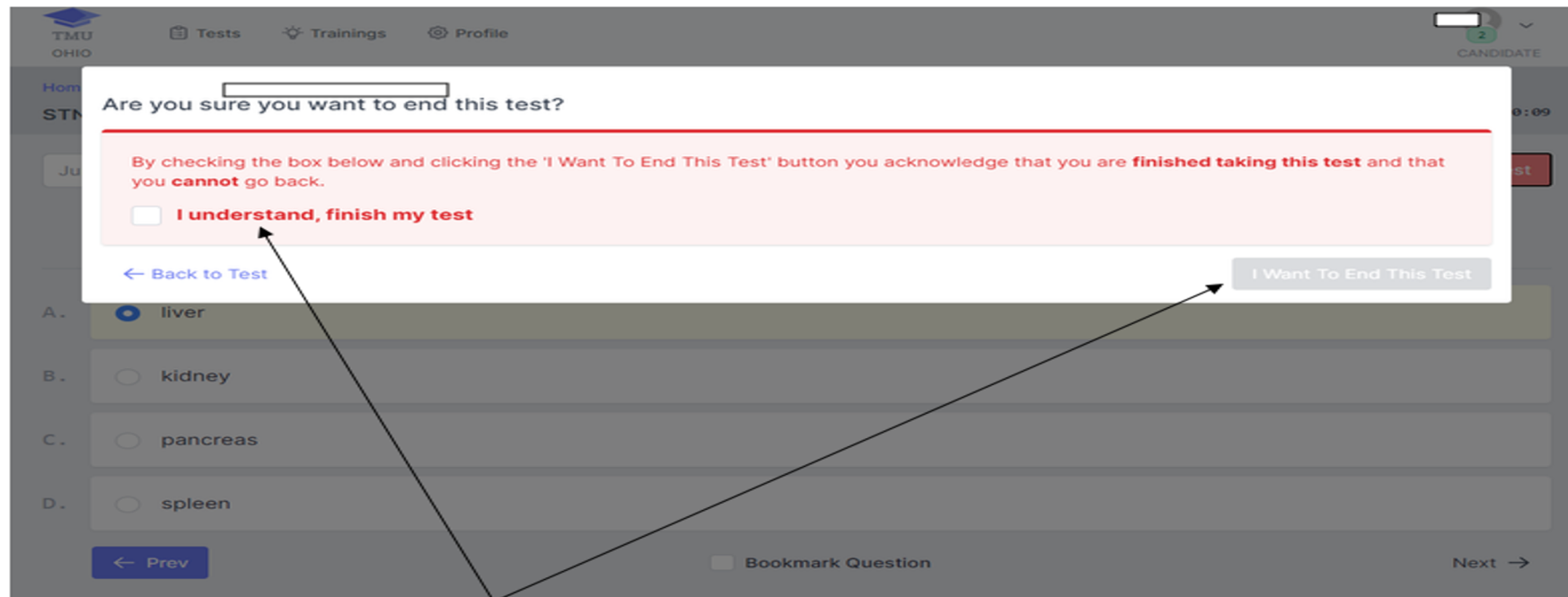
When END TEST is clicked, this message will pop up and you must click the box to the left of **I UNDERSTAND, STOP MY TEST**. Then **I WANT TO END THIS TEST** box will be active and you will click on it.
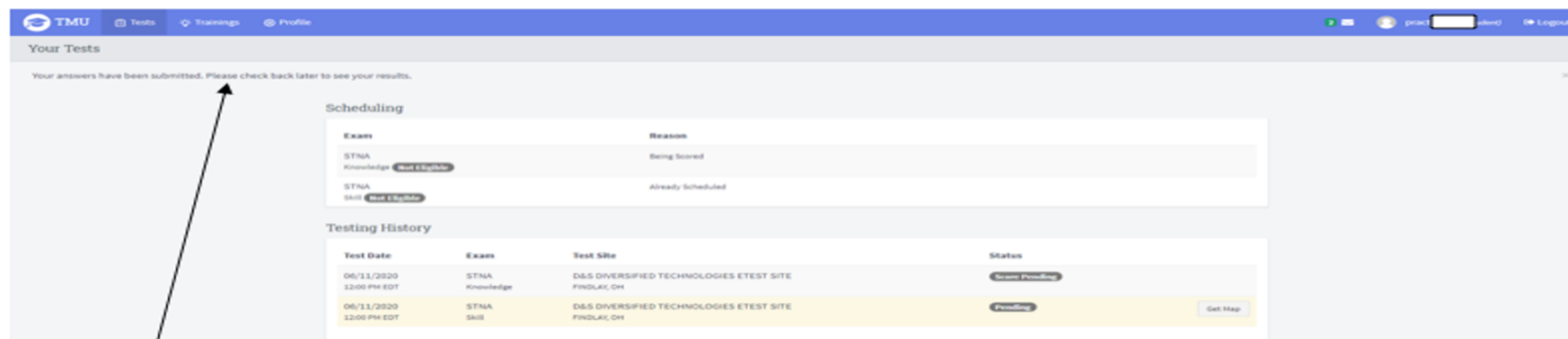
This is what the screen looks like after the knowledge test has been ended.

