Missouri Nurse Aide Competency and Evaluation Webinar

OCTOBER 2020

For Testing Effective December 2020

PRESENTED BY D&S DIVERSIFIED TECHNOLOGIES – HEADMASTER, LLP

WELCOME!

The purpose of the webinar is to provide nurse aide training programs with insight into the testing day so they can better prepare their candidates for their nurse aide exam.

Remember, testing is not all inclusive care, but a spot check on minimum competency for each task tested.

Candidates are less anxious when they are well prepared and familiar with the format, equipment used and what is being read to them during testing.

Take the tools and tips we give you in this webinar and use them in your labs and during mock testing as you prepare your candidates for their nurse aide competency exam.

TMU© (TestMaster Universe)

Entering Candidates in TMU© at the Start of Training

❖ Candidates must be entered into TMU© by Instructors:

WITHIN 14 DAYS OF STARTING TRAINING

❖ The four fields that are required to be entered are:

- First and Last Name
- Phone Number
- Email
- Training Start Date

❖ Candidates will be sent an email and text (those that have texting capabilities) informing them to sign in and complete their records.

- Username and temporary password will be provided in the email/text.

TMU© (TestMaster Universe)

Entering Training Completion Information in TMU©

❖ Instructors will enter training completion information when candidates successfully complete training:

- Change status from 'attending' to 'completed'
- Class hours
- Clinical hours
- Completion date

MISSOURI TMU© HOME PAGE

MANDATORY ID REQUIREMENTS FOR TESTING

UNITED STATES (US) GOVERNMENT ISSUED, NON-EXPIRED, PHOTO-BEARING AND SIGNED FORM OF IDENTIFICATION

AND A

SOCIAL SECURITY CARD

(A SIGNATURE IS NOT REQUIRED AND A PHOTO COPY OF THE SOCIAL SECURITY CARD IS ACCEPTABLE)

EXAMPLES OF ACCEPTABLE FORMS OF US GOVERNMENT ISSUED, NON-EXPIRED, PHOTO-BEARING AND SIGNED FORM OF IDENTIFICATION:

- State or Other United States Government Issued Driver's License
    - *You may use your letter issued from the Department of Motor Vehicles (DMV) that you receive when you apply for or renew your driver's license while waiting to receive your new license.*
- State issued Identification Card (that meets all identification criteria)
- Signed US Passport (Foreign Passports and Passport Cards *are not* acceptable)
- Military Identification Card (that meets all identification criteria)

*Please note: *A driver's license or state-issued ID card that has a hole punched in it is <u>NOT VALID</u> and will not be accepted as an acceptable form of ID. You will not be admitted for testing and you will be considered a NO SHOW. You will forfeit your testing fees and have to pay for another exam date.*
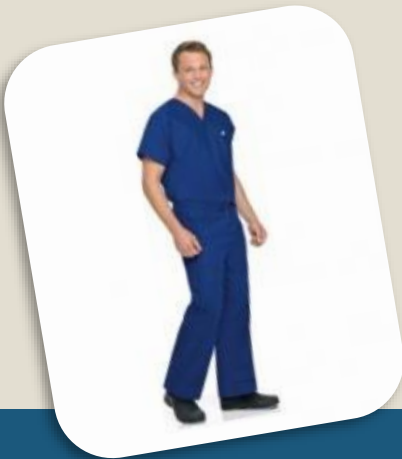
The candidate's **FIRST** and **LAST** names on the sign-in sheet at testing *must exactly match* the **FIRST** and **LAST** names printed on the candidate's ID and social security card.

REQUIRED TESTING ATTIRE

Full Clinical Attire

❖ **Scrubs and close-toed shoes**
(Scrubs and shoes can by any color/design)

❖ Long hair needs to be pulled back

TEST ATTEMPTS

❖ Candidates will be allowed three (3) attempts within one year of start of training to pass the knowledge and/or skill test portions of the exam.

■ If a candidate does not pass or complete testing within one year from start of training, the candidate must retrain.

ELECTRONIC DEVICES AND CANDIDATE PERSONAL BELONGINGS

This information is on the TMU© Knowledge Test and Skill Test Instructions that candidates will read while in the waiting area before testing:

❖ Cell phones, smart watches, fitness monitors and any other electronic devices **are not allowed to be on or near candidates** and **MUST BE TURNED OFF** during testing.

❖ Candidates will be directed by the testing team of the designated area in the testing rooms where they will place their electronic devices and personal belongings (purse, backpack, etc.) *Testing teams and test sites are not responsible for candidate's personal belongings or electronic devices.*

  ▪ Candidates will be reminded to collect their electronic devices and personal belongings as they exit the testing rooms when done testing.

CANDIDATES ARE NOT ALLOWED TO LEAVE TESTING ROOMS WHEN TEST BEGINS

This information is on the TMU© Knowledge Test and Skill Test Instructions that candidates will read while in the waiting area before testing:

❖ Candidates are not allowed to leave the testing rooms until finished with their test.

❖ Candidates are reminded to use the restroom before entering the testing rooms.

❖ If a candidate does leave the testing room during their test, they are not allowed to return to the testing room to finish their test.

MISSOURI CANDIDATE HANDBOOK

Available for candidates/instructors/programs to download to their smart phones, print or refer to on the Missouri webpage at:
www.hdmaster.com

Click on Missouri
Click on Candidate Handbook

The newest version will always be updated with a note in the banner of the page

MISSOURI CANDIDATE HANDBOOK

D&S Diversified Technologies LLP

Headmaster LLP

Missouri Nursing Assistant Candidate Handbook

EFFECTIVE: December, 2020

Version 1

Signs Candidates will see at the Test Site to become familiar with

Quiet Sign
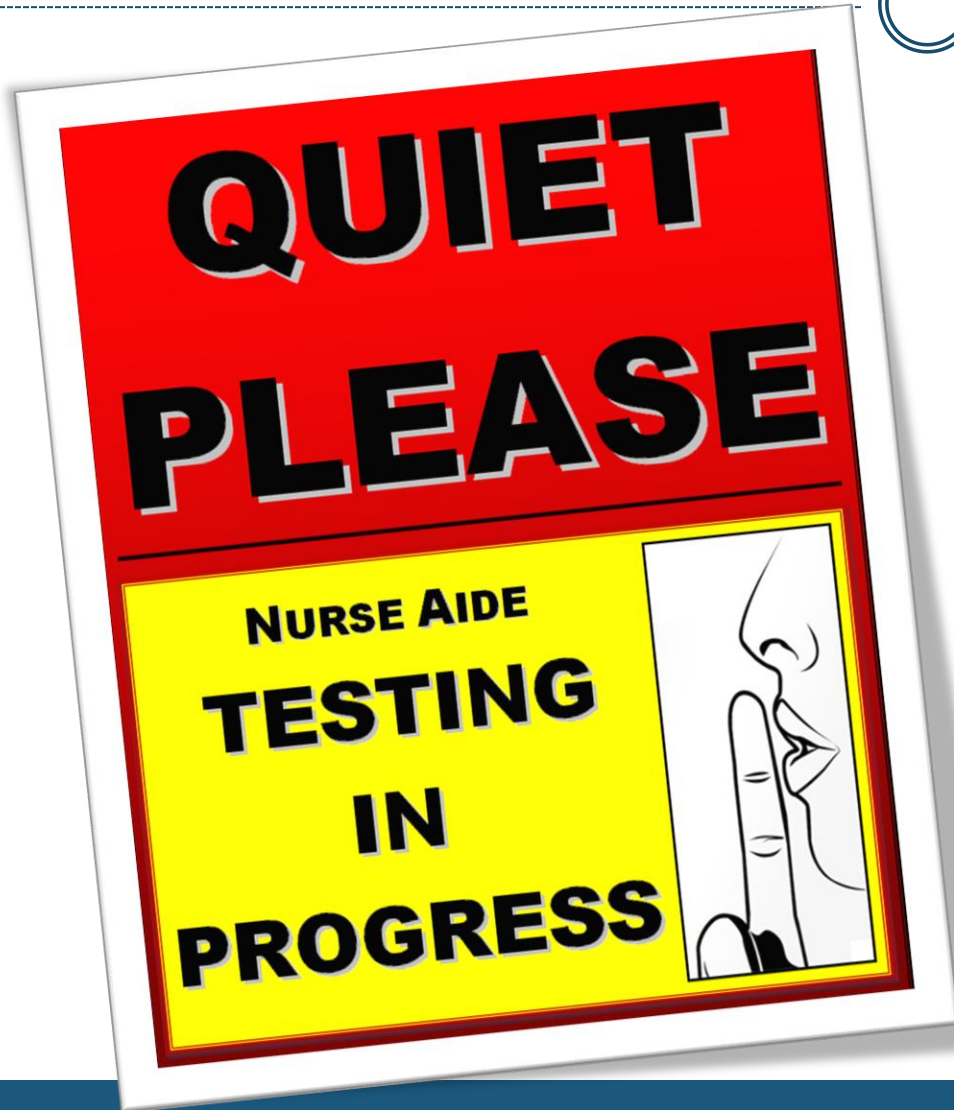
❖ A 'Quiet' sign will be posted in the waiting/holding area at the test site.

