

# Advanced Unlicensed Assistant Test Site Coordinator Manual



**HCP**  
Health Certification Project  
A division of Oklahoma *career*tech

  
OKLAHOMA  
WORKS

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**Testing**  
The Provider of Online Testing Solutions

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# HCP TEST SITE COORDINATOR RESPONSIBILITIES

## Advanced Unlicensed Assistant

### INTRODUCTION

Each Health Certification Project test site has a test site coordinator. The test site coordinator supervises all testing personnel and monitors all testing activities to ensure that HCP policies and procedures are followed. HCP test site coordinators also:

- Ensure security of testing materials
- Coordinate HCP test registration and scheduling
- Distribute clinical skills tests to approved clinical skills observers
- Maintain test security
- Collect testing fees
- Forward clinical skills tests to the state HCP office for scoring

### TEST SITE COORDINATOR RESPONSIBILITIES

#### Ensuring Security of Testing Materials

The test site coordinator bears the ultimate responsibility for maintaining the security of HCP testing materials. Although the HCP has established general guidelines for maintaining the security of testing materials, test site coordinators are charged with implementing local strategies that enable them to meet the needs of their customers without compromising test security and content.

All test site personnel associated with the HCP certification process must be listed on the HCP Test Site Directory, attend training on HCP processes and procedures, and have a signed Confidentiality Agreement on file with the state HCP office. All of these requirements must be met before handling testing materials or administering written or clinical skills examinations. The Confidentiality/Non-Disclosure Agreement identifies activities that constitute violations of confidentiality and establishes the penalty for disclosure of test content.

**NOTE:** Clinical Skills Observers do not need to complete a separate Confidentiality Agreement — this information is included on the Request for Clinical Skills Observer Form.

Test security is maintained by protecting all testing materials from loss, unauthorized access, and reproduction. Testing personnel may not:

- Photocopy or reproduce test materials for unauthorized use, or
- Sell or disclose the content of tests to any person or organization (public or private), or
- Teach students using testing materials as “practice materials” or exposing students to test content.

All testing materials must be stored in a secure, locked location that is only accessible by test site personnel listed on the test site directory maintained at the state HCP office. The test site coordinator copies and distributes testing materials on an “as-needed” basis. Testing materials must be distributed and returned using procedures that prevent exposure of test content, candidate personal information, and/or candidate results.

Clinical skills observers may not have master copies of clinical skills examination packets. While in the possession of clinical skills observers, clinical skills examination packets (used or unused) must be returned to the test site coordinator immediately after the scheduled test date. CSO's **may not** retain a copy of a candidate's clinical skills examination packet.

A test site coordinator must have open access to all testing functions performed in facilities affiliated with his/her test site in order to verify that HCP tests are being handled and administered to/by qualified individuals and in accordance with state and local HCP testing policies. The test site coordinator reserves the right to discontinue the testing relationship if such access is denied and/or if test security has been compromised.

All clinical skills examinations and written certification tests must be administered and answered in English — no translation is permitted. In addition, candidates are not allowed to use any materials or references (i.e. dictionaries, textbooks, etc.) at any time during the testing process. All materials and supplies to be used for HCP testing will be provided by the test site.

### **Coordinating Test Registration and Scheduling**

All certification testing is scheduled with and/or coordinated through a HCP test site. Before a clinical skills examination is administered to a candidate, the candidate must register with the test site coordinator, who reviews the required documentation and verifies the candidate is eligible to take the examination. A list of HCP test sites is available at [www.okhcp.com](http://www.okhcp.com).

To ensure that candidates are allowed enough time to complete the examination, clinical skills examinations should be scheduled at least 75 minutes apart. This allows the CSO 15 minutes to prepare the volunteer/resident, provide instructions to the candidate, and answer the candidate's questions.

On a testing day, clinical skills observers cannot evaluate more than seven AUA candidates.

Before registering for certification testing, the candidate must complete a training program approved by the Oklahoma Board of Nursing. In order to be eligible to take the skills or written certification exam, the candidate must apply for AUA certification and be approved by the Oklahoma Board of Nursing.

