REQUIREMENTS FOR CLINICAL SKILLS TESTING (Equipment & Supplies)

A. Room should have a closed door to provide for privacy during the testing process.

B. Room should be well lit and of sufficient size to allow for all equipment, the sink and supplies to be positioned in the testing room. There must be adequate space for the Candidate and Evaluator to move freely around both sides of the bed and allow for positioning of the wheelchair at both sides for the transfer skill.

C. The evaluation area should be set up to resemble a "resident's" room in a Long-Term Care Facility (LTCF).

D. Sink with hot and cold running water and hand controls for turning on and off water should be located in the testing room. (Automatic faucets are acceptable, but the Candidate must make the motions of turning faucet on and off without contaminating their hands.) Water from sink faucet must be potable (drinkable). Portable sinks can be utilized in areas where plumbing does not exist, but must have sufficient capacity to avoid interruptions during testing to empty or refill supply. Emptying and refilling portable water stations is the responsibility of the test site. If water is not drinkable from the faucet, or if a portable water station is being used, the site must provide water bottles for drinking water as needed during testing.

E. Privacy curtains should be available for Candidates have a curtain to push and pull to demonstrate privacy. Free-standing privacy screens can be utilized if privacy curtains are not possible.

F. Clock with second hand should be positioned on wall so that it is visible from the bed.

G. A bed, bedside table, overbed table, supply and equipment cabinet or shelves should be available in testing area. Only supplies required for testing should be present, all other equipment should be removed prior to testing.

H. An operational printer with ink and paper supplies should be available to the Evaluator/Proctor at time of testing.

I. A computer in the testing room or nearby for the Proctor to use, should be available, for updating exam results.

J. Training posters related to skills should be covered or removed when testing is administered.

K. All equipment should be in full working order.

REQUIREMENTS FOR INTERNET BASED TEST

Administration of the written (knowledge) test requires:

- A quiet area with appropriate lighting (sufficient overbed fluorescent or incandescent lighting positioned so that screen glare is minimized; fluorescent light must be warm white or soft white).
- A testing area that maintains room temperature during test administration that is generally considered comfortable in the region, through a temperature and ventilation control system.
- A separate computer station for each Candidate with internet access that has unrestricted access to the testing website as identified by LCTCS.
- A minimum of five (5), or a maximum of eight (8), internet-enabled computer stations for Candidates is acceptable. LCTCS requires a minimum of four (4) Candidates to be registered before a test date is scheduled. The computers must have sound cards and audio headsets that will be utilized by Candidates requesting to take an oral test. An additional computer is needed in the testing room for the Proctor to use for launching exams and updating results.
- An operational printer with ink and paper supplies, or access to a printer.
- A room layout that allows for testing stations to be seen by the Proctor and with desks placed or equipped with adequate separation of stations to preclude candidates from having a direct view of any screen other than their own.
- Chairs supportive and comfortable for adults.
- An area that gives Proctors direct viewing of testing area, or an alternative viewing method sufficient to visually insure testing area security.
- Designated areas where candidates can wait between test administrations, including areas where candidates can eat (since testing day may be long), and restroom areas. (Sites without access to food and drink items, should encourage Candidates to bring a lunch on testing day).

Operating Systems and Technical Requirements:

- Windows 10

Note: *Mac computers and Chromebooks are not compatible with LCTCS's software and cannot be used for Internet Based Testing.*

- Browser: Internet Explorer: version 11
  - o JavaScript enabled
  - o Session (in memory) cookies enabled
  - o Popup blockers disabled
- Memory: 2GB minimum – 4GB recommended for OS.
- Processor: 1.6 Dual Core Processor minimum
- Hard Disk Space: 100 MB of free hard disk space needed
- Screen Resolution: 1024 x 768, 256 colors minimum
- Cable/DSL/Broadband connection, recommended 50m Upload x 5 m download.
- Install Secure Browser needed for the written exam (Link will be provided by LCTCS).

Please clearly mark each item, as appropriate, in the corresponding column.

General Site Information:

#	QUESTION	YES	NO	COMMENTS
1	The testing facility has a non-expired, state approved C.N.A. training course			
2	Is there ample parking available for Candidates?			
3	Is free parking available?			
4	Is the site near public transportation?			
5	Are the restrooms accessible during testing? These restrooms must be located outside of (separate from) the clinical testing area.			
6	Is there a waiting area available inside the facility with chairs?			
7	What is the maximum seating capacity for the waiting area?			

Computer Testing Environment:

#	QUESTION	YES	NO	COMMENT
1	Are the testing room(s) in a quiet area conducive to testing?			
2	Is there adequate lighting in the testing room(s)?			
3	Does the room layout allow all desks/tablets to be seen at all times?			
4	Are the desk(s) tables without drawers?			
5	Is each test workstation a minimum of 4 feet by 2 feet?			
6	Are the chairs supportive and comfortable for adults?			
7	Are the computers able to access the Internet?			
8	Is the Proctor's computer(s) connected to an operational printer?			
9	Are the computers equipped with sound cards & headphones?			
10	Are the computers in a separate room from the clinical exam?			
11	How many computer stations are available for testing?			
12	Does your facility have WIFI?			