❖ Candidates need to be mindful while in the waiting area to keep the noise level to a minimum for those in the testing rooms.

KNOWLEDGE AND SKILLS TESTS HAVE BEGUN

❖ 'Testing has started' signs will be posted on the knowledge test room and skills test room doors when the door is closed and the tests are started.

❖ If candidates see these signs on the closed doors, they are not to interrupt the test event in progress!

THE
KNOWLEDGE TEST
HAS STARTED
DO NOT
OPEN OR KNOCK
ON THE DOOR WHILE
TESTING IS IN PROGRESS!
PLEASE WAIT IN THE WAITING AREA FOR THE TEST OBSERVER TO GREET YOU WHEN FINISHED WITH TEST.

THE
SKILLS TEST
HAS STARTED
DO NOT
OPEN OR KNOCK
ON THE DOOR WHILE
TESTING IS IN PROGRESS!
PLEASE WAIT IN THE WAITING AREA FOR THE TEST OBSERVER TO GREET YOU WHEN FINISHED WITH TEST.
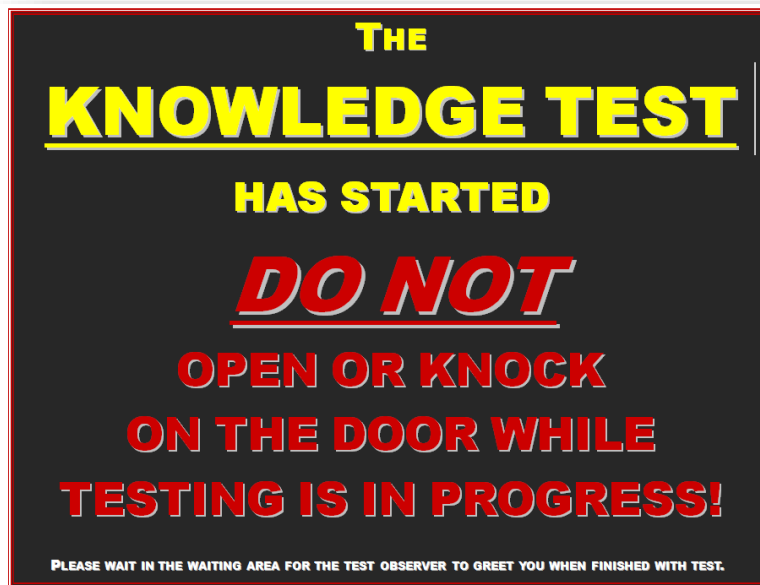
Skill Tasks

MANDATORY FIRST SKILL TASKS WITH REQUIRED HAND WASHING WITH SOAP AND WATER

- **CATHETER CARE FOR A FEMALE**
  WITH REQUIRED HAND WASHING

- **CHANGING AN ADULT BRIEF AND PERINEAL CARE FOR A MALE**
  WITH REQUIRED HAND WASHING

- **ISOLATION GOWN & GLOVES – EMPTYING A URINARY DRAINAGE BAG**
  WITH REQUIRED HAND WASHING

- **PERINEAL CARE FOR A FEMALE**
  WITH REQUIRED HAND WASHING

Catheter CARE

PROVIDE PERINEAL CARE FOR FEMALE
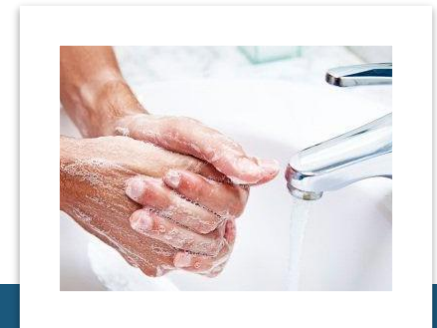
SKILL TASKS

- Abbreviated Bed Bath (whole face and one arm, hand and underarm)
- Ambulation from Bed to Wheelchair using a Gait Belt
- Ambulation from Wheelchair to Bed to using a Gait Belt
- Denture Care
- Dressing Dependent Resident
- Feeding the Dependent Resident
- Foot Care One Foot
- Mouth Care – Brushing Teeth
- Mouth Care of Comatose Resident
- Nail Care One Hand
- Pivot Transfer a Weight Bearing, Non-Ambulatory Resident from Bed to Wheelchair Using a Gait Belt
- Pivot Transfer a Weight Bearing, Non-Ambulatory Resident from Wheelchair to Bed using a Gait Belt
- Positioning Resident on Side
- Range of Motion – Hip/Knee
- Range of Motion – Shoulder
- Vital Signs – Blood Pressure
- Vital Signs - Pulse and Respirations
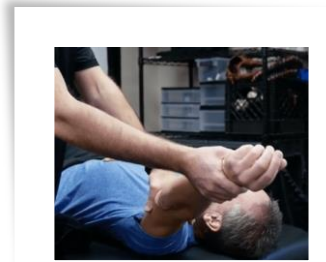
TMU© KNOWLEDGE EXAM

TMU© KNOWLEDGE TEST INSTRUCTIONS

❖ When candidates sign in for their test event, they will be directed to read the TMU© Knowledge Test Instructions provided in the waiting area.

❖ They may also listen to an audio version of the instructions by clicking on the link available on the Missouri webpage at:
www.hdmaster.com

MISSOURI NURSE AIDE

TMU© KNOWLEDGE TEST INSTRUCTIONS

These instructions are to be placed in the common area so all candidates have an opportunity to read these instructions before going into the electronic knowledge test area. A laminated copy is to be placed by each knowledge test station, so the candidate may refer back to these directions during his/her knowledge test.

YOU ARE NOT ALLOWED TO LEAVE ANY TESTING AREA UNTIL FINISHED WITH YOUR TEST. PLEASE REMEMBER TO USE THE RESTROOM BEFORE ENTERING THE TESTING ROOM.

CELL PHONES, SMART WATCHES, FITNESS MONITORS AND ANY OTHER ELECTRONIC DEVICES **MUST BE TURNED OFF** (NOT ON VIBRATE OR MUTE) DURING TESTING AND ARE NOT ALLOWED TO BE NEAR OR ON YOUR PERSON DURING TESTING.

ANY PERSONAL BELONGINGS (PURSE, BAGS, CELL PHONES, SMART WATCHES, FITNESS MONITORS, LAPTOPS, TABLETS, ETC.) NEED TO BE PLACED IN THE DESIGNATED AREA INSIDE THE TESTING ROOM WHEN YOU ENTER. REMEMBER TO COLLECT YOUR BELONGINGS WHEN YOU LEAVE THE TEST AREA.

