

Kansas Board of Emergency Medical Services



Basic Life Support Psychomotor Examination Guidebook

The Kansas Board of Emergency Medical Services (KBEMS) is dedicated to ensuring standardized and uniform criteria for basic life support (BLS) psychomotor examinations. To reach this end KBEMS has developed this BLS Psychomotor Examination Guide.

The KBEMS BLS Psychomotor Examination is developed to assure protection of the public through measurement of entry-level BLS knowledge and competencies. Each candidate is evaluated as the lead team member as they assess and care for one (1) simulated patient and direct the actions of one (1) trained assistant during the examination.

Each candidate will complete a 15-minute patient management scenario blindly selected by the candidate during check-in to the examination. Evaluation of the candidate is based on their ability to correctly provide and manage treatment of a patient based on Mechanism of Injury (MOI) or Nature of Illness (NOI) and other assessment findings.

Basic Life Support (BLS) Psychomotor Examination

The KBEMS BLS Psychomotor Examination evaluates a candidate's ability to manage a simulated patient in the out-of-hospital setting. Scenarios have been developed in accordance with Kansas Emergency Medical Responder (EMR) and Emergency Medical Technician (EMT) Education Standards. Examination materials will be revised periodically to assure evaluation of current guidelines.

This examination is designed as a formal verification of candidate knowledge and psychomotor abilities to assist in assuring public safety. ***It is not a teaching, coaching, or remedial training session.*** Errors in candidate performance shall not be discussed with any candidate, instructor, Sponsoring Organization (SO) or Sponsoring Organization Examination Coordinator (SOEC).

Evaluation forms have been designed to evaluate terminal performance expectations of an entry-level provider upon successful completion of a Kansas-approved BLS initial course of instruction, not for use as "teaching" forms. If knowledge and skill mastery was achieved in the initial course of instruction, the candidate should be prepared for successful completion of the psychomotor examination.

Successful completion is defined as the coordination and provision of appropriate entry-level BLS patient care, based on the candidate's level of training. Failure to direct and provide appropriate care as a lead provider will result in an unsuccessful BLS psychomotor examination attempt. If the candidate is unsuccessful, remedial training and practice is strongly encouraged.

BLS psychomotor examination candidates will demonstrate an acceptable level of competence in the following:

Patient Management

The candidate shall complete a 15-minute assessment, treatment and management of a moulaged simulated patient for a given scenario. This examination may include:

- a. Scene Size-up
- b. Primary Survey/Resuscitation
- c. History Taking/Secondary Assessment
- d. Vital Signs
- e. Implementation of treatment modalities
- f. Reassessment
- g. Coordination of partner activities
- h. Radio Communication with receiving facility
- i. Hand-off of patient to receiving facility staff

Candidates may use their personal stethoscope during the examination. Any other equipment or supplies must be prior-approved by KBEMS before the examination date.

Examination Process

Candidates WILL NOT receive examination results on the day of the exam.

Examination sites will have a minimum of two (2) patient management stations. Stations will approximate realistic out-of-hospital situations. Candidates are examined individually. The candidate will draw a token which will determine the scenario they will test.

Candidates will be evaluated **solely** on his/her actions and decisions.

SKILL	TIME LIMIT
Patient Management	15 minutes

Candidates will be provided their scheduled Examination time by the SOEC when scheduling. Candidates should arrive and check-in within 30 minutes of their scheduled examination. Candidates will be advised of approval to depart from the examination site by the KBEMS Representative or SOEC.

Candidate Orientation

Candidates **must** view and understand the BLS Examination Orientation video available at www.ksbems.org. At the examination site, candidates will complete and sign a Candidate Affirmation Form (Appendix F), verify identity by presentation of a government-issued photo ID and draw the scenario to be examined. **To ensure consistency in the exam process, candidate's will not be advised what scenario they have drawn.**

Examination Outcomes

Following notification to candidates, KBEMS will provide SOs and primary instructors aggregate data reference candidate outcome and most frequently documented errors or omissions.

