



WISCONSIN NURSE AIDE

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

For **TEST SITES**: this list **MUST** be accompanied by form **1502WI** (with pictures of the equipment/supplies and layout for test site approval)

For **RN TEST OBSERVERS**: Sign the affidavit at the bottom of the second page and keep a copy of this form for your records.

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 must review each skill test received prior to test administration and ensure that all test site equipment and supplies are available before 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**

- At least three Internet-connected computers, laptops, or tablets in the Knowledge Test room **and/or** provide Internet access (WiFi) for RN Test Observer-provided tablets or laptops.
- Internet-connected computer, laptop, or tablet in the Skill Test room **and/or** Internet access (WiFi) access for RN Test Observer provided laptop or tablet.
- Hand washing sink with warm running water, soap, and paper towels (*must be no further than a 20-second walk from the skills area*)
- Long-term care bed(s) with working bed brakes, bed controls, and side rails (*beds that brakes are locked when the bed is raised (legs stay down) and beds that alarm sounds when brakes are on are not acceptable; brakes have to be able to be manually engaged*)
- Manikin – (*anatomically correct – peri area for female*)
- Working privacy curtain(s) (*prefer that it not be a foldable/portable screen*)
- Bedside stand
- Overbed table
- Wastebasket(s)
- Laundry receptacle(s) (hamper)
- Hand sanitizer(s)
- Toilet or commode (*if toilet is not available in skills lab*)
- Wall clocks – in the knowledge test room and skills lab (*skills lab clock must have a second-hand and easily visible*)
- Call light or signaling device (*doesn't have to be a working signaling device*)
- Wheelchair with working brakes and removable footrests (*footrests are removed for testing*)
- Bedpans (*one standard and one fracture*)
- Linens including: washcloths, towels, bath blankets, waterproof (incontinence) pads, resident gowns (*tie type, no snaps*), 4 pillows, and top linens
- Isolation gowns (*can be reusable cloth or disposable gowns; tie closure, Velcro closure, or slip-over-the-head gowns*)
- Catheter with tubing
- Urinary drainage bag with tubing

- Output measurement container/graduate
- Washbasins
- Emesis basins
- Food tray and disposable spoons
- Gait belts/transfer belts
- Tissue/toilet paper
- Alcohol wipes
- Water pitcher and glass (*empty*)
- Disposable gloves in assorted sizes
- Dentures (one plate, upper or lower, only for testing, denture container, denture brush, and denture cleanser)

**ROOM REQUIREMENTS**

The knowledge and skill test areas must be completely enclosed (doors on all entrances and floor-to-ceiling walls to avoid noise and distractions).

- **DISTRACTION AND INTERRUPTION FREE SKILLS LAB** – with all equipment and supplies listed herein 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.
- **\*DISTRACTION AND INTERRUPTION FREE KNOWLEDGE TEST ROOM**
- **\*HOLDING OR WAITING AREA** – where candidates may wait to take the exam.
  - \*Not needed with virtual knowledge testing.**

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



**ADDITIONAL EQUIPMENT PROVIDED BY THE RN TEST OBSERVER**

- RN Test Observer may provide their own laptop or tablet for skill testing and three tablets or laptops for knowledge testing (*mobile tester*)
- Pens/pencils for recordings
- Official data recording forms (*available on D&SDT-Headmaster's Wisconsin webpage*)
- Small clipboard to place the recording form on
- Over-sized button-up shirt, sweat pants/shorts (*that will easily fit over the actor's clothing*), and non-skid socks
- Sample food items (*single-serve size containers of applesauce, pudding, etc.*)
- Diet card (*available on D&SDT-Headmaster's Wisconsin webpage*), disposable spoons, napkins, bendable straws
- 1 clear 240ml glass and 1 clear 120ml juice glass for the Assisting with a Meal task (*extra sets of cups may be purchased through D&SDT-Headmaster*)
- Actor's toothbrush, toothpaste and disposable cups
- Soap (*PERI-WASH AND NO RINSE SOAPS ARE NOT ALLOWED*)
- Lotion for the Foot Care task
- Gait/Transfer belt you know will fit your actor
- Anti-embolic knee-high stocking sized for your actor
- Small travel clock or watch with a second

- **ORAL TEST ADMINISTRATION:** Disposable headphones/earbuds that can plug into the computer speaker jack (*Amazon sells disposable ones*)
- Pre-measured "urine" fluid amounts in unmarked containers (*hint: use yellow food coloring in water for the Bedpan and Emptying Urinary Drainage Bag tasks*)
- Two audible count-down timers or a multiple timer that do not tick out loud (*one for 15 minutes left warning and one for 30 minutes time up*) or use the countdown timer on the TMU© Observer screen

**RECOMMENDED ADDITIONAL ITEMS TO CARRY IN TESTING KIT**

- At least 24 colored washcloths, 12 towels (may be hand towels), and 4 pillowcases to help minimize the impact on the test site's laundry. This also ensures that the washcloths and towels used during your actor's Bed Bath task are clean.
- 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
- Back up hand sanitizer(s)
- 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, depending on mutual agreement with the test site. Please call D&SDT-HEADMASTER at (800)893-8664 if we can be of assistance regarding any of these issues.

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

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 the certified RN Test Observer(s) for the purpose of administering nurse aide knowledge and skill tests to nurse aide candidates at our test site for days we have scheduled test events in TMU©.

Site Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

I hereby certify that the test sites where I test 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 in TMU© under the test discrepancies before submitting my test event observations for scoring. I will carry at least the minimum equipment/supplies listed on the Additional Equipment Normally Provided by RN Observer for each test event I manage.

RN Observer Name: \_\_\_\_\_ Date: \_\_\_\_\_ RN Signature: \_\_\_\_\_