

Everything You Wanted to Know about being an RN Test Observer



But were afraid to ask.....

Welcome

Being an RN Test Observer is a part-time, self schedule position.

You give us your availability, we keep you as busy as you like. We test 7 days a week, days and evenings, it is up to the test site availability.

We have regional testing for anyone in the area and closed testing to the candidates of that training program only.

You are an independent contractor. You will receive a 1099 at the end of the year. Keep all of your receipts to deduct on your taxes. You need to find an actor and a knowledge test proctor.

Three Person Test Team and Can You Believe You Get Paid for ALL THIS FUN?????

You get paid per candidate tested (per the 1505 contract in the state you conduct testing in).

You pay an actor to lie in the bed and have the skills done to them. You also pay a KTP to proctor the knowledge test. (Note: I pay my Actor \$40 cash per 4 hour event and my KTP \$20 cash because they are only there 2 hours per 8 candidates.)

Since the pandemic, some states have altered the testing models and allowed virtual knowledge testing, in those instances, you would only need one person to be the actor and you would conduct only the skills portion of the exam.

Role of the RN Test Observer

(We only Contract with Nice people)

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, unbiased, 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.

You follow a Script...



 D&S Diversified Technologies LLP Headmaster LLP	P.O. Box 6609 - Helena, MT 59604-6609 (888)414-0462 or (406)441-0465 Fax: (406)442-3357 Email: info@headmaster.com www.headmaster.com	Innovative, quality technology solutions throughout the United States since 1985				
ARKANSAS 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 ARKANSAS TMUG 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:						
<ol style="list-style-type: none">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 candidate's 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: <table border="1" data-bbox="869 311 1700 354"><tr><td>Read to each candidate →</td><td>"Do you understand that you can ask me to reread any scenario at any time?"</td></tr><tr><td></td><td>"Do you know that you can correct anything you think you demonstrated incorrectly, at any time?"</td></tr></table>			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?"
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?"					
<ol style="list-style-type: none">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 either in the computer or paper skill sheets.						
REMEMBER TO:						
<ul style="list-style-type: none">• 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: Bedpan and Output with required Hand Washing; Catheter Care for a Female 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: <ul style="list-style-type: none">• "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."<ul style="list-style-type: none">▪ 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: <ul style="list-style-type: none">• "Your allotted time has elapsed. Thank you for showing us your skill demonstrations today."<ul style="list-style-type: none">▪ 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 using SurveyMonkey when they sign in to their record in TMUG to see their results. The Exit Survey is optional and we value their honest feedback regarding their testing experience.						
Arkansas Skill Test Checklist for RN Test Observers: Effective 7.1.2020 Updated 7.1.2020						
 D&S Diversified Technologies LLP Headmaster LLP						

Oh The Skills You Will See.....



The Skills and Scenarios are on the screen and pre-chosen for you.

Examples of Mandatory First Skill Tasks with Required Hand Washing

- **BEDPAN AND OUTPUT**
WITH REQUIRED HAND WASHING



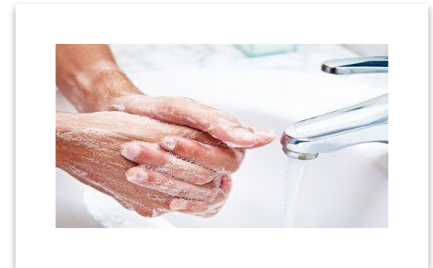
- **CATHETER CARE FOR A FEMALE**
WITH REQUIRED HAND WASHING



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

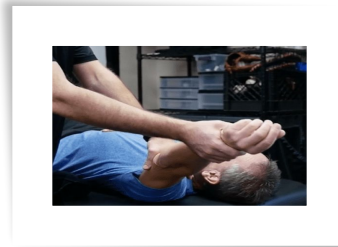
PROVIDE PERINEAL CARE
FOR FEMALE

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



Examples of Additional Skill Tasks

- **AMBULATION FROM BED TO WHEELCHAIR USING A GAIT BELT**
- **AMBULATION FROM WHEELCHAIR TO BED TO USING A GAIT BELT**
- **BED BATH (WHOLE FACE AND ONE ARM, HAND AND UNDERARM)**
- **DENTURE CARE**
- **DRESSING BEDRIDDEN RESIDENT**
- **FEEDING THE DEPENDENT RESIDENT**
- **FOOT CARE ONE FOOT**
- **MAKING AN OCCUPIED BED**
- **MOUTH CARE – BRUSHING TEETH**
- **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 - PULSE AND RESPIRATIONS**



You observe and record each skill test through our TMU© Software (you will just go to a website) and the checklist for each skill is all right there for you to say YES they did the skill step or NO they did not.