SPONSORING ORGANIZATION RESPONSIBILITIES:

Sponsoring Organizations are responsible for ensuring a non-discriminatory environment. In the event a discrimination complaint is deemed valid, the SO shall accept responsibility and cost associated with the candidate's re-examination for the nullified attempt only.

Requesting to Host the BLS Examination

SOs shall host BLS psychomotor examinations. Requests to host must be made by email or received via USPS at least 60 calendar days prior to the desired examination date. Requests must include the anticipated number of candidates to examine and the number of stations the SO is planning to have.

Sponsoring Organization Examination Coordinator Responsibilities:

The SOEC and an alternate SOEC are appointed by the SO and **one must be present and accessible at the examination site during the entire exam and will not serve as an Examiner.** The SOEC is responsible for planning, staffing, and assisting with quality control of the examination site as follows:

- Maintain a complete candidate roster. In the event of postponement or cancelation, the SOEC is responsible for notification of KBEMS, candidates, and all exam staff.
- Secure KBEMS Representation at least 60 days prior to preferred exam date. If a KBEMS Representative is not available, the examination must be rescheduled. The request for an examination must include:
 - Exam location address
 - Exam date & time (please remember to include 1.5hrs before the first candidate is scheduled to examine for event briefings and set-up.
 - Number of examine stations (must be in multiples of 2)
 - Number of candidates allowed to examine at the site (include number of retest slots that will be available, if applicable)
- Submit a list of desired examiners for KBEMS approval, at least 30 days prior to the examination. Examiners must be certified at or above EMT level.
- Contract with Examiners approved by KBEMS.
- Contract with Assistants, certified at or above EMT level. One (1) assistant must be present in each examination station.
- Secure/contract with Simulated Patients. It is recommended that such persons be at least 18 years of age, of average height and weight, and capable of being coached to realistically simulate a patient. **Candidates registered for the examination may not serve as patients or assistants at the exam site.**
- Advise persons serving as patients of the need to wear snug-fitting shorts and tank tops to facilitate exposure down to such garments. Simulated patients must be advised that the possibility of clothing becoming stained by makeup and/or

simulated blood exists and that the SO nor KBEMS shall be responsible for replacement of such garments. KBEMS shall provide outer garments.

- Provide a copy of the final Examination Roster (**Appendix A**) to KBEMS at least 30 days prior to the exam date. **NO candidate will be added to the roster after submission to KBEMS.**
- Ensure exam-related activities are conducted without discrimination or prejudice.
- Ensure Examiners can conduct themselves in a consistent, objective, professional manner throughout the examination. Should a discrimination complaint be deemed valid, the SO shall be responsible for the cost for the candidate to re-examine.
- Ensure facilities meet KBEMS requirements.
- Ensure availability of clean, functional equipment for each station as listed in the Equipment List (**Appendix B**).
- Assist with ensuring timely flow of candidates through the examination process.
- Ensure candidates do not discuss scenarios, materials, etc., while at the exam site.

Should unforeseen circumstances arise, the SOEC shall pre-assign another person to coordinate all exam activities in their absence. This person's name and phone number shall be included on the Examination roster and will assume all responsibilities of the SOEC throughout the remainder of the examination process.

Maintaining the Examination Roster

The Examination Roster was developed to assist with gathering candidate information.

It is imperative that the roster be complete. Candidates must be eligible to test or retest. Any candidate not on the final examination roster as provided to KBEMS, will be dismissed by the SOEC from the examination site. **KBEMS staff will not be responsible for dismissal of candidate(s) from an examination site due to the candidate not being included on the Examination Roster.**

Minimum scheduling

Examination sites must be scheduled for a minimum of 10 candidates. Each examiner can examine 2 candidates per hour and stations must be planned in multiples of two.