When registering for testing, the candidate must provide an original registration form from the Oklahoma Board of Nursing documenting his/her completion of training and eligibility to test (see Appendix I). This form must bear:

- (1) the signature of a Board of Nursing staff member, and
- (2) the seal of the Oklahoma Board of Nursing, and
- (3) the notarized signature of the candidate.

In addition, the candidate must be 18 years old in order to be eligible to test and will be required to present a valid driver's license or other form of state-issued photo identification.

Testing personnel will refuse admission to testing for any candidate:

- who fails to provide the required identification;
- when the identification presented appears to have been falsified or tampered with;
- when the photograph on the identification does not appear to resemble the candidate testing; or
- when the candidate's signature does not match the signature on the identification document.

A candidate must complete the clinical skills examination (four skills) in one testing session. One CSO will administer the entire clinical skills examination to a candidate. A CSO must complete one candidate's examination before proceeding to the next examination. Candidates may not be rotated among several observers or rotated as a group from one skill to another.

The observer must have an opportunity to evaluate every item on each of the four skills checklists from beginning to end. Clinical skills tests are not timed; most examinations (four skills) require no more than one hour to complete.

### Special Accommodations

Special accommodations for testing must comply with requirements established by the Oklahoma Board of Nursing. In order to request special accommodations, the candidate must include this request with the application for certification that is submitted to the Oklahoma Board of Nursing upon completion of training.

### Maintaining Records

The test site shall maintain a record for each candidate that includes, but is not limited to, the following information:

- Original registration form(s) from the Oklahoma Board of Nursing bearing the candidate's notarized signature, AND
- Photocopy of candidate photo identification presented at registration, AND original Affidavit of Lawful Presence (and supporting documentation)
- Score report(s) showing candidate's performance on the written certification test

The HCP Cheat Sheet Supplement includes a comprehensive list of documentation that must be included in the candidate's testing file for each type of test offered. This document can be downloaded from the Coordinator Resources section at [www.okhcp.com](http://www.okhcp.com). **All test records shall be maintained for no less than four calendar years (current year plus three previous years) in a secure, locked location.**

### Collecting Testing Fees from Candidates

Test site coordinators are responsible for collecting AUA testing fees. The maximum fee for AUA testing (written and clinical skills) is \$150, of which \$60 will be remitted to the state HCP office quarterly upon invoice. The maximum retesting fee is \$75 for the clinical skills test. The maximum fee for retaking the written test is \$75, of which \$25 will be remitted to the state HCP office quarterly upon invoicing.

**All examination fees must be paid upon registration with the HCP test site. Training programs may schedule their students to test; however, payment arrangements for examination fees must be made prior to testing and according to the policies of the partnering HCP test site.**

### Training/Monitoring Clinical Skills Observers and Local Test Site Personnel

Test site coordinators are responsible for training clinical skills observers and other testing personnel at their site. All testing personnel must complete the training provided by the State HCP office on general testing policies and procedures as well as an orientation by the test site coordinator on local testing requirements. Clinical skills observers must complete an orientation on administering clinical skills examinations that includes a shadowing experience with an approved skills observer.

Upon completion of training for testing personnel, the test site coordinator must send a signed Confidentiality/Non-Disclosure to the state HCP office. For newly trained clinical skills observers, a Request for Clinical Skills Observer form and supporting documentation must be submitted to the state HCP office for approval prior to administering clinical skills examinations.

Clinical skills observers are responsible for evaluating all candidates in a fair and objective manner. The Health Certification Project recommends that training program directors and instructors **not** serve as clinical skills observers. **Instructors cannot administer clinical skills examinations to their own students.**

CSO's must meet qualifications established by the Oklahoma Nurse Aide Registry as shown in Table I.

