

CNA Testing Facility Checklist

Your organization has been invited to become a testing facility to host the Certified Nurse Aide (CNA) examination with Prometric. To begin this process, please complete and return this checklist along with the requested photos to Prometric. Your completed checklist and photos will help us verify that your facility has the required infrastructure and supplies needed to conduct testing. Additionally, this information will be used to schedule an on-site inspection by one of our Senior Evaluators to verify these results. It is important that you provide an accurate assessment of your facility for program approval as on-site inspections are limited.

Please submit one photo of each of the following areas:

<ol style="list-style-type: none"> 1. Facility entrance 2. Waiting/reception area 3. Computer testing area (Include a view of the computer dividers) 4. Clinical testing room and bed 5. Privacy curtain 6. Manikin- female genitalia (Must be close enough to show that it can be catheterized) 	<ol style="list-style-type: none"> 7. Supply pantry, cabinet or cart 8. Bedside cabinet - drawers must be visible 9. Sink in clinical area (with running hot and cold water) 10. Over the bed table 11. Printer (NY, TX – N/A) 12. Facility floor plan (Label the following areas: entrance, waiting area, computer testing area, clinical lab, public restroom)
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Requirements for Clinical Skills Testing (equipment & supplies)

- A. Room with closed door to provide for the privacy of testing. To ensure privacy of testing, the room must have a door that closes, shades or blinds at the windows and no actively recording cameras during testing.
- B. Room should be well lit and of sufficient size to allow for all equipment, the sink and supplies to be positioned in the testing room. There must be adequate room for the candidate and Nurse Aide Evaluator (NAE) to move freely around both sides of the bed and allow for the positioning of a wheelchair at both sides for the transfer skill.
- C. Area simulated to be a resident room in a Long Term Care Facility (LTCF). Actual resident room can be used in LTCF as long as use of space does not infringe on resident’s use of room or resident’s rights since testing cannot be interrupted.
- D. Sink with hot and cold running water and hand controls for turning on and off water located in testing room. Water from sink faucet must be potable (drinkable). Portable water stations must have sufficient capacity to avoid interruptions during testing to empty or refill supply. Emptying and refilling portable water stations is the responsibility of the test site. If water is not drinkable from faucet, or if a portable sink is being used, the site must provide water bottles for drinking water as needed during testing.
- E. Privacy curtain (The curtain does not need to wrap around bed area; shorter widths of curtains from shorter rods are acceptable, as long as candidates have curtain to push and pull to demonstrate provision of privacy.)
- F. Clock with second hand positioned on wall so it is directly visible from bed
- G. Provision in testing room to display inventory of testing supplies for candidate accessibility such as table, shelves, cart or cabinet. Supplies not required for testing that are used in training (e.g. urinals, condom catheters, razors and shaving equipment), should be separated from the testing supplies in advance of testing. The test site also needs to ensure that equipment not related to the skills test, such as Hoyer lifts, scales and IV poles be removed from the area during testing.
- H. An operational printer with ink and paper supplies. NAE must have exclusive access on test days. **(NY, TX –N/A)**
- I. A computer in the testing room, or nearby, for the NAE/Proctor to use for updating exam results. **(TX –N/A)**
- J. Training posters related to skills should be covered or removed when testing is administered.
- K. All equipment in full working order unless indicated.

Requirements for Internet Based Test

Administration of the written (knowledge) test requires:

- A quiet area with appropriate lighting (sufficient overhead fluorescent or incandescent lighting positioned so that screen glare is minimized; fluorescent light must be warm white or soft white).
- A testing area that maintains room temperature during test administrations that is generally considered comfortable in the region, through a temperature and ventilation control system.
- A separate computer station for each Candidate with internet access that has unrestricted access to a Prometric internet based testing website as identified by Prometric.
- A minimum of five (5), or maximum of eight (8), internet-enabled computer stations for Candidates is acceptable. Prometric requires a minimum of five (5) Candidates to be registered before a test date is scheduled. The computers must have sound cards and audio headsets that will be utilized by Candidates requesting to take an oral test. An additional computer is needed in the testing room for the NAE/Proctor to use for launching exams and updating results. **(Note: In Texas, the NAE/Proctor will use the computer for troubleshooting technical issues during the written exam.)**
- An operational printer with ink and paper supplies. NAE must have exclusive access on test days. **(NY, TX – N/A)**
- A room layout that allows for testing stations to be seen by the NAE/Proctor and with desks placed or equipped with adequate separation of stations to preclude candidates from having a direct view of any screen other than his/her own,
- Chairs supportive and comfortable for adults.
- An area that gives proctors direct viewing of testing area, or an alternate viewing method sufficient to visually insure testing area security.
- Designated areas where candidates can wait between test administrations, including areas where candidates can eat (since testing day may be long), and restroom areas.