Equipment

The SOEC is responsible for ensuring availability of supplies, functionable equipment and station setup for the exam. KBEMS will provide necessary essays and evaluation forms.

Facilities

The exam facility must be large enough to accommodate the following:

1. At least 100 square feet for each station. Each station shall be partitioned in a manner to allow ease of entry and exit and prohibit observation by others.
2. An environment free of undue noise and distraction.
3. A climate-controlled environment with adequate lighting.
4. A waiting area that will accommodate twice as many candidates as available examination stations.
5. Adequate restroom facilities, drinking water (fountain or bottled) and adequate parking.
6. Space to conduct the Examiner Orientation and prepare simulated patients.
7. A table and chair in each station for Examiners.
8. A secure room for KBEMS use.

Required Staffing

An examination for 10 candidates requires minimum staffing, as indicated below, to complete the examination within 4 hours (double, triple, quadruple for more candidates in 4 hours). This same staffing can accommodate examination of 20 candidates in 8 hours (double, triple, quadruple for more candidates in 8 hours).

BLS SKILLS	Skill Examiner	EMT Assistant	Simulated Patient	# of Candidates Evaluated per hour
1. Patient Management	2	2	2	4

EMT Assistants

One (1) person trained at or above the EMT level, must be selected to serve as a trained EMT Partner/Assistant for each examination station. Assistants cannot be related to the candidate examining or be biased towards the candidate being examined.

Assistants will greet the candidate outside the station or in the candidate check-in area, introduce themselves and as a team will enter the examination station. Assistants will have gloves on prior to greeting the candidate and will position themselves on the floor, in close proximity to the candidate, throughout the examination.

At **NO** time will candidates be tested in pairs to eliminate the necessity of EMT Assistants.

Selecting Simulated Patients

A minimum of two (2) Patients are required for a two (2) station examination site. All patients will be moulaged (if necessary) and required to don provided outer garments that maybe “cut away” during the examination.

It is recommended that Simulated Patients be certified EMS professionals at or above the EMT level, or other emergency healthcare professionals, capable of being programmed to effectively act out the role of a real patient in a similar out-of-hospital situation. If necessary, EMS students may be used as simulated patients. It should be remembered that the more realistic the Simulated Patient presentation, the more realistic the simulated event and the fairer the evaluation process.

Roster for Skills Examiners and Simulated Patients

To facilitate room coordination, a roster is provided to keep track of Examiners, Assistants and Simulated Patients. This roster shall be maintained by the KBEMS Representative for future reference.

Budget

Funds necessary to conduct the BLS exam will vary. The exact cost will be dependent on the SO’s compensation and expense reimbursement policy for those serving as examiners, assistants and patients. It is recommended that the SO set this policy(s) in writing to ensure consistency with each examination conducted by their organization.

KBEMS RESPONSIBILITIES

Ensure protection of the public through validation of a candidate’s ability to manage a simulated emergency event.

KBEMS will provide SOs and primary instructors aggregate data reference examination outcomes and most frequently documented errors or omissions.

KBEMS REPRESENTATIVE RESPONSIBILITIES

Examination Administration

The KBEMS Representative (Rep) is responsible for examination administration and assurance that all candidates complete the examination in the same standardized format in accordance with approved policy and procedure.

The Rep shall visit all stations to ensure compliance with approved exam criteria and processes. The Rep shall review station set-up, equipment, and the actions of Examiners, Assistants and Simulated Patients. Noting the following:

- Testing environment comfort
- Unnecessary noise or distraction
- Candidate entry or exit effect on other's performance
- Required equipment is present and functioning
- Required Simulated Patient presence
- Any alteration from the directed station setup
- "Examination Instructions" and scenario information provided exactly as printed
- Examiner verbal and non-verbal communication
- Security of scenario information or documentation
- Time limits enforced
- Exam staff is courteous, professional, non-discriminatory and non-threatening

If errors are detected, the Rep shall thoroughly brief examine staff on required changes. The Rep may conduct a follow-up check to ensure problem(s) were corrected.

