

## Prometric Clinical Skills Administration Checklist:

(Effective date: 04.19.17)



### Clinical Skills Testing Room Equipment and Supplies:

- A. Room with closed door to provide for the privacy of testing. To ensure privacy of testing, the room must have a door that closes, shades or blinds at the windows and no actively recording cameras during testing.
- B. Room should be of sufficient size to allow for all equipment and supplies in the testing room. There must be room for the candidate and NAE(s) to move freely around both sides of bed, to allow for the positioning of a wheelchair at both sides for the transfer skill. The testing room should be well lit.
- C. Area simulated to be resident room in LTCF. Actual resident room can be used in LTCF as long as use of space does not infringe on resident's use of room or resident's rights since testing cannot be interrupted.
- D. Sink with hot and cold running water and hand controls for turning on and off water located in testing room. Water from sink faucet must be potable (drinkable). Portable water stations must have capacity to avoid interruptions in 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 faucet, water bottles must be provided for drinking water as needed during testing.
- E. Privacy curtain (The curtain does not need to wrap around bed area; shorter widths of curtains from shorter rods are acceptable, as long as candidates have curtain to push and pull to demonstrate provision of privacy.)
- F. Clock with second hand positioned on wall so it is directly visible from bed
- G. Provision in testing room to display inventory of testing supplies for candidate accessibility such as table, shelves, cart or cabinet. Supplies not required for testing that are used in training (e.g., urinals, condom catheters, razors and shaving equipment), should be separated from the testing supplies in advance of testing. The test site also needs to ensure that equipment not related to the skills test, such as Hoyer lifts, scales and IV poles be removed from the area during testing.
- H. Training posters related to skills should be covered or removed when testing is administered.
- I. All equipment in full working order unless indicated.

### Equipment:

#### **Resident Room Environment:**

- Working hospital style-bed:
  - Regular mattress (no air mattresses, 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 3m Command wall hook) on wall at head of bed about 3 ½ feet above floor (to hold call light device)
- Paper towel dispenser at sink area; stocked with paper towels with an additional supply for use at bedside.
- Liquid soap dispenser at sink for handwashing
- Call light device (Designated device does not need to be operational; must be corded (not built into side rail); prefer if cord end secured against back of headboard. Suggested devices to simulate call lights include jump ropes or an old computer mouse.)
- Side chair (2)
- Soiled linen hamper
- Overbed table - working controls to raise and lower with level surface with wheels to move (minimum of 1 per bed; 1 additional for NAE(s) preferred)
- Bedside cabinet (night stand)- must have 3-drawers or one drawer and 2-shelves (Rubbermaid style-plastic style drawer set suffices, if 2 bottom drawers are of sufficient size to hold basins in middle drawer, and bed pan, graduate container and toilet paper in lower drawer.)
- Commode chair or toilet (required)
- Working assembled wheelchair with footrests and brakes - standard size; model with swinging and/or removable footrests

#### **Basic Supplies:**

- Bath Basin-rectangular (2) (shape necessary for foot care)
- Emesis basin 2
- Bedpans (fracture and regular)
- Denture
- Denture container/cup with lid

- Toothpaste (2)
- Denture brush (1)
- Lotion
- Soap for bathing (liquid soap preferred); soap dish if bar soap used

#### Single Use and Disposable Supplies

- Toothbrushes (individually wrapped)\* (8)
- Sponge-tip applicators (e.g., Toothettes) (individually wrapped)\* (10)
- Straws (individually wrapped)\*
- Plastic spoons and forks (6) (individually wrapped preferred)\*
- Snack-size containers of Jell-O-type gelatin, pudding or applesauce- not expired (6)
- Emery Boards (6)
- Orangewood Sticks (6)
- Alcohol pads/wipes (individually wrapped) (12)
- Gloves (non-latex- all sizes)
- Toilet paper (1 roll)
- Napkins
- Drinking Cups 6-8 oz cups (8); 3-oz cups (10)
- Hand wipes (individual)(10)
- Tissues (1 box)

**Linens:** 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.

- Flat sheets (6)
- Fitted sheets (6) must fit mattress size
- Pillowcases (20)
- Bath blanket or similar item (4)
- Pillows (minimum 5)
- Hospital-style gowns x-large size (6) (prefer without shoulder/arm snaps)
- Hand towels (20)
- Bath-size towels (20)
- Washcloths (60)
- Clothing protectors (bibs) (6)
- Underpads (disposable or reusable) (6)

#### Clothing: to fit mannequin

- Long-sleeved button or snap front shirt **extra large** size (2)
- Long-legged pants, elastic waist sweat pants style preferred (2 extra large)
- Socks (4 pair-**non**-tube socks; sock should have defined/formed heel area)

#### Additional items:

- Full-size Mannequin - with female genitalia that allows for catheter insertion; must have moveable joints; life-weight style mannequins are not permitted, mannequins should weigh less than 45 lbs.
- Gait or transfer belt (2 large)
- Disinfectant spray or wipes (bleach based) (used to disinfectant basins for multi-candidate use)
- Indwelling catheter (for insertion and retention in mannequin when testing catheter care))
- Urinary drainage bag
- Clear graduate container marked with cc's/ml's for measuring urine; markings for measurements should display in black for ease of reading (urinals, measuring-style cooking cups and metal containers are not permitted)
- Yellow food coloring
- Funnel
- Irrigation syringe (to facilitate filling of urinary drainage bag) and small syringe to inflate catheter balloon
- 2 pencils