

## 6 – Certification Examiner General Information

### Certification Application Information:

All certification applications shall be filled out in accordance with the Virginia EMS Certification Application Instructions. **Do not write anywhere on the form except in designated areas.**

### Test Site Method:

The certification testing process has evolved into a process in which the computer grading program will determine the test site method; however, if left blank, the grading will stop at that point and throw the document into “errors”.

Therefore, on **ALL** tests for certification, including initial, re-tests, re-entry, recertification, Instructor re-certification, Instructor Pre-Tests must be bubbled with Method “0”.

### Test Site Field contains five (5) blocks:

Block 1: Program Rep Number -

|                  |   |  |
|------------------|---|--|
| Wayne Berry      | 1 |  |
| Paul Fleenor     | 2 |  |
| Ronald Kendrick  | 3 |  |
| Ken Pullen       | 4 |  |
| Heather Phillips | 5 |  |
| Jimmy Burch      | 6 |  |
| Steve McNeer     | 7 |  |
| Andy Daniel      | 8 |  |

Block 2: Beginning time of exam -

|                       |   |             |
|-----------------------|---|-------------|
| 12 midnight – 5:59 AM | 0 |             |
| 6 AM – 11:59 AM       | 1 | (Morning)   |
| 12 Noon – 5:59 PM     | 2 | (Afternoon) |
| 6 PM – 12 Midnight    | 3 | (Evening)   |

Block 3, 4 & 5: FIPS Code of location of test site (city or county) (3-digit number)

Test ID Number: Located on front of test booklet, except:

Retest of Practical Only, mark the test ID number as:

|                 |          |
|-----------------|----------|
| First Responder | A0000000 |
| EMT             | B0000000 |

### Documentation of Results:

The Certification Examiner shall document the results of the testing on the blue form. **Practical results shall be documented on line 1 in the designated area of the blue form as follows:**

**P** = Pass (**all 2 or 3 stations** required based upon candidate level of FR or EMT), **OR:**

Failures as follows:

**B or 1** = Medical **PLUS** the corresponding number(s) for the critical criteria on the right side of the form

**T or 2** = Trauma **PLUS** the corresponding number(s) for the critical criteria on the right side of the form

**M or 3** = Random/Airway **PLUS** the corresponding number(s) for the critical criteria on the right side of the form

**4** = Random/Shock Management **PLUS** the corresponding number for wound location **PLUS** the corresponding number(s) for critical criteria on the right side of the form

**5** = Random/Immobilization Skills/Joint Injury **PLUS** the corresponding number for injury site **PLUS** the corresponding number(s) for critical criteria on the right side of the form

**6** = Random/Immobilization Skills/Long Bone Injury **PLUS** the corresponding number for injury site **PLUS** the corresponding number(s) for critical criteria on the right side of the form

**7** = Random/Immobilization Skills/Traction Splint **PLUS** the corresponding number(s) for critical criteria on the right side of the form

**8** = Random/Immobilization Seated Patient/KED **PLUS** the corresponding number(s) for critical criteria on the right side of the form

**9** = Random/Immobilization Supine Patient/Backboarding **PLUS** the corresponding number(s) for critical criteria on the right side of the form

The **ONLY** time line #2 should be used for documenting practical results is in the event a candidate has filed a grievance and the OEMS Representative or the Certification Examiner has determined that a retest (on the same date of testing) is warranted and completed.

The Certification Examiner shall then ensure that the Pass or Fail checkbox has been completed properly on the practical exam results sheet **AND** the Certification Examiner shall place their initials in the designated area indicating they have reviewed the results and determined them to be accurate.

**Instructor Evaluation Form:**

The OEMS Program Representative, OEMS Certification Examiner and/or the Test Site Coordinator may use this form to voice concerns about particular Instructors/Course Coordinators of any course. Submit completed form with the OEMS paperwork for the test site.

