



ARIZONA NURSING ASSISTANT

RN TEST OBSERVER OR TESTING SITE EQUIPMENT LIST AND AFFIDAVIT FORM 1503AZ

(For **TEST SITES**: this form **MUST** be accompanied by form **1502AZ**. A virtual test site visit will be arranged with D&SDT-HEADMASTER)

(For **RN TEST OBSERVERS**: this form must be accompanied by forms **1500AZ, 1501AZ and 1505AZ**)

To be approved, a testing site must have all of the materials listed for Testing Sites. To be certified and remain active, RN Test Observers are required to review each skill test received prior to test administration and must ensure that all test site equipment and supplies are available prior to starting any testing. Please refer to the following list for equipment and supplies needed by the test site or brought to the test site with the RN Test Observer.

EQUIPMENT/SUPPLIES PROVIDED BY TESTING SITE

- Hand washing sink with running water, soap and paper towels (*Must be no further than a 30 second walk from the skills area.*) **NO RINSE SOAPS ARE NOT ALLOWED IN TESTING.**
- Long term care bed(s), without side rails, with working bed brakes and bed controls (*Beds that brakes only lock when bed is in lowest position and beds that alarm sounds when brakes are off are not allowed, brakes must be able to be manually engaged. All moveable portions must raise and lower.*)
- Manikin – (*anatomically correct – peri area for both female and male*)
- Working privacy curtain(s) (*Folding/portable curtains are not allowed.*)
- Bedside stand
- Over bed table
- Wastebasket(s)
- Laundry receptacle (hamper)
- Hand sanitizer(s)
- Disposable gloves in assorted sizes
- Wall clocks – in knowledge test room and skills lab (*skills lab clock must have second hand*)
- Call light or signaling device (*doesn't have to be a working signaling device*)
- Wheelchair with working brakes and removable footrests
- Walker
- Linens including clean: washcloths, towels, bath blankets, waterproof pads, resident gowns (*tie type, no snaps*), pillows, pillowcases, flat and fitted sheets, blanket or bedspread
- Bedpans – 1 standard and 1 fracture pan
- Catheter with tubing
- Urinary drainage bag with tubing
- Wash basins
- Emesis basins
- Output measurement container/graduate
- Isolation gowns (*can be reusable cloth or disposable gowns; tie closure, Velcro closure or slip over-the-head gowns are allowed*)

- Gait belts/transfer belts
- Teaching (binaural) stethoscope with BP cuff
- Food tray, plate and silverware (disposable spoons)
- Dentures (*one plate, upper or lower only for testing*), denture container, denture brush and cleanser
- Disposable adult briefs and plastic bags (to dispose of brief)

ROOM REQUIREMENTS

- **Distraction and Interruption Free Skills Lab** – with all equipment and supplies listed available and in good working order
- **Any signage (posters) or displays that may cue candidates must be covered or removed for test days**
- **If the skills lab and/or knowledge test room have any interior windows (i.e. – on the door), they would need to be covered (blinds/etc.) during testing to maintain a distraction free testing environment**
- **Distraction and Interruption Free Knowledge Test Room**
- **Holding or Waiting Area** – where candidates may wait to take the exam
- If testing rooms are in different buildings (i.e.: a campus), the testing rooms must be within a reasonable, short walking distance of each other

For Electronic Test Sites:

- At least three internet connected computers, laptops or tablets in the Knowledge Test room
- One internet connected computer, laptop or tablet in the Skill Test room

Due to test security, cameras in the skills lab or knowledge test room are prohibited!

PLEASE SEE BACK SIDE OF FORM →



ADDITIONAL EQUIPMENT NORMALLY PROVIDED BY RN TEST OBSERVER

- Pens and #2 pencils for recordings and paper knowledge exam
- Scratch paper
- Basic calculators – at least one for the knowledge test area and one for the skills test area (*cell phone calculators are not allowed*)
- Official data recording forms (*available on D&SDT-Headmaster Arizona webpage*)
- Small clipboard to place the recording form on
- Non-skid shoes or slippers for actor that are easy to put on (*slipper socks are not allowed*)
- Over-sized button-up shirt, sweat pants/shorts, socks that will easily fit over the actor’s clothing
- Sample food items (*single serve size containers of applesauce, pudding etc.*)
- Diet card (*available on D&SDT-Headmaster Arizona webpage*), disposable spoons, napkins and bendable straws
- Actor’s toothbrush, toothpaste and disposable cup
- Disposable small cups
- Knee high anti-embolism elastic stocking that will fit your actor
- Toothettes or swabs
- Soap (liquid, foam or bar) **-NO RINSE SOAPS ARE NOT ALLOWED**
- Back up hand sanitizer(s)
- Watch or small travel clock with a second hand

- Tissue or toilet paper
- Alcohol wipes/pads or antiseptic wipes
- 1 clear 240ml glass and 1 clear 120ml glass for Feeding Task (*one set provided to Observers, extra sets of cups may be purchased through D&SDT-Headmaster’s Arizona webpage*)
- **ORAL TEST ADMINISTRATION:** Disposable headphones/ear buds that can plug into the computer speaker jack or MP-3 player (paper test) are needed
- Pre-measured “urine” fluid amounts in unmarked containers (hint: use yellow food coloring in water for the Bedpan and Output and Emptying Urinary Drainage Bag Tasks)
- Two audible count-down timers or a multiple timer (*one for 15 minutes left warning and 1 for 40 minutes time up*)
- Marker to date and initial disposable briefs

RECOMMENDED ADDITIONAL ITEMS TO CARRY IN TESTING KIT

- Washcloths and towels that you know are clean to be used during the Bed Bath task on your actor
- A syringe to easily fill the drainage bag with pre-measured fake ‘urine’
- Extra audible count-down timers in case a set doesn’t work or batteries are dead
- Other small items you can use as backups to salvage a test event when something breaks or is missing etc.

Testing sites and RN Test Observers may mutually agree to a different mix of equipment distribution and an RN Test Observer may use their consumable supplies budget to purchase consumables from the test site, depending on mutual agreement with the test site. Please call D&SDT-HEADMASTER at (800)393-8664 if we can be of assistance regarding any of these issues.

TEST SITE AFFIDAVIT: *(To be filled out by the Test Site contact person.)*

We hereby certify that-

Facility Name: _____ Phone: _____

Contact Person’s Name: _____ Email: _____

Test Site Mailing Address: _____ City: _____ State: _____ Zip: _____

has the equipment listed herein and will make the equipment available to D&SDT-HEADMASTER/AZBN certified RN Test Observers (independent contractors) for the purpose of administering nurse aide knowledge and skill tests to nursing assistant candidates at our test site for days we have agreed to schedule any test events.

Site Administrator Signature: _____ Date: _____

RN TEST OBSERVER AFFIDAVIT: *(To be signed by the RN Test Observer when applying for certification.)*

I hereby certify that test sites will be checked before starting each test event to ensure that the test site equipment listed herein is available and in good working order. If not, I will report missing or inoperable test site equipment by listing it under the test discrepancies before submitting my test event observations for scoring or returning a paper test packet. I will carry at least the minimum equipment/supplies listed on the Additional Equipment Normally Provided by RN Observer to each test event I choose to oversee.

RN Observer Signature: _____ Date: _____