ANYONE ATTEMPTING TO USE A CELL PHONE, SMART WATCH, FITNESS MONITOR OR ANY OTHER ELECTRONIC DEVICE OR ANY FORM OF TEST ASSISTANCE FROM ANY SOURCE FOR ANY PURPOSE DURING TESTING WILL BE ASKED TO LEAVE THE TEST SITE, WILL FORFEIT ALL TESTING FEES AND WILL HAVE THEIR TEST SCORED AS A FAILED TEST. THEY WILL BE REPORTED TO THE MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES (DHSS) AND WILL NOT BE ELIGIBLE TO SCHEDULE FOR A RE TEST WITHOUT A LETTER FROM DHSS ALLOWING A RETEST.

The Knowledge Test Proctor (KTP) will ask you if you have any questions before your Knowledge Test is started.

There will be 75 questions presented to you, one at a time, on the computer screen. You will have a maximum of 60 minutes to select answer A, B, C or D for each of the 75 questions. The KTP will announce when there are 15 minutes remaining.

If needed, you may do math calculations on scratch paper provided to you by the KTP. If you need a calculator, please quietly alert the Knowledge Test Proctor and one will be provided. **Any scratch paper must be left with the KTP when do ne testing.**

If you have any issues with the computer, please quietly alert the Knowledge Test Proctor (KTP).

When you believe you are finished with your exam, double check all your answers. Then quietly alert the KTP that you are finished. The KTP **MUST COME TO YOU** and make sure all questions are answered and then log you out of the exam.

DO NOT PRESS THE "STOP" BUTTON AT ANY TIME!
The KTP must assist you with stopping the test.

Once the test is stopped, the KTP will collect all testing materials and direct you to your next area. All testing materials must remain in the test area at all times.

Pick up any of your personal belongings as you exit the room quietly.

Missouri TMU© Knowledge Test Instructions: Effective January 1, 2021

Candidate Forms

Listen to the Audio TMU© Knowledge Test Instructions

Listen to the Audio Skill Test Instructions

KTP's will follow the instructions on the checklist at every event →

MISSOURI NURSE AIDE – KNOWLEDGE TEST PROCTOR (KTP)

KNOWLEDGE TEST CHECKLIST

PLACE THE LAMINATED KNOWLEDGE TEST INSTRUCTIONS BETWEEN EACH WORK STATION

WHEN THE CANDIDATE ENTERS THE KNOWLEDGE TEST AREA THE KTP WILL:

1. Show candidates the area of the room by the door where they are to place any electronic devices and any personal belongings, they may have brought into the room with them. Candidates are not allowed to have any items with them at the computer.
2. Direct candidates to a work station.
3. KTP re-checks the candidates' ID against the sign-in sheet (Examiner's Report-Form 1250) given to the KTP by the RN Test Observer before testing begins. This is to make sure you have the correct candidates in the knowledge test room.
4. Ask the candidates if they have any questions about the knowledge test instructions they read before coming into the knowledge test area. Specifically ask:

Read to group in room →
- "Do you understand the knowledge test is timed?"
- "Do you know you will have sixty (60) minutes to complete the exam?"
- "Do you understand that you may not have any form of electronic device on your person while taking the knowledge exam?"

5. Tell the candidates that there are knowledge test instructions between the work stations that they may refer to during testing.
6. Inform the candidates they must turn in the scratch paper or basic calculator provided when done and they need to raise their hand when finished with their exam and you will come to their computer station to end their test for them. (During this end test time with each candidate, make sure you are whispering to be as quiet as possible for those still testing.) ANY SCRATCH PAPER PROVIDED MUST BE COLLECTED-IT CANNOT LEAVE THE ROOM!
7. Remind candidates to collect their belongings as they leave the testing room when finished with test.
8. Signing candidates in to their exam:
   - Assist candidates to log into their test – they will need their USERNAME or EMAIL and PASSWORD.
     - If a candidate does not remember their username/email or password, the candidate's email is on the sign-in sheet. *You must be logged in as the RN Test Observer to change a password* – click on "SELECT ACTION" in the drop-down box to the right of the candidate's name and choose "CHANGE PASSWORD". The TO/KTP would allow the candidate to type in the password they want, or assign a temporary password (example: testing123). Then the candidate will be able to log into their record on the computer they are testing on.
   - Once all candidates are signed in to their records, provide the candidates with the START CODE to enter on their screen where it says "ENTER TEST START CODE" (the RN Test Observer will provide this information for you).
   - Have candidates verify their demographic information is correct.
     - If not correct, candidates can click on "GO BACK TO EDIT INFORMATION" and then correct editable information at this time.
   - When all candidates have confirmed with you that their information is correct, have all the candidates simultaneously click on "INFORMATION IS CORRECT – BEGIN TEST".
9. Ending test when candidate indicates they are finished with exam:
   - When candidates are finished with their exam, they need to raise their hand and let you know they are done. You need to check that there are no 'Questions Remaining' (if there are any numbers left, direct the candidate to go back and answer the questions), then you will click on "END TEST" (a red box found at the right top of the screen).
     - When you click on "END TEST" a message will pop up saying "Are you sure you want to end this test?" and you will click in the box to the right of, (I understand, finish my test.'
   - Once the test has been ended – a message will pop up at the top of the screen stating "Your answers have been submitted. Please check back later to get your test results.'
   - Quietly direct the candidate to the waiting/holding area if they need to take their skill exam, or let them know they are free to leave if they have completed both portions of their testing, or they are just a knowledge retake only.
10. Time the test using a wall clock or your watch (cell phones are not allowed to be used by the KTP during testing) and give a verbal announcement when 15 minutes are remaining – (when 45 minutes have elapsed.)
11. Make sure you move around the room during the sixty (60) minutes and position yourself so you can see all of the computer screens to make sure all candidates stay on the test page and are not surfing the web for answers.

IF YOU HAVE ANY ISSUES WITH COMPUTERS OR QUESTIONS PLEASE CALL:

(888)401-0462 (Monday through Friday 7:00am to 7:00pm - Central time)
(406)000-0000 for the on-call person (Friday evenings after 7:00pm to Monday morning before 7:00am - Central time)
Do NOT share this '0000' number, as it is for test teams after business hours use only.

Missouri TMU/D Knowledge Test Checklist for KTPs: Effective 1-1-2021

THE TMU© KNOWLEDGE EXAM

❖ Copies of the TMU© Knowledge Test Instructions will be placed between the work stations for candidates to refer to during testing.

❖ Candidates have **60 minutes** to complete 75 questions.

❖ Candidates will be given a 15 minute warning when 45 minutes have elapsed.

❖ If a candidate has requested and paid for an ORAL version of the knowledge exam:
  ▪ Only the first 67 questions will be read orally.
  ▪ The remaining 8 questions will have to be answered without oral assistance to assess English reading comprehension.

VIRTUAL KNOWLEDGE EXAM OPTION

❖ Candidates do have the option to take the knowledge test virtually.

❖ If the candidate signs up for a virtual knowledge test, they will receive information on their confirmation letter to download a facetime app on their phone.

❖ The proctor will sign them in on their smartphone which will be used to monitor the candidate and their environment while they take the exam on their home computer or laptop using their own internet.

❖ The night before, the candidate will receive a reminder with the password protected link to join the test event on their smart phone through TMU© via text and email.

