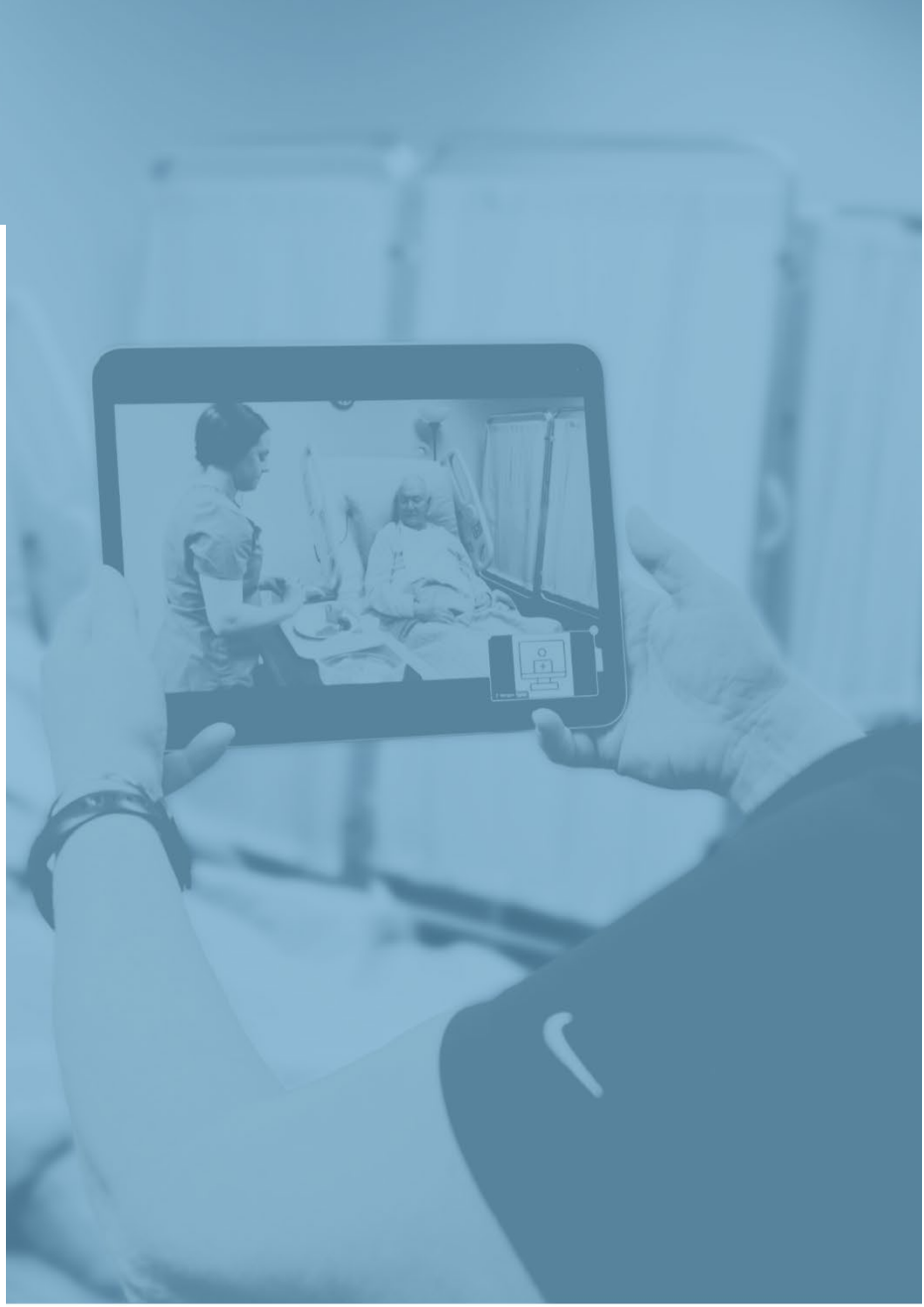


Nurse Aide Training Program Manual

CNA Virtual Skills
Evaluation Program



CNA
VIRTUAL
SKILLS EVALUATION



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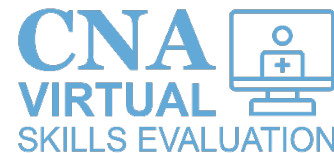
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I. Background and Purpose

The Certified Nursing Assistant Virtual Skills Evaluation Program is an initiative within the University of Georgia's Institute for Disaster Management (IDM).

In response to Georgia's critical shortage of Certified Nursing Assistants (CNAs), the program was created to address key barriers in the certification process. Through this project, IDM's goal is to streamline the skills portion of the CNA testing process by allowing Candidates to complete their skills evaluations remotely via Zoom. Candidates can now take their tests in the familiar environment of their state-approved training facility or classroom, with the evaluation conducted by IDM's highly trained Nursing Evaluator Coordinators. Each skills test is administered in compliance with state and federal guidelines, with a registered nurse (RN) or licensed practical nurse (LPN) onsite to assist with the process and operate the camera.

Thanks to the support of the Georgia Department of Community Health, this service is offered at no cost to the candidates or training programs. By making the testing process more accessible, we aim to remove barriers to entering the CNA profession, ultimately increasing the number of qualified CNAs and thereby bettering the care provided to long-term care residents.



II. Evaluation Design

1. The Virtual Skills Evaluation will be conducted via Zoom.
 - a. The Proctor will receive an evaluation schedule the day prior to testing with a different Zoom link for each Candidate.
 - b. It is strongly recommended to log into Zoom 10 – 15 minutes before the first test to check connectivity and equipment.
2. The Candidate has 30 minutes to perform the selected skills.
3. The Evaluator will announce when there are five (5) minutes remaining for the exam.

Skill Selection

4. There are 22 skills that may be tested during the Virtual Skills Evaluation, of which only 5 will be chosen. These skills can be broken down into the following categories:
 - a. Hand hygiene (1 skill)
 - b. Measurement skills (5 skills)
 - c. Additional skills (16 skills)
5. **Appendix A** provides a comprehensive list of the skills and the steps to successfully complete each.
 - a. A **bolded** step indicates a Critical Element Step, which must be performed correctly in order to pass the skill.
 - b. If the Candidate leaves out a Critical Element Step, or does not perform a Critical Element Step correctly, they will not pass the skill.
 - c. The Candidate must also correctly perform a majority of the steps to meet the passing standard for each skill.
 - d. If the Candidate performs only the Critical Element Step correctly, they do not automatically pass that skill.
 - e. The RN Evaluator will have the authority to determine if the Candidate passes the skill.
6. The Candidate must successfully complete all five (5) skills to pass the Virtual Skills Evaluation.

III. Scheduling

1. An authorized facility representative should visit the CNA Virtual Skills Evaluation website at cnatesting.uga.edu to request a Virtual Skills Evaluation. The website will ask for the following information:
 - a. Contact information for the Proctor
 - b. Desired date(s) for Evaluations
 - c. Number of Candidates to be tested
2. An email will be sent to the authorized facility representative and Proctor confirming their request.
 - a. Once the request is either approved or denied, a registration link specific to the testing site will be provided to the authorized facility representative and Proctor for distribution to the Candidates.
 - b. If the request is denied, please submit another request with different dates or times.
 - c. In addition to background information for the Candidate, the registration form allows each Candidate to choose a time for their Virtual Skills Evaluation.
 - d. All Candidates must complete all fields in the registration form by **10:00 am the business day prior to the testing date**.
 - e. Each Candidate will receive a confirmation email with their chosen time.
 - f. The Proctor will receive a confirmation email for each registered Candidate that includes a Zoom link specific to each Candidate.
3. The Proctor will receive a complete list of scheduled Virtual Skills Evaluations for their testing site at least 24 hours prior to the testing date.
4. Because the Virtual Skills Evaluation is provided at no cost to the facility or the Candidate, no voucher is required.



Special Cases

5. A Candidate who has completed their NATP may utilize another facility's authorized skills lab with the facility's approval.
 - a. For inquiries regarding this, please contact CNAtesting@uga.edu.

IV. Requirements

Proctor

1. The Proctor must:
 - a. Be an RN OR Licensed Practical Nurse (LPN) under the supervision of an RN
 - b. Have a phone with a camera
 - c. Have the ability to operate the camera

- d. Be familiar with how to flip the camera around on Zoom
- e. Have completed the Proctor Training Session at least one (1) day prior to your Candidate's Virtual Skills Evaluation
- f. Have familiarized themselves with the Skills List and Camera Position Recommendations (provided in Appendix A and B of the CNA Virtual Skills Evaluation Proctor/Facility Manual respectively)
- g. Have the Zoom meeting invitations specific for each Candidate you will be proctoring

Refer to Appendix D for the Proctor and Facility Master Checklist.

