Test Site Coordinator Manual

7C Long Term Care Nurse Aide (8607)

5A Home Health Care Aide (8605)

2A Developmentally Disabled Direct Care Aide (8602)

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OKLAHOMA
State Department
of Health

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CareerTech

CTTC CareerTech Testing Center
Health and Professional Certifications Project

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Health Certification Project
Test Site Coordinator

INTRODUCTION

Each Health Certification Project Test Site has a 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 the security of testing materials
- Coordinate HCP test registration and administration
- Collect testing fees
- Score clinical skills examinations
- Distribute results to candidates
- Train/monitor clinical skills observers (CSO's) and local test site personnel
- Maintain testing records

OVERVIEW OF EXAMINATION PROCESS

For all categories of nurse aides, the certification exam consists of two parts: the clinical skills examination and a written examination. Candidates must perform all critical tasks correctly and perform non-critical tasks with 80% accuracy in order to pass the clinical skills exam and be eligible to take the written examination. Candidates must score 70% or higher to pass the written examination.

Nurse aides seeking certification as a medication aide must score 70% or higher to pass the written examination. All newly trained candidates must attest that medications were passed to 20 consecutive individuals with 100% accuracy **after** the completion of training. This medication pass is in addition to the medications passed during the clinical portion of the training. Medication pass documentation is to be retained with the candidate's training documentation.

For medication aides seeking advanced certification in insulin administration, the candidate must score 80% or higher to pass the written examination. Clinical skills proficiency must be demonstrated during training and documented on OSDH Form 504.

TEST SITE COORDINATOR RESPONSIBILITIES

ENSURING THE 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 CSO's, clinical skills examination packets must also be handled in a secure manner that has been approved by 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.

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.

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. CSO's must complete an orientation on administering clinical skills examinations that includes a shadowing experience with an approved CSO.

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.

CSO's are responsible for evaluating all candidates in a fair and objective manner. The HCP recommends that training program directors and instructors not serve as CSO's. **Instructors cannot administer clinical skills examinations to their own students.**

CSO's must meet qualifications established by the Oklahoma Nurse Aide Registry and shown in Table 1.

Table 1 CSO Qualifications

Certification Test	Minimum Qualifications
Home Health Care, Long Term Care	• Registered Nurse with an unrestricted license • One year experience
Developmentally Disabled Direct Care	• Licensed or Registered Nurse with an unrestricted license OR Qualified Intellectual Disabilities Professional (QID • One Year experience
Adult Day Care, Residential Care	• Licensed or Registered Nurse with an unrestricted license • One year experience

Each CSO is required to complete the HCP 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 HCP.

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.

MAINTAINING RECORDS

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

• Photocopy of the candidate's completed HCP Training Verification Form documenting completion of training OR photocopy of an Approval to Test letter from OSDH
• Photocopy of candidate photo identification presented at registration, AND
• Affidavit of Lawful Presence (original copy of affidavit and supporting documentation)
• Original clinical skills examination packet(s) showing the candidate's performance on the clinical skills examination
• 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**. **All test records shall be maintained for no less than four calendar years (current year plus three previous years) in a secure, locked location.**

COORDINATING TEST REGISTRATION AND SCHEDULING

All certification testing is scheduled with and/or coordinated through a HCP test site. A list of HCP test sites is available at **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 for home health care aide or long term care nurse aide candidates and at least one hour apart for developmentally disabled direct care aide, residential care aide or adult day care aide candidates.

On a testing day, CSO's cannot evaluate more than seven home health care or long term care nurse aide candidates or ten developmentally disabled care, residential care or adult day care candidates.

At the time of registration, nurse aide certification candidates must present all the following documents:

- HCP Training/Testing Verification Form documenting completion of training **OR** an Approval Letter on OSDH letterhead that lists the test(s) to be taken and the number of attempts allowed
  - Proof of the SSN:
    - Social Security Card
    - Letter from Social Security Administration
    - W-2
    - Official Tax Return
  - If unable to provide proof of SSN, a SSN Attestation Form must be completed
- Unexpired driver's license issued by a state in the United States **OR** other current photo identification issued by a U.S. government entity
- **NOTE: Photocopies of the above documents <u>will not</u> be accepted**

Also, at the time of registration, the candidate must complete and sign an Affidavit of Lawful Presence. Documents that may be used to establish lawful presence are listed in the affidavit information sheet at **www.okhcp.com** under the Nurse Aide tab. **DO NOT accept documents that are not listed on the information sheet. If the candidate does not have the required documentation, or if the candidate refuses to sign an affidavit, he/she will not be allowed to test.**

Test sites are to retain the original, completed affidavit and supporting documentation for non-citizens in each candidate's testing folder. U.S. citizens <u>do not</u> have to complete a new affidavit when deeming or retesting. If the candidate fails an exam, the affidavit can be returned to the candidate and presented again at the next testing appointment or kept by the test site coordinator until retesting.