Virtual Knowledge Exam

Proctored Exam the Entire Duration of the Knowledge Test

Check ID
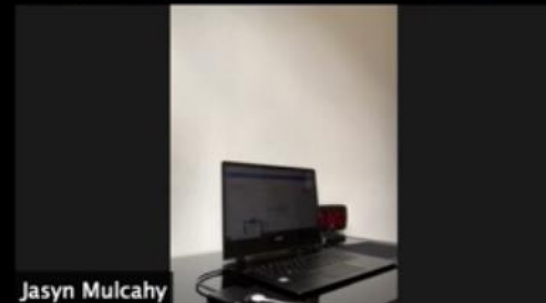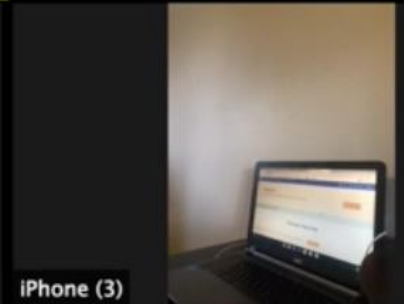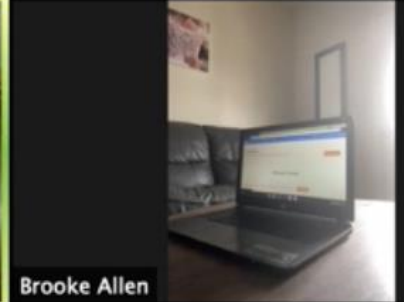
ROLE OF THE KNOWLEDGE TEST PROCTOR (KTP)
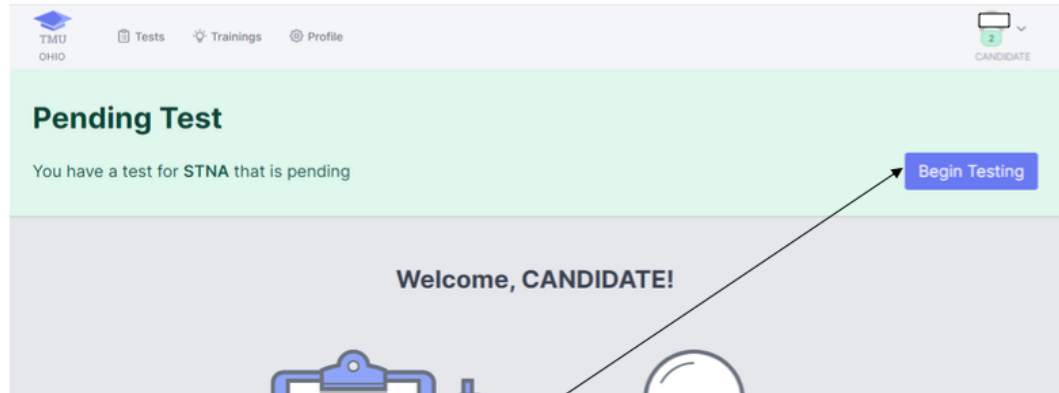
❖ Knowledge Test Proctors must recheck candidate ID's as candidates rotate into the knowledge test before signing candidates into their exam.

❖ The KTP will ask the candidates if they have any questions regarding the TMU© Knowledge Test Instructions they read in the waiting area, specifically:

- ▪ "Do you understand the knowledge test is timed?"
- ▪ "Do you know you will have sixty (60) minutes to complete the test?"
- ▪ "Do you understand that you may not have any form of electronic device on your person while taking the knowledge test?"

❖ Knowledge Test Proctors are responsible for monitoring the knowledge portion of the exam to guard against cheating.

TMU© Knowledge Test - Navigating the Exam
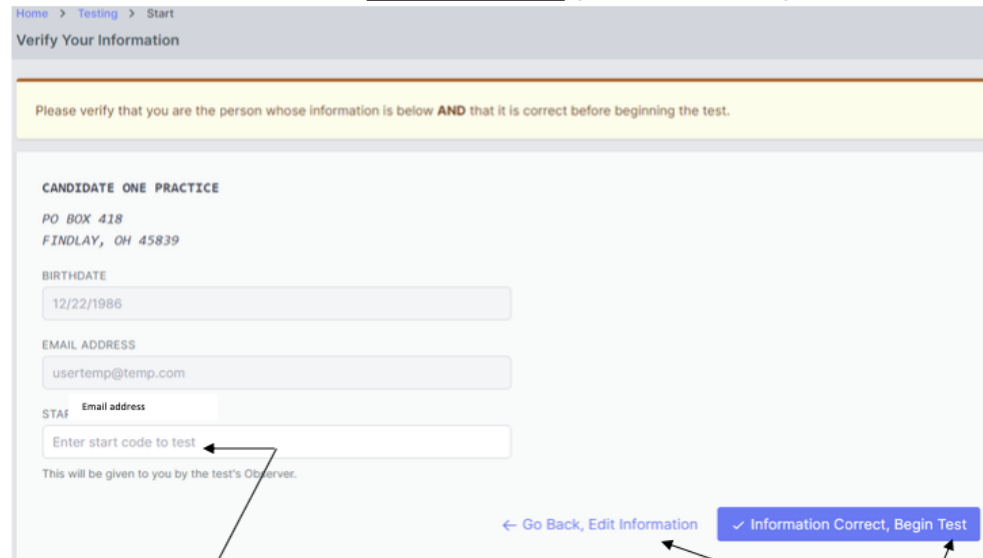
Logging Candidates into and giving the Knowledge Test

Each candidate will log in to their own record to take the Knowledge Exam with their Username or Email and Password:

TMU OHIO | 📄 Tests | 💡 Trainings | ⚙ Profile

Pending Test

You have a test for **STNA** that is pending

Begin Testing

Welcome, CANDIDATE!

Candidates will click on **BEGIN TESTING** (either one is fine)

Home > Testing > Start

Verify Your Information

Please verify that you are the person whose information is below **AND** that it is correct before beginning the test.

CANDIDATE ONE PRACTICE

PO BOX 418
FINDLAY, OH 45839

BIRTHDATE

12/22/1986

EMAIL ADDRESS

usertemp@temp.com

STAF Email address

Enter start code to test

This will be given to you by the test's Observer.

← Go Back, Edit Information   ✓ Information Correct, Begin Test

The **START CODE** will need to be typed in under **Start Code ***

Have candidates verify that their demographic information is correct.

TMU© Knowledge Test - Navigating the Exam

1. There is a countdown of time remaining for candidates to watch their own time.

2. Questions remaining to be answered will show up here.

3. Click on NEXT to go to the next question.

4. Questions can be bookmarked to go back to.

5. Any bookmarked question numbers will show up here.

6. Candidates can type in a question number they want to "jump" to here.

7. There are keyboard shortcuts to help navigate the test as well that are found here.

TMU© Knowledge Test - Navigating the Exam

STNA - CANDIDATE ONE PRACTICE

Remaining: 00:23:29

Jump to Question | Go | Keyboard Shortcuts | End Test

#79. Question ......

A. ○ liver

B. ○ kidney

C. ○ pancreas

D. ○ spleen

← Prev | ☐ Bookmark Question | Next →

Bookmarks
No questions bookmarked

Questions Remaining
None. Please review your answers!