Facility

2. The facility must have:
 - a. An approved NATP skills lab where the skills evaluation will be conducted
 - b. Adequate internet access (either wireless or cellular)
 - i. This will be evaluated during the Proctor Training Session and prior to the first evaluation.
 - c. An iOS or Android device with camera and email capabilities and able to utilize the Zoom platform for Evaluations
 - d. All required equipment secured (equipment checklist provided in Appendix E)
 - e. Equipment set out on the table or easily accessible
 - f. Equipment reset (ex: scale is balanced, containers are empty of liquid, etc.)
 - g. Identified locations of:
 - i. Sink
 - ii. Clean Linen
 - iii. Soiled Linen
 - iv. Supplies
 - v. Dirty Utility
 - vi. Trash Receptacle

Note: You will be asked to orient the RN Evaluator to these locations in the Skills Lab during the Proctor Training Session and/or prior to an evaluation.

Refer to Appendix D for the Proctor and Facility Master Checklist.



Additional Supplies

3. The following items are supplies that are not necessarily outlined in the Virtual Skills Evaluation Lab Supply Checklist (refer to Appendix E), but should still be accessible for Candidates before the Evaluation begins:
 - a. One (1) additional person should be on standby to operate the camera as needed
 - b. A microphone in case the Candidate cannot be heard clearly

- c. A volunteer, or another CNA candidate, to serve as the Client during certain skills
- d. Sheet of paper with the five (5) skills the Candidate is performing written down
- e. Sticky notes (or sheets of paper) for the Proctor to record their measurements as the Candidate is performing their measurements

V. Before the Evaluation

Proctor Responsibilities

1. The Proctor will be asked to display the Candidate's photo identification to the Evaluator on camera and confirm the identity of the Candidate.

Evaluator Responsibilities

2. The Evaluator will first assess internet connectivity and sound level.
 - a. The Evaluator will indicate whether the Candidate needs to wear a microphone in order to be clearly heard.
3. Before testing begins, the Evaluator will inform the Candidate that the exam will be recorded.
 - a. The Candidate's Virtual Skills Evaluation will be recorded for quality assurance purposes.
 - b. The recording may be used in the event of an appeal.
4. The Evaluator will provide the Candidate with a list of the randomly selected skills to be completed.
 - a. The Proctor will repeat the selected skills out loud to ensure the Candidate has the correct list.
 - b. The Candidate should then repeat the selected skills.
 - c. The Candidate should perform the skills in the order they were provided.

Materials to Review

5. Before the evaluation, the Proctor should review the following documents:
 - a. Camera Positioning & Other Considerations listed in Appendix B
 - b. Proctor & Facility Master Checklist provided in Appendix D to ensure all necessary steps are completed before the Evaluation begins
 - c. Virtual Skills Evaluation Lab Supply Checklist in Appendix E to ensure all relevant supplies are provided in the skills laboratory

Proctor Training Session

6. The Proctor Training Session will, at minimum, cover:
 - a. Proctor and Facility Responsibilities
 - b. Evaluator Orientation to the Skills Lab
 - c. Proctor Orientation
 - d. CNA Candidate Orientation

7. The Proctor Training Session for the virtual testing environment must be scheduled at least one (1) day prior to the Candidate's scheduled Virtual Skills Evaluation.
8. The Proctor is only required to complete the Proctor Training Session once.
9. The Proctor will orient the RN Evaluator to the skills lab and provide the locations of:
 - a. Sink
 - b. Clean Linen
 - c. Soiled Linen
 - d. Supplies
 - e. Dirty Utility
 - f. Trash Receptacle



VI. During the Evaluation

Potential Interruptions with Testing

1. Interruptions in the virtual (or physical) environment may occur. These may include an internet issue, illness, facility emergency, or interruption of testing by the Evaluator, Proctor, or Candidate.
2. It is important to have someone identified and standing by to assist with internet interruptions, if applicable.

Please refer to Appendix G for more information on potential interruptions with testing.

Candidate Mistakes

3. If the Candidate makes a mistake, the Candidate should tell the Evaluator what correction is needed. The Candidate should then perform the step(s). They will not have to redo the entire skill, just the steps they want to correct.
4. If the Candidate wants to correct a step that is required to be done in a specific order, and they fail to identify the order correctly, they will not get credit for the correction.
5. Once the Candidate begins a new skill, they cannot go back to correct the skill that came before it.

Proctor & Facility Honesty Policy

6. No assistance or prompting will be provided by the Proctor or anyone at the facility.
7. If extensive eye contact is observed between the Proctor or anyone at the facility, the Proctor is heard providing prompts or assistance to the Candidate etc., the Evaluation will stop, and the Candidate will fail the Evaluation.
8. The Proctor & Facility Honesty Policy is outlined below:

The University of Georgia's Institute for Disaster Management strives to maintain the integrity of the Virtual Skills Evaluation Program, and to ensure that each Candidate receives an honest and unbiased evaluation process. The Proctor & Facility Honesty Policy provided in this handbook outlines appropriate testing guidelines and conduct in the Virtual Skills testing

environment. Such guidelines include: no communication between the Proctor and Candidate, the Proctor cannot see the Candidate's measurement results before recording their own results during the measurement skill, and any individual present during the Evaluation (i.e., Candidate, Proctor, Evaluator, Volunteer) is required to report any observed violations of this policy. Each Proctor is required to sign the Proctor & Facility Honesty Policy on an annual basis to ensure commitment to the integrity of the Virtual Skills Evaluation Program.

Any suspected or observed violations of the policy may be reported using the following link:
https://ugeorgia.ca1.qualtrics.com/jfe/form/SV_1AgevLKMCKIHfGS.

Please refer to Appendix F for a copy of the Proctor & Facility Honesty Policy.

Accessibility Policy

The Virtual Skills Evaluation (VSE) Program is committed to making sure that all Candidates have an equal opportunity to take their skills evaluation. The VSE Program will work with the Candidate's Proctor to identify reasonable accommodations for the Candidates who demonstrate a documented need, in order to provide them with full access to the Virtual Skills Evaluation.

The VSE Program is unable to provide equipment, such as an amplified stethoscope. If equipment is needed to help accommodate the Candidate, then it must be provided by the Candidate or the training program.

Things that the VSE program can do include providing extra time for testing or working with the Proctor to demonstrate alternative ways the Candidate could perform the skill that is deemed acceptable.

Please note that accommodations do not guarantee an improvement in performance or that the Candidate will pass.

It is the responsibility of the Proctor to notify the VSE team of the need for an accommodation. This must be done by the Proctor at least five (5) business days before the Candidate's scheduled evaluation. If accommodations are requested by the Proctor after this stated deadline, the Candidate's evaluation will be rescheduled.

To request accommodations, Proctors must complete the [Evaluation Accommodation Request](#) form. On the form, the Proctor must upload one of the following forms of required documentation:

- A formal 504 Plan
- Individualized Education Program (IEP)
- A letter signed by a licensed medical professional dated within the past 5 years

Functional ability categories that could affect a Candidate's ability to perform are:

Physical: Gross and fine motor, physical endurance, physical strength, mobility

Sensory: Visual, tactile, olfactory, hearing

Cognitive: Reading, arithmetic, analytical, and critical thinking

Interactive: Interpersonal, communicative.

If yes to one or more of the above categories, the Proctor will need to describe, in writing, the nature of the mental or physical condition, the way it affects the Candidate's ability to perform the skills evaluation safely, and the type of accommodation needed.

Once the Proctor has completed the request form, the accommodation request will be reviewed by the VSE Clinical Leadership Team. These requests for accommodations will be determined on a case-by-case basis.

Once the appropriate accommodations have been identified, the Chief Nurse Evaluator will notify the Proctor and provide further instructions as needed.

The Nurse Evaluator who will be testing the Candidate will be notified of the accommodations needed before the scheduled evaluation.

VII. Evaluation Results

1. Following completion of the Virtual Skills Evaluation, the Candidate will receive an email that indicates their overall score (Pass/Fail).
 - a. The Proctor will also receive a copy of the Candidate's overall score.
 - b. The Candidate can contact CNAtesting@uga.edu if they wish to see additional information regarding their Evaluation, such as skills and/or steps they may have missed.
2. The results of the Virtual Skills Evaluation will be communicated to Alliant Health Solutions on behalf of the Candidate.
3. It is the Candidates' responsibility to appeal the results of their Evaluation if they want to; it is not required for every fail. Proctors can also submit an appeal for a Candidate, if they believe their Candidate was unfairly failed. The process to do so is included in the *CNA Virtual Skills Evaluation Candidate Manual*.

VIII. Appendices

Appendix A: Skill Listings

The five (5) skills the Candidate will be asked to perform during the Virtual Skills Evaluation will be randomly chosen from the following list of 22 skills.