SKILLS EXAM

The Skills Exam

❖ Candidates are allowed **30 minutes** to demonstrate 3 or 4 tasks.

❖ RN Test Observers will read a scenario to the candidate at the beginning of each task.

- Candidates can request to have a scenario re-read to them at any time and as many times as needed.

The Skills Exam

Each candidate will be assigned one of the following mandatory tasks with embedded hand washing using soap and water as their first task:

- Assisting Resident with the use of a Bedpan, Measure and Record Urine Output with Hand Washing
- Catheter Care for a Female with Hand Washing
- Donning PPE (Gown and Gloves), Emptying a Urinary Drainage Bag, Measure and Record Urine Output and Remove PPE with Hand Washing
- Perineal Care for a Female with Hand Washing

Each candidate will also receive an additional two (2) or three (3) randomly selected tasks. The selected tasks make up the candidate's personalized and unique skill test. Each skill test randomly assigned by the TMU© skill test assignment algorithm will be comparable in overall difficulty.

The Skills Exam

❖ Candidates can make corrections to any step they feel they did incorrectly at any time during their exam within their 30 minute time frame:

- Candidates need to tell the RN Test Observer the specific task and step(s) they are correcting.

- Candidates must actually demonstrate the correction(s), i.e.:
  - Candidate tells the RN Test Observer s(he) missed locking the bed brakes in the ambulation task-

    Candidate must actually lock the bed brakes and then the correction is made and noted by the RN Test Observer.

The Skills Exam

❖ Steps that are only verbalized **DO NOT COUNT!**

  ▪ All steps must be demonstrated to receive credit.

❖ Steps are not order dependent unless the step specifically states something must be done "*BEFORE" or "*AFTER":

  ▪ Candidates can perform the steps in whatever order flows for them, or how you have trained them to complete the steps with the *EXCEPTION:

    • If a step states something must be done **BEFORE** or **AFTER**, then the candidate must demonstrate that step exactly as stated.

      • *Example: Candidate must remove gloves BEFORE gown.*

The Skills Exam

❖ **<u>CLOSURES</u>:** Candidates have to verbally state to the RN Test Observer that they are finished when done with each task so the RN Test Observer has closure before setting up for the next task.

❖ Once the candidate has completed all 3 or 4 tasks, the candidate needs to verbally state to the RN Test Observer that they are finished. The candidate will then be read a closure:

- **If time is remaining** (candidate completed in less than 30 minutes) :

  "You have _ minutes remaining. You have just completed the tasks of __, __, __; and/or __. Are you finished?"

- **When time is up** and the 30 minute audible buzzer sounds:

  "Your allotted time has elapsed. Thank you for showing us your skill demonstrations today."

Equipment/Supplies Demonstration

❖ All supplies will be on a centrally located table, counter, etc.

- The RN Test Observer will show the candidate just the supplies and equipment the candidate will need for their 3 or 4 tasks (i.e. bedpans, basins, toothbrush, lotion, etc.).

    - Linens may be in a cabinet or closet within the skills testing room and would be shown to the candidate.
    - No supplies will be in the bedside stands.

- And candidates will be shown where other supplies are located throughout the room:

    - Hand sanitizer(s)
    - Gloves

Equipment/Supplies Demonstration

❖ **Candidates will also be shown:**

- How to lock the bed and wheelchair brakes
  - Brakes must be fully engaged on the bed and both wheelchair brakes must be locked
- Bed Controls
  - The RN Test Observer will show the candidate how to raise and lower the bed and head of the bed as well as how to operate the side rails (if side rails on bed)
- Where the hand washing sink is
  - Where soap and paper towels are located
- The designated toilet for testing
  - It may be an actual toilet or a commode by the sink
- The RN Test Observer will also point out where other equipment is throughout the testing room
  - Garbage cans
  - Designated linen hampers
  - The RN Test Observer will show the candidate how they are providing privacy (pulling a curtain or other method of providing privacy)

Equipment/Supplies Demonstration

❖ **Every candidate, whether they trained at the site they are testing at or not, will get the same consistent, complete equipment and supplies demonstration**

❖ The equipment and supplies demonstration is the time for the candidate to become familiar with the items they will be using for their 3 or 4 tasks:

   ▪ If there is only one basin on the supplies table and the candidate uses two, the candidate just needs to ask the RN Test Observer for another basin and one will be placed on the table.

Equipment/Supplies Demonstration

❖ Candidates will sign the <u>RECORDING FORM</u> (if they have a task requiring recordings) during the equipment/supplies demonstration.