When candidates are finished with their exam, they need to raise their hand and let the proctor know they are done. The test proctor needs to check that there are no **Questions Remaining** (if there are any numbers left, direct the candidate to go back and answer the questions), then the proctor will click on **END TEST**.
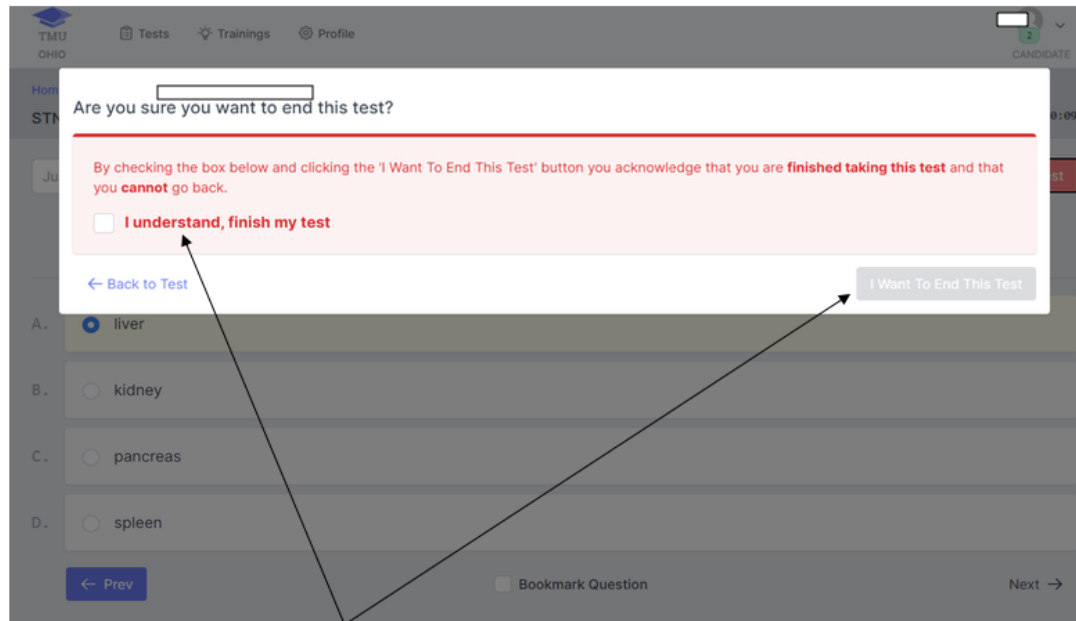
When END TEST is clicked, this message will pop up and you must click the box to the left of **I UNDERSTAND, STOP MY TEST**. Then **I WANT TO END THIS TEST** box will be active and you will click on it.
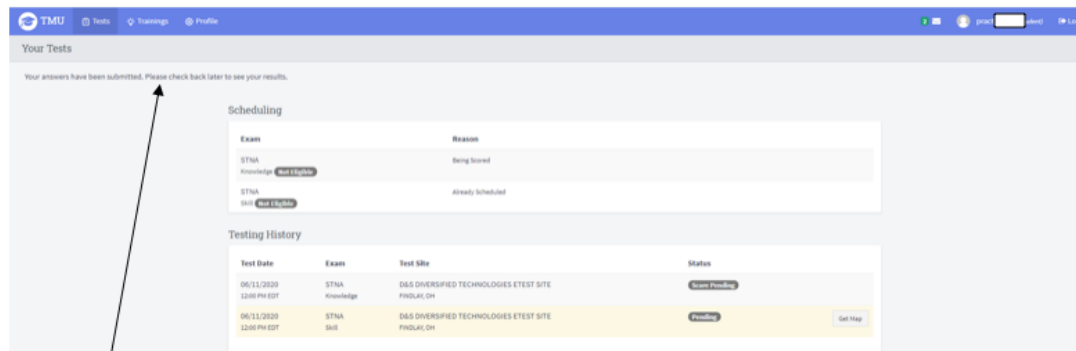
This is what the screen looks like after the knowledge test has been ended.

SKILLS EXAM

ROLE OF THE RN TEST OBSERVER

❖ RN Test Observers are to be positive, confident, completely unbiased and professional in their words, actions and appearance.

❖ RN Test Observers will remain impartial during testing.

❖ RN Test Observers must give their complete and full attention to the candidate while the candidate is demonstrating her/his tasks.

❖ RN Test Observers are to set up a testing environment that will give each candidate a fair, nonbiased, equal opportunity to demonstrate s(he) knows how to perform the tasks.

❖ RN Test Observers will recheck each candidate's ID as they enter the testing room to ensure s(he) has the correct candidate's skill test up on her/his computer/tablet/laptop screen.

Skill Test Instructions

❖ When candidates check-in for their test event, they will be directed to read the Skill Test Instructions provided in the waiting area.

❖ They may also listen to an audio version of the instructions by clicking on the link available on the Missouri webpage at www.hdmaster.com

MISSOURI NURSE AIDE

SKILL TEST INSTRUCTIONS

These instructions are to be placed in the common area so all candidates have an opportunity to read these instructions before going into the skill test area.

YOU ARE NOT ALLOWED TO LEAVE ANY TESTING AREA UNTIL FINISHED WITH YOUR TEST. PLEASE REMEMBER TO USE THE RESTROOM BEFORE ENTERING THE TESTING ROOM

CELL PHONES, SMART WATCHES, FITNESS MONITORS AND ANY OTHER ELECTRONIC DEVICES **MUST BE TURNED OFF** (NOT ON VIBRATE OR MUTE) DURING TESTING AND ARE NOT ALLOWED TO BE NEAR OR ON YOUR PERSON DURING TESTING.

ANY PERSONAL BELONGINGS (PURSE, BAGS, CELL PHONES, SMART WATCHES, FITNESS MONITORS, LAPTOPS, TABLETS, ETC.) NEED TO BE PLACED IN THE DESIGNATED AREA INSIDE THE TESTING ROOM WHEN YOU ENTER. REMEMBER TO COLLECT YOUR BELONGINGS WHEN YOU LEAVE THE TEST AREA.

ANYONE ATTEMPTING TO USE A CELL PHONE, SMART WATCH, FITNESS MONITOR OR ANY OTHER ELECTRONIC DEVICE OR ANY FORM OF TEST ASSISTANCE FROM ANY SOURCE FOR ANY PURPOSE DURING TESTING WILL BE ASKED TO LEAVE THE TEST SITE, WILL FORFEIT ALL TESTING FEES AND WILL HAVE THEIR TEST SCORED AS A FAILED TEST. THEY WILL BE REPORTED TO THE MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES (DHSS) AND WILL NOT BE ELIGIBLE TO SCHEDULE FOR A RETEST WITHOUT A LETTER FROM DHSS ALLOWING A RETEST.

WELCOME TO YOUR SKILL TEST

The RN Test Observer does not decide whether or not you pass or fail. The RN Test Observer only observes and records the steps s(he) sees you demonstrate. D&SDT-HEADMASTER staff in Helena, Montana and Findlay, Ohio scores your test when the RN Test Observer submits it for scoring.

- The first thing the Test Observer will do when you enter the skill test area is show you where the relaxation area is located.
- You will be asked to re-present your ID as a double check to ensure the Test Observer has your personalized skill test.
- The Test Observer will sit beside you and ask you if you have any questions about these instructions.
- The next thing the Test Observer will do is tell you the tasks you will demonstrate.
- Then the Test Observer will show you the location of the supplies you will need for your tasks and will demonstrate the equipment you will use for your assigned tasks. You will have an opportunity to ask the Test Observer any questions you may have during the equipment demonstration.
- You will have 30 minutes to complete your assigned skill tasks.
- Each of your skill tasks has a scenario. The Test Observer 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 task, you may use hand sanitizer.
- When appropriate, toward the end of your first task, you must actually correctly wash your hands with soap and water.
- During the demonstration of your other tasks, when appropriate, you may use hand sanitizer instead of actually washing your hands with soap and water.
- Steps that are only verbalized _do not count_.
- At anytime, before you run out of time, you may:
  - Ask the Test Observer to reread any scenario.
  - Correct any step on any task you believe you did incorrectly.
    - To make a correction, you must tell the Test Observer the specific task and what step(s) you will re-demonstrate.
- When finished with each task, verbally tell the Test Observer you are finished and return to the relaxation area.
- Two timers will be set when you begin your skill test. The first timer will sound when 10 minutes remain and the second timer will sound when all 30 minutes have elapsed.
- The 30-minute skill test time starts when you actually begin the first task.
- The Test Observer will read your first scenario to you and will start the timers when you begin your first demonstration.