The Rep shall review all evaluation forms being especially cautious for:

- Areas left blank.
- Examiner comments

The Rep may discuss documentation abnormalities with the Examiner and/or other examination staff to obtain clarification/correction. Identified errors require the Examiner to make necessary corrections to the evaluation form and initial such changes.

General Responsibilities

The Rep is responsible to:

- Ensure the exam remains on schedule
- Ensure all stations are conducted in the same standardized format. Administration of any part of the exam in any manner different from those prescribed constitutes an exam accommodation. Accommodation requests must be made to KBEMS and be prior-approved to be used during the examination. **NO accommodation authorization will occur at the exam site.** Should a candidate make such a request, the Rep must advise the candidate of the KBEMS policy, that the candidate's examination fee is non-refundable and offer the candidate the opportunity to test at a subsequent exam site (additional fees will be required). The Rep must document the situation and candidate decision and have the candidate read and sign assuring that this is their informed decision and they understand an additional fee will be required.
- Inspect facilities
- Address possible cases of dishonesty or discrimination
- Ensure documentation of candidate government-issued photo ID, candidate photo and signed Affirmation form
- Orient examiners, assistants and simulated patients (**Appendix E**)

- Observe exam staff during at least one candidate evaluation, when possible. Review detected issues immediately after the candidate is excused. May repeat observation, to assure that the problem has been corrected. If the examiner's ability to appropriately examine remains in question, notify the SOEC and dismiss the staff in violation.
- Address prohibited behavior during the exam, such as threats towards staff, use of unprofessional (foul) language, or any other prohibited behavior inconsistent with behavior of EMS professionals.
- Ensure collection of all necessary documentation, video equipment, scrubs, moulage kit, etc.
- Acquire Examiner clarification and/or correction on evaluation forms
- **At NO TIME** is a Rep permitted to change examination documentation.
- **At NO TIME** will the Rep, SOEC, or exam staff inform candidates of unofficial examination results, provide opinion as to candidate performance, allow candidate review of completed evaluation forms, provide recommendation to improve performance, indicate perceived candidate outcome

BLS Examination Results

KBEMS reserves the right to nullify any psychomotor examination that does not meet acceptable criteria for validation as outlined herein.

Candidates are required to complete one (1) Patient Management examination and the NREMT cognitive examination to obtain KBEMS certification. Candidates are eligible for up to **four (4) complete psychomotor examination attempts**, provided all other "Entry Requirements" are met. Graduates from a BLS initial course of instruction have two (2) years from the date of course completion to successfully complete all components of the KBEMS certification process as outlined below:

1. Passed cognitive and/or psychomotor examination results are valid for twelve (12) months from the date of the examination, provided all other requirements are met.
2. Candidates are eligible for up to three (3) retest attempts (4 total attempts), provided all other requirements are met.
3. Complete both the cognitive and psychomotor components of the examination within two (2) years of date of course completion.

Psychomotor Examination Accommodations

All candidates must complete the psychomotor examination in the same standardized format. The presentation of any station shall not be altered to accommodate candidate request(s) without prior-approval from KBEMS. Alternative equipment or supplies shall not be allowed for use during the examination without prior-approval from KBEMS. The onsite Rep is not authorized to make determination for accommodation or use of alternative equipment at the psychomotor examination. The psychomotor examination is

intended to present simulated patients with realistic situations that approximate the out-of-hospital environment and evaluate the candidate's ability to function as a pre-hospital provider. The Rep and all examination staff must remain vigilant for any situation that may alter the normal presentation of any station.

Examination Complaint(s):

Examination complaints will be reviewed onsite by the SOEC and the Rep. Information gathered and reviewed by this team will be forwarded to the KBEMS Education Manager and Deputy Director for final resolution.

