

In-Facility Testing Agreement



Part I Contact Information: Complete the information in the table below.

Name of AL Approved Training Program or LTCF		
Mailing Address _____		

City	State	Zip Code
Training Program Code	Telephone No. (Include Area Code)	
Training Program Coordinator/Instructor	Fax No.	
Did your training program previously administer the Prometric (Chauncey Group) nurse aide competency examination using IHN delivery? <input type="checkbox"/> Yes <input type="checkbox"/> No	Email Address	

Part II Testing Model

The Alabama Nurse Aide Competency Evaluation consists of a performance-based Clinical Skills Test and a Written or Oral Test. The test is delivered on computer with Internet connection. The Internet-based testing (IBT) provides for immediate onsite scoring and results data is available to the Alabama Nurse Aide Registry within two-business day following testing.

Part III Required Space, Equipment and Supplies

In order to qualify for in-facility testing, the training program/facility is required to provide the required space, equipment and supplies needed to provide for a standardized test administration. These requirements are detailed below.

Computer System

The computer system requirements for IBT delivery of testing are:

- Pentium 166+ with at least 32 megs of RAM
- Windows 95/98 or higher
- Microsoft Internet Explorer 5.0 or higher
- 56K/v90 or higher speed modem
- T-1 cable connection preferred
- 100 megabytes free disk space (hard drive)
- Monitor
- Mouse
- Keyboard
- Printer
- Audio card
- headset

Oral and Written Test

Space and Equipment

A. General

- lighting in testing room should be appropriate for office work
- well ventilated with temperature controls that provide for the general comfort of candidates
- quiet environment conducive to the concentration required for test taking

- restroom available to candidate within facility, preferably within proximity of testing room
- privacy provisions for testing such as ability to close door to testing room

B. Computer Administration

- computer station with chair
- multiple computer stations should be separated a minimum of 3 feet all directions
- accommodations to reduce potential monitor glare such as computer station arrangement, lighting or screens
- Computer specifications for IBT (see Part II)

Supplies:

- A. Computer Administration: Paper in printer for printing score reports

Clinical Skills Administration

Space:

- A. Room with door that is closed during the test administration to provide for appropriate privacy.
- B. Area simulated to be resident room in LTCF. Actual resident room can be used in LTCF as long as use of space does not infringe of resident's use of room or resident's rights since testing cannot be interrupted.
- C. Sink with running water and hand controls for turning on and off water located in testing room or within immediate proximity of testing room (Note: If outside of testing room must be accessible throughout testing.)
- D. Privacy curtain (or other privacy provision)
- E. Room must be used exclusively for testing during the administration.

Equipment:

- hospital bed
 - i. plain mattress without air mattresses, egg crate, etc.
 - ii. siderails not required
 - iii. head of bed must raise and lower
 - iv. height of bed must raise and lower
 - v. wheels on bed not required; if on bed, must lock
- bedside table
- overbed table
- call light (simulated)
- toilet or commode chair by sink area
- side chair
- wheelchair with footrests and working brakes
- hamper
- trash can by bedside and by sink area
- standing or chair scale with manual weight bar (non-digital)
- mannequin (whole body) with female genitals that provides for catheter insertion

Computer and printer for IBT administration, however, computer station does not need to be in the Clinical Skills Testing room.

Supplies:

A. Consumables:

- Combs
- Cups (drinking cup)
- Toothpaste
- Toothbrushes
- Facial tissues

- Gloves (latex and non-latex; sizes to fit candidates)
- Lotion
- Emery boards
- Orangewood sticks
- Paper towels
- Soap
- Toilet tissue
- Alcohol swabs
- Napkins
- Plastic spoons, forks and straws
- Snack containers of Jell-O, pudding or applesauce
- Disinfectant for cleaning equipment
- Paper towels (at sink and supply in testing area)
- Yellow food coloring

Non-consumables:

Linens:

- Bath blanket or similar item
- Flat sheets
- Fitted bottom sheets (if used in the facility)
- Hospital gowns
- Covered pillows (minimum of 4)
- Pillow cases
- Towels
- Washcloths (cloth or disposable)
- Underpads/Incontinent pads (disposable, reusable or comparable substitute)

