WHAT TO EXPECT DURING YOUR SKILLS TEST

1. Turn off (“power-down”) your cell phone now.  2. Read this information carefully.  3. If you have questions, please ask.

Welcome to your State Competency Exam! During the registration process, we need to maintain a quiet environment to focus on completing paperwork correctly, so please keep your voices down. After registration, there will be a brief orientation, to answer questions you may have.  After orientation, two groups may be formed. One group will follow the Charge Nurse to complete the skills test, while the other group remains with the Proctor to complete the written test. There may be a waiting period between tests.  The Charge Nurse will instruct each group to remain in a designated waiting area. Thank You for your cooperation.

We understand that test-taking can be stressful for some. Feeling nervous is completely normal. Please, take a deep breath and try your best to relax today.

Breaks / Lunch:
The schedule does not allow for a formal break time or lunch time, and leaving the building is not permitted. Feel free to eat or snack during any waiting period (in the areas designated by the Charge Nurse or Proctor).
No eating or snacking in Written Test Room, while the test is in progress.
No eating or snacking at any time in Skills Test Room.
You can keep your water bottle at all times.

You will be evaluated on your demonstration of the following:

1. Handwashing – You will actually demonstrate at a real sink, using soap and water.
2. One (1) Station A Skill – Personal Care
3. One (1) Station B Skill – Vital Signs, Measurements, or Isolation
4. One (1) Station C Skill – Positioning, Transferring, Restorative Care, or Bed-making
5. Your overall demonstration of the Six Principles of Care at Stations A, B, and C
   Infection Control – Privacy – Safety – Dignity – Independence – Communication

When you arrive at Station A, Station B, and Station C:

- You will see the supply area, the resident’s room and doorway, and the SIGNS posted on the wall: NAME OF STATION (Station A, Station B, or Station C) – SINK – CURTAIN – THE SIX PRINCIPLES OF CARE – SUPPLY AREA
- The SINK sign is a reminder that a sink is present. You can verbalize handwashing, but you also need to USE HAND SANITIZER.
- The CURTAIN sign is a reminder that a curtain is present. You can verbalize the closing and opening of the curtain.
- The SIX PRINCIPLES OF CARE sign is a reminder that all Six (6) Principles must be demonstrated at Stations A, B, and C.
- The SUPPLY AREA sign is a reminder that ALL supplies are located outside of the resident’s room.
- You will select one card from a group of cards that have been placed face-down.
- You will read the information printed on the card: the skill number, the skill name, and the skill scenario (story).
- The last words printed on the card are: “You may begin/start now” or “You may begin/your time starts now.” At this point, you will start your skill demonstration.
- Your skill card will remain face-up and you may look at the card at any time during your skill demonstration.
• At each Station, you will have a maximum of 10 minutes to complete your skill. As you demonstrate your skill, the RN/Skill Evaluator will observe, evaluate, and document on Skill Sheets, while keeping you aware of time remaining.

• All skills require an Opening and Closing Procedure.

• Your resident will be a manikin. You must demonstrate your skill and communicate, as if you are really at work, caring for and speaking with a real “living” resident. The RN/Skill Evaluator is not in the resident’s room with you, so please focus on your resident. Each resident will have an ID band with a printed name.

• You must really use the side rails, brakes, and bed controls as you would at work; do not pretend. However, if the side rails, brakes, or bed controls happen to be broken, then you will need to verbalize or simulate how you would use them.

• You must actually collect and use real supplies, including real gloves. Do not pretend to wear gloves; really wear them. Remove gloves, wash/sanitize hands and apply new gloves as needed. However, to avoid accidental spills and stains, do not open any containers of liquids or creams. Really collect the item, but just pretend to remove the cap.

• The RN/Skill Evaluator may need to intervene during your skill demonstration if there are HEALTH / SAFETY CONCERNS.

**Making Corrections During the Skills Test:**

1. You can verbally correct any of the Six Principles of Care, however, some verbal corrections may also require a re-demonstration. The RN/Skill Evaluator will tell you if a re-demonstration is necessary.
   If a correction is made and time allows, the RN/Skill Evaluator will ask you to re-demonstrate by saying: “Please show me how you would do that”. You will then receive credit for your corrected demonstration.

2. When you are done with your “Closing Procedure”, the RN/Skill Evaluator will say, “Looking at the Six Principles of Care, which are posted on the wall, is there anything that you would like to add, change, or correct about your skill demonstration?”

3. The RN/Skill Evaluator is not permitted to guide or correct you during your skill demonstration. For example, if you were to ask for guidance during your demonstration, you may hear the following:
   “Do what you think is best.” “I can’t advise you...do your best.” “Do what you were taught to do.”
   “All supplies are available.” “Show me what you mean by that.” “I am not in the resident’s room with you.”

**Your Conduct on Exam Day:**

The following actions are grounds for dismissal during registration, testing or waiting periods. The incident will be reported to the California Department of Public Health and your examination will be scored as an automatic failure.

- Non-compliance with facility policy and posted signage
- Use of cell phones and electronic devices (except for approved word-to-word translators: Written Test)
- Use of study materials
- Giving help to or receiving help from anyone
- Cheating, verbal hints, coaching, pointing, suggestive body or facial gestures
- Causing a disturbance or engaging in any kind of *misconduct*
  *Misconduct: Behaving in an improper or unprofessional manner

**Receiving Competency Exam Results:**

Exam results will Not be given at the test site. When you have completed your last skill and/or the written test, the examiner will instruct you to collect your belongings and exit the test site.

TEST RESULTS will be emailed to you within 24 hours (or next business day if testing falls on a Friday or weekend).

• For additional information, go to: [redcross.org](http://redcross.org/take-a-class/cna-testing/california-nurse-competency-test)