**EMS Certification Examiner Payment Form:**

The Certification Examiner Payment Request Form must be filled out and forwarded by fax, mail or computer (scanned document) to the OEMS Program Representative within 24 hours of the test site or the next business day. One form can be used for multiple examiners/assistants for a single test site.

**Consolidated Test Site – Payment Request Form:**

The Consolidated Test Site Payment Request Form is to be filled out by the Test Site Coordinator. The OEMS Program Representative or OEMS Certification Examiner shall verify, by signature, the number of candidates for payment by OEMS on the form. That form shall be forwarded to OEMS with the test site package.

**Consolidated Test Site – Test Package:**

The CTS Test Package Form is to be completed by the examiner and included in the test package. The CTS package shall be shipped to OEMS by the current approved method no later that 24 hours or the next business day.

**Conflict of Interest Statement:**

As a contract employee for the Office of Emergency Medical Services, responsible for administering state EMS certification examinations, the OEMS Certification Examiner and OEMS Certification Examiner Assistant must abide by the following statements covering conflict of interest situations:

- ✓ Will not participate in the administration of any written or practical EMS certification examination for any course I have served as the lead/primary Instructor.
- ✓ Will not participate in the administration of any written or practical EMS certification examination for any course I have served as a Co-Instructor/Assisting Instructor for more ten (%) percent.
- ✓ Will not evaluate candidates they instructed on a specific module.
- ✓ Will not serve as an officer for any business (sole proprietor, partnership or corporation) involved in teaching courses, which prepare students for Virginia EMS certification examinations.
- ✓ Will not be influenced, or persuaded, in any manner by any individual and/or group of people in the performance of my work duties and tasks.
- ✓ Will perform my work duties and tasks without any consideration for personal gain.

**Custody Agreement**

The OEMS Certification Examiner will be required to sign a Custody Agreement for the Virginia Office of Emergency Medical Services (OEMS) certification examination booklets and scenarios in his/her possession.

**The OEMS Certification Examiner:**

- ✓ Will assume the responsibility and exercise the necessary security measures to maintain a high level of security for the examination materials. An accounting of each examination booklet and scenario will be made before and after administration of each and every test site.
- ✓ Will understand it is prohibited to reproduce, copy, photograph or record any of the examination questions in any way or allow anyone to review or take examination material(s) from any test site.
- ✓ Will agree to assume the cost involved in replacing a compromised test series or practical scenario series if the examination is compromised as a result of my neglect.
- ✓ Will further agree to return all allotted examination booklets, scenarios and other testing materials to OEMS upon their request.

**Examination Security:**

- ✓ **At no time may an Instructor/Course Coordinator or candidate of an EMS training program review, copy, photograph, or record an examination booklet in any way whatsoever.**
- ✓ All examination booklets and scenarios must be kept in a locked container. Access to the booklets must be limited and approved by the Office of Emergency Medical Services.
- ✓ Upon receipt, all booklets and scenarios shall be inventoried to assure booklet numbers and quantities match those listed on the custody agreement.
- ✓ Custody agreements must be completed and signed and returned to the Office of Emergency Medical Services whenever examination booklets or scenarios are received.
- ✓ All examination booklets and scenarios must be accounted for at all times. If any discrepancies in quantities are noted, notify the OEMS Program Representative as soon as possible.
- ✓ During the examination process, the OEMS Certification Examiner or OEMS Assistant Certification Examiner must quietly circulate around the room to assure that no candidate is writing in the examination booklets, copying or recording any examination material or committing any other act of misconduct during the examination.
- ✓ The OEMS Certification Examiner or OEMS Assistant Certification Examiner must be alert and very cautious as the candidates complete the examination and begin turning in all materials. This is a prime opportunity for candidates to assist each other, copy or steal materials from the examination. The OEMS Certification Examiner must keep all examination materials secure and keep a physical barrier between the candidates turning in their materials and the collected materials. Do not keep the collected materials near any exit or within the reach of any candidates who approaches you.