



Nurse Aide Competency Skills Test-Focused Training

The information covered in this presentation is not specific to the MN Test Events. The scenarios used for MN testing are different than what is described in this training.

Tennesen Warning

- **The Minnesota Department of Health and D&SDT Headmaster is hosting this training session to inform nurse aide testing sites of processes and updates.**
- **Your comments, questions and image, which may be private data, may be visible during this event.** You are not required to provide this data, and there are no consequences for declining to do so.
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Skills Test Focused Training



- Position Resident in Bed on Side Documentation
- Dressing resident with affected (weak) side skill documentation
- Completion and transmission of recording forms
- Closing test events
- Challenge candidate best practice

Position Resident in Bed on Side Documentation



Position on Side Task: Correct Documentation

<input checked="" type="checkbox"/>	#7.	From the working side of bed - moves resident's upper body toward self. The candidate's working side of the bed was observed to be the _____ side. (Write left or right in the blank.)	LEFT - Working Side	
<input checked="" type="checkbox"/>	#8.	From the working side of the bed - moves resident's hips toward self.		
<input checked="" type="checkbox"/>	#9.	From the working side of the bed - moves resident's legs toward self.		
<input checked="" type="checkbox"/>	#10.	Assists/turns resident on his/her _____ side.	RIGHT Side	

<input checked="" type="checkbox"/>	#7.	From the working side of bed - moves resident's upper body toward self. The candidate's working side of the bed was observed to be the _____ side. (Write left or right in the blank.)	RIGHT - Working side	
<input checked="" type="checkbox"/>	#8.	From the working side of the bed - moves resident's hips toward self.		
<input checked="" type="checkbox"/>	#9.	From the working side of the bed - moves resident's legs toward self.		
<input checked="" type="checkbox"/>	#10.	Assists/turns resident on his/her _____ side.	LEFT side	

Position on Side Task: Correct Documentation

<input type="checkbox"/>	#7.	From the working side of bed - moves resident's upper body toward self. The candidate's working side of the bed was observed to be the _____ side. (Write left or right in the blank.)	LEFT - Working Side	Senecio stated actor was to be turned on LEFT side
<input checked="" type="checkbox"/>	#8.	From the working side of the bed - moves resident's hips toward self.		
<input checked="" type="checkbox"/>	#9.	From the working side of the bed - moves resident's legs toward self.		
<input type="checkbox"/>	#10.	Assists/turns resident on his/her _____ side. Step #10: Missing comment.	RIGHT Side	Actor was to be turned on LEFT side

<input type="checkbox"/>	#7.	From the working side of bed - moves resident's upper body toward self. The candidate's working side of the bed was observed to be the _____ side. (Write left or right in the blank.)	RIGHT - Working Side	Senecio stated actor was to be turned on RIGHT side
<input checked="" type="checkbox"/>	#8.	From the working side of the bed - moves resident's hips toward self.		
<input checked="" type="checkbox"/>	#9.	From the working side of the bed - moves resident's legs toward self.		
<input type="checkbox"/>	#10.	Assists/turns resident on his/her _____ side. Step #10: Missing comment.	LEFT Side	Actor was to be turned on RIGHT side

Position on Side Task : Correct Documentation

<input checked="" type="checkbox"/>	#7.	From the working side of bed - moves resident's upper body toward self. The candidate's working side of the bed was observed to be the _____ side. (Write left or right in the blank.)	RIGHT - Working Side	
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<input type="checkbox"/>	#10.	Assists/turns resident on his/her _____ side.	RIGHT Side	

<input checked="" type="checkbox"/>	#7.	From the working side of bed - moves resident's upper body toward self. The candidate's working side of the bed was observed to be the _____ side. (Write left or right in the blank.)	LEFT - Working Side	
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<input checked="" type="checkbox"/>	#9.	From the working side of the bed - moves resident's legs toward self.		
<input type="checkbox"/>	#10.	Assists/turns resident on his/her _____ side.	LEFT Side	

Dressing Resident with Affected (Weak) Side Skill: Documentation



Weakness Dressing Task: Correct Documentation

<input type="checkbox"/>	#6.	Weak side read during scenario _____. Removes gown from unaffected side first. Gown was removed from resident's _____ side. (Write left or right in the blank.)	<input type="text" value="LEFT side Weakness"/>	<input type="text" value="Undressed LEFT side"/>	<input type="text" value="Undressed from WEAK side first"/>
<input checked="" type="checkbox"/>	#7.	Places used gown in designated laundry hamper.	<input type="text"/>		
<input checked="" type="checkbox"/>	#8.	When dressing the resident in a button-up shirt, the candidate inserts his/her hand through the sleeve of the shirt and grasps the hand of the resident.	<input type="text"/>		
<input type="checkbox"/>	#9.	When dressing the resident in a button-up shirt, the candidate dressed from the weak side first. (Candidate dressed _____ side first.)	<input type="text" value="Dressed RIGHT side"/>	<input type="text" value="Dressed UNAFFECTED side first"/>	
<input checked="" type="checkbox"/>	#10.	The candidate assists the resident to raise his/her buttocks or turns the resident from side to side and draws the pants over the buttocks and up to the resident's waist.	<input type="text"/>		
<input type="checkbox"/>	#11.	When dressing the resident in pants the candidate always dressed from the weak side first. (Candidate dressed _____ side first.)	<input type="text" value="Dressed RIGHT side"/>	<input type="text" value="Dressed UNAFFECTED side first"/>	

