

# Changes to Psychomotor Examination Guide July 2016

## Page12

A. Added hyperlink to same day retesting on page 139.

B. Added following text:

- US/VA Department of Education approved school issued photo ID (**not valid for cognitive testing at a Person Vue Testing Center. Will no longer be approved for psychomotor testing after June 30, 2017**)

C. Added the following text:

- Candidates are not allowed to have at psychomotor examination sites:
  - Any electronic device including cell phones, PDA's, tablets, pagers, two way radios and "smart watches"\*
  - Inappropriate clothing

\*Effective October 1, 2016, **all watches** will be prohibited at Psychomotor Examination sites. Clocks with a second hand will be provided in each skill testing station.

Reworded candidate orientation on page 122 to include the above changes.

D. Added hyperlink to "Candidate Orientation" on page 125

E. Removed certification flow chart

### **Clocks added to the equipment lists.**

#### **Equipment lists added.**

Due to equipment issues at Consolidated Test Sites it has become necessary to make the sponsoring organization/evaluator more responsible for the equipment requirements at each of the skill stations. The skill evaluator will be required to complete the check list and turn it in to the dispatcher/coordinator before opening the station. The forms will also be included with the test paperwork sent to OEMS.

## **Page 13 Sponsoring Organization Responsibilities**

- Assure that all Evaluators have completed the OEMS Psychomotor Examination Evaluator training program.
- Must maintain a list of current approved Evaluators and report the list to their Regional OEMS Certification Testing Supervisor quarterly.
- To conduct a psychomotor examination, a minimum of ten (10) candidates must be registered for an examination test site to qualify for assignment of an OEMS Examiner. The OEMS Regional Testing Supervisor will be notified if there are not a minimum number of registered candidates ten (10) days prior to the examination.

## **Page 14 Test Site Coordinator Responsibilities**

- Selection of qualified Skill Evaluators. At a minimum, each evaluator must be certified or licensed to perform the skill that he/she is to evaluate and has completed an approved OEMS / EMS Council evaluator training program and updates.
- Overseeing the timely flow of all candidates through the skills in conjunction with the OEMS Test Examiner.

## **Page 16 Test Site Coordinator's Timeline**

The following timeline has been developed to assist the Test Site Coordinator with planning the examination:

Ten days

- Confirm exam location(s), time(s), and exam material needs based on the number of candidates expected to test with the assigned OEMS Test Examiner.

## Page 18 Facilities for the Psychomotor Examination

- Adequate restroom facilities, drinking water and adequate parking with reasonable access to the examination site.

Each facility must contain adequate seating with an appropriate writing surface for each person scheduled to participate in the written examination. Ideally, the testing room should have sufficient seats to allow seating of candidates. Depending on the size and arrangement of the seats in the testing room and the number of candidates taking the Education Coordinator Pretest written examination, the OEMS Examiner shall use his/her best judgment in seating the candidates to minimize the possibility of any irregularities occurring during the examination.

*[Eliminated alternate seats since all candidates will be taking same test].*

## Page 19 Authorized Personnel

- While a candidate is testing only authorized test site personnel are allowed in any of the testing stations. Authorized personnel shall include: OEMS staff, evaluators, assistants and patients assigned to that station.

Contact with any testing candidate after the candidate has registered at the test site is strictly prohibited by the candidate's Education Coordinator/instructor until the candidate has completed the entire testing process. All Education Coordinators/instructors must leave the candidate testing/ waiting area once the instructions begin. **See exception in following section.**

- If this occurs, Education Coordinator/ Instructor(s) will be immediately removed from the test site and a Complaint/Comment Form completed and submitted with the OEMS paperwork for the test site.

## Page 20 Staffing for the EMT Psychomotor Examination

- Education Coordinators with students testing may participate as staff members at Psychomotor Test Sites under the following conditions:
  - Test Site Coordinator/Desk clerk/ Dispatcher
    - Only necessary test site related conversation with the Education Coordinators students are allowed. No teaching, coaching, or counseling with their students.

- The Education Coordinator will not be allowed to view any completed skill sheets and only able to handle completed skill sheets if they are in a sealed envelope.
- Evaluator/Assistant/Patient
  - The Education Coordinator may not evaluate his/her own students. He/she may neither assist nor be a patient for his/her own students.
  - The Education Coordinator will avoid contact/conversation with his/her students.
- Moulage Technician
  - The Education Coordinator will avoid contact/conversation with his/her students.
- Runner
  - The Education Coordinator may only be used if completed skill sheets are in sealed envelopes.
  - The Education Coordinator will avoid contact/conversation with his/her students.

## **Page 22 Skill Evaluators**

Skill Evaluators are responsible for the following:

- **Completes and returns an equipment check sheet to the Site Coordinator prior to opening the skill station.**
- Photography/recording of any type is not permitted in skill stations.

## **Page 39 Patient Assessment/Management – Trauma Essay to Skill Evaluators**

The evaluator must give vital signs as indicated on the scenario furnished by the OEMS Test Examiner.

**If you are asked for the patient's oxygen saturation, and similarly a blood glucose level and the values are not supplied in the scenario, inform the candidate the pulse oximeter and/or glucometer is not available.**

## **Pages 43,56**

**Reworded shock treatment in essays to read:**

### **Treatment of Shock**

**If the candidate states he/she would treat for shock, the evaluator will state, “Please explain how you would do that.”**

## **Pages page 44, 56**

**Removed Scope of Practice charts and replaced with the following:** (The Test Site Coordinator will download /copy and insert the latest version of the “Scope of Practice” in each “Evaluator Essay.” They are located at the following links on the OEMS webpage.

