

In-Home Aide Services Competency Testing Tools

DIRECTIONS for the Administration of the KNOWLEDGE-BASED Test

This test may be administered orally or in writing. Each agency may determine which option would be most effective for the agency and the individual taking the test. The oral option should be available for each aide. It is recommended that a few of the knowledge items for levels III and IV not be administered orally since these levels require that aides have some reading and writing skills to properly perform tasks included at this level. Follow the instructions below each time the test questions are administered.

Written Option:

Each written test may be administered in whole or in part at any one time.

The Administrator of the test should:

- A) Assure that the testing site is comfortable and quiet.
- B) Inform the individual(s) taking the test why the test is being administered and what the results will be used for. Possible reasons include:
 - 1. To determine the aide's competency in the basic concepts of home care.
 - 2. To assess the need for training and further competency testing.
 - 3. To maintain documentation of competency in the aide's personnel record which may be transferred to another agency upon the aide's request.
 - 4. To screen potential employees.
 - 5. To determine the level of service an aide is capable of providing at the time of the test.
- C) Provide pencils and other materials essential for the individual to take the test.
- D) Allow ample time to complete the test. (Estimated time for the written test for each level is 30 to 45 minutes.)
- E) Assure that there is no coaching or training during the test itself.
- F) Explain to the individual(s) taking the test how the test will be scored. (Recommended minimum passing score: 80% of all questions are correctly answered.)
- G) Review the test with the individual(s) after the test has been completed, The test itself should remain with the agency administering the test.

- H) If an individual is not able to successfully complete the test, further training may be necessary. If an aide being tested for competence does not pass the Knowledge Test(s) on the first try, the agency should give feedback to the aide on the items missed, train or retrain the aide and re-test at a later time. If the aide appears to fail the test due to limited reading ability, the agency may consider administering the test orally. It is up to each agency to determine how many times an aide can take the test to verify competence. If after a year the aide cannot pass the knowledge test for the full range of tasks offered by the agency at a specific level, the aide cannot be assigned that level of work. However, the aide may be reassigned work at a lower level for which the aide has been determined competent.

Oral Option:

Each verbal test may be administered orally in whole or in part at any one time, but must retain the same content as the written option. It is recommended that the oral test be administered to one individual at a time, or in small groups of four or five individuals.

The Administrator of the test should:

- A) Assure that the testing site is comfortable and quiet.
- B) Inform the individual(s) taking the test why the test is being administered and what the results will be used for. Possible reasons include:
1. To determine the aide's competency in the basic concepts of home care.
 2. To assess for further training and competency needs.
 3. To maintain documentation of competency in the individual aide's record which may be transferred to another agency upon the aide's request.
 4. To screen potential employees.
 5. To determine the level of service an aide is capable of providing at the time of the test.
- C) Read the directions (attached) to the individual(s) taking the test.
- D) Read each question and the possible responses to the individual at least twice. The individual(s) may also have a copy of the questions so they can follow along, even if reading ability is limited.
- E) Allow ample time to answer the questions. The individual may either write the letter of the correct response(s) on a sheet of paper, on the test itself, or tell the administrator of the test which response(s) to mark. (Estimated time for the oral test for each level is approximately 60 minutes.)
- F) Assure that there is no coaching or training during the test itself.
- G) Explain to the individual taking the test how the test will be scored. (Recommended minimum passing score: 80% of all questions are correctly answered).
- H) Review the test with the individual after the test has been completed. The test itself is to remain with the agency administering the test.
- I) If an individual is not able to answer the questions correctly, further training may be necessary. If an aide being tested for competence does not pass the Knowledge Test(s) on the first try, the agency should give feedback to the aide on the items missed, train or retrain the aide and re-test at a later time. It is up to each agency to determine how many times an aide can take the test to verify competence. If after a year the aide cannot pass the knowledge test for the full range of tasks offered by the agency at a specific level, the aide cannot be assigned that level of work. However, the aide may be reassigned work at a lower level for which the aide has been determined competent.

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DIRECTIONS to the individual taking the KNOWLEDGE-BASED Test

This test contains questions about home care and what an aide needs to know to provide home care. Be sure that you understand the purpose of this test. If you have questions, the administrator of the test will explain. Please follow the directions below:

- A. Write your name and social security number on the first page of the test.
- B. Read each question very carefully.
- C. If you do not know the answer to a question, go on and complete the rest of the test. Then go back to the questions that you did not answer and try again.
- D. Some questions have more than one correct answer. Circle the letter in front of your answer(s). The directions included with each question indicates the number of correct answers.
- E. When you have completed the test, you may review the test with the administrator of the test.

GOOD LUCK!

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DIRECTIONS for the Administration of the DEMONSTRATED SKILLS Testing

The competency testing for skills can be administered in a variety of appropriate settings (e.g. a client's home, local agency, classroom or a comparable laboratory setting). The demonstrated skills testing may be administered in whole or in part at any one time. To improve concentration and success, test more difficult items early in the testing period. Follow the instructions below each time the skill(s) are demonstrated.

The Administrator of the test must be an appropriately trained professional with knowledge and skills in the area(s) to be evaluated.

In order to correctly administer the testing, the agency should:

- A) Provide appropriate and adequate materials/equipment in order for the aide to perform the skill(s) correctly.
- B) Obtain consent from the client/caregiver if the skill(s) demonstration is conducted in the home of the client.
- C) Assure that the testing site is appropriate for the skill(s) to be demonstrated.
- D) Assure that the testing site is free of distractions.
- E) Inform the individual(s) demonstrating the skill(s) why the test is being administered and what the results will be used for. Possible reasons include:
 - 1. To determine the aide's competency in the basic skills provided in home care.
 - 2. To assess the need for training and further competency testing.
 - 3. To maintain documentation of competency in the individual aide's personnel record which may be transferred to another agency upon the aide's request.
 - 4. To screen potential employees.
 - 5. To determine the level of service an aide is capable of providing at the time of the test.
- F) Explain to the individual which skill(s) he/she is to demonstrate. Explain the context clearly (i.e. "this is a woman who is unsteady on her feet and needs to walk from her chair to the toilet"), so the aide understands the task to be performed.
- G) Explain to the aide how the demonstration of skill(s) is scored.
- H) Allow ample time to complete the skill(s) demonstration.
- I) Assure that there is no coaching or training during the demonstration of each skill.
- J) In evaluating the aide's performance, the use of proper body mechanics in performing the task should be considered.
- K) Review the results of the demonstration(s) with the individual after completion.
- L) If an individual is not able to successfully complete the demonstration of a skill(s), further training may be necessary. The individual may demonstrate the skill(s) again at the discretion of the agency or individual administering the test.