<input type="checkbox"/>	#6.	Weak side read during scenario _____. Removes gown from unaffected side first. Gown was removed from resident's _____ side. (Write left or right in the blank.)	<input type="text" value="RIGHT side Weakness"/>	<input type="text" value="Undressed RIGHT side"/>	<input type="text" value="Undressed from WEAK side first"/>
<input checked="" type="checkbox"/>	#7.	Places used gown in designated laundry hamper.	<input type="text"/>		
<input checked="" type="checkbox"/>	#8.	When dressing the resident in a button-up shirt, the candidate inserts his/her hand through the sleeve of the shirt and grasps the hand of the resident.	<input type="text"/>		
<input type="checkbox"/>	#9.	When dressing the resident in a button-up shirt, the candidate dressed from the weak side first. (Candidate dressed _____ side first.)	<input type="text" value="Dressed LEFT side"/>	<input type="text" value="Dressed from UNAFFECTED side first"/>	
<input checked="" type="checkbox"/>	#10.	The candidate assists the resident to raise his/her buttocks or turns the resident from side to side and draws the pants over the buttocks and up to the resident's waist.	<input type="text"/>		
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Weakness Dressing Task: Incorrect Documentation

<input checked="" type="checkbox"/>	#6.	Weak side read during scenario _____. Removes gown from unaffected side first. Gown was removed from resident's _____ side. (Write left or right in the blank.)	RIGHT side Weakness	Undressed LEFT side	
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<input checked="" type="checkbox"/>	#8.	When dressing the resident in a button-up shirt, the candidate inserts his/her hand through the sleeve of the shirt and grasps the hand of the resident.			
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RN Test Observer- Testing

- Best practice when test observer falls behind while documenting
- When are comments needed
- How to add comments for failed steps

Charting Examples

<input checked="" type="checkbox"/>	#4.	Explains procedure to resident. (mannequin)	
<input type="checkbox"/>	#5.	Provides for privacy.	DND
<input type="checkbox"/>	#6.	Raises the bed height.	DND
Wipes the drain with alcohol wipe AFTER emptying drainage bag.			
<input checked="" type="checkbox"/>	#16.	Lower bed, if raised.	
<input type="checkbox"/>	#18.	Places call light or signaling device within easy reach of the resident.	DND
<input checked="" type="checkbox"/>	#18.	Places call light or signaling device within easy reach of the resident.	Corrected - orig DND

- Select all and then uncheck the box for missed steps and type “Did not do” or let us know how they performed incorrectly
- Steps are NOT order dependent only if they say BEFORE and AFTER
- If statements, watch for those!
- How to chart corrections

Completion and Transmission of Recording Form

How to Upload your Event Pictures in TMU©

The easiest way to upload files is to take a picture on your smartphone.

Simply open up your web browser and type the TMU web address.

Here is a quick video on how to do it:

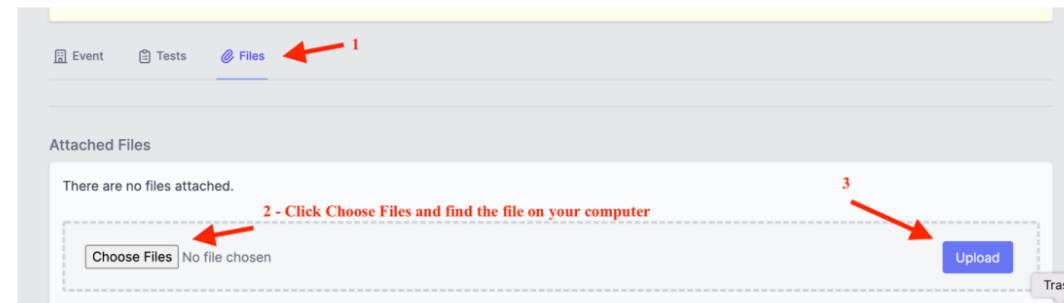
<https://youtu.be/9FvWLi-kV2I> [youtu.be]

If you are scanning in photos and saving them to your ocomputer it is super quick to just upload those to TMU through the files area.