Nurse aide candidates seeking certification as a medication aide must present these documents at registration:

- HCP Training/Testing Verification Form documenting completion of training **OR** an Approval Letter on OSDH letterhead that lists the test(s) to be taken and the number of attempts allowed
  - Proof of the SSN:
    - Social Security Card
    - Letter from Social Security Administration
    - W-2
    - Official Tax Return
  - If unable to provide proof of SSN, a SSN Attestation Form must be completed
- Unexpired driver's license issued by a state in the United States **OR** other current photo identification issued by a U.S. government entity

- Verification of current Oklahoma certification as a Long Term Care Nurse Aide, Home Health Care Aide, or Developmentally Disabled Direct Care Aide.
- **NOTE: Photocopies of the above documents <u>will not</u> be accepted**

Medication aides seeking advanced certification in insulin administration must present these documents:

- OSDH Form 504 documenting completion of training requirements for Advanced CMA-Insulin Administration.
- • Proof of the SSN:
    - Social Security Card
    - Letter from Social Security Administration
    - W-2
    - Official Tax Return
  - If unable to provide proof of SSN, a SSN Attestation Form must be completed
- Unexpired driver's license issued by a state in the United States **OR** other current photo identification issued by a U.S. government entity.
- Verification of current Oklahoma certification as a Long Term Care Nurse Aide, Home Health Care Aide, or Developmentally Disabled Direct Care Aide.
- Verification of current Oklahoma certification as a Medication Aide
- **NOTE: Photocopies of the above documents <u>will not</u> be accepted**

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.

Requests for Accommodations — Candidates requesting accommodations must complete the HCP Request for Testing Accommodations form. This file can be downloaded from the Coordinator Resources section at **www.okhcp.com**. The original completed request must be retained in the candidate's testing file.

Several accommodations can be made for candidates with special needs without approval from the state HCP office or the OSDH.

- Reading challenges/ESL - oral exams
- Vision challenges – oral exams, increased screen font size
- Hearing challenges – digital blood pressure cuff

Readers/Text-to-Speech are allowed for nurse aide candidates only. Per Oklahoma regulations, candidates for medication aide or Advanced CMA must be able to read and write in English; therefore, readers are not allowed for these examinations.

For online tests, please contact the state HCP office to schedule an extended testing session. The screen font size on the written examinations can be adjusted by clicking on the font button in the upper right corner of the testing screen.

For candidates requesting accommodations other than those identified above, please contact the state HCP office for assistance.

COLLECTING TESTING FEES FROM CANDIDATES

Testing fees for nurse aides, medication aides, and advanced CMAs are established by each test site. Candidates are encouraged to ask the coordinator of their training program for information on testing fees or contact the HCP test site of their choice for more information.

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.

COORDINATING AND MONITORING CLINICAL SKILLS EXAMINATIONS

The clinical skills examination consists of several skills incorporated into a scenario that is designed to replicate what nurse aides typically encounter on the job. It is administered in an actual care-giving situation or in a laboratory setting that closely resembles the environment in which nurse aides function. Unless specified otherwise, all equipment and supplies needed during the clinical skills examination will be provided by the test site.

The examination includes critical and non-critical tasks. Critical tasks evaluated by the CSO are general in nature and verify the candidate performed all skills and correctly demonstrated safety and infection control practices throughout the exam. Examples of items considered when evaluating these critical tasks include, but are not limited to:

- Proper technique and timing of hand washing (or verbalization)
- Proper technique and timing for donning and removing gloves and other PPE
- Proper technique for handling soiled linens and biohazardous materials
- Proper technique for cleaning equipment
- Proper use of thermometer sheaths and other barriers
- Verifying the resident's identity
- Raising and lower the resident's bed at appropriate times
- Applying and using a transfer belt correctly and at appropriate times
- Placing call light appropriately
- Verifying appropriate water temperature
- Positioning wheelchair correctly and using wheel locks and footrests appropriately

In addition to the critical tasks evaluated by the CSO, the Test Site Coordinator determines if the candidate accurately measured and recorded vital signs by comparing the candidate's measurements to those recorded by the CSO. Candidates must measure vital signs within the acceptable margins of error in order to pass this critical task. The acceptable margins of error for vital signs are:

- Temperature   must match the CSO's measurement
- Pulse   within four beats of the CSO's measurement
- Respiration   within two breaths of the CSO's measurement
- Blood pressure   both within 4 mmHg of the CSO's measurement

Non-critical tasks are associated with performing the skills in the scenario correctly. Candidates must perform all critical tasks correctly and perform non-critical tasks with 80% accuracy in order to pass the clinical skills exam and be eligible to take the written examination.

Clinical Skills Exam Materials — The clinical skills exam packet contains the following pages:

Cover Sheet — Candidate information to be completed by the test site coordinator prior to the exam.
Candidate Information
       Scenario & Candidate Instructions
       Documentation Sheet
Volunteer/Resident Information — Includes instructions and volunteer/resident consent form
Clinical Skills Observer Information
       Equipment List and CSO Instructions
       Scenario & Candidate Instructions
       Documentation Sheet
Clinical Skills Examination Evaluation Grid — Marked by the CSO as the candidate performs tasks
Clinical Skills Score Sheet — Completed by the test site coordinator (or designate)

Volunteers/Residents — Most skills on the clinical skills examination can be performed on a manikin. However, some HCP test sites may require candidates to bring a volunteer/resident. Volunteer/residents must sign the HCP Volunteer Consent Form in the clinical skills exam packet. Certified Nurse Aides and students in nurse aide training programs **cannot** be volunteers/residents. In order to avoid providing cues to candidates during the examination, the HCP **recommends** that volunteers/residents **not** be healthcare practitioners or students in other healthcare training programs. Volunteers must also be 18 years old to assist.