Should the Rep receive a complaint that may be valid, he/she shall provide the candidate with the Examination Complaint Form. The candidate will be permitted adequate time, in a secluded area, to complete the form. **The Rep shall only permit a candidate to file a complaint based upon discrimination.** The Rep shall under **NO** circumstances inform the candidate or anyone else of the candidate's pass/fail status. Please ensure the candidate has provided contact information should more questions arise during the complaint review process and advise that the final decision will be provided in writing within 15 days.

Examination complaint review guidelines include:

1. The Rep shall inform the SOEC that a formal complaint has been initiated.
2. The Rep shall notify the involved examiner that a complaint has been filed and advise that he/she shall remain on-site for an interview by the Rep, if necessary.
3. **RESULTS OF THE EXAMINATION, EITHER PASS OR FAIL, CANNOT BE CHANGED BY THE REP, SOEC, OR ANY OTHER EXAM STAFF. SHOULD THE COMPLAINT BE DEEMED VALID THE EXAMINATION RESULTS WILL BE NULLIFIED.**
4. Any candidate whose results have been nullified shall complete the examination attempt again, at no charge to the candidate, at an upcoming examination site, by a different examiner.
5. The final KBEMS decision shall be sent to the candidate within 15 days of the examination via electronic communication and USPS.
6. All documents including the Complaint Form and KBEMS final report shall be maintained as part of the candidate's examination record.

False Identification

Any candidate attempting use of false identification shall be dismissed from the examination site. A report will be filed with the KBEMS investigator documenting all individuals involved, including the candidate scheduled to take the examination and the true-identity of the individual attempting to take the exam, if it can be determined.

ID Photocopies are not official and will not be accepted. If a candidate has no acceptable form of ID, they will be dismissed from the examination.

Late Arrival

Candidate's not checked in and available to examine at their scheduled time will not be allowed to examine.

Examination Interruption

If a candidate withdraws from the examination for any reason prior to completion:

- Candidate evaluation materials will be delivered to the Rep.
- The examiner will provide written explanation of the events leading up to the candidate's withdrawal on the Examination Form.

In the event of interruption of an examination station, the Rep shall use best judgment and nullify results if it is believed the interruption adversely impacted the candidate's performance.

For any interruption, the Rep, Examiners, and SOEC must secure examination materials until the examination can continue. Consider nullifying the results of candidates testing when the interruption occurred and permit restart and completion after order is restored.

Decisions to interrupt an examination should be based on ensuring the health and safety of everyone involved.

Use of Prohibited Materials

Candidates are prohibited from:

- Bringing notes, study materials or 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, pens and pencils, are prohibited at the exam site. Wedding rings and other religious items are allowed, but will be checked for any electronic capabilities
- Copying or recording examination material
- Sharing of information acquired in the examination station

If such activity is suspected by the exam staff or SOEC; immediately notify the Rep. At the discretion of the Rep the following may be initiated:

1. Immediate suspension of all examination activities if more than one (1) candidate is suspected
2. Interview all candidate(s) suspected of using prohibited materials.
3. All suspected candidates shall be interviewed separately.
4. Attempt to obtain all notes or recordings in question for further inspection.
5. Dismiss suspect candidates

6. After all materials are retrieved, interviews completed, and the Rep is reasonably satisfied that all involved candidates have been dismissed, resume the examination

For any incident identified above, the Rep, all exam staff, witnesses and the SOEC shall prepare signed, written documentation of the following:

- Name, address, email and phone number for witnesses
- Purpose/function at the exam site
- A summary of facts associated with the situation
- Identification of violator by name and/or ID#
- Explanation of each candidate's involvement in the misconduct

Prohibited Behavior

KBEMS has disciplinary policies in place addressing prohibited behavior of candidates and examination staff. The following may be sufficient cause to:

- Bar candidate and/or examination staff participation at the examination site
 - Terminate participation in an examination
 - Invalidate examination results
 - Withhold or revoke scores or certification
 - Take other appropriate action
1. Observation of giving, receiving or aiding in a candidate's examination
 2. Accessing, possessing, reproducing, disclosing or using any examination materials, during the examination
 3. Evidence of sharing examination information with other candidates
 4. Disturbing or preventing others from an equal opportunity for exam completion
 5. Making threats toward the Rep, other examination staff or other candidates.
 6. Use of unprofessional (foul) language when interacting with the Rep, examination staff or other candidates.
 7. Offering any benefit to the Rep, SOEC and/or examination staff in return for aid or assistance for completion of an exam.