The screenshot shows the homepage of ar.tmuniverse.com. At the top, there is a navigation bar with the TMU ARKANSAS logo on the left and a 'Sign In' button on the right. Below the navigation bar, a central heading asks 'How can we help you today?'. Underneath this heading are three main service icons: a calendar icon labeled 'See Available Test Dates', a person icon with a magnifying glass labeled 'Search Arkansas Registry', and a signpost icon labeled 'Read FAQ'. At the bottom of the page, there are two columns of text. The left column is for 'OBSERVERS & TEST SITES' and the right column is for 'INSTRUCTORS & TRAINING PROGRAMS'. Each column contains a brief description of the service and a 'Log In' button.

ar.tmuniverse.com

TMU ARKANSAS

Sign In

How can we help you today?

See Available Test Dates

Search Arkansas Registry

Read FAQ

FOR OBSERVERS & TEST SITES
Manage test events, students, your own account and more by logging in.
Log In

FOR INSTRUCTORS & TRAINING PROGRAMS
Create and edit records, manage trainings and schedule your students.
Log In

AMBULATION FROM BED TO WHEELCHAIR USING A GAIT BELT

Perform hand hygiene.

- Cover all surfaces of hands with hand sanitizer.
- Rub hands together until hands are completely dry.

Explain the procedure to the resident.

Obtain gait belt for the resident.

Lock bed brakes to ensure resident's safety.

Adjust bed height so the resident's feet will rest comfortably flat on the floor when sitting on the bed.

Bring resident to sitting position with resident's feet flat on the floor.

Properly place gait belt around resident's waist.

Tighten gait belt.

Check gait belt for tightness by slipping fingers between gait belt and resident.

Assist resident to put on non-skid footwear BEFORE standing.

Bring resident to standing position.

Use proper body mechanics at all times.

Grasp gait belt.

Stabilize resident.

Ambulate resident at least 10 steps to the wheelchair.

Lock wheelchair brakes to ensure resident's safety.

Assist resident to pivot/turn.

Sit resident in the wheelchair.

Sit resident in a controlled manner.

Ensure safety at all times.

Remove gait belt.

Place resident within easy reach of call light or signaling device.

Place call light or signal device within easy reach of the resident

Perform hand hygiene.

- Cover all surfaces of hands with hand sanitizer.
- Rub hands together until hands are completely dry.

Being an RN Test Observer is the...



Best Nurse Job On Earth

First Step Qualifications

Nurse aide training programs are governed by D&SDT-Headmaster's Contract with the state agency which includes Federal law and state code.

Some states vary in the requirements of the RN Test Observer role, but at a minimum the RN must have at least two years of experience as an RN, which must include 1 year of long term care experience or care of the chronically ill.

In order to qualify, you would want to submit your:

Resume and **RN license** verification to practice in the state you will observe in. You can run yourself through Nursys to identify which states you are eligible to work in as an RN.

Where does Headmaster test?

www.hdmaster.com



Nurse Aide

ARIZONA CNA

ARKANSAS CNA

CALIFORNIA CNA

MICHIGAN CNA

MINNESOTA CNA

MISSOURI CNA

MONTANA CNA

NEVADA CNA

NEW JERSEY CNA SKILLS

NORTH DAKOTA CNA

OHIO STNA

OKLAHOMA LTC / HHA (Deeming)

OREGON CNA

SOUTH DAKOTA CNA

TENNESSEE CNA

UTAH CNA

WISCONSIN CNA

Medication Assistant

ARIZONA CMA

ARKANSAS MA-C

MASSACHUSETTS MAP TESTING & REGISTRY

MONTANA MA I & II

NEVADA MA-C

OHIO MA-C

OKLAHOMA MA

OREGON CMA

TENNESSEE MA-C

Ohio

OHIO LEAD

General X-Ray Machine Operator

Facility Administrator

IDAHO

Business Entities Providing Test Administration Services

Test Administration Services

**Next Steps -
Paperwork
1500IC**

Our company can only contract with business entities.

If you already have an LLC or other Business Entity...

You will just need to complete the new **1505IC** and other **1500IC** series forms with your business name, FEIN and state ID number from your articles of organization with your state.

And

A NEW IRS W-9 FORM

If you do **NOT** have a **Business...**

Welcome to the wonderful world of Nurse Entrepreneurship where you can create your own destiny...

You will create a business (typically an LLC) through your state's appropriate department and request an FEIN number - federal tax ID number.

You can choose the name of your business.

After you receive your state assigned business number and FEIN number, complete the new 1505IC and 1500IC series of forms and a new W-9 found [here](#).

Virtual Training Sessions

After your paperwork is complete, you will receive an RN training guide and final exam to complete (a study guide on the policies of being an RN Test Observer).

Sara will conduct virtual training sessions demonstrating live test events through TMU© and share videos of mock live test events.

Train at Live Test Events

After the completion of virtual training, you will be given the opportunity to shadow an RN at a live test event. This will be scheduled in conjunction with your availability and in a location close to you.

Questions?

Email Sara with Questions:

Skowronski@hdmaster.com

Meet with me on Zoom! One-on-One Time Slots are available to find out more, sign up here or email me if you are not free these dates. I can set up a meeting with you:

<https://tinyurl.com/RNObserver>