Candidate Name: _____

Date: _____

SKILL 1 – HAND HYGIENE (HAND WASHING)

STEPS		Successful Completion	
		Yes	No
1	Addresses client by name and introduces self to client by name		
2	Turns on water at sink		
3	Wets hands and wrists thoroughly		
4	Applies soap to hands		
5	Lathers all surfaces of wrists, hands, and fingers (producing friction) for at least 20 seconds keeping hands lower than elbows and fingertips down		
6	Cleans fingernails by rubbing fingertips against palms of the opposite hand		
7	Rinse all surfaces of wrists, hands, and fingers keeping hands lower than elbows and fingertips down		
8	Uses clean, dry paper towel/towels to dry all surfaces of fingers and hands (starting at fingertips) then disposes paper towel/towels into waste container		
9	Uses clean, dry paper towel/towels to turn off faucet then disposes paper towel/towels into waste container (or uses knee/foot control to turn off faucet)		
10	Does not touch inside of sink at any time		

Comments:

Candidate Name: _____

Date: _____

SKILL 2 – COUNTS AND RECORDS RADIAL PULSE

STEPS		Successful Completion	
		Yes	No
1	Explains procedure, speaking clearly, slowly, and directly; maintains face-to-face contact whenever possible		
2	Places fingertips on thumb side of client's wrist to locate radial pulse		
3	Counts beats for one full minute		
4	Signaling device is within reach		
5	Before recording, washes hands		
6	Records pulse rate within plus or minus 4 beats of Evaluator's/Proctor's reading		

Comments:

Candidate Name: _____

Date: _____

SKILL 3 – COUNTS AND RECORDS RESPIRATIONS

STEPS		Successful Completion	
		Yes	No
1	Explains procedure (for testing purposes), speaking clearly, slowly, and directly; maintains face-to-face contact whenever possible		
2	Counts respirations for one full minute		
3	Signaling device is within reach		
4	Before recording, washes hands		
5	Records respiration rate within plus or minus 2 breaths of Evaluator's/Proctor's reading		

Comments:

Candidate Name: _____

Date: _____

SKILL 4 – MEASURES AND RECORDS URINE OUTPUT

STEPS		Successful Completion	
		Yes	No
1	Puts on clean gloves before handling bedpan		
2	Pours the contents of the bedpan into measuring container without spilling or splashing urine outside of container		
3	Rinses bedpan and pours rinse into toilet		
4	Measures the amount of urine at eye level with container on flat surface (if between measurement lines, round up to nearest 25ml/cc)		
5	After measuring urine, empties contents of measuring container into toilet		
6	Rinses measuring container and pours rinse into toilet		
7	Before recording output, removes and disposes of gloves into waste container (without contaminating self) and washes hands		
8	Records contents of container within plus or minus 25ml/cc of Evaluator's/Proctor's reading		

Comments:

Candidate Name: _____

Date: _____

SKILL 5 – MEASURES AND RECORDS WEIGHT OF AMBULATORY CLIENT

STEPS		Successful Completion	
		Yes	No
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible		
2	Client has non-skid shoes/footwear on before walking to scale		
3	Before client steps on scale, Candidate sets scale to zero		
4	Asks client to step on center of scale and obtains client's weight		
5	Asks client to step off scale		
6	Before recording, washes hands		
7	Records weight based on indicator on scale. Weight is within plus or minus 2lbs of Evaluator's reading. (If weight recorded in kg, weight is within plus or minus 0.9kg of Evaluator's reading)		

Comments:

Candidate Name: _____

Date: _____

SKILL 6* – MEASURES AND RECORDS MANUAL BLOOD PRESSURE

***STATE SPECIFIC**

(EVALUATOR: DO NOT SUBSTITUTE SKILL FOR ELECTRONIC BLOOD PRESSURE)

STEPS		Successful Completion	
		Yes	No
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible		
2	Before using stethoscope, wipes bell/diaphragm and earpieces of stethoscope with alcohol		
3	Client's arm is positioned with palm up and upper arm is exposed		
4	Feels for brachial artery on inner aspect of arm, at bend of elbow		
5	Places blood pressure cuff snugly on client's upper arm, with sensor/arrow over brachial artery site		
6	Earpieces of stethoscope are in ears and bell/diaphragm is over brachial artery site		
7	Candidate inflates cuff between 160mmHg to 180mmHg. If beat heard immediately upon cuff deflation, completely deflate cuff. Re-inflate cuff to no more than 200mmHg		
8	Deflates cuff slowly and notes the first sound (systolic reading), and last sound (diastolic reading). (If rounding needed, measurements are rounded UP to the nearest 2mm of mercury)		
9	Removes cuff		
10	Signaling device is within reach		
11	Before recording, washes hands		
12	After obtaining reading using BP cuff and stethoscope, records both systolic and diastolic pressures each within plus or minus 8mm of Evaluator's readings		

Comments:

Candidate Name: _____

Date: _____

**SKILL 7 – APPLIES ONE KNEE-HIGH ELASTIC STOCKING
(TESTED ON CANDIDATE VOLUNTEER WITH A CLEAN, UNUSED STOCKING)**

STEPS		Successful Completion	
		Yes	No
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible		
2	Privacy is provided with a curtain, screen, or door		
3	Client is in supine position (lying down in bed) while stocking is applied		
4	Turns stocking inside-out, at least to the heel		
5	Places foot of stocking over toes, foot, and heel		
6	Pulls top of stocking over foot, heel, and leg		
7	Moves foot and leg gently and naturally, avoiding force and over extension of limb and joints		
8	Finishes procedure with no twists or wrinkles and heel of stocking (if present) is over heel, and opening in toe area (if present) is either over or under toe area; if using a mannequin, candidate may state stocking needs to be wrinkle-free		
9	Signaling device is within reach and bed is in low position		
10	After completing skill, washes hands		

Comments:

Candidate Name: _____

Date: _____

SKILL 8 – ASSISTS TO AMBULATE USING TRANSFER BELT

STEPS		Successful Completion	
		Yes	No
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible		
2	Privacy is provided with a curtain, screen, or door		
3	Before assisting to stand, client is wearing non-skid shoes/footwear		
4	Before assisting to stand, bed is at a safe level		
5	Before assisting to stand, checks and/or locks bed wheels		
6	Before assisting to stand, client is assisted to sitting position with feet flat on the floor		
7	Before assisting to stand, applies transfer belt securely at the waist over clothing/gown		
8	Before assisting to stand, provides instructions to enable client to assist in standing, including prearranged signal to alert client to begin standing		
9	Stands facing client, positioning self to ensure safety of Candidate and client during transfer. Counts to three (or says other prearranged signal) to alert client to begin standing		
10	On signal, gradually assists client to stand by grasping transfer belt on both sides with an upward grasp (Candidate's hands are in upward position), and maintains stability of client's legs by standing knee to knee or toe to toe with client		
11	Walks slightly behind and to one side of client for a distance of ten (10) feet while holding onto the belt		
12	Assists client to bed and removes transfer belt		
13	Signaling device is within reach and bed is in low position		
14	After completing skill, washes hands		

Comments:

Candidate Name: _____

Date: _____

SKILL 9 – ASSISTS WITH USE OF BEDPAN

STEPS		Successful Completion	
		Yes	No
1	Explains procedure speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible		
2	Privacy is provided with a curtain, screen, or door		
3	Before placing bedpan, lowers head of bed		
4	Puts on clean gloves before placing bedpan under client		
5	Places bedpan correctly under client's buttocks		
6	Removes and disposes of gloves (without contaminating self) into waste container and washes hands		
7	After positioning client on bedpan and removing gloves, raises head of bed		
8	Toilet tissue is within reach		
9	Hand wipe is within reach and client is instructed to clean hands with hand wipe when finished		
10	Signaling device within reach and client is asked to signal when finished		
11	Puts on clean gloves before removing bedpan		
12	Head of bed is lowered before bedpan is removed		
13	Ensures client is covered except when placing and removing bedpan		
14	Empties and rinses bedpan and pours rinse into toilet		
15	Places bedpan in designated dirty supply area		
16	Removes and disposes of gloves (without contaminating self) into waste container and washes hands		
17	Signaling device is within reach and bed is in low position		

Comments:

Candidate Name: _____

Date: _____

SKILL 10 – CLEANS UPPER OR LOWER DENTURE

STEPS		Successful Completion	
		Yes	No
1	Puts on clean gloves before handling denture		
2	Bottom of sink is lined and/or sink is partially filled with water before denture is held over sink		
3	Rinses denture in moderate temperature running water before brushing them		
4	Applies denture toothpaste to toothbrush		
5	Brushes all surfaces of denture		
6	Rinses all surfaces of denture under moderate temperature running water		
7	Rinses denture cup and lid		
8	Places denture in denture cup with moderate temperature water/solution and places lid on cup		
9	Rinses toothbrush and places in designated toothbrush basin/container		
10	Maintains clean technique with placement of toothbrush and denture		
11	Sink liner is removed and disposed of appropriately and/or sink is drained		
12	Removes and disposes of gloves (without contaminating self) into waste container and washes hands		