Dismissal from the Examination

The Rep possesses the authority to dismiss staff or candidates for misconduct as outlined above. However, dismissal should be a last resort.

The Rep must use best judgment in handling the situation. Take no action until there is certainty:

- Candidate or staff has given or received assistance;
- Prohibited aids, including electronic communication devices were used
- Disturbance of others ability to examine

- Making of threats toward the Rep or examination staff
- Use of unprofessional (foul) language at the examination site
- Removal of examination materials from a station
- Engaging in prohibited behavior during examination

When a violation is substantiated, immediately collect all examination material from the station and dismiss the violator(s) from the examination site. Advise candidate(s) or staff being dismissed that this action is due to failure to abide by examination policy(s). Provide a full written account of the incident. For candidate(s): indicate on the Evaluation Form that the candidate's results are subject to misconduct as documented in your incident report.

Reporting Examination Results

The Rep shall verify accuracy and completion of all examination results. This may be accomplished at the examination site or following, at the discretion of the Rep.

All official written records shall be retained by KBEMS in accordance with KBEMS license management system policy and include the following:

- Identification Number (State Certification #, Assigned Candidate #, etc.)
- Examination Date (Month, Day, Year)
- Examiner Name
- Examination Site (Name of Facility, City, State)
- Retesting (Yes or No)
- Identify Medical vs. Trauma

Completion of the Psychomotor Examination

The Rep will ensure examination security as follows:

1. Collection of all examination material from examiners, including:
 - a. Scenario
 - b. Examiner notes
 - c. Candidate notes
 - d. Video equipment
 - e. Scrubs
 - f. Moulage kit
 - g. Any other KBEMS or SO provided equipment or supplies
2. Before dismissing Exam staff, the Rep will briefly interview for problems or areas of concern/confusion that may have occurred.

EXAMINER RESPONSIBILITIES:

- **Examiners are prohibited from:**
 - Accessing electronic devices in the examination station, to include cellular devices, hand-held computer devices, laptops, tablets or other electronic devices, pagers, Apple watches, FitBits, wallets, purses. All personal property, i.e., any of the above or wallets, purses, firearms or other weapons, hats, bags, coats, jackets, eyeglass cases, books, notes, pens and pencils are to be secured in the examiners vehicle or with the Rep throughout the examination.
 - Copying or recording of examination material
 - Sharing of information acquired in the examination station
- Ensure the examination is conducted equally for all candidates without discrimination due to race, color, national origin, religion, sex, gender, age, disability, position within the EMS system.
- Ensure professional, unbiased, non-discriminatory evaluation of all candidates
- Read Instructions, Scenario and other information exactly as printed to every candidate
- Verbalize the candidate's identification number, date & time for recording by the video camera
- Monitor and record all performances on evaluation forms
- Ensure consistent presentation of all equipment, props, and moulage during the examination
- Coach/program simulated patient for the assigned station
- Maintain security of all examination material, equipment, supplies, and return to the Rep at end of exam

If failure to comply with these responsibilities is suspected; the Rep may implement actions identified under Prohibited Behavior & Dismissal from Examination sections of this document.