**Table I CSO Qualifications**

Certification Test	Minimum Qualifications
Home Health Care, Long Term Care	<ul style="list-style-type: none"> <li>• Registered Nurse with an unrestricted license</li> <li>• One year experience</li> </ul>
Developmentally Disabled Direct Care	<ul style="list-style-type: none"> <li>• Licensed or Registered Nurse with an unrestricted license OR Qualified Mental Retardation Professional (QMRP)</li> <li>• One Year experience</li> </ul>
Adult Day Care, Residential Care	<ul style="list-style-type: none"> <li>• Licensed or Registered Nurse with an unrestricted license</li> <li>• One year experience</li> </ul>
Advanced Unlicensed Assistant	<ul style="list-style-type: none"> <li>• Registered Nurse with an unrestricted license</li> <li>• 2 years experience as staff nurse in an acute care setting</li> </ul>

Each CSO is required to complete the Health Certification Project CSO training. During this training program, CSO's learn standardized test administration procedures to ensure candidates are evaluated consistently. This training is mandatory — training from other entities **does not** qualify an individual to be a CSO for the Health Certification Project.

CSO certificates are valid for one year from the date of training. In order to ensure current testing materials and procedures are being used, CSO's must maintain an “approved” status by administering at least two clinical skills examinations per fiscal year. CSO's may be removed from the “approved” list by the supervising test site coordinator or the state HCP office. Reasons for removal include:

- Change of employment
- Inactivity
- Lack of affiliation with an approved program
- Expiration/loss of nursing license
- Violation of the confidentiality and/or training agreement

**CSO's that have been removed from the “approved” list must be retrained and issued a new certificate before administering clinical skills examinations. CSO's who jeopardize test security or engage in misconduct will be permanently removed from the “approved” list.**

## Administering Written Certification Tests

The written test for AUA certification has a 90-minute time limit and consists of 50 multiple choice test items. A score of 70% or better is considered passing. Candidates who score less than 70% may test again after reapplying and receiving approval to test from the Oklahoma Board of Nursing.

Written certification tests will be administered through the ODCTE online testing system. Test site coordinators will use the same access information that is used for other HCP testing.

Written tests administered online will be submitted for immediate scoring. Test site coordinators may provide each candidate with a copy of his/her Score Report which details performance in each duty area listed in the AUA Skills Standards.

## Submitting Clinical Skills Tests for Scoring

All clinical skills examinations must be administered and answered in English – no translation is permitted. In addition, candidates are not allowed to use any materials or references (i.e. dictionaries, textbooks, etc.) at any time during the testing process.

A candidate must be administered the clinical skills examination in one uninterrupted testing session. One CSO will administer the entire clinical skills examination to a candidate. The CSO must mark every task on the evaluation grid.

A CSO must evaluate all skills to be demonstrated by one candidate before evaluating another candidate. Candidates may not be rotated among several observers or rotated as a group from one skill to another. CSO's must mark the evaluation packet as the candidate performs each task.

**All** pages of the clinical skills examination packet must be collected by the CSO and returned to the test site coordinator. All clinical skills examination packets (used or unused) must be returned to the test site coordinator immediately after the scheduled test date. CSO's **may not** retain a copy of a candidate's clinical skills examination packet. CSO's **may not** keep unused packets for use at a later time.

The test site coordinator verifies that the clinical skills examination packet is complete, all tasks have been marked, and an explanation provided for any task or skill demonstrated incorrectly.

The test site coordinator will scan the packet and upload it to the ODCTE secure file transfer system. The original clinical skills packet should be kept in the candidate's file in a secure location.

For scoring purposes, each performance item has critical and non-critical tasks. A critical task is one that, if not performed completely and/or correctly, results in a failure on the entire performance item. The candidate must perform **ALL** critical tasks within each performance item with 100% accuracy and score an 80% or better on all non-critical tasks. In order to pass the clinical skills test, the candidate must successfully perform each of the four required performance items. On the clinical skills testing sheets, a shaded box with bold-faced, italicized type indicates a critical skill.

Candidates who fail either the written or clinical skills test must reapply with the Oklahoma Board of Nursing for approval to retest. If approved, the Board will send the candidate another packet of information that includes a registration form to provide to the test site when registering for retesting.

## TESTING POLICIES

**Handling of Examination Materials** — All examination materials are the copyrighted property of the Oklahoma Department of Career and Technology Education. Distribution of examination content or materials through any form of reproduction or through oral or written communication is strictly prohibited. Individuals/entities who compromise the security of testing materials will be held responsible for the expense of developing replacement materials.

