

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:

- Prior to Exam Day:
 - Ensure that all materials and equipment are available and in working order before the day of the exam. Refer to the “Equipment List: NNAAP Skills Evaluation Audit” form available in the skills room for specific details.
 - *PLEASE NOTE: NAE’s are not responsible for purchasing supplies or equipment, and if either are missing or not in working condition - this includes lack of hot/cold water in sinks - the testing event will be cancelled and the facility will be required to undergo 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 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.
 - Windows or glass partitions in exam rooms are covered and if present, all recording devices are turned off and covered.
- Day of the Exam:
 - Open the facility 45-60 minutes before testing to allow the NAE to enter and set up testing and lock the doors when the testing event is complete.
 - Ensure that facility entrances and walkways are free of snow and ice or any other debris **before** the evaluator and candidates arrive and signage is clear.
 - Provide a comfortable environment for testing with appropriate heat/cooling.
 - Remove all trash and used linens from the skills room when testing is complete.
 - Ensure a distraction free testing area is available for the evaluator and candidates and that no faculty administrators or instructors enter the area on testing day.

Nurse Aide Evaluator:

- Set-up the skills room with all skills stations and when testing is complete return all items to original storage area. Complete supply checklist for supplies that needs replacing or restocking.
- Wipe/Dry all used basins and Empty/Wipe/Dry Commode.
- Ensure that counters and table tops are dry. For infection control purposes, 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.