Missouri NA Skill Test Instructions | Effective 1-1-2021

Candidate Forms

Listen to the Audio TMU© Knowledge Test Instructions

Listen to the Audio Skill Test Instructions

SKILLS EXAM CHECKLIST
FOR RN TEST OBSERVERS

RN Test Observers will follow the instructions on the checklist at every event →

MISSOURI NURSE AIDE – RN TEST OBSERVER
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 *(CENTRAL TIME)* THE BUSINESS DAY THE TESTS ARE SCORED. SIGN IN TO YOUR RECORD IN MISSOURI 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 his/her tasks.
7. Ask the candidate if they have any questions.
8. Read the first scenario.
9. Start both 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 locking of the bed brakes and bed controls (and side rails if bed has side rails), privacy curtain, where to knock 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 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. 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 (the first task will be one of the following: Catheter Care for a Female with required Hand Washing; Changing an Adult Brief and Perineal Care for a Male with required Hand Washing; Isolation Gown and Gloves-Emptying a Urinary Drainage Bag with required Hand Washing or Perineal Care for a Female with required Hand Washing).
- Start your timer(s) when the candidate makes his/her move to start his/her first task.

CLOSURES WHEN FINISHED WITH SKILL TEST:

If time is remaining (candidate completed in less than 30 minutes) 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 s(he) needs to take a knowledge exam, or if finished with his/her exams s(he) is free to leave the testing site. (Let candidate know Exit Survey information in box below.)

When time is up and the 30 minute 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 s(he) needs to take a knowledge exam, or if finished with his/her exams s(he) is 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.

Missouri Skill Test Checklist for RN Test Observers: Effective 1-1-2021

RELAXATION AREA

❖ The relaxation area is two chairs placed in an area in the skills testing room away from the demonstration work area.

❖ Candidates will be directed to go to the relaxation area in between tasks so that the testing team can set up for the next task.

❖ Setting up between tasks takes a matter of seconds.

Relaxation Area

THE SKILLS EXAM

❖ Candidates are allowed **30 minutes** to demonstrate 3 or 4 tasks.

- First task will be one of the four mandatory tasks with hand washing required:
  - Catheter Care of a Male with Required Hand Washing
  - Changing an Adult Brief and Perineal Care for a Male with Required Hand Washing
  - Isolation Gown and Gloves, Emptying a Urinary Drainage Bag with Required Hand Washing
  - Perineal Care for a Female with Required Hand Washing

❖ RN Test Observers will read a scenario to the candidate at the beginning of each task.

- Candidates can request to have a scenario re-read to them at any time and as many times as needed.

THE SKILLS EXAM

❖ Two timers will be set when the candidate starts their skill test (after the first mandatory task scenario is read):

- One set for 20 minutes – warning that 10 minutes remain
- One set for 30 minutes – time up (candidate not allowed to complete any steps remaining)

❖ Candidates can make corrections to any step they feel they did incorrectly at any time during their exam within their 30 minute time frame:

- Candidates need to tell the RN Test Observer the specific task and step(s) they are correcting.

- Candidates must actually demonstrate the correction(s), i.e.:
  - Candidate tells the RN Test Observer s(he) missed locking the bed brakes in the ambulation task-
    - ✓ Candidate must actually lock the bed brakes and then the correction is made and noted by the RN Test Observer.

THE SKILLS EXAM

❖ Steps that are only verbalized **DO NOT COUNT!**

- All steps must be demonstrated to receive credit.

❖ Steps are not order dependent unless the step specifically states something must be done "*BEFORE" or "*AFTER":

- Candidates can perform the steps in whatever order flows for them, or how you have trained them to complete the steps with the *EXCEPTION:
  - If a step states something must be done **BEFORE** or **AFTER**, then the candidate must demonstrate that step exactly as stated.
    - *Example: Candidate must remove gloves BEFORE gown.*

THE SKILLS EXAM

❖ **<u>CLOSURES</u>:** Candidates have to verbally state to the RN Test Observer that they are finished when done with each task so the RN Test Observer has closure before setting up for the next task.

❖ Once the candidate has completed all 3 or 4 tasks, the candidate needs to verbally state to the RN Test Observer that they are finished. The candidate will then be read a closure:

- **If time is remaining** (candidate completed in less than 30 minutes) :

  "You have _ minutes remaining. You have just completed the tasks of __, __, __, and/or __. Are you finished?"

- **When time is up** and the 30 minute audible buzzer sounds:

  "Your allotted time has elapsed. Thank you for showing us your skill demonstrations today."

EQUIPMENT/SUPPLIES DEMONSTRATION

❖ **Every candidate, whether they trained at the site they are testing at or not, will get the same consistent, complete equipment and supplies demonstration.**

❖ The equipment and supplies demonstration is the time for the candidate to become familiar with the items they will be using for their 3 or 4 tasks:

- If there is only one basin on the supplies table and the candidate uses two, the candidate just needs to ask the RN Test Observer for another basin and one will be placed on the table.

EQUIPMENT/SUPPLIES DEMONSTRATION

❖ All supplies will be on a centrally located table, counter, etc.

  ▪ The RN Test Observer will show the candidate just the supplies and equipment the candidate will need for their 3 or 4 tasks (i.e. basins, toothbrush, lotion etc.).

    • Linens may be in a cabinet or closet within the skills testing room and would be shown to the candidate.
    • No supplies will be in the bedside stands.

  ▪ And candidates will be shown where other supplies are located throughout the room:

    • Hand sanitizer(s)
    • Gloves

EQUIPMENT/SUPPLIES DEMONSTRATION

❖ Candidates will sign the recording form (if they have a task requiring recordings) during the equipment/supplies demonstration.

❖ Candidates can take the recording form (on the clipboard) anywhere in the testing room as needed.

❖ RN Test Observers cannot remind or cue candidates to write their recordings on the recording form.

Candidate's Name: _____

PLEASE PRINT

PULSE: _____ **RESPIRATIONS:** _____

URINARY OUTPUT: _____ ml

BLOOD PRESSURE: _____ / _____

GLASS 240ml: _____

GLASS 120ml: _____

TOTAL FLUID INTAKE: _____ml   **FOOD INTAKE:** _____%

Candidate's Signature: _____

EQUIPMENT/SUPPLIES DEMONSTRATION

❖ Candidates will be shown:
- How to lock the bed and wheelchair brakes
  - Brakes must be fully engaged on the bed and both wheelchair brakes must be locked
- Bed Controls
  - The RN Test Observer will show the candidate how to raise and lower the bed and head of the bed as well as how to operate the side rails (if side rails on bed)
- Where the hand washing sink is
  - Where soap and paper towels are located
- The designated toilet for testing
  - It may be an actual toilet or a commode by the sink
- The RN Test Observer will also point out where other equipment is throughout the testing room
  - Garbage cans
  - Designated linen hampers
  - The RN Test Observer will show the candidate how they are providing privacy (pulling a curtain or other method of providing privacy)
  - Where to knock

Role of the Actor

❖ Actors must remain test neutral and not impact the test in any way.

❖ Actors are not to start or engage in a conversation with candidates.

❖ Actors cannot answer any questions that would impact the test with anything other than:

- **"Whatever you think"** – putting the action needed back on the candidate.
  - *Example: In the Feeding Task, "Is the head of your bed high enough?" The Actor will answer "whatever you think" as it is a step in the Candidate Handbook that the candidate is to raise the head of the bed to at least 45 degrees.*

❖ Actors must provide the exact same simulation for every candidate.

