

5 – Consolidated Test Site Job Descriptions

The following is a listing of the essential personnel required for the administration of Consolidated Test Sites (CTS) in the Commonwealth of Virginia.

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| ✓ OEMS Program Representative | ✓ Desk Clerk |
| ✓ OEMS Certification Examiner | ✓ Evaluator(s) |
| ✓ OEMS Certification Examiner Assistant | ✓ EMT Assistant |
| ✓ Regional EMS Council | ✓ Moulage Technician(s) |
| ✓ Test Site Coordinator | ✓ Patient(s) |

OEMS Program Representative:

- ✓ Per Office of EMS Position Description
- ✓ Highest authority at a Consolidated Test Site (CTS)

OEMS Certification Examiner:

- ✓ Report to the scheduled test site no later than 60 minutes before the initiation of the site.
- ✓ In the absence of the OEMS Program Representative will be the ultimate authority representing the OEMS at any Consolidated Test Site.
- ✓ Cannot function as OEMS Certification Examiner when a course they participated in as the primary Instructor and/or Course Coordinator is scheduled to test.
- ✓ Coordinate, administer and monitor Virginia written and BLS practical EMS certification exams in accordance with all OEMS policies and procedures.
- ✓ Supervise the OEMS Certification Examiner Assistant(s) in monitoring the written and practical exams.
- ✓ Ensure adequacy of the exam site as to space, environment, fire code capacity limits for facility and all equipment used.
- ✓ Meets and briefs all exam site Evaluators and Patients to review policies, address updates, discuss problems and answer questions before starting any practical testing.
- ✓ Ensure that all required paperwork for candidate testing is verified; ensure proper photo identification of all candidates testing. (This task must not be reassigned to Site Coordinators, Regional EMS Council staff or any other personnel at the test site.)
- ✓ Review with the testing candidates the Policies and Instructions for EMS Certification.
- ✓ Assures that all testing candidates are explained the Complaint/Grievance Procedure.
- ✓ Supervise the Test Site Coordinator in conducting the practical aspects of the exam site and assisting them as needed.
- ✓ Conduct spot checks of practical stations during testing to ensure compliance with current practical testing policies, station consistency and quality assurance.
- ✓ Counsel Evaluators and Patients on any deviations from practical station instruction or testing policies.
- ✓ Monitor the pass/fail ratios in various practical testing stations to detect possible problems as they occur.
- ✓ Conduct a preliminary investigation of any breaches of written examination integrity and provide documentation to OEMS of the results.
- ✓ Handle and report Grievances/Complaints at test site and submit all documentation related to these matters to the OEMS.
- ✓ Maintain required administrative paperwork necessary to conduct EMS certification examinations.
- ✓ Ensure that all paperwork that is used at a Consolidated Test Site is properly completed and accurate.
- ✓ Ensure testing material security at all times.
- ✓ Review examination applications/answer forms for completeness and accuracy prior to submitting to OEMS.
- ✓ Submit OEMS Certification Examiner reimbursement to the OEMS Program Representative within 24 hours by fax or mail, if not present at the test site.

OEMS Assistant Certification Examiner:

- ✓ Report to the scheduled test site sixty (60) minutes before the initiation of the site.
- ✓ Assist the OEMS Program Representative and OEMS Certification Examiner in any activities as needed.
- ✓ Assist with the checking in of candidates.
- ✓ Monitor the written portion of the examination.
- ✓ Assist with collection of all paperwork.
- ✓ Report any problems to the OEMS Program Representative or OEMS Certification Examiner on site.

Regional EMS Council:

- ✓ Develop with the OEMS Program Representative, a schedule of tests for all BLS training programs conducted within the region. Test schedules shall be submitted to the Program Representative by February 1st of each year. Proposed schedules shall be approved by the OEMS Program Representative and reported back to the Regional EMS Council within 15 days of receipt.
- ✓ Submit to the OEMS Program Representative for approval all facilities used for Consolidated Test Sites (CTS) prior to testing. (See Facilities section 1)
- ✓ Assure that all Evaluators have completed an approved EMT Evaluator training program. This training program shall be approved by the Office of EMS. Must maintain a list of current approved Evaluators.
- ✓ Test site Coordinators will be selected by the regional EMS council and will be approved by the OEMS Program Representative.
- ✓ Will coordinate registration of candidates for each consolidated test site.
- ✓ Will notify the OEMS Program Representative of the number of candidates testing at each level at least one (1) week prior to the test date.
- ✓ Will provide the Test Site Coordinator and OEMS Program Representative or OEMS Certification Examiner with a list of the candidates testing the day of the test. The minimal information will include: name, level of test taking, Instructor's name.
- ✓ A minimum of fifteen (15) candidates taking the written and/or practical examinations must be registered for each Consolidated Test Site. If there is not a minimum number registered for the Consolidated Test Site (CTS) ten (10) days prior to the examination, the test site will be canceled.
- ✓ The Regional EMS Council is responsible for notifying all candidates, evaluators, patients and the OEMS Program Representative in the event of the cancellation of a test site.
- ✓ The Regional EMS Council will notify the OEMS Regulation & Compliance Manager of any testing candidates who will require a variance as a result of any cancellation. The minimal information will include: name of candidate, address, and level testing and certification number.