Preparing the examination area — The clinical skills examination must be administered in an actual care-giving situation or in a laboratory setting that has access to running water and closely resembles the environment in which nurse aides function. Unless specified otherwise, all equipment and supplies needed during the clinical skills examination will be provided by the test site.

The CSO does not gather the supplies and equipment for the exam. However, the CSO must ensure that everything is accessible to the candidate and that the candidate knows where to retrieve the items listed in the CSO Information on page 5 of the exam packet (Appendix A). In addition, the CSO must verify that all equipment is accessible and working properly.

Preparing the candidate and volunteer/resident — In a staging area removed from the testing area, the CSO will remind the candidate and the volunteer/resident that cell phones and other electronic devices are not permitted in the exam area. The CSO will confirm the candidate's identity with the information provided by the Test Site Coordinator on the exam packet's cover page. Once the candidate information has been verified, the CSO will provide the candidate with the pages in the clinical skills packet marked "CANDIDATE INFORMATION" and ask the candidate to review these while the CSO prepares the volunteer/resident.

While the candidate reviews the information in the staging area, the CSO will take the volunteer/resident into the testing area. The CSO will ask the volunteer/resident to remove his/her shoes, put on a hospital gown over his/her clothes, and sit in the hospital bed. The CSO will review the Volunteer/Resident Information with the volunteer/resident, answer the volunteer/resident's questions, and have him/her sign the volunteer/resident information sheet.

Once the volunteer/resident is ready, the CSO will bring the candidate into the testing area and review with the candidate the scenario, exam time limit, and candidate instructions. While the CSO reads the information to the candidate, the candidate should follow along on his/her copy. If desired, the candidate may take notes on the information sheet and can refer to the information sheet and his/her notes during the examination.

After briefing the candidate, the CSO will demonstrate the use of the resident's bed, wheelchair, and other equipment, if needed. Following the scenario briefing and equipment demonstration, the CSO will answer any questions the candidate has. When the candidate is ready to begin the exam, the CSO will have the candidate sign and date the candidate's copy of the instructions. Finally, the CSO will sign the CSO's copy of the instructions.

Administering the clinical skills examination — 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.

Candidates must demonstrate all skills within the allotted time. Home health care aide and long term care nurse aide candidates are required to perform seven skills within 60 minutes. All scenarios include ambulation with a transfer belt, transferring from bed to wheelchair (or wheelchair to bed), performing range of motion, and measuring vital signs, including blood pressure. The remaining three skills are taken from the Nurse Aide Skills List in Appendix B in this manual.

Candidates seeking certification in developmentally disabled care, residential care, or adult day care are required to perform four skills within 45 minutes. All candidates must demonstrate taking/recording temperature/pulse/respirations; the remaining three skills are taken from the skills listed on Nurse Aide Skills List in Appendix B in this manual.

The time limits above apply **only** to the time allowed for performing the skills in each scenario — it does not include time taken for preparing the resident/volunteer, reviewing the scenario, demonstrating use of equipment, or answering the candidate's questions. The CSO will mark the start and end time of the exam on the evaluation grid in the exam packet.

Although the scenario and evaluation grid list the skills and tasks in a logical order, the sequence in which the candidate performs the skills or the steps within a skill is not important as long as the candidate observes standard precautions and does not endanger the safety or well-being of the volunteer/resident, the CSO, or the candidate. If the candidate makes a mistake or forgets a step, the candidate may correct and re-demonstrate the skill as long as the candidate notes the error or omission before the exam is finished and the allotted time for the exam is not exceeded.

Candidates are required to demonstrate hand washing the first time it is needed in the examination; in all other instances that require hand hygiene, the candidate need only verbalize that he/she would wash hands or use hand sanitizer.

When performing skills requiring documentation (i.e. measuring vital signs, intake and output), the candidate documents his/her findings on the documentation sheet provided for the candidate. The CSO also documents his/her findings on the documentation sheet provided for the CSO.

The CSO may give the candidate up to three attempts to obtain correct measurements of vital signs or allow the candidate to come back to vital signs later in the exam. This is the **only** instance where the CSO may provide feedback to the candidate. If multiple attempts are required when measuring blood pressure, the candidate must observe or verbalize the correct waiting time between attempts. Each attempt must be documented by the CSO and the candidate on their respective forms.

During the examination, the CSO **may not** prompt the candidate, answer questions from the candidate about how to perform a skill, or indicate whether or not an action or skill was performed correctly. If necessary, the CSO **may** periodically remind the candidate that the resident/volunteer in the scenario is wearing a hospital gown.

