

SKILL TEST CHECKLIST

TEST RESULTS: READ OUT LOUD TO GROUP IN WAITING/HOLDING AREA

“TEST RESULTS WILL BE AVAILABLE ON-LINE NO LATER THAN 7:00PM (LOCAL TIME) THE BUSINESS DAY THE TESTS ARE SCORED. SIGN IN TO YOUR RECORD IN TMU© USING YOUR **USER ID** OR **EMAIL** AND **PASSWORD** TO SEE YOUR RESULTS.”

When the candidate enters the skill test area the RN Test Observer will:

1. Show the candidate the “designated area” to place their personal belongings, making sure all electronic devices are turned off.
2. Sit beside the candidate in the designated relaxation area.
3. Check the candidates ID against the candidate’s name on the skill test you have in front of you.
4. Ask the candidate if they have any questions about the skill test instructions they read before coming into the skill test area.

Specifically ask:

Read to
each →
candidate

- **"Do you understand that you can ask me to reread any scenario at any time?"**
- **"Do you know that you can correct anything you think you demonstrated incorrectly, at any time?"**

5. Tell the candidate the tasks they are to demonstrate.
6. Show the candidate the equipment /supplies location and demonstrate the use of just the equipment the candidate will need for their tasks.
7. Ask the candidate if they have any questions.
8. Read the first scenario.
9. Start the countdown timer in TMU© or start two stand-alone timers (or one multiple timer) when the candidate begins the first task. Record the start time in the candidate’s test on the screen.

REMEMBER TO:

- Always demonstrate where to knock, locking of the bed brakes and bed controls, privacy curtain and any other things unique to the test site. Point out the location of the call light or signaling device, gloves, hand sanitizer, laundry hampers, overbed table and garbage cans. Tell the candidate that they may use or move any equipment or supplies as necessary to accomplish the assigned tasks. Point out where the supplies are for only the tasks the candidate will be performing. Demonstrate how to lock the wheelchair brakes or open/close the drain on the urinary drainage bag, how to turn on the thermometer and put a sheath on, how to turn on the pulse oximeter and clip it on finger, how to turn on the electronic blood pressure monitor and point out the artery marker is on the cuff and where the heel is on the anti-embolic stocking (and point out on the laminated stocking sheet which stocking they are using); if the candidate has one of these skill tasks.
- Be sure the candidate signs the recording form on which you have already printed their name, *if it will be needed* for one or more of the tasks. Make sure the recording form is on a small clipboard.
- Be sure you have instructed the candidate as to the location of the designated relaxation “waiting” area.
- Answer any remaining questions the candidate may have, remind the candidate that you may not answer any questions once the skill test begins.
- Begin the skill test by reading the first task scenario word-for-word.
- Start your timer(s) when the candidate makes their move to start their first task.

CLOSURES WHEN FINISHED WITH SKILL TEST:

If allotted time is remaining say:

- “You have ____ minutes remaining. You have just completed the tasks of ____, ____, ____, and/or _____. (Read the tasks assigned.) Are you finished?” When you get the “yes”, say “Thank you for coming.”
 - Direct the candidate to the holding area if they need to take a knowledge exam, or if finished with their exam, they are free to leave the testing site. (Let candidate know Exit Survey information in box below.)

When allotted time is up and the audible buzzer sounds, say:

- “Your allotted time has elapsed. Thank you for showing us your skill demonstrations today.”
 - Direct the candidate to the holding area if they need to take a knowledge exam, or if finished with their exam, they are free to leave the testing site. (Let candidate know Exit Survey information in box below.)

EXIT SURVEY INFORMATION: Inform candidates they will receive a link to fill out the Exit Survey when they sign in to their record in TMU© to see their results. The Exit Survey is optional and we value their honest feedback regarding their testing experience.