Operating Systems and Technical Requirements

- Windows 10
Note: Mac computers and Chromebooks are not compatible with Prometric's software and cannot be used for Internet Based Testing.
- Browser: Internet Explorer: version 11
 - JavaScript enabled
 - Session (in memory) cookies enabled
 - Popup blockers disabled
- Memory: 2 GB minimum – 4GB recommended for OS.
- Processor: 1.6 Dual Core Processor minimum
- Hard Disk Space: 100 MB of free hard disk space needed
- Screen Resolution: 1024x768, 256 colors minimum
- Cable/DSL/Broadband connection, recommended 50m Upload x 5 m download.
- Install Secure Browser needed for the written exam (Link will be provided by Prometric)

Please clearly mark each item, as appropriate, in the corresponding column.

General Site Information

1. The center has a non-expired, state approved CNA/HCA training course.
2. Is there ample parking available for candidates?
3. Is free parking available?
4. Is the site near public transportation?
5. Are the restrooms accessible during testing? These restrooms must be located outside of (separate from) the clinical testing area .
6. Is there a waiting area available inside the facility with chairs?
7. What is the maximum seating capacity for the waiting area? _____

YES		NO
<input type="checkbox"/>	1	<input type="checkbox"/>
<input type="checkbox"/>	2	<input type="checkbox"/>
<input type="checkbox"/>	3	<input type="checkbox"/>
<input type="checkbox"/>	4	<input type="checkbox"/>
<input type="checkbox"/>	5	<input type="checkbox"/>
<input type="checkbox"/>	6	<input type="checkbox"/>

Computer Testing Environment

1. Are the testing room(s) in a quiet area conducive to testing?
2. Is there adequate lighting in the testing room(s)?
3. Does the room layout allow all desks/tables to be seen at all times?
4. Are the desk(s) tables without drawers?
5. Is each test workstation a minimum of 4 feet by 2 feet?
6. Are the chairs supportive and comfortable for adults?
7. Are the computers able to access the Internet?
8. Are the computers connected to an operational printer? (NY, TX – N/A)
9. Are the computers equipped with sound cards & headphones?
10. Are the computers in a separate room from the clinical exam?
11. How many computer stations are available for testing? _____
12. Does your facility have WIFI? _____

YES		NO
<input type="checkbox"/>	1	<input type="checkbox"/>
<input type="checkbox"/>	2	<input type="checkbox"/>
<input type="checkbox"/>	3	<input type="checkbox"/>
<input type="checkbox"/>	4	<input type="checkbox"/>
<input type="checkbox"/>	5	<input type="checkbox"/>
<input type="checkbox"/>	6	<input type="checkbox"/>
<input type="checkbox"/>	7	<input type="checkbox"/>
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<input type="checkbox"/>	9	<input type="checkbox"/>
<input type="checkbox"/>	10	<input type="checkbox"/>

Clinical Testing Environment

1. Is the clinical room set up to simulate a resident’s room?
2. Is the clinical room large enough for evaluator, candidate and actor?

YES		NO
<input type="checkbox"/>	1	<input type="checkbox"/>
<input type="checkbox"/>	2	<input type="checkbox"/>

Resident Room Environment

1. Hospital bed with regular mattress and working controls
 - Regular mattress (no air mattresses, etc.)
 - Height of bed and head of bed must both be able to raise and lower
 - Side rails on bed are optional, but preferred
 - If bed does not have a headboard, install a hook (e.g. cup hook or Command wall hook) on wall at head of bed about 3 ½ feet above floor (to hold call light device)
2. In-room sink with running hot & cold water (No hand pump/foot control sink)
3. Paper towel dispenser at sink area (stocked with paper towels)
4. Liquid soap dispenser
5. Call bell (Light) device (does not need to be operational and not built into side rail)
6. Side chairs (2)
7. Provision for privacy curtain (does not need to wrap around bed; no accordion dividers)
8. Soiled linen hamper
9. Over bed table with working controls, a level surface , and wheels to move
10. Bed side table (must have 2 shelves or 3 drawers)
11. Commode chair or toilet (required)
12. Standard functional wheelchair with brakes and swinging and/or removable footrests