Test Site Coordinator:

- ✓ Report to the scheduled exam site at least sixty (60) before the initiation of the site.
- ✓ Provides the OEMS Program Representative and OEMS Examiner with a list of candidates that are registered to test with the Regional EMS Council.
- ✓ Cannot function as a Test Site Coordinator when a course they participated in as the Instructor and/or Course Coordinator is scheduled to test.
- ✓ Ensure the proper number of practical stations are set up for the number of candidates testing.
- ✓ Ensure that each practical station is set up with ALL required equipment as listed on the required equipment list.
- ✓ Maintain a cache of disposable supplies to restock practical stations as needed during testing.
- ✓ Ensure that a moulage technician is assigned to take care of initial moulage and touch-up moulage as needed during the testing process.
- ✓ Ensure that only approved Evaluators are utilized at the Consolidated Test Site.
- ✓ Ensure that the site for the examination is reserved and meets the needs of an examination site. Any changes in site location must be approved by the OEMS Program Representative prior to any testing. Failure to notify may result in cancellation of the site.
- ✓ Relay any needed information about the site as to special requirements, etc. to the OEMS Program Representative or OEMS Certification Examiner.
- ✓ Shall conduct the orderly rotation of candidates through the practical examination stations, logging the needed information on the tracking sheet.
- ✓ Shall notify the OEMS Program Representative or OEMS Certification Examiner of any possible developing problems regarding practical station testing.
- ✓ Shall notify the OEMS Program Representative or OEMS Certification Examiner of any problems they encounter and assist in solving them.
- ✓ Ensure that all evaluators, evaluator assistants and patients remain at the Consolidated Test Site (CTS) until released, checking with the OEMS Program Representative or OEMS Certification Examiner to ensure that any clarifications that may be needed are addressed prior to leaving the site.
- ✓ Collect and provide the OEMS Program Representative or OEMS Certification Examiner the completed candidate practical evaluation forms or sealed envelopes for candidates who have finished their practical testing. Delays should be avoided to ensure proper flow of the test site.
- ✓ Ensure the practical scenarios are collected and returned to the OEMS Program Representative or OEMS Certification Examiner.
- ✓ Ensure that all Evaluator, Evaluator Assistant and Patient reimbursement forms are completed and turned over to the Regional EMS Council for disbursement.

- ✓ Complete the Consolidated Test Site Payment Form and submit this form to the OEMS Program Representative or OEMS Certification Examiner. This form is verified and then signed by the OEMS Program Representative or OEMS Certification Examiner. The original form is placed in the testing packet mailed to OEMS following the Consolidated Test Site (CTS) by the OEMS Program Representative or OEMS Certification Examiner.

Evaluator:

Minimum requirements:

1. 18 years of age
 2. Current EMT-B or higher EMS certification
 3. Received current training as an EMT Evaluator
 4. Must attend any required Regional EMS Council and/or Office of EMS training or update
- ✓ Report to the scheduled test site thirty (30) minutes to one (1) hour prior to the initiation of testing. Sign in with the Test Site Coordinator.
 - ✓ Assist the Test Site Coordinator with setting up all practical stations.
 - ✓ Attends briefing conducted by Test Site Examiner.
 - ✓ Evaluates candidates in accordance with Section 4 – Practical Exams summary for Instructors and Evaluators. (See Section 4)
 - ✓ Ensure that your station has ALL of the required equipment.
 - ✓ Ensure that all equipment in your station is functioning properly.
 - ✓ Periodically re-check equipment between testing candidates to ensure equipment is still functioning properly throughout the test site.
 - ✓ Ensure that all disposable supplies are placed/replenished as needed in their station before other testing candidates attempt the station.
 - ✓ Required to check testing candidate's photo identification prior to the start of the practical station testing.
 - ✓ Required to read the practical testing instruction to each candidate prior to testing.
 - ✓ Responsible for evaluating the candidate's performance during practical testing.
 - ✓ Responsible for accurately and completely documenting practical results on required evaluation forms.
 - ✓ Notify the Test Site Examiner of any problems that develop or that may develop in conducting your practical station.
 - ✓ Responsible for the equipment used in their station and ensuring it is returned to the Test Site Coordinator.
 - ✓ Notify the Test Site Coordinator of any defective/deficient equipment as soon as possible.
 - ✓ Assist the OEMS Program Representative or OEMS Certification Examiner in clarifying any concerns and questions as to a candidate's performance in your practical station.
 - ✓ Cannot leave the test site until released by the Test Site Coordinator.
 - ✓ Ensure that practical scenarios given to them are secured during testing.
 - ✓ Ensure that practical scenarios are returned to the Test Site Examiner prior to leaving the test site.
 - ✓ Ensure that patient is programmed properly and offer corrective suggestions to ensure proper patient performance.
 - ✓ Ensure that moulage is correct for your scenario and maintained properly throughout the examination.
 - ✓ Brief the candidates as to any unfamiliar equipment in your practical examination station. This should be 2-3 minutes and an overview of that piece of equipment.
 - ✓ Stop any candidate's action immediately if the patient could be injured by those actions.
 - ✓ Ensure that each practical evaluation form is filled out completely.
 - ✓ Ensure that the station card is returned to the Test Site Coordinator to notify that your station is ready to evaluate additional candidates.
 - ✓ Notify the Test Site Coordinator if you need additional time for documentation purposes or personal breaks.
 - ✓ Police the area of your practical station, returning the station to its pretest condition upon being notified that your station is no longer needed, patient to assist if applicable.
 - ✓ Assist the patient in cleaning him/herself up as needed.
 - ✓ Assist the Test Site Coordinator in packing away all equipment and supplies.

