

# BLS Examination Requests & Exam management

We would like to extend this as a guidance document for setting up and managing the exam sites as we move forward.

BLS Exam site requests should be emailed to the KBEMS Education Manager and the Deputy Director. Remember requests MUST be made a minimum of 60 days prior to the requested examination date.

The BLS Examination Site request should include the following information:

- Site address
- Date and Time of the exam. Remember, there must be 1½ hours needed before the first candidate is scheduled to examine to allow for event briefing and set up.
- Number of exam stations. Remember station must be in multiples of two.
- Total number of candidates your site will allow, this includes any slots available for retests.
- Who will serve as the SOEC and alternate SOEC

This information is needed to determine availability of resources and KBEMS staff for any given day. Examinations are available Monday through Saturday.

Once the exam date is approved, KBEMS will create the exam site in the License Management system and an exam site number will be issued. You will be notified by an email through the system when this is completed.

Once the examination request is approved, the exam creation is completed in the system and you have been notified, the SOEC is responsible for adding candidates to the exam roster. *This is different from initial course procedures!*

For the person designated as the SOEC, if working with other courses or sponsoring organizations, candidate information must be obtained from those other organizations to facilitate your exam roster development. The SOEC should also share with those outside organizations the approved exam number so instructors may indicate on their final roster submission to the KBEMS office where their students will be examining.

# **BLS Examination Requests**

## **&**

# **Exam management**

### **Thirty (30) days prior to the exam date**

- All examination rosters must be finalized no later than thirty (30) days prior to the exam. The KBEMS office will lock the roster and change the examination location to KBEMS and the assigned KBEMS rep will be listed as the trainer. Note: The SOEC and or the initial course instructors should notify KBEMS of candidates placed on the exam roster who have a failing grade in their course and not eligible to examine.
- The SOEC must upload the examiner list to the documents section of the exam in the public portal no later than thirty (30) days prior to the exam. You should also send an email to the Education Manager notifying your list of examiners is complete and needs to be reviewed for approval. Remember your examiners are to be approved by the board office prior to the exam. Examiner approval/denial will be provided via email.

### **Important reminders and Items to consider:**

#### **The Sponsoring Organization Examination Coordinator (SOEC):**

- Is responsible for creation and management of the examination roster in the public portal.
- Is responsible for scheduling and notification of candidate exam time and must provide a time schedule of candidates to the KBEMS rep the day of the exam. (Exam guide Appendix A)
- Is responsible for scheduling according number of stations available.
- Remind all examination staff no electronic devices of any kind are allowed in the examination stations and should be secured in their vehicles. The SOEC may be willing to secure exam staff personal items.
- Remind simulated patients to wear tight fitting clothing as they will don removable scrubs for all scenarios.
- Advise all examiners, assistants and simulated patients to be on time, the schedule you have created is tight and must be followed throughout the day and KBEMS will debrief the exam with all exam staff following the last exam for the day.

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## The Initial course instructor:

- Is responsible to remind candidates:
  - To watch the BLS Examination Student Orientation video on the KBEMS website. This video should also be shown at the end of the initial course so the instructors can answer any questions their students may have.
  - To arrive at the exam site thirty (30) minutes prior to their scheduled exam time provided by the SOEC. Do not be late to the exam site. Late arrivals not checked in and ready to examine at their scheduled time will not be allowed to examine. Thirty (30) minutes is ample time to complete the check-in process.
  - To bring a government issued Photo ID. i.e. driver's license
  - No personal items, including but not limited to cellular devices, hand-held computer devices, laptops, tablets or other electronic devices, pagers, watches, wallets, purses, firearms or other weapons, hats, bags, coats, jackets, eyeglass cases, books, notes, pens and pencils are prohibited at exam sites. Wedding rings and other religious items are allowed, but will be checked for any electronic capabilities.
  - Any attempt to record, photograph, copy or disseminate exam related materials will constitute the failure of the exam attempt and will be forwarded to the KBEMS Investigator for potential action by the Investigations Committee and Board.
  - Personal stethoscopes are permitted and must be presented during check-in.
  - All other equipment must be pre-approved by KBEMS thirty (30) days prior to the examination date. Any items not prior approved by KBEMS will not be allowed in the exam site.
  - Candidates must conduct themselves in a professional manner. Behavior and language at the exam site will be monitored. Failure to comply may result in dismissal from the exam.

If you have any questions please feel free to contact our office.

Regards,

KBEMS Staff