

EFFECTIVE 02-22-16

NEVADA NURSING ASSISTANT **SKILL TEST INSTRUCTIONS**

Introduce / re-introduce yourself and your actor.
Sit side-by-side with the candidate. Read these instructions out loud as the candidate follows along.
Must be read word-for-word for *each and every* candidate tested.

-WELCOME TO YOUR SKILL TEST-

I do not decide whether or not you pass or fail. I only observe and record the steps I see you demonstrate. Headmaster staff in Helena, Montana, will score your test.

- ⇒ You will have **35** minutes to complete your tasks.
- ⇒ Each of your skill tasks has a scenario. I will read **one scenario at a time** to you. As soon as you understand the scenario, please actually perform and demonstrate the task.
- ⇒ At the beginning of your first demonstration, which is _____, you may use **hand sanitizer**.
- ⇒ *When appropriate, toward the **end** of your first task, you **must actually** wash your hands with soap and water.*
- ⇒ During the demonstration of each subsequent task you may just use hand sanitizer, when appropriate.
- ⇒ Steps **that are only verbalized do not count**.
- ⇒ At anytime, during any task you may:
 - Ask me to **reread** any scenario.
 - Direct me to move anywhere needed to assist you in providing safety for the resident.
 - Correct any step on any task you believe you did incorrectly.
 - ❖ To make a correction, you must tell me the specific task and what step(s) you will **re-demonstrate**.
- ⇒ When finished with a task, tell me you are finished and return to this **relaxation area**.
- ⇒ I will set two timers. The first timer will sound when 15 minutes remain and the second timer will sound when all 35 minutes have elapsed.
- ⇒ Your 35 minute skill test time starts when you begin the first task.

I will now show you the location of the supplies and demonstrate the equipment you will use for your tasks. Please ask me any questions you may have about your tasks which are: _____, _____, and _____.

****NOTES TO TEST OBSERVER****

Next: The RN observer shows the candidate the equipment location and demonstrates the use of just the equipment the candidate will need for his/her tasks.

- ✓ Always demonstrate where you want the candidate to knock when entering the room, show the bed brakes and bed controls, privacy curtain, call bell, and any other things unique to the test site. Tell the candidate that they may use or move any equipment or supplies as necessary to accomplish the tasks. Explain the timers you will be using during testing.
- ✓ Be sure the candidate signs the recording form on which you have already printed his/her name if it will be needed for one or more of the tasks.
- ✓ Be sure you have instructed the candidate as to the location of the relaxation "waiting" area.
- ✓ Answer any remaining questions. Remind the candidate that you may not answer any questions once the skill test begins.
- ✓ Begin the skill test by reading the Perineal Care; Bedpan and Output; Isolation Gown and Gloves with Catheter Care or Emptying a Urinary Drainage Bag task scenario word-for-word. Start your timer when the candidate makes his/her move to start his/her first task.

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RECAP:

If time is remaining (candidate completed in less than 35 minutes) say: "You have ____ minutes remaining. You have just completed the tasks of ____, _____, and/or _____. (Read their tasks.) Are you finished?" When you get the "yes", say "Thank you for coming." Direct the candidate to the holding area.

When time is up and the 35 minute audible buzzer sounds, use either scenario 1 or 2:

Scenario 1: If the candidate has started or is in the process of completing his/her **LAST TASK** say:

- "Your allotted time has elapsed. You have up to 5 minutes to complete the task you are on." When the candidate says he/she is finished or the 5 minutes elapse say, "Thank you for showing us your skill demonstrations today." Direct the candidate to the holding area.

Scenario 2: If the candidate **has not started** his/her **LAST TASK** say:

- "Your allotted time has elapsed. Thank you for showing us your skill demonstrations today." Direct the candidate to the holding area.

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FOR ALL CANDIDATES – READ BEFORE THE CANDIDATE LEAVES:

YOUR TEST RESULTS WILL BE AVAILABLE ON-LINE THE DAY THEY ARE SCORED AT

www.hdmaster.com AFTER 6:00 P.M. MOUNTAIN TIME

(A HARD COPY TEST RESULTS LETTER WILL ALSO BE MAILED TO YOUR ADDRESS OF RECORD.)

OFFICIAL TEST RESULTS RELEASE TIME FRAME:

⇒ FOR AN ELECTRONIC TEST NO MORE THAN 2 BUSINESS DAYS EXCLUDING SATURDAYS, SUNDAYS AND HOLIDAYS.