Comments:

Candidate Name: _____

Date: _____

SKILL 11 – GIVES MODIFIED BED BATH (FACE, ONE ARM, HAND, AND UNDERARM)

STEPS		Successful Completion	
		Yes	No
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible		
2	Privacy is provided with a curtain, screen, or door		
3	Removes gown and places directly in soiled linen container while ensuring client's chest and lower body is covered		
4	Before washing, checks water temperature for safety and comfort and asks client to verify comfort of water		
5	Puts on clean gloves before washing client		
6	Beginning with eyes, washes eyes with wet washcloth (no soap) using a different area of the washcloth for each stroke, washing inner aspect to outer aspect, then proceeds to wash face		
7	Dries face with dry cloth towel/washcloth		
8	Exposes one arm and places cloth towel underneath arm		
9	Applies soap to wet washcloth		
10	Washes fingers (including fingernails), hand, arm, and underarm, keeping rest of body covered		
11	Rinses and dries fingers, hand, arm, and underarm		
12	Moves body gently and naturally, avoiding force and over-extension of limbs and joints		
13	Puts clean gown on client		
14	Empties, rinses, and dries basin		
15	Places basin in designated dirty supply area		
16	Disposes of linen into soiled linen container		
17	Avoids contact between Candidate clothing and used linens		

STEPS		Successful Completion	
		Yes	No
<i>Continues on next page.</i>			
18	Removes and disposes of gloves (without contaminating self) into waste container and washes hands		
19	Signaling device is within reach and bed is in low position		

Comments:

Candidate Name: _____

Date: _____

SKILL 12 – DONNING AND DOFFING PPE (GOWN AND GLOVES)

STEPS		Successful Completion	
		Yes	No
1	Picks up gown and unfolds		
2	Facing the back opening of the gown, places arms through each sleeve		
3	Fastens the neck opening		
4	Secures gown at waist making sure that back of clothing is covered by gown (as much as possible)		
5	Puts on gloves		
6	Cuffs of gloves overlap cuffs of gown		
7	Before removing gown, with one gloved hand, grasps the other glove at the palm, and removes glove		
8	Slips fingers from ungloved hand underneath cuff of remaining glove at wrist and removes glove, turning it inside out as it is removed		
9	Disposes of gloves into designated waste container without contaminating self		
10	After removing gloves, unfastens gown at waist and neck		
11	After removing gloves, removes gown without touching outside of gown		
12	While removing gown, holds gown away from body without touching the floor, turns gown inward and keeps it inside out		
13	Disposes of gown in designated container without contaminating self		
14	After completing skill, washes hands		

Comments:

Candidate Name: _____

Date: _____

SKILL 13 – DRESS CLIENT WITH AFFECTED (WEAK) RIGHT ARM

STEPS		Successful Completion	
		Yes	No
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible		
2	Privacy is provided with a curtain, screen, or door		
3	Asks which shirt he/she would like to wear and dresses him/her in shirt of choice		
4	Avoids overexposure of client by ensuring client's chest is covered		
5	Removes gown from the left (unaffected) side first, then removes gown from the right (affected/weak) side		
6	Before dressing client, disposes of gown into soiled linen container		
7	Assists to put the right (affected/weak) arm through the right sleeve of the shirt before placing garment on left (unaffected) arm		
8	While putting on shirt, moves body gently and naturally, avoiding force and over-extension of limbs and joints		
9	Finishes with clothing in place		
10	Signaling device is within reach and bed is in low position		
11	After completing skill, washes hands		

Comments:

Candidate Name: _____

Date: _____

**SKILL 14 – PERFORMS MODIFIED PASSIVE RANGE OF MOTION (PROM)
ONE KNEE AND ANKLE**

STEPS		Successful Completion	
		Yes	No
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible		
2	Privacy is provided with a curtain, screen, or door		
3	Ensures that client is supine in bed and instructs client to inform candidate if pain is experienced during exercise		
4	While supporting the leg at knee and ankle, bends the knee and then returns leg to client's normal position (flexion/extension) (AT LEAST 3 TIMES unless pain is verbalized). Moves joints gently, slowly, and smoothly through the range of motion, discontinuing exercise if client verbalizes pain		
5	While supporting the foot and ankle close to the bed, pushes/pulls foot toward head (dorsiflexion) and pushes/pulls foot down, toes point down (plantar flexion) (AT LEAST 3 TIMES unless pain is verbalized). Moves joints gently, slowly, and smoothly through the range of motion, discontinuing exercise if client verbalizes pain		
6	Signaling device is within reach and bed is in low position		
7	After completing skill, washes hands		

Comments:

Candidate Name: _____

Date: _____

**SKILL 15 – PERFORMS MODIFIED PASSIVE RANGE OF MOTION (PROM)
ONE SHOULDER**

STEPS		Successful Completion	
		Yes	No
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible		
2	Privacy is provided with a curtain, screen, or door		
3	Instructs client to inform Candidate if pain is experienced during exercise		
4	While supporting arm at the elbow and at the wrist, raises client's straightened arm from side position upward toward head to ear level and returns arm down to side of body (flexion/extension) (AT LEAST 3 TIMES unless pain is verbalized). Moves joint gently, slowly, and smoothly through the range of motion, discontinuing exercise if client verbalizes pain		
5	While supporting arm at the elbow and at the wrist, moves client's straightened arm away from the side of body to shoulder level and returns to side of body (abduction/adduction) (AT LEAST 3 TIMES unless pain is verbalized). Moves joint gently, slowly, and smoothly through the range of motion, discontinuing exercise if client verbalizes pain		
6	Signaling device is within reach and bed is in low position		
7	After completing skill, washes hands		

Comments:

Candidate Name: _____

Date: _____

SKILL 16 – POSITIONS ON SIDE

STEPS		Successful Completion	
		Yes	No
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible		
2	Privacy is provided with a curtain, screen, or door		
3	Before turning, lowers head of bed		
4	Raises side rail on the side to which body will be turned		
5	Candidate assists client to slowly roll onto side toward raised side rail		
6	Places or adjusts pillow under head for support		
7	Candidate repositions arm and shoulder so that client is not lying on arm		
8	Supports top arm with supportive device		
9	Places supportive device behind client's back		
10	Places supportive device between legs with top knee flexed; knee and ankle supported		
11	Signaling device is within reach and bed is in low position		
12	After completing skill, washes hands		

Comments:

Candidate Name: _____

Date: _____

SKILL 17 – PROVIDES CATHETER CARE FOR FEMALE

STEPS		Successful Completion	
		Yes	No
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible		
2	Privacy is provided with a curtain, screen, or door		
3	Before washing, checks water temperature for safety and comfort and asks client to verify comfort of water		
4	Puts on clean gloves before washing		
5	Places linen protector under perineal area, including buttocks, before washing		
6	Exposes area surrounding catheter (only exposing client between hip and knee)		
7	Applies soap to wet washcloth		
8	While holding catheter at meatus without tugging, cleans at least four inches of catheter from meatus (moving in only one direction - away from meatus) using a clean area of the washcloth for each stroke		
9	While holding catheter at meatus without tugging, using a clean washcloth, rinses at least four inches of catheter from meatus (moving only in one direction - away from meatus) using a clean area of the washcloth for each stroke		
10	While holding catheter at meatus without tugging, dries at least four inches of catheter (moving away from meatus) using a dry cloth towel/washcloth		
11	Empties, rinses, and dries basin		
12	Places basin in designated dirty supply area		
13	Disposes of used linen into soiled linen container and disposes of linen protector appropriately		
14	Avoids contact between Candidate clothing and used linen		
15	Removes and disposes of gloves (without contaminating self) into waste container and washes hands		
16	Signaling device is within reach and bed is in low position		

Comments:

Candidate Name: _____

Date: _____

SKILL 18 – PROVIDES FOOT CARE TO ONE FOOT

STEPS		Successful Completion	
		Yes	No
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible		
2	Privacy is provided with a curtain, screen, or door		
3	Before washing, checks water temperature for safety and comfort and asks client to verify comfort of water		
4	Basin is in a comfortable position for client and on protective barrier		
5	Puts on clean gloves before washing foot		
6	Client's bare foot is placed into the water		
7	Applies soap to wet washcloth		
8	Lifts foot from water and washes foot (including between the toes)		
9	Foot is rinsed (including between the toes)		
10	Dries foot (including between the toes) with dry cloth towel/washcloth		
11	Applies lotion to top and bottom of foot (excluding between the toes), removing excess with a towel/ washcloth		
12	Supports foot and ankle during procedure		
13	Empties, rinses, and dries basin		
14	Places basin in designated dirty supply area		
15	Disposes of used linen into soiled linen container		
16	Removes and disposes of gloves (without contaminating self) into waste container and washes hands		
17	Signaling device is within reach		

