

Santa Rosa Junior College

Emergency Medical Care Program

Practical Examination

Instructions and Signed Acknowledgement

These instructions pertain to the practical examination you are about to take. Please read them carefully.

The purpose of the skill examination is to test the candidate's ability to respond appropriately and efficiently to the present and changing conditions of a medical or traumatic emergency. In many cases, an individual psychomotor skill or set of psychomotor skills will be evaluated; in other cases a multiplicity of psychomotor, cognitive and affective skills will be evaluated. It is the responsibility of the candidate to demonstrate his or her knowledge of the assessments, procedures, treatment regimens and logistic management in the given situation. It is imperative that the candidate proves his or her ability to utilize all appropriate sensory information to make critical interventions

The Skill Examiners utilized were selected because of their expertise in the documentation of skill performance. The Skill Examiner is an observer and recorder of your actions. Each Skill Examiner documents your performance in relationship to criteria established by Santa Rosa Junior College Emergency Medical Care Program and/or the National Registry of Emergency Medical Technicians that adheres to the National Standard of performance. The Skill Examiner's documentation of your performance is considered to be an accurate and complete record of your performance on the examination. This documentation serves as the final representation of what did or did not occur and is the basis upon which the outcome decision is made.

You are not permitted to take any books, pamphlets, brochures, study materials, calipers, calculators, or any other electronic or mechanical devices to the skill exam. Any calculations you may want to make or notes taken must be made on a blank piece of paper and left in the room when you complete the skill. All pagers, cellular telephones, personal digital assistants, and similar electronic communication devices must be turned off prior to entering the skill station. If you attempt to use any of these devices during the examination for any reason whatsoever, you will be immediately dismissed from the remainder of the examination, including any written examination(s) you have not completed.

As you enter the room, the Skill Examiner will ask you to identify yourself. Please state and spell your first and last name. Please provide the proper spelling of your name so that your results may be reported accurately. The Skill Examiner will then read aloud any instructions appropriate to the skill exactly as printed on the instructions provided by the Santa Rosa Junior College Emergency Medical Care Program. This information is read to you to ensure consistency and fairness. Please pay close attention to the

instructions as they may provide valuable information for what will be expected of you during your performance and other pertinent information. The Skill Examiner will ask if you understand the instructions and will repeat any portion if necessary. Do not ask the Skill Examiner to supply additional information not contained in the instructions, as this is not permitted.

The skill test stations are supplied with several types of equipment for your selection. You will be given time at the beginning of each skill to survey and select the equipment necessary for the appropriate management of the patient. Candidates must be familiar with different types of equipment used in the performance of the skill test. If you brought any of your own equipment, it must be inspected and approved by the Testing Coordinator or designated SRJC EMC Program Staff before you enter the skill.

As you progress through the practical examination, the Skill Examiner will be observing and documenting your performance. Do not let their documentation practices influence your performance. You are strongly encouraged to verbalize the things you are doing as you perform within the time limit. The Skill Examiner may also ask questions for clarification purposes. Simply answer any questions and do not assume they are meant to provide feedback on the quality of your performance.

If the skill has an overall time limit, the examiner will inform you of this during the instructions. When you reach the time limit, the Skill Examiner will let you know that you have reached the time limit and you should complete the skill as soon as possible. However, if you complete the skill before your allotted time, inform the Skill Examiner that you have finished your performance. You may be asked to remove equipment from the Simulated Patient before leaving the skill. You are not permitted to make any copies or recordings of any skill at any time.

Candidates sometimes complain that Skill Examiners are abrupt, cold, or appear unfriendly. It is important for you to understand that the Skill Examiners have been instructed to avoid any casual conversation with you. This is necessary to ensure fair and equal treatment of all candidates throughout the exam. Please recognize this behavior as professional and simply perform the skills to the best of your ability. We have instructed the Skill Examiners not to indicate to you in any way your performance in the skill. Do not interpret any remarks as an indication of your overall performance.

You **ARE NOT** permitted to discuss any specific details of any skill with other examinees at any time. Please be courteous to the candidates who are testing by keeping all excess noise to a minimum. Be prompt in reporting to each skill so that we may complete the examination within a reasonable time period.

Please remember that today's examination is a formal verification process and is not designed to assist with teaching or learning. The Skill Examiners have not played any role in the establishment of pass/fail criteria, but merely observe and document your performance in each skill.

Upon the completion of the skill examination, you are required to submit a statement indicating whether the skill examination was conducted fairly. The SRJC EMC program has developed a document for this purpose. An example of this document is attached. If you feel you have a complaint concerning the practical examination, you will use this form to document it. You must initiate any complaint with the examination coordinator immediately following the skill examination – before any result of the exam has been shared with you. Complaints will not be valid after you learn of your results or leave the examination site. You may file a complaint for only two (2) reasons:

1. You feel you have been discriminated against. Any situation that can be documented in which you feel an unfair evaluation of your abilities occurred might be considered discriminatory.
2. There was an equipment problem or malfunction during your performance in any skill.

If you believe either of these two things occurred you must contact the examination coordinator (or designee) immediately upon completion of the skill exam. Emergency Medical Care Program staff will review your concerns and make a final determination of regarding complaint. If discrimination or equipment failure occurred, it is important to lodge a complaint even if it did not affect your performance on the skill exam.

Oversight of the testing process and the role of the examination coordinator is to ensure that fair, objective, and impartial evaluations occur in accordance with Santa Rosa Junior College policy and NREMT policies. If you have any concerns, notify the examination coordinator immediately to discuss those concerns. The examination coordinator will be visiting all skills throughout the examination to verify adherence to these guidelines. Please remember that if you do not voice your concerns or complaints immediately upon completion of the skills examination and before you are informed of your results, your complaints will not be accepted. If you have any questions concerning the practical examination you must voice them prior to beginning the examination process.

By signing this form, I am indicating my acknowledgement of the instructions. I fully understand that the decision of the Santa Rosa Junior College Emergency Medical Care Program staff is final and I agree to abide by staff's final and official decision.

Name (printed)

Signature

Santa Rosa Junior College
Emergency Medical Care Program
Practical Skill Examination Conclusion Statement

(Initial where appropriate)

_____ This equipment available to me was adequate and in good working order

_____ There was a problem with the skill examiner

_____ There was a problem with any of the helpers.

_____ I feel this was a fair examination OR

_____ I wish to file formal notification of an occurrence at a skill test station that may jeopardize my successful completion of this skill. I understand that Santa Rosa Junior College Emergency Medical Care faculty and staff will base their decision about my successful or unsuccessful completion of this skill upon the following information in accordance to Santa Rosa Junior College Emergency Medical Care Program skill testing policy. This policy was explained to me in the "Practical Examination Instructions and Signed Acknowledgement" document which I submitted prior to beginning the skill testing session. I fully understand that the decision of Emergency Medical Care Program faculty and staff is final and I agree to abide by that final and official decision.

Skill(s) in question: _____

Summary of Circumstances: _____

Name: _____ Signature: _____

Date: _____

NOTE: You are to stay on-site during the investigation and deliberation of any complaint. Do not leave the examination site until SRJC Emergency Medical Care Program staff informs you of the official decision. If you leave the testing site, or learn of the result of the skill examination in question prior to receiving the official decision, your complaint will be considered null and void.