Examiner Qualifications

Examiners are recruited by the SO and approved by KBEMS. Only currently certified or licensed persons, with no pending disciplinary actions and without conflicts of interest associated with any candidate(s) should be considered. **In no case should an instructor, for all or part of the course, serve as an Examiner for any of his/her own students.**

Examiners shall be selected for their expertise and understanding that there is more than one acceptable method to perform Patient Management. Further they must possess the ability to fairly, consistently, objectively document a candidate's performance. Examiners are responsible for conduct within their station and must ensure the integrity and reliability of the examination and maintain strict security of all examination material.

The examination station team may be a combination of out-of-hospital providers, nurses, physicians and other trained allied health personnel, shall have experience working with or teaching BLS providers, and have experience in the formal evaluation of BLS psychomotor patient management skills. It is recommended to recruit currently certified Kansas EMTs or higher to serve as examiners due to their familiarity with course content.

If necessary, contact KBEMS for assistance with examiner selection. Final confirmation of selected Examiners is at the discretion of KBEMS. The Rep has the authority to dismiss any Examiner for due cause at any point during the examination.



APPENDIX A
Kansas Board of Emergency Medical Services
BLS Examination Roster

Exam Location: _____ Exam Date: _____ Cut-off Date: _____

KBEMS Rep: _____ Phone: _____

SOEC: _____ Phone: _____

Alternate SOEC: _____ Alternate's Phone: _____

SCHEDULED EXAM TIME	NAME	CERTIFICATION #	PHONE/EMAIL	EXAM LEVEL	MEDICAL	TRAUMA
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

 KBEMS REP Signature

 Date

SCHEDULED EXAM TIME	NAME	CERTIFICATION #	PHONE/EMAIL	EXAM LEVEL	MEDICAL	TRAUMA
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						
23.						
24.						
25.						
26.						
27.						
28.						
29.						
30.						
31.						

	32.					
	33.					
	34.					
	35.					
	36.					
	37.					
	38.					
	39.					
	40.					
	41.					
	42.					
	43.					
	44.					
	45.					
	46.					
	47.					
	48.					
	49.					
	50.					
	51.					
	52.					
	53.					
	54.					

	55.					
	56.					
	57.					
	58.					
	59.					
	60.					
	61.					
	62.					
	63.					
	64.					
	65.					
	66.					
	67.					
	68.					
	69.					
	70.					
	71.					
	72.					
	73.					
	74.					
	75.					
	76.					
	77.					

	78.					
	79.					
	80.					
	81.					
	82.					
	83.					
	84.					
	85.					
	86.					
	87.					
	88.					
	89.					
	90.					
	91.					
	92.					
	93.					
	94.					
	95.					
	96.					
	97.					
	98.					
	99.					



Appendix B
Kansas Board of Emergency Medical Services

PSYCHOMOTOR EXAMINATION

EQUIPMENT LIST

- Examination gloves
- Penlight
- Alcohol preps for cleaning of stethoscope and other equipment between candidates
- Blood pressure cuff
- Stethoscope
- Scissors
- Scratch paper & pencil/pen
- Blanket
- Tape
- Bandages
- Dressings
- Rigid or semi-rigid splints of various adult sizes
- Long Spine Board w/ functional straps
- C-collars
- Hemorrhage-control tourniquets
- Simulated or empty Aspirin, Nitroglycerine, Albuterol Metered-dose and nebulized, Epi-Pens, Oral glucose, Activated charcoal, Naloxone, Atropine/Pralidoxime chloride containers and equipment appropriate for BLS administration
- Oxygen cylinder w/ regulator (assembled)
- Bag-valve device w/ masks (assembled)
- Nasal cannulas
- Non-rebreather mask
- Oxygen tubing
- Nebulizer
- Cravats
- Towels
- Pillow (optional)
- Non-invasive positive pressure ventilation device
- Monitor cable and electrode



Appendix C
Kansas Board of Emergency Medical Services

BLS Psychomotor Examination
Staff Roster

PATIENT MANAGEMENT – TRAUMA	Medical / Trauma	Scenario # ____
Examiner: _____	Exam Location: _____	
Simulated Patient: _____	Initial B/P _____	Resp _____ HR _____
Assistant: _____		

