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# American Red Cross of the Susquehanna Valley

## Nurse Aid Testing

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### Guidelines for In-Facility Testing

#### General requirements

- The facility must be in compliance with all state and federal regulations. Facilities which are ineligible to test should have their candidates request to be tested at a Regional Test site, or make arrangements with an eligible facility for testing.
- Testing rooms must be reserved for testing only (no staff, residents, or visitors are allowed to enter the rooms during testing).
- There must be a fax machine in good working order located Within 100 ft and on the same floor of the skills lab used for testing. This fax machine must be used only for testing purposes during tests. Our evaluators will be instructed to send all answer sheets for manual scoring if the above fax requirement is not met. This could delay getting the candidates on the registry by more than 13 business days.
- Restrooms should be located nearby all testing areas.
- The facility must have a facility representative who:
  - ◆ is responsible for giving an orientation to the RN Evaluator, including the location of emergency exits.
  - ◆ will ensure that all materials and equipment are available for testing.
  - ◆ will be available for questions or problems throughout the day.
- RN Evaluators may not administer a test to candidates who they have trained or candidates they know personally.
- The facility must supply a locked closet or other means for the evaluator to secure testing materials in the event they must leave the room.
- All supplies and equipment listed on the Equipment and Supply List for your state must be available for testing, the quantities may be adjusted to meet the needs of the number of candidates testing. Testing will be cancelled if the RN Evaluator does not have all of the required supplies.
- All supplies must be set-up and ready to use when the evaluator arrives on the site. The evaluator should not have to set up the skills lab or tables in the written room. All of the supplies must be in the skills lab for the evaluator to use.
- All fax results will be given directly to the candidate. These results are confidential information and may only be provided directly to the candidate from our RN Evaluator. The facility is responsible to get the results from the candidate or check the registry for their status. If the candidate is not available, the results will be sent to Promissor and Promissor will mail them to the candidate.

#### Written examination requirements

- The room used for the administration of the written examination must be quiet, well lit, and well ventilated. Distracting activities must not be scheduled in the vicinity of the written examination room on test days.
- Electrical outlets must be available for the administration of the oral examination.
- Seating must be staggered and there must be approximately THREE FEET between candidates.
  - ◆ In theater-style rooms with elevated seating, candidates should be seated in every other seat and in every other row or in an order that is considered reasonable.
  - ◆ In rooms where desks are used, candidates should be seated in alternating rows.
  - ◆ If seated at tables, candidates should be spaced THREE feet apart with all candidates facing the same direction.
  - ◆ Desktops should be flat and large enough to hold both an answer sheet and a test booklet. Armchair desks are less desirable.
  - ◆ Accommodations should be made for left-handed candidates.
  - ◆ Lap boards and stools without backs may not be used.

### Skills evaluation requirements

- The Skills Evaluation is set up to resemble an actual care giving situation and must include the following:
  - ◆ holding room close by for candidates to wait to take the skills evaluation
  - ◆ adjustable bed with side rails and call lights (not necessarily a working call light)
  - ◆ all items listed on the Equipment and Supply List for your state
  - ◆ sink with running water, soap, paper towels, and toilet or commode in skills area.

### Process

- Any facility may apply to become an In-Facility Test site. An *Application for Approval as an In-Facility Site* must be completed and faxed to the American Red Cross of the Susquehanna Valley (RCNATS) at least 60 days before the first desired test date. RCNATS will review the application, make arrangements to visit the site if needed, and approve the site for In-Facility testing.
- Once approved, facilities may register to test nurse aide candidates at their facility if they have at least FIVE (5) CANDIDATES ready to test.
- The facility must complete an *In-Facility Test Request Form* and fax it to the American Red Cross of the Susquehanna Valley no fewer than 20 business days prior to the requested date. Facilities should request a minimum of three dates for testing and the RCNATS will make every effort to honor one of these days.
- The American Red Cross will find an evaluator for one of the dates requested. Facilities may not choose or request an evaluator; one will be assigned by the RCNATS.
- Once the date is approved by the American Red Cross, your *In-Facility Test Request Form* will be faxed back to you listing the date and Exam ID number for your in-facility exam.
- The facility must submit a packet of materials to the American Red Cross of the Susquehanna Valley with completed applications, documentation, and payment for all candidates they wish to test. Each application must reference the Exam ID number listed on the approved *In-Facility Test Request Form*. A copy of the *In-Facility Test Request Form* should also be sent with these applications. **These applications must be received no fewer than eight (8) business days prior to the scheduled exam.**

*Important Note: You may not send the applications without including signed training completion certificates for each candidate to be tested and you may not send training completion certificates until the program is completed. This means that the earliest you will be able to schedule an exam is 8 business days from the end of the course.*

- Any special requests including requests for Oral Examinations or ADA requests **MUST** be communicated in writing to RCNATS at the time of candidate application (ADA requests should be made in advance of the application if at all possible).
- The American Red Cross will enter and schedule each candidate into the Exam. Any candidate with incomplete paperwork or missing documentation will not be scheduled into the exam unless the deficient materials are received by the Red Cross within eight (8) business days of the exam date.
- The facility notifies the candidates who are scheduled to test of the date they are testing. All candidates will also receive a confirmation letter from the RCNATS.
- If the number of candidates drops below five (5) for the written/oral and skills exam, the test will be cancelled unless the facility agrees to pay for the 5<sup>th</sup> person.
- On the day of the test, tests will be administered and the evaluator will distribute the test results directly to the candidates. Any candidate who has left before receiving their results will receive their results by mail. For confidentiality purposes, the results will not be distributed to the facility.

Any questions should be directed to Chris Porter at the American Red Cross of the Susquehanna Valley. Chris can be reached at 717-299-5566 ext 145 or by e-mail at [porterc@usa.redcross.org](mailto:porterc@usa.redcross.org).

All completed requests should be faxed to: **866-257-6506**.