[http://www.vdh.virginia.gov/OEMS/Files\\_page/Training/ScopeOfPractice-Formulary.pdf](http://www.vdh.virginia.gov/OEMS/Files_page/Training/ScopeOfPractice-Formulary.pdf)

[http://www.vdh.virginia.gov/OEMS/Files\\_page/Training/ScopeOfPractice-Procedures.pdf](http://www.vdh.virginia.gov/OEMS/Files_page/Training/ScopeOfPractice-Procedures.pdf)

## **Page 77 Random Equipment List**

- Cervical collar (appropriate size, assembled ready to use)

## **Page 81 Updated Spinal Immobilization – Seated Patient skill sheet**

## **Page 126 Candidate Orientation**

**The certification number** must be completed. If you are certain of your certification number, which begins with a letter, write it in and darken in the corresponding ovals. If you are uncertain of your certification number, use your social security number but do not place a letter in front of your social security number. **If you are taking the Education Coordinator pretest use level “F.”**

The examination Representative must read the following instructions to all candidates sitting for the Education Coordinator Pretest written examination; Education Coordinator candidates will be given three hours to complete their written examination. You will be required to remove all material from your desk and not begin the examination until advised to do so. Be sure that you have a number 2 pencil for marking your answers.

## **Page 136 Irregular Behavior**

The following may be sufficient cause to bar candidates from future examinations, to terminate participation in an ongoing examination, to invalidate the results of an examination, to withhold or revoke scores or certification, or to take other appropriate action:

- The offering of any benefit to any agent of the test site in return for any aid or assistance in taking an examination.

## **Page 139 Reporting Psychomotor Examination Results**

Same-day retest application forms must be kept separate and placed in an envelope **marked in large letters "RETESTS."** Ship this envelope with the rest of the testing materials to OEMS.

## **Page 145 Additional Tests Offered at Psychomotor Examination Sites:**

BLS Re-entry – Psychomotor only  
National Registry – Psychomotor only  
Equivalency/Challenges – Psychomotor only  
Legal Recognition – Psychomotor only  
Education Coordinator Pretest – Cognitive only

**All cognitive testing except Education Coordinator exams will be conducted by National Registry at a Pearson Vue testing center.**

## **Education Coordinator Candidate Testing**

Examiners shall ensure Education Coordinator candidates are listed on the Psychomotor Examination Roster. Candidates shall be assigned the appropriate test booklet and scratch paper if necessary. The Test Examiner shall enter the test start time for each candidate. Upon completion of the written examination or upon the expired maximum time allowed for the test, the candidate shall return the test booklet, the Certification Application Form and any scratch paper to the Test Examiner. The candidate will then sign out on the Examination Roster.

## National Registry Psychomotor Testing

Individuals that are not current Virginia EMS providers may attempt a psychomotor examination at Virginia Consolidated Test Sites to obtain the psychomotor requirement for National Registry EMT. The candidate **must** contact the Office of EMS to obtain a Test Eligibility Letter prior to bringing it to the psychomotor examination site.

### Recording Examination Results

1. The OEMS Test Examiner will collect the two- page Test Eligibility Letter from the candidate upon entering the test site.
2. The candidate's skill sheets will be filed with the other candidates. The Virginia Application (blue form) is not required.
3. The OEMS Test Examiner will record the results at the bottom of page one of Eligibility Letter in the shaded "For OEMS Use Only" section.

|   |        |  |  |
|---|--------|--|--|
| For OEMS Use Only   |        | Test Location: _____   |  |
| Test Date: _____  | Date   | Random 1 Station   |  |
| Test 1: Medical <input type="checkbox"/> Pass <input type="checkbox"/> Fail |        | Trauma <input type="checkbox"/> Pass <input type="checkbox"/> Fail | Random <input type="checkbox"/> Pass <input type="checkbox"/> Fail |
| Test Date: _____  | Date   | Random 2 Station   |  |
| Test 2: Medical <input type="checkbox"/> Pass <input type="checkbox"/> Fail |        | Trauma <input type="checkbox"/> Pass <input type="checkbox"/> Fail | Random <input type="checkbox"/> Pass <input type="checkbox"/> Fail |
| CTS Examiner: _____   | Print: | Signature: _____   |  |

4. The completed eligibility letter with page two completed with the **candidate's name and signature only** will be separated from the other paperwork and marked "National Registry Candidate."
5. Office of EMS staff will verify the results, complete page two and submit the results to the National Registry.

## Page 147 Psychomotor Examination – Test Package

Retest application forms must be kept separate and placed in an envelope **marked in large letters "RETESTS."** All forms will be placed in a shipping envelope and shall be shipped to OEMS by UPS no later than the next business day. Contents of the test package include:

1. Test Package form- Form #TR-CTS-007
2. Completed Virginia EMS Certification Forms for each candidate in alphabetical order  
Same-Day retest failures and half torn unused retest forms are separated in envelope marked "RETESTS"
3. Education Coordinator Pretest test packets with EMS Certification forms separated from other forms
4. Completed Psychomotor Examination Results Tracking form
5. Skills evaluation forms in alphabetical order. Each candidate's forms stapled together

6. *Consolidated Test Site Roster*- Form #TR-CTS-005
7. *Practical Test Summary*- Form # TR-CTS-002
8. *CTS Payment Request Form* – Form# TR-CTS-001
9. EMT/EMR Tracking Forms- Forms # TR-CTS-003/004
10. Completed Skill Station check sheets – Forms # TR-CTS-012, 013,014
11. Eligibility Letters for all candidates
12. Comment/Complaint forms if applicable
13. *Training Program Complaint/Instructor Evaluation* forms if applicable

**Page 174-179 Appendix A**

**Added Skill Station check sheets:**

- EMS.TR.CTS-012 Trauma
- EMS.TR.CTS-013 Medical
- EMS.TR.CTS-014 Random