Finishing the clinical skills examination — When the exam is finished, the candidate returns all the pages of the clinical skills packet to the CSO and is provided information on how results will be communicated to him/her.

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 **not the CSO**, determines whether or not the candidate measured vital signs within acceptable limits and calculates the candidate's score.

Scoring the clinical skills examination — The Test Site Coordinator (or his/her designate) are the only ones who can score the clinical skills examination. The clinical skills examination is scored using the following series of steps:

Step 1: Verify that all tasks are marked either "Yes" or "No". If all tasks are not marked, clarify with the CSO before continuing.

Step 2: Verify that an explanation has been provided for all tasks marked "No". If no explanation has been provided for tasks marked "No", return the packet to the CSO for clarification.

Step 3: Determine whether or not the candidate measured vital signs accurately.
   a. Transfer the vital signs measurements from the Candidate's and CSO's Documentation Sheets into the first line of the Score Tabulation Sheet.
   b. Determine the variation, if any, between the candidate's and CSO's readings.
   c. Indicate on the Score Tabulation Sheet whether or not the variation is acceptable for each measurement.
   d. If all measurements are within acceptable limits, circle Yes for Line 1 and proceed to Line 2. If one or more measurements are outside acceptable limits, circle No for Step 1 enter a 0 for the score at the bottom of the tabulation table.

Step 4: Determine if the candidate performed the other critical (shaded) tasks correctly. These tasks are evaluated by the CSO and are the last three action steps on the observation sheet. If all of these tasks are marked "Yes", circle Yes for Line 2 and proceed to Line 3. If any of these tasks are marked "No", circle No for Line 2 and enter a 0 for the score at the bottom of the tabulation table.

Step 5: Count the number of non-critical (unshaded) actions marked "No" by the CSO. Enter the number in the appropriate blank on Line 3 and multiply by the factor shown to determine points to be deducted. Enter the result in the last column of Line 3.

Step 6: Subtract the points deducted as calculated on Line 3 from 100. Enter the difference for the score at the bottom of the tabulation table.

Step 7: Mark the two tick boxes confirming that Step 1 and Step 2 above were completed.
Step 8: Sign and date the tabulation sheet.

NOTE: All failed clinical skills must be "logged" electronically. To do this, go to Coordinator Resources on **www.okhcp.com** and select the link that follows the **Fails Clinical Skills Exam** bullet. In the screen that displays, input the required information.

Written Examination — The written examination is administered <u>only</u> at proctored HCP test sites located in technology centers across Oklahoma. Candidates are eligible to take the written examination after they complete training and pass the clinical skills examination.

Candidates have the option of taking the written examination online. Nurse aide certification candidates may also request that the written examination be administered orally. As per OSDH requirements, **the written examination cannot be administered orally to candidates seeking certification as a medication aide or an Advanced CMA.** Candidates who would like the written examination administered orally must notify the HCP test site coordinator upon registration by completing the Request for Accommodations Form.

TABLE 1. TEST LENGTH AND TIME LIMITS BY CERTIFICATION AREA

Certification Area	Test Length	Time Limit
Long Term Care	75 questions	2 hours
Home Health Care	70 questions	2 hours
Developmentally Disabled Direct Care	70 questions	2 hours
Adult Day Care	55 questions	1.5 hours
Residential Care	55 questions	1.5 hours
Certified Medication Aide	70 questions	2 hours
Advanced CMA-Insulin Administration	60 questions	1.5 hours

For all areas except Advanced CMA-Insulin Administration, a passing score on the written examination is 70% or greater. For Advanced CMA-Insulin Administration, a passing score on the written examination is 80% or greater.

Distributing Written Examination Results to Candidates — All candidates receive a Score Report that not only provides the candidate with an overall score, but also shows the candidate's performance in each general area of the written test. Candidates who take the written examination online receive the Score Report immediately upon completion of the examination. Candidates who opt for the paper/pencil form of the written exam will receive the Score Report within three weeks of testing.

Retaking Written Examinations — Nurse aides who have a letter from OSDH allowing them to retest have <u>ONE</u> attempt at the clinical skills examination and <u>ONE</u> attempt at the written examination. These individuals must retrain if they are unable to pass the clinical skills examination and written examination.

Candidates who have completed an approved training program have three attempts to pass both the clinical skills examination and the written examination. Candidates who are unable to pass either examination after three attempts must retrain in order to be eligible for additional testing.

Candidates who do not pass the clinical skills examination or the written examination must wait at least three days before retesting.   Candidates who retake the clinical skills examination must take the examination in its entirety — candidates are not allowed to only retest the tasks or skills that were not performed correctly in previous administrations.

Processing time for certified nurse aide and certified medication aide results. Nurse aides who complete the certification requirements are typically added to the Oklahoma Nurse Aide and Nontechnical Worker Registry within ten days of testing. Nurse aides and their employers can verify the status of their certification through the Registry's online portal, **https://www.phin.state.ok.us/ NARSWBSearch/Views/LandingView.aspx?id=5006**. Nurse aides who are not listed on the registry within 30 days should contact the Oklahoma Nurse Aide and Nontechnical Worker Registry at (800) 695-2157 or (405) 271-4085.