Here is a video on how to run an event, fast forward to 15:42,

Video: <https://tinyurl.com/TMUOH>

You click on Files and then browse and find on your computer just as you do for email and then click upload, see. picture below:



Closing Test Events

The screenshot shows the 'Event #43169 Regional' page. At the top right, the 'End Event' button is circled in red. Below the header, there are tabs for 'Event', 'Tests', and 'Files'. A yellow banner indicates 'Locked Scheduling and other functions have been disabled'. The 'Notes' section has a 'CREATE NOTE' button. The 'EVENT DISCIPLINE' is set to 'Nurse Aide' and 'LOCATION' is 'A Wonderful Test Site (TS)'. The 'OBSERVER' is 'TESTER, RN' and 'PROCTOR' and 'ACTOR' are 'Observer filling in'. The 'Date & Time' is '12/09/2022 12:00 PM'. The 'Location' is 'A Wonderful Test Site (TS), 1017 S Spring St, Beaver Dam, WI 53926'. The 'Event Options' section has three checkboxes: 'THIS IS A REGIONAL EVENT' (checked), 'THIS IS A PAPER EVENT' (unchecked), and 'OBSERVER IS MENTORING THIS EVENT' (unchecked). The 'IRREGULARITIES' section is empty. The 'Actions' dropdown is at the bottom right.

Challenge Candidate- Best Practice

- Who is a challenge candidate?
- Eligibility to challenge the Nurse Aide competency exam
- 1101MN Headmaster Challenge Candidate Form (optional)
- 1101MN/ Informational Form from Testing Site
- Challenge Candidate Responsibilities
- Test Site Responsibilities in TMU



Challenge Candidate Best Practice?

- Challenge candidates are persons who choose to take the nurse aide competency evaluation exam to be placed on the MN Nurse Aide Registry without first completing a traditional MDH approved NATCEP training program.


Challenge Candidate- Eligibility

Challenge candidates must qualify under one of the following to be eligible to test:

- If you trained in another country
- If you have not taken a nurse aide training program
- If you have not worked as a nurse aide in the last 24 months
- If you are from another state and do not qualify for reciprocity in Minnesota or are not in current status on transferring Registry

1101MN Form- Challenge Candidate

- 1101MN form found on D&SDT Headmaster's website
 - Fillable form
- Form can vary by test site location
- Language on 1101 form must be consistent with Headmaster 1101MN form
- Candidates are able to be entered in TMU as a challenge once but get 3 attempts for the skill exam and 4 for the knowledge exam

 D&S Diversified Technologies LLP Headmaster LLP	D&S DIVERSIFIED TECHNOLOGIES, LLP - HEADMASTER, LLP MT Office: P.O. Box 6609 Helena, MT 59604-6609 OH Office: P.O. Box 418 Findlay, OH 45839 (888)401-0462 (877)851-2355 (800)393-8664 Fax: (406)442-3357 hdmaster@hdmaster.com Website: www.hdmaster.com	<i>Innovative, quality technology solutions throughout the United States since 1985.</i>
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MINNESOTA NURSE AIDE
Test-Out or Challenge Candidate Application - Form 1101MN

You are considered a test-out candidate or challenge candidate and eligible to apply to take the Minnesota Nurse Aide competency exam for certification as a Nurse Aide in Minnesota if you qualify under one of the following:

- If you trained in another country.
- If you have not taken a nurse aide training program.
- If you have not worked as a nurse aide in the last 24 months.
- If you are from another state and do not qualify for reciprocity in Minnesota or are not in current status on transferring Registry.

You will be required to take the both the Knowledge exam and the Skills exam.

INSTRUCTIONS:
Upon submission of this form, the test site of your choice will create an account for you in TMU® (the testing software platform used for Minnesota Nurse Aide). You will receive an email with your USERNAME and temporary PASSWORD to sign in to your account at <https://mn.tmutest.com>. You will complete your testing record. Please see instructions about testing in the [Minnesota Nurse Aide Candidate Handbook](#).

If you have any questions, please contact D&SDT-HEADMASTER at (888)401-0462.

CANDIDATE INFORMATION:
The following fields are required to create an account for you in TMU®:

Last Name: First Name:

Birth Date (Month/Day/Year): Phone #:

E-Mail: Signature:

Today's Date:

Please refer to the [Minnesota Nurse Aide Candidate Handbook](#) on D&SDT-HEADMASTER's Minnesota webpage at www.hdmaster.com for important information regarding the knowledge and skills exams, what to expect, testing policies and procedures.

Challenge Candidate- Test Site Responsibilities

- Test sites enter candidate information into TMU to test
- Candidates get access to TMU, enter personal data/ demographic information
 - Refer candidate to Candidate Handbook
- Ready to schedule
- Contact Headmaster at 1-800 number with questions or when in need of assistance

- ✓ Position Resident in Bed on Side Documentation
- ✓ Dressing resident with affected (weak) side skill documentation
- ✓ Completion and transmission of recording forms
- ✓ Closing test events
- ✓ Challenge candidate best practice

Questions?



Headmaster Contact Info

D&S Diversified Technologies - HEADMASTER

PO Box 6609

Helena, MT 59604

TMU (Software) Questions Toll Free Phone: 888-401-0462

Fax: 406-442-3357

MN Registry Questions Phone MDH: 651-215-8705

Testing Questions: Check with your selected Test Site

minnesota@hdmaster.com

Program Contact Information

Training Program Questions:

Health.NAR.coord@state.mn.us

Nursing Assistant Registry Questions:

Health.FPC-NAR@state.mn.us

NAR Home Page:

<https://www.health.state.mn.us/nar>

Thank you!