❖ Candidates can take the recording form (on the clipboard) anywhere in the testing room as needed.

❖ RN Test Observers cannot remind or cue candidates to write their recordings on the recording form.

Candidate's Name: _____
PLEASE PRINT

PULSE: _____   RESPIRATIONS: _____

URINARY OUTPUT: _____ ml

GLASS 240ml: _____

GLASS 120ml: _____

TOTAL FLUID INTAKE: _____ml   FOOD INTAKE: _____%

Candidate's Signature: _____

Role of the Actor

❖ Actors must remain test neutral and not impact the test in any way.

❖ Actors are not to start or engage in a conversation with candidates.

❖ Actors cannot answer any questions that would impact the test with anything other than:

  ▪ **"Whatever you think"** – putting the action needed back on the candidate.

    • *Example: In the Bedpan Task, "Is the head of your bed high enough?" The Actor will answer "whatever you think" as it is a step in the Candidate Handbook that the candidate is to raise the head of the bed after placing the actor on the bedpan.*

❖ Actors must provide the exact same simulation for every candidate.

Candidate Exit Survey

❖ When candidates log in to their records in TMU© to check their test results, they will get a link to complete the voluntary and anonymous Exit Survey.

❖ The Exit Survey provides valuable feedback regarding the candidate's testing experience.

The nurse aide testing company, Headmaster, treated me promptly and courteously. *
- ○ Yes
- ○ No
- ○ I did not have any contact with Headmaster

The Oregon State Board of Nursing treated me promptly and courteously. *
- ○ Yes
- ○ No
- ○ I did not have any contact with the Oregon State Board of Nursing

The testing site and testing area were free from distractions. *
- ○ Yes
- ○ No

The equipment at the worksite was in good working condition. *
- ○ Yes
- ○ No

The RN Test Observer was professional, courteous and respectful. *
- ○ Yes
- ○ No

The Actor was professional, courteous and respectful. *
- ○ Yes
- ○ No
- ○ I did not take a Skills Test

Example

Minnesota Mock Skills

Will be available on the Minnesota webpage at www.hdmaster.com

APPLY A KNEE-HIGH ANTI-EMBOLIC (ELASTIC) STOCKING TO ONE LEG

Perform hand hygiene.
  a. Cover all surfaces of hands with hand sanitizer.
  b. Rub hands together until hands are completely dry.	

Explain the procedure to the resident. (Speak clearly, directly, maintaining face-to-face contact whenever possible.)	
Raise bed height.	
Provide for privacy.	
Provide for resident's privacy by only exposing one leg.	
Roll, gather or turn stocking down inside out to at least the heel.	
Place foot of stocking over the resident's toes, foot, and heel.	
Roll OR pull top of stocking over resident's foot, heel and up the leg.	
Move resident's foot and leg gently and naturally avoiding force and over-extension of limb and joints.	
Check toes for possible pressure from stocking.	
Adjust stocking as needed.	
Leave resident with stocking that is smooth/wrinkle free.	
Lower bed, if it was raised.	
Place call light or signal calling device within easy reach of the resident.	
Maintain respectful, courteous interpersonal interactions at all times.	

Perform hand hygiene.
  a. Cover all surfaces of hands with hand sanitizer.
  b. Rub hands together until hands are completely dry.	

Minnesota Mock Skills

Effective for testing: February 1, 2022

D&S Diversified Technologies (D&SDT), LLP – Headmaster, LLP

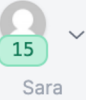# Training Program/Instructor Reports

Program Reports

Contact Information

Contact Information

Questions regarding: testing process, test scheduling and eligibility to test .... (800) 393-8664

Questions regarding: obtaining information on official regulations and guidelines for nurse aides • updating your name or address on the Registry • updating your employment information • obtaining information regarding test sites and approved training programs

(651) 215-8705
(800) 397-6124
(Minnesota only)

D&S Diversified Technologies (D&SDT), Headmaster, LLP PO Box 6609 Helena, MT 59604 Email: hdmaster@hdmaster.com Web Site: www.hdmaster.com	*Monday through Friday* *7:00AM – 7:00PM* *Central Standard Time (CST)* Minnesota TMU© Webpage: https://mn.tmutest.com	Phone #: (800) 393-8664 Fax #: (406) 442-3357
Minnesota Department of Health (MDH) **Nurse Aide Registry** PO Box 64501 St. Paul, MN 55164-0501 **Nurse Aide Registry:** health.FPC-NAR@state.mn.us **Nurse Aide Registry Website:** https://www.health.state.mn.us/facilities/providers/ nursingassistant/index.html	*Monday through Friday* *8:00AM – 5:00PM* *Central Standard Time (CST)*	Phone #: (651) 215-8705 Phone #: (800) 397-6124 *(Minnesota only)*

WARM
WINTER
WISHES