RESIDENT DIET CARD

❖ The Diet Card will have the Actor's name on it and the actual food and fluid being served:

Example:
Applesauce
Water
Juice

RESIDENT NAME: _____

RESIDENT ROOM: _____
_____

DIET:

CANDIDATE EXIT SURVEY

❖ When candidates sign in to their records in TMU© to check their test results, they will get a link to complete the Exit Survey.

❖ The Exit Survey is completely voluntary and we appreciate candidates' honest feedback.

Oregon Nurse Aide Exit Survey

The following questions have no bearing on your test score or performance. Frank responses will provide information that will improve the quality of Nurse Aide Testing in Oregon. Thank you in advance for your honest responses.

1. Headmaster, the nurse aide testing company, treated me promptly and courteously.
   Strongly   Agree   No Opinion   Disagree   Strongly Disagree

2. The Oregon State Board of Nursing treated me promptly and courteously.
   Strongly   Agree   No Opinion   Disagree   Strongly Disagree

3. Were you able to easily navigate Headmaster's web site when scheduling your exam?
   Strongly   Agree   No Opinion   Disagree   Strongly Disagree

4. How many miles did you travel one way to take the exam?
   o Tested in town
   o Less than 30 miles
   o Less than 60 miles
   o Less than 90 miles
   o More than 90 miles

5. The testing site and area was comfortable and free of distractions.
   Strongly   Agree   No Opinion   Disagree   Strongly Disagree

6. I found the information on Headmaster's web site helpful.
   Strongly   Agree   No Opinion   Disagree   Strongly Disagree

7. My RN test observer was professional, courteous, and respectful.
   Strongly   Agree   No Opinion   Disagree   Strongly Disagree

8. My actor was professional, courteous, and respectful.
   Strongly   Agree   No Opinion   Disagree   Strongly Disagree

9. The equipment at the test site functioned and was in good condition.
   Strongly   Agree   No Opinion   Disagree   Strongly Disagree

10. I believe my training program prepared me well for this exam.
    Strongly   Agree   No Opinion   Disagree   Strongly Disagree

11. If I drove over 65 miles one way to this test site, it is because:
    o I chose to test her even though I was offered a test site within 65 miles of where I live
    o I chose to test here before a test date was available at a test site closer to where I live
    o I wanted to test at an electronic test site and it was not within 65 miles of where I live
    o There is not a test site, that I am aware of, within 65 miles of where I live
    o I specifically chose this test site because:

Example

Training Tools to Help Prepare Candidates for Testing

IDEAS TO HELP STUDENTS PREPARE FOR TESTING

✓ Review the Candidate Handbook in class, covering testing policies, vocabulary words for the knowledge test and skill steps for the skill test.

✓ Complete a practice knowledge test with class.

✓ Hangman with vocabulary words: put the class into teams and play hangman by using vocabulary words. Once a team guesses the word correctly, have them then explain the meaning.

✓ Do mock skills testing utilizing the 30 minute time frame.

✓ Create a Jeopardy like game with class materials.

✓ Have the candidate re-review the testing policies and skill steps in the Candidate Handbook. Make sure they check the website to ensure that there have not been any changes since they have completed their training.

✓ Pulse game: Place students on teams. The instructor chooses one student from each team and they are the resident for the pulse, students from each team have to take the pulse of the resident and write it down. The instructor will take the pulse at the same time and the team with the most accurate readings wins.

✓ Supplies game: have each student pull a skill from the hat and write down the supplies needed for that skill.

✓ Station race: Set up multiple stations with 2 different glasses with pre-measured fluids in them and put the class into teams. The teams race around to each station and write down the amounts in the glasses that the resident has consumed.

✓ Put your skills in place: Instructors make index cards with each step of every skill, sort the cards by skill. Shuffle the cards of one skill and have the student put the steps in order to complete the skill correctly.

✓ Add a question to your final test about the required ID for testing.

✓ Read the Knowledge and Skill Test Instructions to your candidates during mock testing so they will be exposed to the guidelines for testing prior to attending the test session.

✓ Establish a Flexible (In-Facility) test site at your training location so that the students are more comfortable with their test setting.

✓ Abbreviations race: Students are put on teams, the trainer calls out a word and the first student to get to the board and write the correct abbreviation for the word gets a point.

✓ Poster/PowerPoint presentations: each student is assigned to put together a poster/PowerPoint presentation on a skill task.

✓ Questions collection: Collect 20 questions from each student and then use the questions to test the students.

✓ What do you need? Each student is quizzed on the equipment/supplies needed to complete skill tasks.

✓ Perform scenario: Students create a scenario, then they must perform the scenario which should include a minimum of three skill tasks to be performed.

✓ Sayings to remember: Example: Perineal Care – "front to back and run up the crack"

✓ Next step game: Randomly pull a learned skill, ask each student to verbally state the next step in the selected skill task.

✓ Word scramble: Take the skills titles and vocabulary words and mix them up.

✓ Abbreviation Bingo: All students get 1 bingo card. Instead of numbers in the boxes on the card there are symptoms and then you play bingo as usual.

✓ Potato skin: Use a raw potato and pull sandpaper across the potato skin to show a skin tear.

✓ Bedpan basketball: Divide class into 2 teams. Ask a reliable student to keep score. Ask a review question to Team 1, if they make the shot they earn 1 more point. Next ask Team 2 a review question and do the same as stated above. If a team misses a question, the other team gets a chance to steal and answer.

✓ Yarn game: Give each student a different role; Resident, RN, Nurse Aide or a Family Member. Throw the yarn ball to another person and discuss how the roles are related in communication and how they are all connected with each other.

✓ Glo-germ: Have each student put the glow germ gel on their hands. Then have students start doing class work or skills practice. Then take the ultra violet light to show them where and how germs are spread. Then have the students wash their hands and put them under the ultra violet light to see what they have missed.

✓ Decrease your senses: Have students put thick gloves on and try to count paper and coin money. Have students put on sunglasses with Vaseline on the lenses and walk the room. Have students put cotton balls in their ears and sit in the front of the class and you speak to them from the back of the classroom in a soft voice with the lights off. Have students do all three together and have another student walk them around the classroom or down the hall. Have students close their eyes and plug their nose and then taste 2 different cookies to see if they can tell the difference.

✓ A minute to win it: Have each step of every skill task and put one step on an index card. Put your students into teams. Each team will pull a skill out of the hat. Put 1 minute on the clock and have each team put the skill in correct order in a minute to win it.

✓ What's missing? Put the skills up on the smart board by steps. Number the steps as you put them up. Skip a step every so often and have students write in the missing steps.

✓ Wash my hands and why: As the student demonstrates hand washing, they are to explain each step they are doing and why they are doing it.

✓ Vocabulary Bingo: Make bingo cards with the vocabulary words from the back of the candidate handbook, then play bingo for bonus points.

✓ Phrases and word association: If you raise it, put it down. If you open it, close it. If you mess it up, clean it up. If you move it, put it back. If you break it, you buy it. W.I.P.E. – Wash your hands, Introduce yourself, Provide privacy, Explain the procedure. Abduction-take away from the body. Adduction-if add then take back to body. Plantar flexion-plan your toes in sand, toes down. Supine-take "u" out = spine-resident should be on their spine (back). Subjective-what resident "says". Objective-what you can observe. RICH- Respect, Identify, Call light, Hand wash

✓ School of Nursing: Call and see if the senior nursing students at a local college could spend the day in the classroom and be the "state testers" for the students, use one nursing student as the actor and one as the state tester. This gives students the chance to practice skills with people they do not know.

WEB BASED GAMES / FUN TRAINING TOOLS:
Kahoot – trivia app
Quizlet – quiz live sessions, flash card games
ClassTools.net (Atari type game)

PLEASE NOTE: The practice test questions for purchase or sample are not the ones used in actual testing. The purpose of the Practice Exams is to help candidates prepare for the knowledge exam with types of questions/content that will be included on the actual test.

