

# Nurse Aide Competency Test Site Survey Form

**UPDATED 11/18/2022**

Surveyors will complete this form to ensure test sites meet requirements at [42 CFR 483.154 - Nurse aide competency evaluation](#).

This document is being provided to test sites as a learning tool.

Survey Date: \_\_\_\_\_

Entrance time: \_\_\_\_\_

Exit time: \_\_\_\_\_

Test site: \_\_\_\_\_

Test site coordinator: \_\_\_\_\_

Surveyor: \_\_\_\_\_

Surveyor number: \_\_\_\_\_

## Lab Set Up Procedure

Task Demonstrated/Performed	Yes/No	Notes/Recommendations
Testing team arrives at the site 30-45 minutes prior to test start time.		
RN Test Observer/Knowledge Test Proctor/Actor completes a walk-through to ensure all testing areas are quiet and free of obstructions.		
Ensures all equipment is available and in working order before beginning testing.  Does site have process in place to ensure this? (See form 1503 – Test Site Equipment List for your state at <a href="http://www.hdmaster.com">www.hdmaster.com</a> )		

## NURSE AIDE COMPETENCY TEST SITE SURVEY FORM

Task Demonstrated/Performed	Yes/No	Notes/Recommendations
<p>If any equipment is missing or broken, the RN Test Observer contacts the appropriate individual for the site and obtains assistance in locating or replacing equipment.</p> <p><i>(If not able to contact someone at the site, calls D&amp;SDT-Headmaster on how to proceed.)</i></p>		
Sets out all supplies/equipment needed in a centrally located area (table, counter etc.) for the tasks assigned for the day.		
If applicable, was site made aware of ADA accommodations <i>prior</i> to test event?		
If applicable, RN Test Observer or KTP sets up the knowledge testing equipment for any oral exams or ADA accommodations assigned.		

## Arrival Procedure

Task Demonstrated/Performed	Yes/No	Notes/Recommendations
<p>RN Test Observer greets candidates and checks IDs. IDs must be:</p> <p>Issued by the United States (US) government</p> <p>Include a photo</p> <p>Not expired</p> <p>Signed or have a fingerprint (for Alien Registration Cards)</p>		
<p>First and last printed names on the ID must <b>exactly match</b> the first and last name on the 1250 form (and on the second form of ID, if applicable).</p> <p>If they do not match, the candidate is advised they cannot test and must call D&amp;SDT-Headmaster on the next business day.</p>		

## NURSE AIDE COMPETENCY TEST SITE SURVEY FORM

Task Demonstrated/Performed	Yes/No	Notes/Recommendations
RN Test Observer instructs candidates to sign the 1250 form beside their name.		
RN Test Observer notes any ID irregularities in the testing irregularities.		
RN Test Observer double checks candidate's signature on the 1250 form against the signature on the ID (and second form of ID, if applicable).		
RN Test Observer informs each candidate where to report to take either the knowledge or skill exam. Candidates who are only assigned one portion of the exam are scheduled to test first. Candidates who must wait to take the skill exam are informed of the time to return for their exam.		

### Knowledge Testing Procedure

Task Demonstrated/Performed	Yes/No	Notes/Recommendations
Knowledge Test Proctor (KTP) ensures all oral testing equipment is functional and set up, if needed.		
KTP introduces themselves.		
KTP informs candidates of designated area to place belongings, with a reminder that all electronics must be turned off and not on the candidate (wrist, etc.).		
KTP directs candidates to sit where knowledge test instructions are placed.		

# NURSE AIDE COMPETENCY TEST SITE SURVEY FORM

Task Demonstrated/Performed	Yes/No	Notes/Recommendations
KTP re-checks each candidate's ID against the sign-in sheet copy provided by the RN Test Observer to ensure the correct candidates are in the knowledge test room.		
KTP asks the candidates if they have any questions about the knowledge test instructions they read before coming into the knowledge test room.		
KTP reads the three questions from the KTP checklist verbatim.		
KTP assists the candidates to log into their exam.		
KTP has candidates verify their demographic information is correct. If any changes, KTP walks candidate through how to update information. If unable to update, makes notes in the testing irregularities.		
KTP informs the test candidates of the allowed time limit they must complete the exam and instructs them to quietly raise their hand when finished so KTP can log them out of the exam.		
KTP informs the test candidates of the time and starts the exam.		
KTP reminds candidates that any scratch paper must be left with the KTP when finished with exam.		
KTP circulates around the room consistently to ensure candidates are not having computer issues and that they are not navigating away from the testing screen.		