ASSISTING TRAINED HEALTHCARE PROVIDERS WITH NURSE AIDE CERTIFICATION

Long Term Care Nurse Aides seeking to deem Home Health Care Aide:

Nurse aides who were certified as a long term care nurse aide *after March 1, 2012* may be deemed onto the Oklahoma Nurse Aide Registry as a Home Health Care Aide after:
  1. Completing a 16-hour, population-specific training program as documented on the HCP Training Verification Form, **and**
  2. Providing required documentation to the HCP test site so the aide's information can be entered into the online testing system and transmitted to OSDH.

Nurse aides who were certified as a long term care nurse aide *prior to March 1, 2012* may be deemed onto the Oklahoma Nurse Aide Registry as a Home Health Care Aide after:

  1. Completing a 16-hour, population-specific training program as documented on the HCP Training Verification Form, **and**
  2. Passing the appropriate clinical skills exam, **and**
  3. Providing required documentation to the HCP test site so the aide's information can be entered into the online testing system and transmitted to OSDH.

LPN students seeking nurse aide certification:

Students in practical nursing programs may be eligible for nurse aide testing and certification if they meet one of the following criteria:

  (a) Completed an approved nurse aide training program as a part of a practical nursing program. **NOTE:** This is only an option <u>IF</u> the program has been approved by the Oklahoma Nurse Aide Registry. These students cannot be counted as completers of other nurse aide programs that may be available at the same tech site.
  (b) Submitted a completed waiver form to OSDH and received an approval letter that authorizes him/ her to take both the written and clinical skills exam.

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 State 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 the 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 testing (i.e. oral test administration, special seating arrangements) must be made at the time of registration by completing the Request for Testing Accommodations form.

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

CLINICAL SKILLS EXAMINATION

SAMPLE SCENARIO

CLINICAL SKILLS EXAMINATION

LONG TERM CARE NURSE AIDE
HOME HEALTH CARE AIDE

SAMPLE SCENARIO

Exam Date: _____

CANDIDATE INFORMATION

Candidate's Name: _____

Last 4 of SSN: _____   **Date of Birth:** _____

CLINICAL SKILLS OBSERVER INFORMATION

CSO's Name: _____

CSO Number: _____

Note: This page is to be completed by the test site coordinator prior to testing.

Candidate's Last Name: _____ Exam Date: _____

CLINICAL SKILLS EXAMINATION SAMPLE SCENARIO

Mrs. Fleming: Vital Signs, Range of Motion, Undressing/Dressing Assistance, Ambulation, Brush/Comb/Style Hair, Nail Care, Wheelchair to Bed Transfer

The maximum time allotted for this exam is 1.0 hours. Time begins after the candidate has received instructions and verbalizes that he/she has no questions.

Candidate Instructions:

NOTE: Candidate Instructions must be read with/to the Candidate. While reviewing the instructions, the Candidate may take notes on his/her copy of the Candidate Instructions and refer to the notes as needed during the examination. All exam materials must be returned to the clinical skills observer at the end of the exam

Mrs. Fleming is a resident at Rolling Meadows Village who has left-sided weakness due to a stroke several years ago. When you enter the room, Mrs. Fleming is lying in bed wearing a gown and underwear. There is a privacy curtain around the resident's area.

You will need to take Mrs. Fleming's vital signs, perform range of motion on her right side, and assist her with undressing/dressing before using a transfer belt to ambulate her to a bedside chair. Once Mrs. Fleming is in the chair, you will brush/comb/style her hair and provide nail care. You will then assist Mrs. Fleming into a wheelchair and take her to the sun room. After a few minutes, Mrs. Fleming says she is not feeling well. After returning her to her room, you will transfer Mrs. Fleming from the wheelchair to the bed. You will leave the resident in a position of comfort and safety and document as needed while providing care.

Cell phones and other electronic devices are not permitted in the exam area — this applies to evaluators, candidates, and volunteers.

This examination is designed to be as realistic as possible. However, there may be instances when you need to verbalize your actions even if you cannot perform them.

You will demonstrate hand washing the first time it is needed in the examination; in all other instances that require hand hygiene, you need only verbalize that you would wash your hands or use hand sanitizer.

If you make a mistake, or realize later in the exam that you forgot to do something, notify the clinical skills observer of the error or omission. You will be allowed to demonstrate the corrected action as long as the exam time limit is not exceeded.

After reviewing the testing scenario, the clinical skills observer will demonstrate how to operate the resident's bed and wheelchair. Once the skills exam begins, the clinical skills observer cannot prompt, answer questions about how to perform a skill or provide feedback on whether or not an action is performed correctly. It is also inappropriate for a clinical skills observer to ask questions that do not directly pertain to the skill being observed or to offer instruction on how to perform a skill.

I have received and read all candidate instructions.

