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| **DEPARTMENT OF HEALTH SERVICES**Division of Public HealthF-02844 (07/2021) | **STATE OF WISCONSIN**Office of Preparedness and Emergency Health CareWisconsin Technical College System |
| **NREMT PSYCHOMOTOR EXAMINATION STAFF ORIENTATION**Station Evaluators/Professional Partners/Patients |
| The State of Wisconsin uses the National Registry of Emergency Medical Technicians® (NREMT) cognitive and psychomotor examinations as the state licensing examination for emergency medical practitioners specified in Wis. Stat. § 256.15(6)(a)3 and Wis. Admin Code § 110.06(1)(d). This document is intended to prepare examination staff to assist in administering an out-of-hospital scenario (OOHS) State of Wisconsin NREMT Psychomotor Examination. Each OOHS station will have up to three individuals administering the station. These individuals will be assigned to one of three positions: station evaluator, professional partner, and patient. For some scenarios, the patient position may be replaced by a manikin. Depending on the needs of the examination, examination staff members may be assigned to any of the three positions for which they are qualified. Each examination staff member plays an essential role in ensuring that this examination is fair, reliable and valid. The following information will summarize the qualifications, roles, and responsibilities for all NREMT station evaluators, professional partners and patients. Please review this material and sign the form at the end affirming ability and intent to abide by these rules. Questions on the examination process may be directed to timothy.weir@wtcsystem.edu. |
| **Out-of-Hospital NREMT Examination Training**Any individual assisting with a NREMT Psychomotor Examination in the position of station evaluator, professional partner, or patient first needs to complete training on the out-of-hospital scenario examination process utilized by the State of Wisconsin. This training is available through the [Train Wisconsin](https://www.train.org/WI/login) online training platform and consists of two short courses. The first course provides a brief overview of the OOHS NREMT Psychomotor Examination process. The second course provides additional training specific to the roles of the station evaluator, professional partner, and patient. After completing each course in [Train Wisconsin](https://www.train.org/WI/login), the individual receives a course completion certificate. Individuals assigned to the positions of station evaluator, professional partner, or patient should provide copies of their course completion certificates from within the last twelve months to the training site prior to the examination to document completion of this training. |
| **Behavior Expectations for All Station Roles*** Always present yourself in a professional manner.
* Always maintain the confidentiality of the exam which means no discussion of candidate performance outside the time of documentation completion.
* Consistent, thorough, and impartial application of the exam process.
* Communicate conflicts of interest to the examiner designee immediately.
* No communication with candidate as to performance.
* No use of personal electronic devices during the time that candidates are in the room.
* Dress professionally. No service or professional fire, law enforcement, or EMS association apparel as these may create conflicts of interest. Training center uniforms are appropriate.
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| **Station Evaluator**Examination staff assigned to serve as a station evaluator for the State of Wisconsin NREMT Psychomotor Examination will be responsible for administering the scenario and completing the candidate documentation. Station evaluator actions and judgments are key in determining the outcome of this examination. These are the minimum standards specific to the station evaluator position: |
| **Minimum Qualifications:*** Current Wisconsin licensure as an emergency medical technician (EMT)
* Ability to perform the duties of station evaluator
* Ability to maintain examination confidentiality
* Must have no conflicts of interest with candidates participating at their assigned exam station
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| **Station Operation:*** Station evaluators will be assigned adult, geriatric and pediatric medical and trauma scenarios for their stations
* Read through all assigned scenarios thoroughly before conducting first examination
* Ensure equipment is clean, functional, and clearly displayed for each candidate
* Ensure adequate amounts of supplies are available
* Be certain the individuals assigned to the professional partner and patient roles are thoroughly familiar with the assigned scenarios
* Stop the station and excuse the candidate when time expires
* Prepare station and the patient for next candidate in the same manner for each candidate, while ensuring station equipment has been cleaned effectively
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| **Documentation:*** Read “Instructions to Candidates” aloud to each candidate exactly as it appears on script
* Give candidate an opportunity to ask questions and visually inspect the equipment
* Answer questions only about the purpose of the station
* Do not instruct candidate in the treatment of patient or use of equipment
* All areas of evaluation form are to be completed. Please print legibly.
* Comment only when critical criteria are involved. No other comments should be made on the grid
* Document the actual time started and actual time ended as indicated on evaluation form
* Questions regarding the exam process or documentation should be directed to the examiner designee.
* All boxes under the “Awarded” column are required to have a numeric value.
* Specific comments are required for a score of either one (1) or zero (0).
* Assure all category points are totaled and the document is reviewed for completeness, including critical criteria documentation.
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| **Professional Partner**Examination staff assigned to serve as a professional partner will be simulating the role of the candidate’s emergency medical technician (EMT) level partner for this State of Wisconsin NREMT Psychomotor Examination. Professional partner actions are a key factor in determining the outcome of this examination. These are the minimum standards specific to the professional partner position: |
| **Minimum Qualifications:*** Current Wisconsin licensure as an emergency medical technician (EMT)
* Ability to perform the duties of professional partner at the EMT level
* Ability to maintain examination confidentiality
* Must have no conflicts of interest with candidates participating at their assigned exam station
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| **Station Operation:*** Questions are to be directed to the station evaluator or the examiner designee
* Read through each scenario for the exam station before conducting the first exam
* Provide and assist with patient care interventions at the direction of the candidate
* Assist in station reset and effective cleaning of station equipment
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| **Patient**Examination staff assigned to serve as a patient will be simulating the role of the patient for this State of Wisconsin NREMT Psychomotor Examination. Patient performance is crucial to the effective delivery of this examination. Patient actions are a key factor in determining the outcome of this examination. These are the minimum standards for the patient position: |
| **Minimum Qualifications:*** Ability to perform duties of a patient
* Ability to maintain examination confidentiality
* Must have no conflicts of interest with candidates participating at their assigned exam station
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| **Station Operation:*** Read the instructions for the scenario and role carefully and consistently
* Direct questions to station evaluator or the examiner designee
* Be consistent in portraying the elements of the station scenarios
* Assist in station reset and effective cleaning of station equipment
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| **Attestation of Understanding**I have read the minimum qualifications for each of the positions listed above. I meet the minimum qualifications for the following positions (please initial beside the roles for which you meet the minimum qualifications listed above): |
| [ ]  Station Evaluator | [ ]  Professional Partner | [ ]  Patient |
| I have read and understand the duties and related requirements of the position in which I will be participating in this examination. I affirm that I have completed the online training modules through Train Wisconsin on the out of hospital examination process and positions and provided copies of the certificates to the testing site prior to the examination. I affirm that I meet the minimum standards of my position. I also affirm I was given ample opportunity to ask questions and understand my role within the exam. I understand that communication with my exam station team is an ongoing process that will ensure a fair, reliable, and valid exam. |
| **SIGNATURE** | Date Signed |
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| Print Name | Position |
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