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YES		NO
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<input type="checkbox"/>	11	<input type="checkbox"/>
<input type="checkbox"/>	12	<input type="checkbox"/>

Basic Supplies

1. Bath Basin-rectangular (2)
2. Emesis Basin (2)
3. Bedpan (fracture and rectangular)
4. Denture
5. Denture container/cup with lid
6. Denture brush (1)
7. **Travel sized** toothpaste (4)
8. **Individually wrapped** toothbrushes (8)
9. Lotion
10. Soap for bathing
11. Sponge-tip applicators, **individually wrapped** (10) - e.g. Toothettes (dry)
12. Straws (individually wrapped)
13. Plastic spoons and forks, **individually wrapped** (6)
14. Snack size containers of Jell-O, pudding, or applesauce (6)
15. Emery boards (6)
16. Orangewood sticks (6) - Manicure stick with pointed and slanted ends.
- Note: WY – N/A**
17. Alcohol pads/wipes individually wrapped (12)
18. Gloves (non-latex all sizes)
19. Toilet paper (1 roll)
20. Napkins
21. Drinking cups: 6-8oz (8) & 3oz cups (10)
22. Hand wipes individual (10)
23. Tissue (1 box)

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Clothing

1. Long-sleeved button or snap front shirt extra-large size (2)
2. Long-legged pants, elastic waist sweat pants extra-large size (2)
3. Socks—non-tube socks; socks should have defined/formal heel area (4)

YES		NO
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	2	
	3	

Linens*

1. Flats Sheets (6)
2. Fitted Sheets (must be mattress size) (6)
3. Pillowcases (20)
4. Bath blankets or similar item (4)
5. Pillows (minimum 5)
6. Hospital-style gowns x-large (6)
7. Hand-towels (20)
8. Bath-sized towels (20)
9. Washcloths (60)
10. Clothing protectors (bibs) (6)
11. Underpads—disposable or reusable (6)

YES		NO
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*Linens must be freshly laundered and clean for each test event. If test sites do not launder linens after each test event, then test sites must increase inventory to ensure that the requisite clean inventory is provided for each event.

Additional Items

1. Full-sized unweighted manikin with female genitalia for catheter insertion
 - Must have moveable joints
 - Life-weight style manikin not permitted
 - Manikin should be under 45 pounds
2. Gait or transfer belt
3. Disinfectant spray or wipes
4. Clock with second hand
5. Indwelling catheter (for insertion and retention in mannequin)
6. Urinary drainage bag
7. Clear graduate container marked with cc's for measuring urine
8. Alcohol wipes
9. Yellow food coloring
10. Funnel
11. Pencils (2)
12. Irrigation syringe to facilitate filling of urinary drainage bag) and small syringe to inflate catheter balloon

YES		NO
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<input type="checkbox"/>	10	<input type="checkbox"/>
<input type="checkbox"/>	11	<input type="checkbox"/>
<input type="checkbox"/>	12	<input type="checkbox"/>

Facility Record

Facility had prior IFT/Regional Testing: NO YES; Please Provide Site Code: _____

Training Program Code/Employer Facility Code (if applicable): _____

Acknowledgement

Your signature below confirms that the Senior Nurse Aide Evaluator will find your facility as described by this checklist and provided photos.

(Name of Authorized Signer)

(Title)

X _____
(Signature)

(Date)

Institute Name: _____

Address: _____

Facility Type (e.g. College, Senior living facility, Training school, etc.): _____

Site Contact: _____ **Contact Phone #:** _____

Contact Email: _____ **Alternate Phone #:** _____

Number of Expected Test Events per Year: _____

Document Return Methods: Please return your completed checklist and facility photos either by fax or email.

- **Email:** You may email completed checklists and photos to your Prometric Channel Recruiter. Please label all photos and, if possible, submit them in a single document.
- **Fax:** Please contact your Prometric Channel Recruiter to confirm the fax number. Please do not send photos by fax.