Comments:

Candidate Name: _____

Date: _____

SKILL 19 – PROVIDES MOUTH CARE

STEPS		Successful Completion	
		Yes	No
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible		
2	Privacy is provided with a curtain, screen, or door		
3	Before providing mouth care, client is in upright sitting position (75-90 degrees)		
4	Puts on clean gloves before cleaning mouth		
5	Places cloth towel across chest before providing mouth care		
6	Secures cup of water and moistens toothbrush		
7	Before cleaning mouth, applies toothpaste to moistened toothbrush		
8	Cleans mouth (including tongue and all surfaces of teeth) using gentle motions		
9	Maintains clean technique with placement of toothbrush		
10	Candidate holds emesis basin to chin while client rinses mouth		
11	Candidate wipes mouth and removes clothing protector		
12	Disposes of used linen into soiled linen container		
13	Rinses toothbrush and empties, rinses, and dries basin		
14	Removes and disposes of gloves (without contaminating self) into waste container and washes hands		
15	Signaling device is within reach and bed is in low position		

Comments:

Candidate Name: _____

Date: _____

SKILL 20 – PROVIDES PERINEAL CARE (PERI-CARE) FOR FEMALE

STEPS		Successful Completion	
		Yes	No
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible		
2	Privacy is provided with a curtain, screen, or door		
3	Before washing, checks water temperature for safety and comfort and asks client to verify comfort of water		
4	Puts on clean gloves before washing perineal area		
5	Places pad/ linen protector under perineal area, including buttocks, before washing		
6	Exposes perineal area (only exposing between hips and knees)		
7	Applies soap to wet washcloth		
8	Washes genital area, moving from front to back, while using a clean area of the washcloth for each stroke		
9	Using clean washcloth, rinses soap from genital area, moving from front to back, while using a clean area of the washcloth for each stroke		
10	Dries genital area, moving from front to back, with dry cloth towel/washcloth		
11	After washing genital area, turns to side, then washes rectal area, moving from front to back, using a clean area of washcloth for each stroke		
12	Using clean washcloth, rinses soap from rectal area, moving from front to back, while using a clean area of the washcloth for each stroke		
13	Dries rectal area, moving from front to back, with dry cloth towel/washcloth		
14	Repositions client		
15	Empties, rinses, and dries basin		
16	Places basin in designated dirty supply area		
17	Disposes of used linen into soiled linen container and disposes of linen protector appropriately		

STEPS		Successful Completion	
		Yes	No
<i>Continues on next page.</i>			
18	Avoids contact between Candidate clothing and used linen		
19	Removes and disposes of gloves (without contaminating self) into waste container and washes hands		
20	Signaling device is within reach and bed is in low position		

Comments:

Candidate Name: _____

Date: _____

SKILL 21 – TRANSFERS FROM BED TO WHEELCHAIR USING TRANSFER BELT

STEPS		Successful Completion	
		Yes	No
1	Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible		
2	Privacy is provided with a curtain, screen, or door		
3	Before assisting to stand, wheelchair is positioned alongside the bed, at the head of bed facing the foot or at the foot of bed facing the head		
4	Before assisting to stand, footrests are folded up or removed		
5	Before assisting to stand, locks wheels on wheelchair		
6	Before assisting to stand, bed is at a safe level		
7	Before assisting to stand, checks and/or locks bed wheels		
8	Before assisting to stand, client is assisted to a sitting position with feet flat on the floor		
9	Before assisting to stand, client is wearing non-skid shoes		
10	Before assisting to stand, applies transfer belt securely at the waist over clothing/gown		
11	Before assisting to stand, provides instructions to enable client to assist in transfer, including prearranged signal to alert when to begin standing		
12	Stands facing client, positioning self to ensure safety of Candidate and client during transfer. Counts to three (or says other prearranged signal) to alert client to begin standing		
13	On signal, gradually assists client to stand by grasping transfer belt on both sides with an upward grasp (Candidate's hands are in upward position) and maintains stability of client's legs by standing knee to knee or toe to toe with the client		
14	Assists client to turn to stand in front of wheelchair with back of client's legs against wheelchair		
15	Lowers client into wheelchair		

STEPS		Successful Completion	
		Yes	No
16	Positions client with hips touching back of wheelchair and transfer belt is removed		
<i>Continues on next page.</i>			
17	Positions feet on footrests		
18	Signaling device is within reach		
19	After completing skill, washes hands		

Comments:

Candidate Name: _____

Date: _____

SKILL 22 – FEEDS CLIENT WHO CANNOT FEED SELF

STEPS		Successful Completion	
		Yes	No
1	Explains procedure to client, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible		
2	Before feeding, looks at name card on tray and asks client to state name		
3	Before feeding client, client is in an upright sitting position (75-90 degrees)		
4	Places tray where the food can be easily seen by client		
5	Candidate cleans client's hands before beginning feeding		
6	Candidate sits in a chair facing client during feeding		
7	Tells client what foods and beverage are on tray		
8	Asks client what he/she would like to eat first		
9	Using spoon, offers client one bite of each type of food on tray, telling client the content of each spoonful		
10	Offers beverage at least once during meal		
11	Candidate asks client if they are ready for next bite of food or sip of beverage		
12	At end of meal, Candidate cleans client's mouth and hands		
13	Removes food tray		
14	Leaves client in upright sitting position (75-90 degrees) with signaling device within client's reach		
15	After completing skill, washes hands		

Comments:

Appendix B: Camera Positioning & Other Considerations for Skills

Skill #	Skill Title	Manikin or Live Person	Camera Positioning	Additional Guidance & Other Considerations
1	Hand Hygiene	N/A	– Camera moves with Candidate to sink to observe skill. – Zoom in on sink as skill is performed.	
2	Counts and Records Radial Pulse	Live Person	– Camera at foot of bed focused on the Candidate. – Focus the camera on the placement of the Candidate's hand on the client's wrist.	– Ensure pen and paper are available for Candidate and Proctor to record their results. – Candidate and Proctor will measure the pulse at the same time. – Candidate will use the available watch/clock and tell the Proctor at what point to begin the count. – When the count is complete, the Candidate will record the results in a designated area, then turn over the paper. – The Proctor will record their results in an area away from the Candidate. – The Evaluator will be shown the Proctor's results first, then the Evaluator will be shown the Candidate's results.

Skill #	Skill Title	Manikin or Live Person	Camera Positioning	Additional Guidance & Other Considerations
3	Counts and Records Respiration	Live Person	– Camera at foot of bed focused on the Candidate and Client.	– Ensure pen and paper are available for Candidate and Proctor to record their results. – Candidate and Proctor will measure the respirations at the same time. – Candidate will use the available watch/clock and tell the Proctor at what point to begin the count. – When the count is complete, the Candidate will record the results in a designated area, then turn over the paper. – The Proctor will record their results in an area away from the Candidate. – The Evaluator will be shown the Proctor's results first, then the Evaluator will be shown the Candidate's results.
4	Measures and Records Urine Output	N/A	– Camera follows the Candidate as skill is performed. – Follow Candidate after procedure to observe disposal of urine and removal and disposal of gloves.	– Ensure pen and paper are available for Candidate and Proctor to record their results. – The Proctor will be responsible for setting up the "faux" urine in a bedpan and having a graduated container available. – After the Candidate pours the urine from the bedpan into the graduated container, they will then rinse and dry the bedpan. – The Candidate will visualize the container of urine and measure the amount present. – The Proctor will then be given the opportunity to visualize the urine in the container after the Candidate. – The Proctor will then record the measurement in a designated area and turn over the paper. – After the Candidate has emptied and rinsed the urine container, they will then record the results in the designated area.

Skill #	Skill Title	Manikin or Live Person	Camera Positioning	Additional Guidance & Other Considerations
				– The Evaluator will be shown the Proctor's results first, then the Evaluator will be shown the Candidate's results
5	Ambulatory Weight	Live Person	– Position camera on the Candidate as the skill is performed. – Camera to focus on scale to ensure it is balanced prior to Client stepping on the scale. – Once weight is obtained, focus camera on cross bar of scale to display weight, then move camera to end of bar to show scale is balanced.	– Ensure pen and paper are available for Candidate and Proctor to record their results. – The Candidate will balance the scale and the camera operator will focus in on the scale for the Evaluator. – The Client will step on the scale and the Candidate measures the weight. – The Proctor will then measure the weight while the Client is still on the scale. – The Client is instructed to step off the scale. – The Proctor will record the results in the designated location away from the Candidate and will turn over the paper with the results. – The Candidate will then record the results in the designated location away from the Proctor and turn over the paper. – The Evaluator will be shown the Proctor's results first, then the Evaluator will be shown the Candidate's results.