_____   _____
Candidate's Signature   Date of Signature

CLINICAL SKILLS EXAMINATION SAMPLE SCENARIO DOCUMENTATION — CANDIDATE

SCENARIO SKILLS:

- Vital Signs
- Range of Motion
- Undressing/Dressing Assistance
- Ambulation with a Transfer Belt
- Brush/Comb/Style Hair
- Nail Care
- Wheelchair to Bed Transfer

VITAL SIGNS FLOW SHEET						
Resident Name: S Fleming				**ID: 185412**		
Date/Time	Temp	Pulse	Resp	B/P	Comments	Signature/Title

CLINICAL SKILLS EXAMINATION SAMPLE SCENARIO — VOLUNTEER/RESIDENT INFORMATION

Mrs. Fleming: Vital Signs, Range of Motion, Undressing/Dressing Assistance, Ambulation, Brush/Comb/Style Hair, Nail Care, Wheelchair to Bed Transfer

Volunteer/resident Instructions:
You are playing the role of Mrs. Fleming, a resident at Rolling Meadows Village who has right-sided weakness from a stroke several years ago. Before the candidate enters the room, you will remove your footwear, put a hospital gown over your clothes and lie on your back in the bed. If asked, you will identify yourself as Mrs. Fleming.

After measuring your vital signs and performing range of motion, the candidate will assist you with undressing/dressing and ambulate you to a bedside chair for hair and nail care.

After providing this care, the candidate will assist you to a wheelchair and take you to the sun room. Shortly after arriving in the sun room, you feel ill and request to be returned to your room. Once there, the candidate will transfer you from the wheelchair to the bed.

VOLUNTEER/RESIDENT CONSENT FORM

I, _____, agree to participate as a volunteer/resident for this clinical skills
　　　　　　　　Printed Name
examination. I understand that:

- I cannot be a volunteer/resident if I am a certified nurse aide or a student in a nurse aide training program.
- I cannot provide clues to the candidate during the exam that may cue the candidate on what to do next. In addition, I cannot indicate verbally or otherwise whether or not the candidate is performing an action or skill correctly.
- All information regarding the clinical skills examination is confidential and not to be shared with anyone for any reason.
- My participation is voluntary and I can withdraw from the clinical skills examination at any time.
- The clinical skills observer will stop the examination immediately if my safety is jeopardized at any time during the examination.

I, _____, understand my role and responsibilities as a testing volunteer.
　　　　　　　　Printed Name

_____　　　　　_____
Signature of Volunteer　　　　　　　　　　　　　　Date

CLINICAL SKILLS EXAMINATION SAMPLE SCENARIO — SCENARIO SETUP AND INSTRUCTIONS
Mrs. Fleming: Vital Signs, Undressing/Dressing Assistance, Ambulation, Brush/Comb/Style Hair, Nail Care, Wheelchair to Bed Transfer, Range of Motion

The maximum time allotted for this exam is 1.0 hours. Time begins after the candidate has received instructions and verbalizes that he/she has no questions.

Equipment List:

Hospital bed with linens and call light
Disposable gloves
Sink with running water
Liquid soap
Paper towels
Watch with a second hand
Thermometer with disposable sheaths
Sphygmomanometer
Stethoscope
Wheelchair with footrests

Transfer belt
Robe and slippers
Bedside chair
Comb/brush
Bath Basins
Towels
Orange sticks
Emery board
Clipboard and blue pen for candidate

CSO Instructions:
Prior to beginning the examination, the observer must set the stage for the scenario. The volunteer should be prepared for the scenario and "set up" as realistically as possible (i.e. shoes removed).

The CSO does not gather needed supplies and equipment for the exam. However, the CSO must ensure that everything is accessible to the candidate and that all equipment works properly. The CSO must also verify that the resident's call light is visible and accessible to the candidate.

Before the exam begins, the Candidate Instructions must be read to/with the candidate. The candidate may take notes on his/her copy of the Candidate Instructions and refer to the notes/instructions as needed during the exam. The CSO will show the candidate where to retrieve needed supplies and demonstrate how to operate the equipment (wheelchair, bed, etc.).

The CSO may give the candidate up to three attempts to obtain correct measurements of vital signs or allow the candidate to come back to vital signs later in the exam. This is the **only** instance where the CSO may provide feedback to the candidate. If multiple attempts are required when measuring blood pressure, the candidate must observe or verbalize the correct waiting time between attempts.

During the examination, the CSO **may not** prompt the candidate, answer questions from the candidate about how to perform a skill, or indicate whether or not an action or skill was performed correctly.

The sequence in which the candidate performs steps within a skill is not important as long as the candidate observes standard precautions and does not endanger the resident's safety. If the candidate makes a mistake or forgets a step, the candidate may correct and re-demonstrate the skills as long as the candidate notes the error or omission before the exam is finished and the allotted time for the exam is not exceeded.

When the exam is finished, the Candidate Instructions and Documentation must be given to the CSO and returned to the test site coordinator.

It is important to remember that this is a testing moment, not a teaching one. The CSO **may not** ask questions that do not directly pertain to the skill being observed (i.e. "What would you do if…") or to offer instruction on how to perform a skill.

CLINICAL SKILLS EXAMINATION SAMPLE SCENARIO

Mrs. Fleming: Vital Signs, Range of Motion, Undressing/Dressing Assistance, Ambulation, Brush/Comb/Style Hair, Nail Care, Wheelchair to Bed Transfer

The maximum time allotted for this exam is 1.0 hours. Time begins after the candidate has received instructions and verbalizes that he/she has no questions.