## NURSE AIDE COMPETENCY TEST SITE SURVEY FORM

Task Demonstrated/Performed	Yes/No	Notes/Recommendations
KTP announces when 15 minutes remain for the knowledge exam.		
KTP ensures test candidates are logged out when the allowed time has elapsed, and any scratch paper is collected from candidate.		

## Skills Observation Procedure

Task Demonstrated/Performed	Candidate 1	Candidate 2	Candidate 3	Candidate 4
RN Test Observer Name				
RN Test Observer brings test candidate to skills lab.				
Informs candidate of designated area to place belongings, with a reminder that all electronics must be turned off and not on the candidate (wrist, etc.).				
Rechecks ID and verifies correct skill test for the candidate standing in front of them.				
Reintroduces self and Actor.				
Sits side-by-side in relaxation area with candidate to read the two questions from the Skill Test Checklist and informs candidate of purpose of relaxation area.				
Reads the two questions from the Skills Test Checklist verbatim.				
Performs complete supply and equipment demonstration for the tasks the candidate must demonstrate.				

NURSE AIDE COMPETENCY TEST SITE SURVEY FORM

Task Demonstrated/Performed	Candidate 1	Candidate 2	Candidate 3	Candidate 4
If the candidate has a measurement task, has the candidate sign the recording form (that is on a clipboard).				
Asks candidate if they have any questions regarding the equipment or supplies.				
Responds to candidate questions as an RN Test Observer, not as an instructor. Does not answer any questions regarding how to perform any skill task, only questions regarding equipment and supplies.				
Does not attempt to teach the candidate during the exam and understands the sole purpose of the RN Test Observer is to observe and record.				
After answering the candidate's questions, the RN Test Observer reads the first scenario verbatim.				
Starts timer(s) when the candidate starts the first task.				
If the candidate asks a question during the exam, the RN Test Observer responds by rereading the scenario.				
RN Test Observer is only giving credit for steps that are actually performed, not for steps that are verbalized or for which demonstration is pretended.				
RN Test Observer demonstrates good positioning to view each skill task.				

# NURSE AIDE COMPETENCY TEST SITE SURVEY FORM

Task Demonstrated/Performed	Candidate 1	Candidate 2	Candidate 3	Candidate 4
Actor maintains a neutral demeanor throughout candidate's exam and responds with the appropriate verbal responses.				
RN Test Observer's demeanor remains neutral and verbal responses are appropriate per testing protocols.				
RN Test Observer makes consistent recording of observations during each exam.				
Testing materials are kept out of candidate's field of vision.				
RN Test Observer enforces the need for each skill task to be demonstrated.				
RN Test Observer does not engage in any extra verbalization; re-reads scenario as needed per protocols.				
RN Test Observer does not ever tell the candidate they have done a "good job," or indicate in any way how the candidate performed on the exam.				
Informs candidate when 15 minutes remain of candidate's test time.				
When candidate completes the skill exam, the RN Test Observer records the stop time.				
When the candidate completes the exam, the RN Test Observer reads the proper closure verbatim.				
RN Test Observer directs candidate back to the holding area or dismisses candidate from test site, if testing is complete.				

## NURSE AIDE COMPETENCY TEST SITE SURVEY FORM

Task Demonstrated/Performed	Candidate 1	Candidate 2	Candidate 3	Candidate 4
Actor sets up each skill task as required per protocols and actor setup instructions (unlocks bed brakes, removes call light, pushes back curtain, etc.).				
Documents all irregularities and demographic changes on 1250 Form and/or enters them into the irregularities section in the computer when submitting the exam.				
Ensures all missed steps have a proper explanation.				
RN Test Observer or designee scans and attaches the 1250 and recording forms to the test event in TMU©.				
A professional atmosphere is maintained throughout the testing day by both the RN Test Observer and the Actor.				

### Large Lab Waiver Review

Observations	Questions/Comments
Test areas adequately separated visually.	
Test areas adequately separated in relation to sound.	
Separate entrance/exit for each lab area.	
Relaxation areas clearly identified for candidate awareness.	



## Notes/Observations

42 CFR 483.154 - Nurse aide competency evaluation

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*To obtain this information in a different format, call: 651-201-4200.*