EMT Assistant:

Minimum requirements:

1. Current EMT-B or higher EMS certification
2. Must attend any required Regional EMS Council and/or Office of EMS training or update

- ✓ Report to the scheduled test site thirty (30) minutes to one (1) hour prior to the initiation of testing. Sign in with the Test Site Coordinator.
- ✓ Assist the Test Site Coordinator with setting up all practical stations.
- ✓ Attends briefing conducted by Test Site Examiner.
- ✓ Only utilized for the Random Basic Skills Station.
- ✓ Assist the testing candidate during stations only when directed to do so by the candidate.
- ✓ Correctly performs all skills as instructed by the testing candidate.
- ✓ Assist the OEMS Program Representative or OEMS Certification Examiner in clarifying any concerns and questions as to a candidate's performance in your practical station.
- ✓ Cannot leave the test site until released by the Test Site Coordinator.
- ✓ Assist the patient in cleaning him/herself up as needed.
- ✓ Assist the Test Site Coordinator in packing away all equipment and supplies.

Moulage Technician:

The Moulage Technician may also serve as an Evaluator(s) at the test site.

- ✓ Report to the scheduled test site thirty (30) minutes to one (1) hour before the initiation of the site.
- ✓ Responsible for initial application of moulage at the start of an examination and maintain it throughout the exam, ensuring compliance with the moulage listed on each scenario.
- ✓ Assist the Test Site Coordinator with placement of equipment and supplies into the practical stations.
- ✓ Cleans the area used to moulage patients and restocks kits as needed.
- ✓ Assures that the scenario moulage information is returned to the Certification Examiner.

Desk Clerk:

In smaller test sites, the Test Site Coordinator may perform the desk clerk position.

- ✓ Report to test site thirty (30) minutes to one (1) hour before initiation of the site.
- ✓ Assists the Test Site Coordinator with verifying candidates from the registration sheet.
- ✓ Sign-in Evaluators, Evaluator Assistants and Patients as they arrive and notify the Test Site Coordinator of any missing personnel before the initiation of the test site.
- ✓ Assist the Test Site Coordinator in assigning Evaluators, Evaluator Assistants and Patients to each practical station.
- ✓ Assist in maintaining the security of practical scenarios and collect them as stations are closed, and return them to the OEMS Certification Examiner.
- ✓ Assist the Test Site Coordinator with placement of equipment and supplies in the practical stations.
- ✓ Assist the Test Site Coordinator in maintaining the flow of candidates to the practical stations.
- ✓ Assist the Test Site Coordinator with collection of completed candidate evaluation forms and return them to the OEMS Certification Examiner.

Patient:

Minimum requirements:

1. Patient shall be at least sixteen (16) years old.
 2. It is required that any patient utilized for the practical testing meets the manufacturer's requirements for the equipment being used.
 3. First Responder and EMT-Basic students may not function as patients.
- ✓ Report to the scheduled test site thirty (30) minutes to one (1) hour before the initiation of the site. Sign in with the Test Site Coordinator or the Desk Clerk.
 - ✓ Provide "old" clothing, shorts, shirt, swimsuit, etc. to be worn while acting as a patient.
 - ✓ Memorize patient programming information and follow it completely throughout practical station testing. Do not add any additional information in.
 - ✓ Clarify any station questions with the Evaluator or OEMS Certification Examiner before testing begins.
 - ✓ Assist the Evaluator with resetting the practical station after each candidate completes the station.
 - ✓ Assist the Evaluator and Test Site Coordinator with setting up the practical stations.
 - ✓ Do not leave the test site until released by the Test Site Coordinator.
 - ✓ Assist the Test Site Coordinator in gathering all equipment upon completion of the site.
 - ✓ If moulage is used, ensure it is covered from candidate's view during breaks or between testing candidates.