Basic Supplies:

- Bath basin
- Emesis basin
- Bedpan
- Denture
- Denture container
- Water pitcher
- Graduated container (clear plastic) for measuring urine output (not urinal)
- Adult clothing protectors (bib)

Selection of Clothing in large sizes for dressing skill:

- Elastic waist sweat type pants (2)
- Button-front shirt (2)
- Socks

Additional items:

- Gait or transfer belt
- Indwelling Catheter (and syringe to inflate balloon)
- Urinary drainage bag with a leg band (The drainage spout on the urinary drainage bag must be the type that inserts into a pouch.)
- Sphygmomanometer and teaching stethoscope with dual earpieces (two headsets)
- Clock in the room with second-hand (recommended)
- Funnel or irrigation syringe to fill the urinary drainage bag

Part IV Nurse Aide Evaluator and Proctor

The facility or training program will identify individuals to proctor the Written and Oral Test and an RN(s) to serve as the Nurse Aide Evaluator (NAE) to administer the Clinical Skills Test. The individual who serves as the proctor may be the Nurse Aide Evaluator, but this role may also be filled by other non-nurse aide staff who have not been directly involved in the nurse aide training. For example, the proctor might be a clerical or administrative person who is able to supervise the candidates' entire test administration. The skill that most qualifies this person who will serve as a proctor will be comfort with a computer and using the Internet. It is also important that the proctor is a person who has demonstrated an ability to comply with prescribed procedures.

The Nurse Aide Evaluator must meet some additional requirements in Alabama including:

- Currently licensed (in good standing) as an RN in Alabama
- Minimum of one-year experience caring for the elderly or chronically ill of any age.

As with the proctor, the NAE should be comfortable with a computer and using the Internet. It is also important that the NAE is a person who has demonstrated an ability to comply with prescribed procedures. While the NAE may also be approved as a nurse aide instructor, the NAE may not administer the Nurse Aide Competency Examination to any candidate she/he trained.

When the facility identifies individuals to serve in the capacity of the proctor and NAE, the facility will complete the *Request for Approval of Proctor and Nurse Aide Evaluator* form and fax the completed form to Prometric. Prometric will notify the individuals about the training requirements. When the training including a post-test is completed, the NAE and/or proctor are issued a username and password to access the internet-based testing.

The facility/training program is responsible for notifying Prometric when an approved proctor or NAE leaves employment or job duties change and the individual will not serve in this capacity any longer. This is imperative as the issued username and password must be suspended.

Part V Resident Role in Clinical Skills Testing

The facility or training program must designate individuals to play the role of the resident for the Clinical Skills testing when a use of a mannequin is not designated. The test may not be administered on residents. Volunteers, other candidates, or employees may play the role of the resident.

Part VI Agreement

On behalf of my LTCF or training program we agree to the following terms:

- ensure that the required space, equipment and supplies described herein for the administration of the Clinical Skills Test and the Written or Oral Tests are provided;
- ensure adequate inventories of the supplies based on the volume of candidates to be tested;
- ensure that all the supplies and equipment required for the administration of the Clinical Skills Test are set-up to simulate a resident's unit and equipment in working order before the NAE begins the administration of the Clinical Skills Test;
- ensure that testing is administered to only eligible candidates who have completed training within the previous two years and not tested more than three times;
- require candidates to present government-issued identification for admission to testing and verify the Social Security number of any candidate registered for testing;
- notify Prometric promptly in change of employment status of approved proctors and NAEs;
- prohibit the sharing of Prometric usernames and passwords issued to proctors and NAEs;
- ensure that the examination is administered by Prometric approved and authorized proctors and NAEs only; and,
- permit site visits by Prometric designated personnel to monitor and observe testing and test site compliance.

We understand that failure to comply with the space, equipment and supply requirements can result in suspension of in-facility testing. Utilizing personnel not approved by Prometric to administer the testing will also result in suspension. Compliance issues will be reported to the ALDPH.

Signature of Authorizing Facility Representative

Date

FAX this completed and signed agreement to the
Prometric AL Nurse Aide Program at 800-347-9242.