

Psychomotor Examination Orientation for Skill Examiners, Partners, and Simulated Patients

Discuss the following orientation details with all Skill Examiners, Partners, and Simulated Patients.

Welcome and Introductions

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

General Expectations

- o Project a professional image prior to, during, and after the examination.
- o Evaluate all candidates fairly, consistently, and objectively as they perform each skill.
- o Read all instructions to each candidate in the same manner to ensure consistency and fairness.
- o Report any instance of discrimination or harassment to me immediately.
- o Ensure all Professional Paramedic Partners and Simulated Patients have been oriented to their roles and all equipment is thoroughly inspected.
- o Rehearse the scenario prior to interacting with the candidates.
- o Simulate reality at each skill station as much as is reasonable.
- o Do not teach or coach candidates prior to, during, or after the test.
- o Clarify for the candidates which skills should be performed and which skills should only be verbalized.
- o No pictures or videos should be taken in your examination area today for any reason.
 - Your personal cell phone may only be used for timekeeping.
- o Keep all examination materials confidential and in a secure location.

Documentation

- o Document each candidate's performance on the skill sheet.
- o Ensure that each skill sheet is complete and includes:
 - The information located at the top of the skill sheet.
 - A scenario number.
 - A score for each step on the skill sheet.
 - The exact time the scenario starts and ends.
- o Award points as each step is completed and total them at the end.
- o Award only whole numbers for each step; do not award fractions of a point.
- o Provide a written explanation to support any of the following:
 - Failed step(s) identified as Critical Criteria
 - Less than the maximum number of points possible for each step
- o Document all notes on the back of the skill sheet, unless otherwise directed.
- o Evaluate each candidate for competent performance of the skill, not the ability to memorize the chronological order of each step in the skill.
 - The order in which the steps are completed is only important if it is clinically relevant.
- o Enforce all time limits.
 - Place a zero in the "Points Awarded" column for any steps that were omitted or not completed within the allotted time frame.
- o Ensure the candidate cannot directly observe you award points or add comments to the skill sheet.
- o Be certain that all documentation is legible.

Psychomotor Examination Orientation for Skill Examiners, Partners, and Simulated Patients Communication

- o Discuss candidate performance only with me.
- o Direct all questions regarding scoring to only me.
- o Avoid asking the candidates questions unless your scenario specifically prompts you to do so or you are seeking clarification about what they are performing.
- o Ask candidates to clarify or elaborate if you do not understand what they are performing.
- o Avoid any casual conversation with the candidate.

Other Information

- o Non-electronic reference materials may only be used in the Integrated Out-of-Hospital scenario.
- o Collect all notes taken by the candidate and turn them in to me with the completed skill sheets.
- o You must remain in the same role once the examination begins.
 - You must stay in the same role until the stations are rearranged for retests or until you are given other instructions by me.
- o The same Skill Examiner cannot retest a candidate for the same skill station the candidate previously failed.
- o Do not begin testing until I have inspected your station and equipment and answered any of your questions.
- o I will be visiting your skill stations throughout the examination.

***Ask if there are any questions before testing begins.
Distribute all psychomotor examination materials and dismiss all Skill Examiners,
Professional Paramedic Partners, Simulated Patients, and other assistants to their assigned
skill stations.***