Skill #	Skill Title	Manikin or Live Person	Camera Positioning	Additional Guidance & Other Considerations
6	Measures and Records Manual Blood Pressure (B/P)	Live Person	- Position camera opposite side of the bed as the Candidate. - Camera to zoom on the gauge to determine amount of inflation. (Will need 2nd person to operate camera).	- Ensure pen and paper are available for Candidate and Proctor to record their results. - Candidate and Proctor will measure the Blood Pressure at the same time using a dual/teaching stethoscope. - When the measurement is complete, the Candidate will record the results in a designated area and then turn over the paper. - The Proctor will record their results in an area away from the Candidate. - The Evaluator will be shown the Proctor's results first, then the Evaluator will be shown the Candidate's results.
7	Applies One Knee-High Elastic Stocking	Live Person or Manikin	Camera positioned at the foot of the bed and zoom on the foot/leg after application to ensure stocking is wrinkle-free.	If a live person is used, a clean, unused stocking must be used. Client should be in the bed with their shoes and socks off.
8	Assist to Ambulate Using Transfer Belt	Live Person	- Camera follows Candidate as the skill is performed. - Ensure Evaluator can see that the client is wearing non-skid shoes/footwear.	

Skill #	Skill Title	Manikin or Live Person	Camera Positioning	Additional Guidance & Other Considerations
9	Assists with the Use of Bedpan	Live Person	– Camera follows Candidate as skill is performed. – Zoom in to ensure Candidate properly places bedpan under buttocks. – Follow Candidate after procedure to observe disposal of linen, waste, and removal of gloves.	
10	Cleans Upper and Lower Dentures	N/A	– Camera at sink focused in close to visualize skill. – Follow Candidate after procedure to observe disposal of linen, water, and removal of gloves.	
11	Gives Modified Bed Bath	Manikin	– Camera to follow Candidate as supplies are gathered. – Position camera at the foot of the bed as the skill is performed. – When Candidate washes eyes, move camera in to observe.	

Skill #	Skill Title	Manikin or Live Person	Camera Positioning	Additional Guidance & Other Considerations
			– When Candidate washes Client's hands, move camera in to observe. – Follow Candidate after procedure to observe disposal of linen, water, and removal of gloves.	
12	Donning and Doffing PPE	N/A	– Camera focused on Candidate as skill is performed. – Camera focused on front of Candidate at the beginning of task, then have Candidate turn around to enable Evaluator to observe back after gown is secured.	
13	Dresses Client with Affected Right Arm	Live Person	– Camera at the foot of the bed and focuses in on the patient as the skill is performed.	– Client should be in the bed with a gown on over their clothing.

Skill #	Skill Title	Manikin or Live Person	Camera Positioning	Additional Guidance & Other Considerations
14	Performs Modified PROM on One Knee and Ankle	Live Person	– Camera is positioned at the foot of the bed to visualize leg and ankle.	
15	Performs Modified PROM on One Shoulder	Live Person	– Camera positioned at the foot of the bed. – Camera positioned to see Candidate's hand position on the arm.	
16	Positions on Side	Live Person	– Camera positioned at the foot of the bed and follows Candidate to each side of the bed as needed.	
17	Provides Catheter Care for Female	Manikin	– Camera follows Candidate to gather supplies and obtain water. – Zoom camera to visualize the catheter as the skill is performed. – Follow Candidate after procedure to observe disposal of linen, water, and gloves.	

Skill #	Skill Title	Manikin or Live Person	Camera Positioning	Additional Guidance & Other Considerations
18	Provides Foot Care to One Foot	Live Person	– Follow Candidate as water and supplies are obtained. – Move Camera close to foot for better view. – Follow Candidate after procedure to observe disposal of linen, water, and gloves.	– Have the Client in bed with shoes and socks removed.
19	Provides Mouth Care	Live Person	– Camera to follow Candidate as supplies are obtained. – Zoom camera to patient's face for better view. – Follow Candidate after procedure to observe disposal of linen, water, and gloves.	
20	Provides Perineal Care for Female	Manikin	– Camera to follow Candidate to gather supplies and water. – Position camera to provide view of the perineum and washcloth.	

Skill #	Skill Title	Manikin or Live Person	Camera Positioning	Additional Guidance & Other Considerations
			– Follow Candidate after procedure to observe disposal of linen, water, and gloves.	
21	Transfers from Bed to Wheelchair Using Transfer Belt	Live Person	– Camera to follow Candidate to gather supplies. – Position camera to observe technique to include view of the feet.	
22	Feeds Client Who Cannot Feed Self	Live Person	– Camera to follow Candidate to gather supplies. – Ensure view of the tray card. – Position camera at opposite side of bed to view Candidate feeding patient.	– May utilize fake food and beverage. May simulate feeding.

Appendix C: Capturing Candidate Identification

Candidates are required to show picture ID when completing the Virtual Skills Assessment.

General Practices

Placing the ID on a **flat, dark-colored surface** in a well-lit area provides the best conditions for capturing the ID.

When the Proctor is using an **iPad or Android Tablet**:

- The ID should be held **6 inches** away from the camera.

When the Proctor is using an **iPhone or Android/Samsung Galaxy**:

- The ID should be held **4 inches** away from the camera.

Note: The Proctor can force the camera to focus on the ID by tapping the screen with the ID in view. The Proctor can move the camera gradually closer or further away from the ID until the Evaluator deems that the capture has been successful.

Identification Representation

The Candidate should have an approved form of identification physically present with them for the evaluation.

- However, if the Proctor has seen the official ID and has a copy of it in their employment or student file, a picture of the ID may be sufficient. The Proctor will need to attest that these conditions have been met.

If the ID is unable to be captured clearly on the Zoom call, the Proctor may read the relevant information to the Evaluator for verification (First Name, Last Name, DOB).

Approved Identification

Identification must be any of the items listed below and must be photo-bearing:

- U.S. Government Issued Driver's license
 - Approved digital IDs, provided by the state licensing agency
- Passport
- Alien registration card
- Georgia-Issued Voter ID Card
- Georgia Temporary Driver's License
- School Identification – Signature not required if not designed to carry a signature
 - Photo High School I.D. (for high school students)
 - Photo University I.D. (for university students)
- U.S. issued Photo Bearing Signed Military I.D.
- Certificate of Naturalization

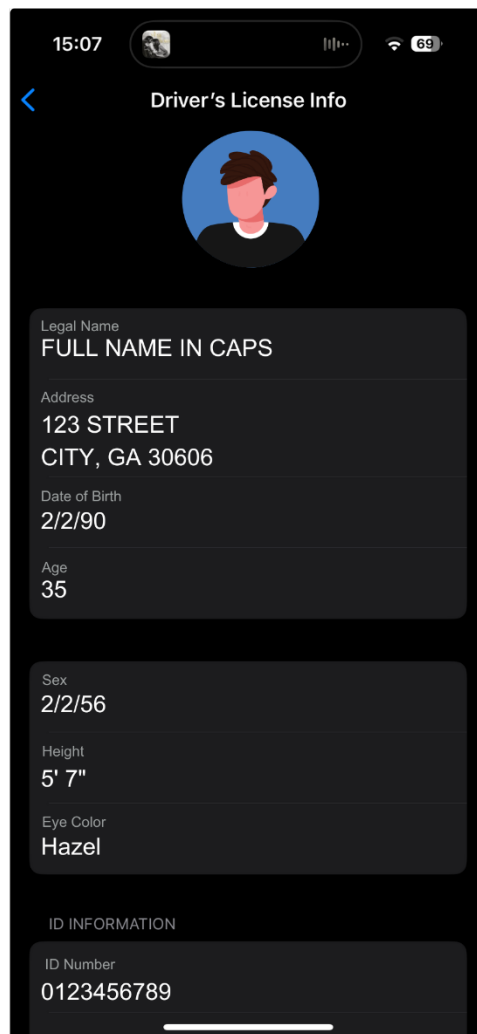
The Evaluator will match the provided photo-bearing identification with the Candidate's registration information to ensure accuracy.

Digital IDs

Approved digital IDs, provided by the state licensing agency and located within a Wallet app on the Candidate's phone, are acceptable.

- To capture digital IDs:
 - Select the ID and click on the 'i' icon located in the upper right corner.
 - From there, find the 'Driver's License Info' and click on it.
 - The Candidate may need to use their face ID to open the driver's license info.
 - Once complete, the driver's license info will appear on screen and can be used to verify ID.