**Security/Cheating** — If a candidate is caught cheating during any clinical skills examination or written examination, testing will stop immediately. The candidate will receive a failing result and the incident will be reported to the Oklahoma Department of Health for review. Testing fees will not be refunded and the candidate will not be able to test without a letter of approval from OSDH. Each HCP test site reserves the right to monitor and record all testing using audio, visual, and electronic devices.

**Testing Accommodations** — Requests to accommodate special needs during tests (i.e. oral test administration, special seating arrangements) must be made at the time of registration by completing the Request for Testing Accommodations form with the Oklahoma Board of Nursing.

**Cancellations/Tardiness** — Candidates who cancel a testing appointment at a HCP test site with at least 48 hours notice may receive a refund of testing fees. Candidates who arrive more than one hour late for an examination will **not** be permitted to test. Testing fees will not be refunded to candidates who are more than one hour late or fail to give the required notice for cancellation.

**Electronic Devices** — Cellular phones, beepers, or other electronic devices are not permitted and must be turned off during testing. Use of electronic devices during testing will be considered cheating and will be handled accordingly.

**Study Aides** — Personal belongings (i.e. briefcases, backpacks, books, etc.) are not allowed in the testing area. Personal belongings brought into the testing area will be collected by testing personnel and returned when the examination has been completed. The HCP test site is not responsible for lost or misplaced items.

**Calculators** — Calculators are not permitted in the testing room. If needed, the test site can provide scratch paper and a pencil; however, these items must be collected at the end of the test by the testing proctor.

**Translation** — All certification examinations are administered in English. Translators, translation devices, or translation dictionaries may not be used during the examination.

**Eating/Drinking/Smoking** — Candidates are not permitted to eat, drink, or smoke during the examination.

**Misconduct** — Candidates causing a disturbance of any kind or engaging in any kind of misconduct will be dismissed from the examination and reported to the Oklahoma State Department of Health for disciplinary measures.

**Guest/Visitors** — No guests, visitors, pets or children are allowed at the testing site.

**Use of Restrooms** — Candidates must obtain permission from the CSO or the written test proctor to use the restroom during testing. All testing materials will be collected from the candidate. No additional testing time will be granted.

## **APPENDIX A**

## AUA Written Duty Areas

- Understand the role of the Advanced Unlicensed Assistant
- Demonstrate mastery of basic medical knowledge and skills
- Follow basic safety and infection control guidelines
- Demonstrate asepsis and sterile technique
- Provide general circulatory care and maintenance
- Provide care to maintain digestion/elimination
- Provide care to maintain urinary elimination
- Provide respiratory care

## AUA Clinical Skills List

Blood glucose monitoring  
Perform urine testing for specific gravity, glucose, ketones, or protein  
Perform guaiac testing for blood in urine, stools, or emesis  
Perform electrocardiogram (120-lead EKG)  
Apply and discontinue telemetry monitor  
Perform venous Doppler  
Obtain uncontaminated blood specimen by venipuncture syringe or vacutainer with collection in correct tubes  
Obtain uncontaminated urine specimen from indwelling/straight catheter  
Obtain uncontaminated sputum specimen  
Obtain uncontaminated nasal swab specimen  
Obtain specimens of wound drainage  
Remove sutures, staples, and drains  
Empty wound drainage containers  
Apply a sterile dressing  
Create sterile field  
Apply sterile gloves  
Don sterile gown  
Open sterile packages  
Oral suctioning  
Provide stoma care for patients with chronic tracheostomies  
Assist with incentive spirometry  
Insert indwelling/straight catheter  
Irrigate indwelling catheter  
Remove indwelling catheter  
Perform bladder scanning  
Perform ostomy irrigation  
Apply colostomy/ileostomy pouch  
Skin care  
Administer enteral feeding through established tubes  
Irrigate feeding tube  
Removal of nasogastric tube  
Apply limb and vest restraints, safety belt  
Monitor placement of restraints