Candidate Instructions:

NOTE: Candidate Instructions must be read with/to the Candidate. While reviewing the instructions, the Candidate may take notes on his/her copy of the Candidate Instructions and refer to the notes as needed during the examination.   All exam materials must be returned to the clinical skills observer at the end of the exam

Mrs. Fleming is a resident at Rolling Meadows Village who has right-sided weakness due to a stroke several years ago. When you enter the room, Mrs. Fleming is lying in bed wearing a gown and underwear. There is a privacy curtain around the resident's area.

You will need to take Mrs. Fleming's vital signs, perform range of motion on her left side, and assist her with undressing/dressing before using a transfer belt to ambulate her to a bedside chair. Once Mrs. Fleming is in the chair, you will brush/comb/style her hair and provide nail care. You will then assist Mrs. Fleming into a wheelchair and take her to the sun room. After a few minutes, Mrs. Fleming says she is not feeling well. After returning her to her room, you will transfer Mrs. Fleming from the wheelchair to the bed. You will leave the resident in a position of comfort and safety and document as needed while providing care.

Cell phones and other electronic devices are not permitted in the exam area — this applies to evaluators, candidates, and volunteers.

This examination is designed to be as realistic as possible. However, there may be instances when you need to verbalize your actions even if you cannot perform them.

You will demonstrate hand washing the first time it is needed in the examination; in all other instances that require hand hygiene, you need only verbalize that you would wash your hands or use hand sanitizer.

If you make a mistake, or realize later in the exam that you forgot to do something, notify the clinical skills observer of the error or omission. You will be allowed to demonstrate the corrected action as long as the exam time limit is not exceeded.

After reviewing the testing scenario, the clinical skills observer will demonstrate how to operate the resident's bed and wheelchair. Once the skills exam begins, the clinical skills observer cannot prompt, answer questions about how to perform a skill or provide feedback on whether or not an action is performed correctly. It is also inappropriate for a clinical skills observer to ask questions that do not directly pertain to the skill being observed or to offer instruction on how to perform a skill.

I have received and read all candidate instructions.

_____ _____
Candidate's Signature   Date of Signature

Candidate's Last Name: _____ Exam Date: _____

**CLINICAL SKILLS EXAMINATION SAMPLE SCENARIO DOCUMENTATION —
CLINICAL SKILLS OBSERVER**

SCENARIO SKILLS:

- Vital Signs
- Range of Motion
- Undressing/Dressing Assistance
- Ambulation with a Transfer Belt
- Brush/Comb/Style Hair
- Nail Care
- Wheelchair to Bed Transfer

VITAL SIGNS FLOW SHEET						
Resident Name: S Fleming				**ID: 185412**		
Date/Time	Temp	Pulse	Resp	B/P	Comments	Signature/Title

Candidate's Last Name: _____ Exam Date: _____

CLINICAL SKILLS EXAMINATION SAMPLE SCENARIO — EVALUATION GRID

Note: All action steps must be marked with an "X" in either the "Yes" or "No" column. Action steps marked "No" also require and explanation of the error(s) made in the "Notes" column.

Action	Yes	No	Notes
Greet the resident appropriately and identify self			**Start Time:**
Provide explanations before and during care			
Assist the resident to semi-Fowler's position			
Insert the thermometer/probe into the resident's mouth			
Remove the thermometer/probe when indicated, read the display and record temperature			
Locate and count radial pulse for one minute; record pulse			
Count respirations for one minute; record respirations			
Position and inflate the blood pressure cuff properly			
Release air in the cuff, observe the manometer gauge and note when first and last sounds are heard			
Deflate and remove the cuff properly; record blood pressure			
Sign Vital Sign Flow Sheet			
Position the resident correctly for range of motion			
Cover the resident with top sheet, providing for privacy			
Perform range of motion on one side, supporting each joint appropriately			
Replace pillow and fanfold bed linens to the foot of the bed			
Position the resident correctly			
Assist the resident with undressing (unaffected side first)			
Assist the resident with dressing (affected side first), including slippers			
Assist the resident to stand			
Assist the resident with ambulation, providing proper support			
Seat the resident in bedside chair			
Place a bath mat/towel under the resident's feet and remove the resident's footwear			
Place the resident's feet and fingers in basins filled with comfortably warm water; verbalize the nails should soak for 15-20 minutes			
Dry the resident's hands and fingers thoroughly			
Clean under the resident's nails, then clip and shape correctly			
Wash the resident's feet and between the toes with soap and water, rinsing carefully between the toes			
Dry the feet and between the toes			

CLINICAL SKILLS EXAMINATION SAMPLE SCENARIO — EVALUATION GRID (continued)