An example is shown below. The background could be black, as shown, or white depending upon user setting:

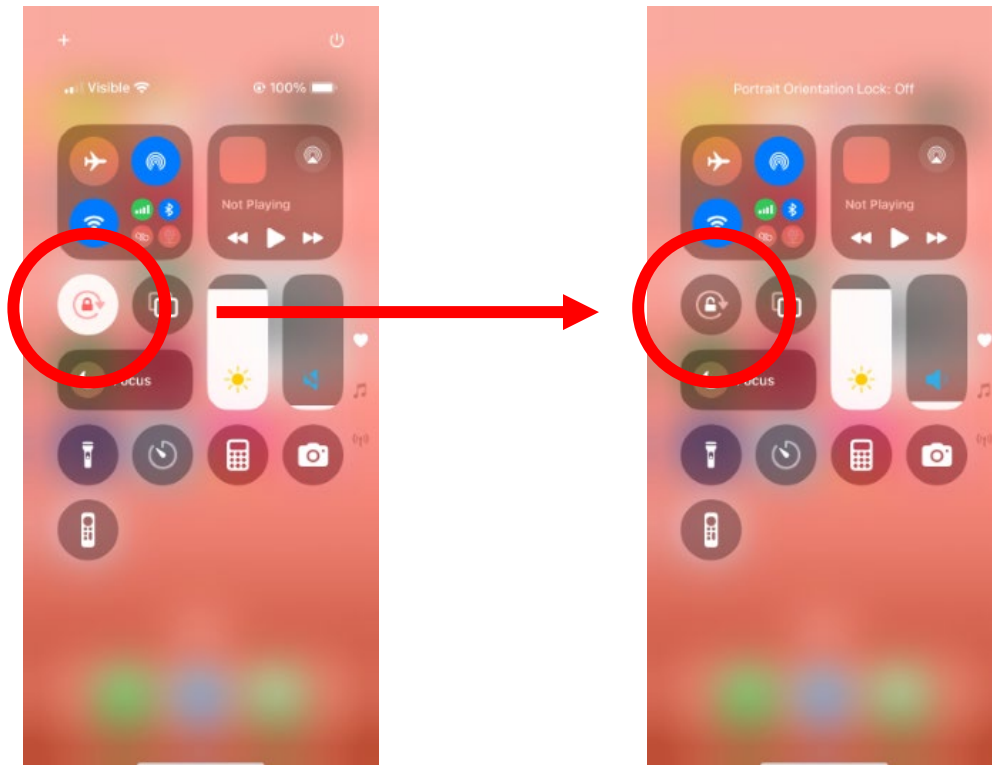


Rotation Lock – Apple Devices

Rotating your recording device may benefit from holding your device horizontally to create a larger screen to show the ID.

When using an **iPad or iPhone**, the Proctor should ensure that the rotation lock is off on their device. This can be accomplished by swiping downward on the top right corner of the screen and clicking the icon noted in the pictures below.

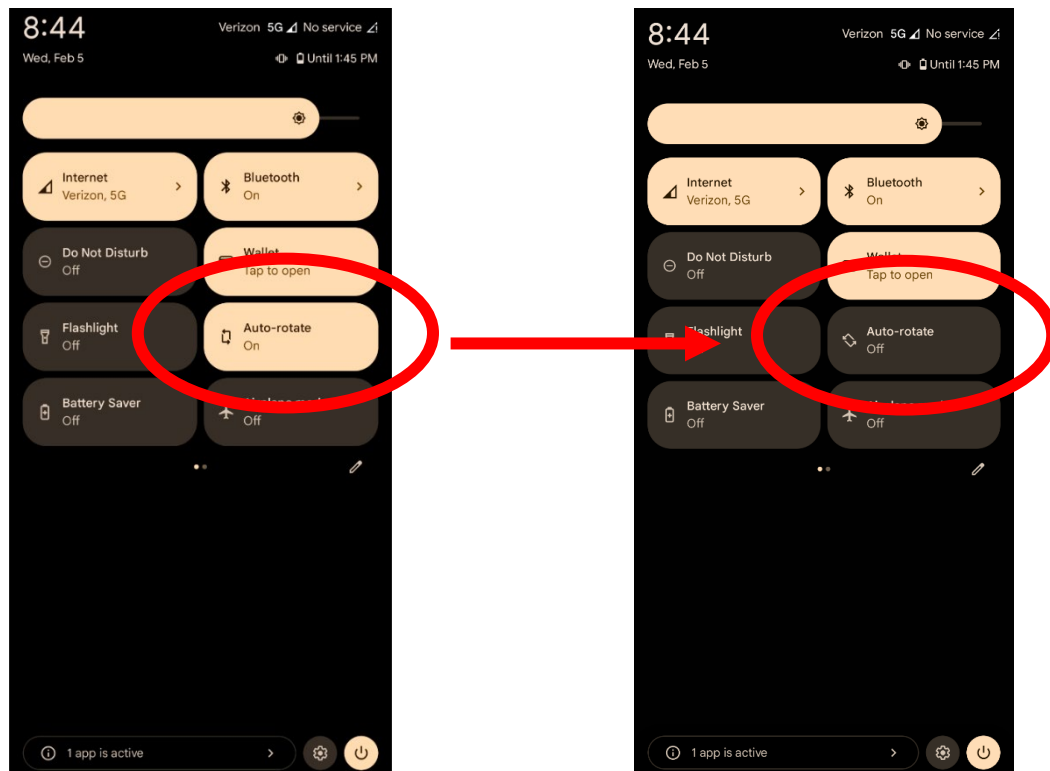
Note: for older iPhones (iPhone 8, 7, 6s...), this can be accomplished by swiping upward.



Rotation Lock – Android Devices

Rotating your recording device may benefit from holding your device horizontally to create a larger screen to show the ID.

When using an **Android-based devices**, swipe down from the top of the screen twice so that the quick access menu appears. Look for the icon that says 'auto-rotate' or 'portrait-lock.' Click on the icon to turn off as seen below:



Appendix D: Proctor & Facility Master Checklist

Proctor/Facility Responsibilities

- ☐ **Be familiar with Camera Positioning**
 - Review and become familiar with the Camera Positioning/Considerations document prior to candidate testing.
- ☐ **Use of Phone/Camera**
 - Know the critical positioning for the camera
 - Need to be close enough to clearly see (handwashing, sink, cleaning of catheter, etc....)
 - Follow Candidate around the room/environment to provide visualization just as if Evaluator was in the room
 - Think of the camera as the Evaluator's eyes
 - Make sure phone is fully charged
 - Ensure audio is clear. May use of lapel microphone for Candidate to make sure they can be heard
- ☐ **Zoom Link Use**
 - Zoom links are Candidate specific
 - If the time is changed (i.e., one Candidate does not use the entire hour), a new start time can be discussed and agreed upon
- ☐ **Recording of Virtual Skills Testing**
 - All evaluations are recorded and maintained for at least 60 days
 - Purpose:
 - Internal QA Process
 - Available in the event of an appeal by the Candidate
- ☐ **Provide stable internet service**
 - Have person available to trouble-shoot
 - Have 15 minutes to resolve any issues that may arise during testing
 - If unable to resolve Internet issue or any other interruption to the testing:
 - If unable to resolve and the Candidate is failing, the session will be considered a failure and another attempt can be scheduled, if applicable
 - If unable to resolve and the Candidate is passing at the time of the interruption, another session will be scheduled and the Candidate will have randomly selected skill(s) to replace any that were not completed during the initial evaluation

Day of the Evaluation:

Skills Lab Set-up

- ☐ **Designated Locations**
 - Ensure you have the following designated locations:



- Equipment Location (bed, linens, dual stethoscope, scale)
- Dirty *Linen* Location
- Used/Dirty *Equipment* Location
- Waste Basket Location
- Designated place to display the assigned exam skills

☐ **Equipment**

- Set up the specific *equipment* needed for **each skill**
 - Gown, linen, urine in bedpan, graduated measuring container, etc.
 - Lab should be fully stocked. Check stock between candidates to ensure ample supplies are available.
 - Clock for pulse/respiration should be positioned for easy viewing
 - Volunteer should be in the bed with a gown on over clothing and shoes off for any skills requiring a live person demonstration
- Ensure you have a notepad or sticky notes for documenting the results for *measurement skills*
 - Place in separate areas out of view for Proctor and Candidate
 - Each person should avoid letting the other see the results
 - Proctor will show result first, pausing for about 3 seconds; followed by Candidate also pausing for about 3 seconds
- Make sure Candidate is familiar with set-up/location of equipment

Conducting the Evaluation

- ☐ **Log in about 10 minutes early before test time for equipment/connectivity check**
- ☐ **Photo ID/Confirmation of Identity**
 - Candidate shows ID to camera and states name
 - Proctor confirms identity
- ☐ **Absolutely no prompting or discussion with Candidate allowed**
 - Any prohibited communication will result in an automatic failure for the Candidate
 - If the Candidate verbalizes the results of the measurement skill, this is considered communication with the Proctor and will result in an automatic failure
 - Review the Proctor/Facility Honesty Policy
- ☐ **5 skills will be randomly selected by a computerized system:**
 - Handwashing, 1 measurement skill, 3 additional skills
 - Skills should be written down by the Proctor and available for Candidate to easily see
 - The Proctor will repeat each skill out loud
 - Candidate should repeat the skills out loud
 - Skills should be performed in the order given
 - Order of skills may be adjusted before the exam begins to facilitate use of volunteer or manikin – this will be clearly communicated to the Candidate
 - If you have to change out a manikin for a *live* person for a skill, the clock will be paused for you to make that exchange

- ☐ **Evaluator will conduct Candidate Orientation to VSE Process**

Other Information

- If any skill is failed, the Candidate will fail the VSE and will need to schedule a repeat evaluation, if applicable
- **Automatic Failures:**
 - Any indication of Proctor assistance
 - Verbalization of the results of a measurement skill
 - Failure to perform any areas in bold (Critical Steps) in the skill



Appendix E: Virtual Skills Evaluation Lab Supply Checklist

The items listed below are essential supplies specifically designated for a skills evaluation. It is important to note that this list does not encompass all the necessary equipment required for a state-approved NATP skills lab.