Clinical Testing Environment:

#	QUESTION	YES	NO	COMMENT
1	Is the clinical room set up to simulate a resident's room?			
2	Is the clinical room large enough for Proctor, Candidate and actor?			

Resident Room Environment:

#	QUESTION	YES	NO	COMMENT
1	Hospital bed with a regular mattress and working controls. • Regular mattress (no air mattress, etc.) • Height of bed and head of bed must both be able to raise and lower • Side rails on bed are optional, but preferred. • If bed does not have a headboard, install a hook (e.g. cup hook or Command® wall hook) on wall at head of bed about 3 ½ feet above floor (to hold call light device)			
2	In-room sink with running hot & cold water (No hand pump/foot control sink)			
3	Paper towel dispenser at sink area (stocked with paper towels)			
4	Liquid soap dispenser			
5	Call bell (Light) device (does not need to be operational and cannot be built into side rail)			
6	Side chairs (2)			
7	Provision for privacy curtain (does not need to wrap around bed; free-standing privacy screen may be used, but not preferred).			
8	Soiled linen hamper			
9	Over bed table with working controls, a level surface, and wheels to move			
10	Bed side table (must have 2 shelves or 3 drawers)			
11	Commode chair or toilet (required)			
12	Standard functional wheelchair with brakes and swinging and/or removable footrests			

Basic Supplies:

#	QUESTION	YES	NO	COMMENT
1	Bath Basin – rectangular (2)			
2	Emesis Basin (2)			
3	Bedpan (standard) (2)			
4	Denture (1-set)			
5	Denture container/cup with lid (2)			
6	Denture brush (2)			
7	Travel-size toothpaste (4)			
8	Individually wrapped toothbrushes (8)			
9	Lotion (2)			
10	Soap for bathing (Liquid or Bar) (4)			
11	Sponge-tip applicators, individually wrapped (e.g. Toothettes -dry) (10)			
12	Straws (individually wrapped) (10)			
13	Plastic spoons and forks, - individually wrapped (6)			
14	Snack size containers of Jello, pudding and/or applesauce (6)			
15	Emery boards, unused – (6)			
16	Orangewood sticks – unused – (6)			
17	Alcohol pads/wipes individually wrapped (12)			
18	Gloves (non-latex, all sizes)			
19	Toilet Paper (1-roll)			
20	Napkins			
21	Drinking Cups: 6-8 oz. (8) & 3 oz. (10)			
22	Hand wipes (individually wrapped) (10)			
23	Tissue (1-box)			

Clothing:

#	QUESTION	YES	NO	COMMENT
1	Long-sleeved button or snap front shirt extra-large size (2)			
2	Long-legged pants, elastic waist sweat pants extra-large size (2)			
3	Socks – non-tube socks; socks should have defined /formal heel area (2); and Non-skid socks (2)			

Linens*:

#	QUESTIONS	YES	NO	COMMENTS
1	Flat sheets (twin size) (6)			
2	Fitted Sheets (twin size) (6)			
3	Pillowcases (20)			
4	Bath Blankets or similar lightweight item (4)			
5	Pillows (minimum 5)			
6	Hospital -style gowns (x-large) (6)			
7	Bath-sized towels (20)			
8	Hand-towels (10)			
9	Washcloths (50 - 60)			
10	Clothing protectors (bibs) (4)			
11	Underpads (disposable or reusable) (6)1			

- *Linens must be freshly laundered and clean for each test event. If test sites do not launder linens after each test event, then test sites must increase inventory to ensure that the requisite clean inventory is provided for each event.*

Additional Items:

#	QUESTION	YES	NO	COMMENTS
1	Full-sized unweighted mannikin with female genitalia for catheter insertion • Must have moveable joints • Life-weight style manikin **not permitted** • Mannikin should be under 45 pounds			
2	Gait or transfer belt -alligator clip (snap lock **not permitted)**			
3	Disinfectant spray or wipes			
4	Clock with second hand			
5	Dual stethoscope			
6	Manual Blood Pressure cuffs (1 each size – child, adult, x-large)			
7	Indwelling catheter (for insertion and retention in mannequin)			
8	Urinary drainage bag			
9	Alcohol wipes			
10	Clear graduate container marked for cc's/ml's for measuring urine			
11	Yellow food Coloring			
12	Funnel			

Additional Items: *continued*

#	QUESTION	YES	NO	COMMENTS
13	Irrigation syringe (to facilitate filling of urinary drainage bag) and small syringe to inflate catheter balloon			
14	Pencils (2)			