PRACTICE EXAMS

Practice Exams can be purchased by clicking here.

⇒ May be purchased individually or viewed as a class and completed together.
⇒ Allows candidates to experience what the knowledge questions will be like.
⇒ Must answer question they are on correctly before moving to next question.
⇒ Facilities may set up a purchase order account by contacting Headmaster.

The cost is as follows:

1 exam	$8.95
5 exams	$34.95
20 exams	$99.95
100 exams	$299.95

If you have any questions regarding Practice Exams, please call Headmaster at 1-800-393-8664.

Sample Test Questions

#1. Which of the following is NOT a normal body defense
- a. Tears
- b. White blood cells
- c. Eyelashes
- d. Teeth

Questions Remaining: 1-10.

If you answer correctly, you will move on to the next question.

#2. A resident with a colostomy excretes feces through the
- a. anus
- b. ileum
- c. colon
- d. jejunum

Questions Remaining: 2-10.

If you answer incorrectly, you will not move on to the next question until the correct answer is selected.

#2. A resident with a colostomy excretes feces through the
- a. anus
- b. ileum
- c. colon
- d. jejunum

Questions Remaining: 3-10.

PRACTICE EXAM INFORMATION

On-Line CNA Practice Exams

#1. Which of the following is NOT a normal body defense

- a. Tears
- b. White blood cells
- c. Eyelashes
- d. Teeth

Questions Remaining: 1-15.

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NOW AVAILABLE! Med Aide Practice Exams!

Order an individual test or set up a group testing account.

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Begin or complete an exam from a group account.

D&S Diversified Technologies LLP
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SSL Secured Transaction
We MUST have your name to provide service.

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First Middle Last
Address
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Please Note: These practice exams are only available on-line. You will not receive a copy of the exam, nor will you be able to print out the exam.

Which Test? Nationwide
How Many? One (1) Test $8.95
Group Account? Check this box if you wish more than one individual to be able to use the assigned group pin number. You will only be issued one group pin number and a range of series IDs, each of which along with the group pin number, will give an individual access to a unique exam.

Group accounts and individuals should record the **pin number** displayed above every question as it will be required to either complete an unfinished exam or to begin another exam from a series.

I have read the terms of service agreement and will abide by the terms and conditions therein. In addition, I accept that these practice exams are only available on-line and I will not receive a copy of the exam, nor will I be able to print out the exam.

Credit Card

Credit Card or Debit Card #

Exp. Date
mm/yyyy

Amount
8.95

- Purchased on the main Headmaster webpage at: www.hdmaster.com

- Choose   Missouri   for "which test?"

- Record the PIN NUMBER, which is displayed above every question as it will be required to complete an unfinished exam.

PRACTICE EXAM INFORMATION

www.dandsdiversifiedtech.net says

Once you STOP the exam you will receive your score report, and you will be UNABLE to answer any further questions. Do you really want to stop?

OK   Cancel
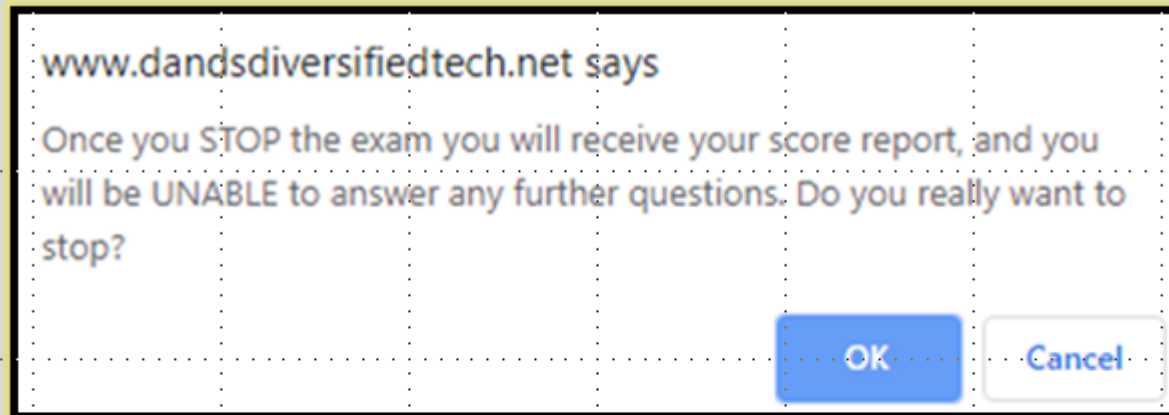
❖ Practice Exams do not expire

❖ Just click on the **X** in the upper right hand corner of your screen to exit the practice exam

❖ Log back in using PIN# to continue

! **Do not click on STOP the exam if you are _not finished_ with the exam**

! **This screen will pop up and you have to click OK to continue (read warning) or CANCEL**

　! **Click _CANCEL_ if not finished with exam**

　　▪ *If not finished with exam, and you click OK, you will be unable to answer any further questions and the exam is deleted (not available any more)*

❖ When done with exam (*all questions are answered*), click on STOP the exam, then click OK and you will get your Score Report

　▪ You will receive a score based on your first answers and vocabulary words

Missouri Mock Skills

For Testing Effective: December 2020

AMBULATION FROM BED TO WHEELCHAIR USING A GAIT BELT

✓	#	Skill task step	Notes
	1.	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Rub hands together until hands are dry.	
	2.	Explain the procedure to resident.	
	3.	Obtain gait belt for the resident.	
	4.	**Lock bed brakes to ensure resident's safety.**	
	5.	Adjust bed height to ensure resident's feet will be flat on the floor.	
	6.	Bring resident to a sitting position with resident's feet flat on the floor.	
	7.	**Properly place gait belt around resident's waist to stabilize trunk.**	
	8.	Tighten gait belt. Check gait belt for tightness by slipping fingers between gait belt and resident.	
	9.	Assist resident to put on non-skid footwear BEFORE standing.	
	10.	Bring resident to a standing position using proper body mechanics at all times.	
	11.	Grasp gait belt.	
	12.	Stabilize resident.	
	13.	**Ambulate resident at least 10 steps to the wheelchair.**	
	14.	**Lock wheelchair brakes to ensure resident's safety.**	
	15.	Assist resident to pivot/turn and sit in wheelchair.	
	16.	Sit resident in the wheelchair in a controlled manner that ensures safety at all times.	
	17.	Remove gait belt.	
	18.	Place resident within easy reach of the call light or signaling device.	
	19.	Maintain respectful, courteous interpersonal interactions at all times.	
	20.	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Rub hands together until hands are dry.	

Understanding Test Results

TEST RESULTS

Attrition Rate	Details about trainings and count of reasons for not completing them
Knowledge Detail	Pass rates per subject and list of most often missed vocabulary words
Pass / Fail	Details test results of students
Retake Summary	Details pass rates for an exam on a given try *(1,2,3, etc...)*
Skill Detail	Pass rates for skill tasks and individual steps in those tasks
Testing Trends	Totals and pass rates per month for trainings and exams

Please select a report

TMU MISSOURI — People, Facilities, Events, Scoring, Reports, Settings

Welcome, Sara!

Data & Reports

Browse All Reports

Reminders and Contact Information

IMPORTANT REMINDER AS CANDIDATES LEAVE TRAINING PROGRAMS

❖ Candidates have one year from start of training to take their nurse aide competency exam.

❖ Remind candidates as they leave your training program to check the Missouri webpage for the most current updates to the Candidate Handbook:

www.hdmaster.com – **click on Missouri**

CONTACT INFORMATION

Questions regarding testing process, test scheduling and eligibility to test:		(888) 401-0462
Questions about nurse aide certification, renewals and Nurse Aide Registry:		(888) 401-0465
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THANK YOU!
FROM

D&S DIVERSIFIED TECHNOLOGIES – HEADMASTER LLP