

Candidate Orientation to the Psychomotor Examination

Discuss the following orientation details with all candidates.

Welcome

- o Name of the Examination Coordinator
 - Responsible for the organization and process flow of the examination.
 - Responsible for ensuring fair, objective, and impartial evaluations.

Check attendance and indicate on the roster whether candidates are present or absent (✓ if present or “N/S” if no-show).

General Expectations

- o Do not attempt to make copies or recordings of anything today.
- o Do not discuss any details of any skill station with anyone other than myself.
- o Be respectful of others by keeping noise and disruptions to a minimum and being prompt when reporting to a skill station.
- o Noncompliance of any policy or procedure will result in immediate dismissal from the remainder of the examination, and the National Registry may take further action.

Skill Examiners

- o Have been chosen for their expertise in the skills they will be testing.
- o Will be documenting throughout the entire skill.
 - Do not let this influence your performance.
- o Will not provide positive or negative feedback about your performance.
 - Do not assume that the questions they ask imply any feedback about your performance.
- o Have been instructed to avoid any casual conversation with candidates.
- o Will ask your name and proper spelling when you enter the station.

Approved Locations for Candidates

- o Remain in the staging area unless taking a restroom break.
- o Leave the skill station unless you are actively being evaluated.
- o Remain at the testing facility until you have received your results.
 - You will not be able to continue or resume testing if you leave this site for any reason during the examination.

Electronics and Equipment Policy

- o No cell phones, landlines, or other digital devices including smartwatches are permitted during the administration of this examination.
 - Keep them locked in a vehicle or other secure area.
- o No electronic reference materials are allowed in the testing area.
- o If you brought any of your own equipment to use for a skill, I must inspect and approve it before you enter the skill station.

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Official Results

- o Results will be reported as Pass/Fail and posted to your LMS account within 3 calendar days
- o You will not receive an explanation of specific errors in your performance on any skill from me, or the Skill Examiner
- o The Skill Examiners do not have access to Pass/Fail criteria.

Complaints

- o You will be required to sign the back of the score report form before receiving your unofficial results.
 - Your signature will confirm you were given the opportunity to file a formal complaint.
 - If you do not sign the score report form, you will not receive your unofficial results.
- o Complaints can only be filed today before you receive your unofficial results.
 - Complaints will not be accepted after you receive your results or leave this site.
- o You must immediately notify me if you believe you have experienced any irregularities during the testing experience today.
 - Some examples:
 - o If you believe you may have been harassed or discriminated against
 - o If there was an equipment malfunction at a skill station
- o If you wish to file a complaint, you must notify me immediately and I will supply you with a complaint form.
 - A Quality Assurance Committee (QAC) will review your concerns and make a final determination of your complaint.
 - The QAC is comprised of the Physician Medical Director, Exam Coordinator and, a OEMS official, usually the Regional Training Coordinator.

Retest Policy

- o Passed portions of the psychomotor examination remain valid for 24 months.
- o The OEMS does not mandate or guarantee same-day retest opportunities.
- o If we conduct a same-day retest and you are eligible, you will have one attempt to retest today.
 - You must retest all the skills needed or none of the skills.

Distribute the score report forms now and instruct the candidates to legibly fill in the information with a #2 pencil.

Make sure candidates answer yes or no to the question, “Are you only retesting five or less skills today at any level?” on SIDE 1 of the score report form.

Once candidates are finished, collect the score report forms and check their government-issued identification.

Ask if there are any questions.

Orientations

Video orientations are available to replace the paper versions, for locations that can play the videos. These are not secure videos and may be shared with anyone. Though candidates and skill examiners may review the videos prior to exam day, orientation must still occur via National Registry Representative presentation or by video on exam day.

[Candidate Video Orientation Link](#)
[Skill Examiner Video Orientation Link](#)

Updated 7.2022