Action	Yes	No	Notes
Warm lotion and apply only to the tops and soles of the resident's feet			
Brush the resident's hair and scalp gently, watching for flaking, sores, or other problems			
Comb hair and style according to the resident's wishes			
Make sure the area is clean and free of hair			
Seat the resident in the wheelchair and transport			
Stand facing the resident with feet blocking resident's feet, ensuring a non-slip stance			
Grasp the belt correctly and assist the resident to stand			
Instruct the resident to pivot so back is to the bed			
Instruct the resident to back up and feel the bed against the back of the legs			
Assist the resident into bed and to a position of comfort			
Did the candidate demonstrate all seven skills in the scenario?			
While providing care, did the candidate correctly demonstrate infection control practices, such as: • Proper technique and timing of hand washing or verbalization of hand washing (candidate and resident) • Proper technique and timing for donning and removing gloves and other PPE (if needed) • Proper technique for handling soiled linens and biohazardous materials • Proper technique for cleaning equipment • Proper use of thermometer sheaths and other barriers when needed			
While providing care, did the candidate correctly demonstrate safe practices, such as: • Verifying the resident's identity • Raising and lowering the bed at appropriate times • Applying and using a transfer belt correctly and at appropriate times • Placing call light appropriately • Verifying appropriate water temperature (if needed) • Positioning wheelchair correctly and using wheel locks and foot rests appropriately • Preventing slips, trips, and falls (i.e. bed linens, footwear)			**End Time:**

I observed the candidate perform the skills in this scenario.

Evaluator Signature: _____ Date: _____

SCORE SHEET — TEST SITE COORDINATOR

Step						Points Possible	100

Step	Compare the candidate's and CSO's vital signs readings.						
1							

Compare the candidate's and CSO's vital signs readings.

Measurement	Candidate Reading	CSO Reading	Variation	Acceptable?	
				Yes	**No**
Temperature (must match)					
Pulse (within 4 beats)					
Respiration (within 2 breaths)					
Blood Pressure (both within 4 mm/Hg)					

Did the candidate take and record vital signs accurately?

          Yes   **No**

- If **Yes**, proceed to Step 2.
- **If No, enter a "0" for the candidate's score below.**

2 — Are the three critical (shaded) actions observed by the CSO marked "YES"?

          Yes   **No**

- If **Yes**, proceed to Step 3.
- **If No, enter a "0" for the candidate's score below.**

3 — Enter the number of non-critical (unshaded) actions marked "NO" in the blank below, then multiply as indicated to determine points deducted. Enter the result in the right column.

_____ Tasks x **2.5** points/task = ⟶

SCORE (Subtract line 3 from 100 points possible)

☐ **All tasks are marked "Yes" or "No"**
☐ **An explanation is provided for all tasks marked "No"**

_____   _____
Signature of Test Site Coordinator or Designate   Date

The candidate's clinical skills examination score must be recorded on the candidate's Training Verification Form.

A passing result is 80% or higher. All failed clinical skills examinations must be "logged" electronically. To do this, click on the link provided under Coordinator Resources at www.okhcp.com and enter the required information.

APPENDIX B

NURSE AIDE CLINICAL SKILLS LIST

Nurse Aide Clinical Skills List

Perform hand washing/Use hand sanitizer
Perform abdominal thrusts
Care for resident having a seizure
Care for resident who falls/faints
Apply personal protective equipment
Remove personal protective equipment
Handle soiled linens
Double-bag for isolation precautions
Apply/Remove waist restraint/lap buddy
Apply/Remove ankle/wrist restraint
Apply/Remove vest restraint
Assist resident with hand hygiene
Use proper feeding techniques
Provide partial feeding assistance
Use positioning and adaptive feeding devices
Measure/Record fluid intake
Measure/Record solid intake
Provide male perineal care
Provide female perineal care
Provide oral care
Provide oral care for an unconscious resident
Provide denture care
Provide hair care
Shave the resident
Provide nail care to non-diabetics
Provide foot care to non-diabetics
Provide skin checks/heal and elbow protectors
Provide dressing/undressing assistance
Apply compression support stockings
Make an unoccupied bed
Make an occupied bed
Provide tub, whirlpool, or shower assistance
Provide a complete bed bath
Provide a back rub
Provide bedpan/fracture pan assistance
Provide urinal assistance
Provide bedside commode assistance

Provide bathroom commode assistance
Provide indwelling catheter care
Measure/record fluid output
Perform/record manual and digital blood pressure
Measure/record manual and digital pulse
Measure/record pain
Measure/record respirations
Measure/record temperature with glass and digital
     thermometer
Measure/record height
Measure/record weight
Perform active range of motion exercises
Perform passive range of motion exercises
Position resident supine
Position resident Fowler's
Position resident lateral
Position resident semi-supine
Position/reposition resident in a chair
Use prosthetic, orthotic, and assistive positioning
     devices
Use a mechanical lift
Use a gait/transfer belt
Assist resident with walker/rolling walker
Assist resident with walking
Use a lift sheet
Perform a slide board transfer
Move resident up/down in bed
Move resident side/side in bed
Turn resident on side
Logroll resident
Perform standing pivot transfer
Perform 2-person, head-to-foot lift
Perform 2-person, side-to-side lift
Assist resident to sit on the side of the bed
Transfer resident to wheelchair/operate wheelchair
Transfer resident to bedside commode
Transfer resident to chair/geriatric recliner

B1