

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 *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 **up to 45 minutes** to complete your tasks. An audible timer will sound when 15 minutes remain.
- ⇒ Each of your 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.
- ⇒ You will begin with the task of _____ (T.O. read only the one that applies) as your first task. **You must actually wash your hands with soap and water at the appropriate time during the demonstration of your first task. You will use hand sanitizer, at the appropriate times, during the demonstration of your other tasks.**
- ⇒ Steps **that are only verbalized** will not count.
- ⇒ Anytime during the test, you may ask me to **reread** any scenario.
- ⇒ Anytime during the test you may correct any step on any task that you believe you did incorrectly. To make a correction, you must tell me the specific task and what steps you will be **re-demonstrating**.
- ⇒ When you finish a task, tell me you are finished with the task and return to this **relaxation area**.

I will set two timers when you start your first task. The first timer will go off when you have 15 minutes remaining and the second will go off when 45 minutes have elapsed.

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 additional tasks which are: _____, _____, and/or _____.

Your skill test time will start when you begin your first task.

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. Point out where the supplies are for only the tasks the candidate will be performing. Demonstrate how to turn on/off and put a sheath on the thermometer, how to open/ close the drain on the urinary drainage bag, where the heel is on the anti-embolic stocking if the candidate has one of these skill tasks.
- ✓ 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 first task scenario word-for-word (Perineal Care, Catheter Care, Bedpan and Output or Isolation Gown and Gloves, Emptying a Urinary Drainage Bag). Start your timer when the candidate makes his/her move to start his/her first task.