

The Testing Day Partnership: The following document provides a detailed list of roles and responsibilities on the day of the Nurse Aide written/oral and skills examinations.

RTS/INF Facility Administrator:

Ensure that all materials and equipment are available and in working order before the day of the exam. *(NAE's are not responsible for purchasing supplies or equipment, and if either are missing or not in working condition the testing event will be cancelled and the facility will be required a full audit before additional testing will resume).*

Ensure working fax machine with paper and toner with clearly posted fax instruction with fax phone number.

Ensure that facility entrances and walkways are free of snow and ice **before** the evaluator and candidates arrive and signage is clear.

Open the facility 1 hour before testing to allow the NAE to enter and set up testing (weekends building must be open at least 30 mins prior to testing), and lock the doors when the testing event is complete.

Provide a comfortable environment for testing with appropriate heat/cooling.

Ensure that carpets/floors/walls are clean.

Ensure that bathrooms are clean and functioning.

Written room with seating/desks/tables for the appropriate number of candidates *(each candidate 3 feet apart, facing the front of the room)*. A desk/table and chair at the front of the room for the NAE. Room clock. Chalk or whiteboard with writing implements.

Skills room will have clearly labeled cabinets, closets and shelving indicating where supplies are stored. Beds 6 feet apart, made with clean linens. Waste Baskets and Linen Baskets with clean liners. All equipment and supplies as detailed on the "Equipment List" available in the skills room.

Remove all trash and used linens from the skills room when testing is complete.

NAE:

Set-up the skills room with all skills stations and when testing is complete return all items to original storage area.

Wipe/Dry all used basins and Empty/Wipe/Dry Commode.

Ensure that counters and table tops are dry. For infection control purposes it is recommended that the NAE wipe down surfaces with facility supplied wipes between skills candidates, and at the end of the examination.

Ensure that all beds are returned to original condition (includes straightening the sheets, mannequin is returned to original position). NAE's are not required to change the sheets on the beds, but are expected to leave the room as they found it.

Place used linens and trash in appropriate receptacles.

Do a final walk through ensure facility is in the same condition it was when you entered the building.