Simulated Resident Lab

- ☐ Bedside commode
- ☐ Bedside chair
- ☐ Hand sanitizer
- ☐ Bedside stand
- ☐ Hand wipes
- ☐ Full privacy curtain (suspended, not screen)
- ☐ Paper towel dispenser
- ☐ Hospital bed with functioning rails
- ☐ Pump soap
- ☐ Call light (not functioning, attached to head of bed/wall)
- ☐ Alcohol-based hand rub
- ☐ Overbed table
- ☐ Sink with hot and cold running water
- ☐ Wastebasket
- ☐ Wastebasket with liner

Bedding

- ☐ Dirty laundry container
- ☐ Top sheets
- ☐ Incontinence pads
- ☐ Turning sheet
- ☐ Bedspread or blanket
- ☐ Pillows
- ☐ Bottom sheet (flat or fitted)
- ☐ Pillowcases

Personal Care Supplies

- ☐ Bath towel
- ☐ Washcloth
- ☐ Liquid soap
- ☐ Lotion (bottle)
- ☐ Wash basin
- ☐ Bedpan (standard & fracture)

Oral Care Supplies

- ☐ Dentures
- ☐ Denture brush/toothbrush for denture care
- ☐ Denture paste/cream
- ☐ Denture cup with lid
- ☐ Toothbrush (soft)
- ☐ Disposable cups
- ☐ Emesis basin
- ☐ Toothpaste

Nutritional Supplies

- ☐ Eating utensils & napkins
- ☐ Food (2 kinds) & beverage (water). May utilize fake food.
- ☐ Paper plates
- ☐ Paper towels
- ☐ Meal tray including place cover and name card
- ☐ Straws

Elimination

- ☐ Foley catheter & urinary drainage bag
- ☐ Graduated specimen container
- ☐ Toilet tissue

Clothing

- ☐ Clothing for men & women (assorted, with buttons or snaps)
- ☐ Hospital gown
- ☐ Non-skid footwear

Assistive Devices

- ☐ Gait belt
- ☐ Wheelchair (adult with removeable footrests)

Manikin

- ☐ Adult male/female full bodied (functionally and anatomically correct)

Vital Signs Equipment

- ☐ Blood pressure cuff (manual; adult & large adult)
- ☐ Dual head stethoscope (teaching)
- ☐ Standard Precautions/Isolation Supplies



- ☐ Alcohol wipes
- ☐ Antimicrobial spray/wipes for equipment/supplies
- ☐ Disposable gloves (non-sterile, non-latex)
- ☐ Isolation gown
- ☐ Trash/biohazard bags

Miscellaneous Equipment

- ☐ Scales standing with height bar

Miscellaneous Supplies

- ☐ Anti-embolism stockings (various sizes)

Classroom Supplies

- ☐ Paper/Notepads/Notebook
- ☐ Writing implements
- ☐ Whiteboard (optional)
- ☐ Microphone (optional)
- ☐ Clock with second hand

Appendix F: Proctor & Facility Honesty Policy

This document outlines the Proctor & Facility Honesty Policy for Virtual Skills Evaluations conducted at **[Facility Name]** as part of the Virtual Skills Evaluation Program conducted by the University of Georgia Institute for Disaster Management. The purpose of this policy is to maintain the integrity of the testing environment and to ensure a fair and unbiased evaluation process for all candidates. By signing below, the Proctor acknowledges and agrees to abide by the guidelines set forth in this policy.

1. Communication with Candidates:

- a. All other parties in the room, including the Proctor, the Volunteer, or The Proctor's Assistant, are strictly prohibited from engaging in any form of communication with the Candidate during the virtual skills evaluation.
- b. This prohibition includes, but is not limited to, verbal communication (e.g., encouragement, prompting, reminders) as well as non-verbal communication (e.g., hand gestures, prolonged eye contact).
- c. Communication by the Volunteer pertaining specifically to acting as the Client or the Patient during the skill is permissible. Such communication must not contain any prohibited information to the Candidate.
- d. Any prohibited communication, intentional or unintentional, with the Candidate during the evaluation will result in an automatic failure for the Candidate.
- e. Repeated violations of this policy may result in further disciplinary action, including, but not limited to, suspension or termination of their role in conducting virtual skills evaluations at the Facility.

2. Measurement Skill Reporting:

- a. The Proctor is strictly prohibited from seeing the Candidate's reported results for the selected Measurement skill prior to the Proctor recording their results of the skill.
- b. If the Candidate verbalizes the results of the measurement prior to documenting, this will be considered communication and the Candidate will fail the skill.
- c. If the Proctor sees the Candidate's reported results for the Measurement skill prior to recording their own results, the Candidate will be given an additional Measurement skill to complete at the end of the evaluation.
- d. Repeated violations of this policy by the Proctor may result in further disciplinary action, including, but not limited to, an automatic failure for the Candidate or suspension or termination of their role as a Proctor in conducting Virtual Skills Evaluations at the Facility.

3. Reporting a Violation:

- a. Any individual present during the evaluation, including the Candidate, the Evaluator, the Proctor, and the Volunteer, are required to report any observed violations of this policy during the Virtual Skills Evaluation.
- b. The reporting party must promptly document the violation by completing the "Report an Issue" form provided in the Virtual Skills Evaluation Manual.
- c. Documentation should include the date and location of the evaluation, details of the alleged violation, and any other relevant information.

4. Resolving Matters of Alleged Violations:

- a. Upon receipt of a violation report, at least two members of the UGA Virtual Skills Evaluation team will independently review the recording of the Virtual Skills Evaluation to determine if there is conclusive evidence to validate the report.
- b. The UGA Virtual Skills Evaluation team will meet to review the allegations and determine the appropriate sanction(s), if any, in compliance with this policy.
- c. The Facility and the Proctor will be notified of the reported violation, the results of the investigation, and any sanctions that may be assigned.

5. Confidentiality:

- a. Reasonable efforts shall be made to protect the identity of the reporting party.
- b. The identity of the reporting party shall be shared within the UGA Virtual Skills Evaluation team only as required to investigate and address the alleged policy violation(s).
- c. The identity of the reporting party shall not be disclosed when notifying the Facility and Proctor of the reported violation.

6. Acknowledgment:

By signing below, the Proctor at **[Facility Name]** acknowledges that they have read, understood, and agree to abide by the Virtual Skills Evaluation Academic Honesty Policy.

Proctor Name: _____

Signature: _____

Date: _____

UGA IDM acknowledges the Proctor's commitment to upholding the principles of academic honesty during virtual skills evaluations. Any breach of this policy will be addressed according to the outlined consequences.

Authorized Representative: _____

Signature: _____

Date: _____

Appendix G: Potential Interruptions with Testing

1. Interruptions in the virtual (or physical) environment may occur. These may include an internet issue, illness, facility emergency, or interruption of testing by the Evaluator, Proctor, or Candidate.
 - a. If an issue occurs during the Virtual Skills Evaluation, the Evaluator will stop the clock and allow the facility one (1) opportunity to resolve the issue. The facility should have someone available onsite to assist in correcting the issue.
 - b. The facility will have **15 minutes** to address the issue. If the facility is able to resolve the problem, the clock will then resume, and testing will continue.
 - c. If the issue continues, the testing will stop.
2. If the issue is not fixed within the 15-minute time period:
 - a. The Candidate who has passed all skills up to the point of interruption will be eligible to continue the evaluation at a later time.
 - i. When the testing is resumed, the Candidate will receive another random list of the remaining number of skills to be tested.
 - ii. The clock will start according to the remaining time left at the time of interruption.
 - iii. Resumption of the test will be scheduled as permitted by the available dates and times of the essential participants.
 - b. If the Candidate has failed any portion of the completed skills prior to the interruption, the attempt would be considered a failure. A subsequent test would then be rescheduled according to the requirements.



Notes

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