PATIENT MANAGEMENT – TRAUMA	Medical / Trauma	Scenario # ____
Examiner: _____	Exam Location: _____	
Simulated Patient: _____	Initial B/P _____	Resp _____ HR _____
Assistant: _____		

PATIENT MANAGEMENT – MEDICAL	Medical / Trauma	Scenario # ____
Examiner: _____	Exam Location: _____	
Simulated Patient: _____	Initial B/P _____	Resp _____ HR _____
Assistant: _____		

PATIENT MANAGEMENT – MEDICAL	Medical / Trauma	Scenario # ____
Examiner: _____	Exam Location: _____	
Simulated Patient: _____	Initial B/P _____	Resp _____ HR _____
Assistant: _____		



Appendix D
Kansas Board of Emergency Medical Services

CANDIDATE EXAMINATION INSTRUCTIONS
PATIENT MANAGEMENT

Welcome to the Basic Life Support Patient Management examination. In this examination, you will have fifteen (15) minutes to assess, manage and treat all discovered conditions and injuries. If equipment is not present, verbal patient management is expected, unless I advise otherwise. You should manage your patient as you would in a real situation, including communicating with the patient.

If necessary, you may remove the Simulated Patient's clothing down to his/her shorts and tank top. Specific clinical information not obtainable by visual or physical inspection, for example blood pressure, will be given to you only after demonstration of how you would obtain that information.

You have one (1) partner/assistant working with you who is trained to the level of EMT. This person will follow your direction and perform as directed by you.

I will acknowledge your treatments and may ask you for additional information if clarification is needed.

You may take the next two (2) minutes to look over the equipment.

Do you have any questions?

After candidate completes the equipment review:

Examiner reads "Dispatch" information from the prepared scenario and begins 15-minute time limit.



Appendix E

Kansas Board of Emergency Medical Services

Examination Staff Orientation

- Rep and SOEC introduction
- Thank Examination Staff
- Today's examination is a formal verification of candidate competency. For this reason, teaching, coaching, or remedial training is not allowed.
- **DO NOT** give any indication of satisfactory or unsatisfactory performance.
- **DO NOT** discuss any performance with anyone other than the Rep.
- Unprofessional conduct, discrimination or harassment during the examination process will not be tolerated.
- Ensure consistency of patient actions, props, moulage, and equipment function throughout the examination
- Ensure the room is free of materials that may assist a candidate (charts, posters, algorithms, training materials, etc.). Should potentially assistive items be identified notify the SOEC of the need to remove.
- If a break is needed, notify the Rep (between candidates) and ensure security of all evaluation instruments.
- Ensure candidates do not bring anything into the station, including written or electronic devices (including Apple watches, FitBits, etc.).
- Ensure candidates do not take anything from the station (including notes taken during the exam).

Examiners

- Ensure assistants don gloves prior to greeting the candidate.
- If unsure of completion, check VIDEO REVIEW on the examination sheet.
- Upon candidate completion, advise them to leave the station, but remain at the examination site until released by the Rep or SOEC.
- The examiner **must** read the essay and instructions, brief/coach the simulated patient, and review the evaluation form prior to evaluating any candidate.
- Objectively report candidate performance on forms provided
- Ensure security of all evaluation materials
- Return all materials to the Rep before leaving this exam site.
- **DO NOT** start examinations until the Rep has inspected your station.
- The Rep will be conducting staff evaluations during the examination.
- Examiners may introduce themselves to candidates, but it is recommended that dialogue with candidates be limited to examination-related material only.
- Advise candidates this is a 15-minute patient management station and care should continue until the examiner states the examination is complete.
- Please monitor time closely.

- Document examiner information, scenario number, etc., on the evaluation form.
- Before the candidate begins the examination, verbalize the candidate's identification number, date & time for recording on the video camera.
- Document and report to the Rep and SOEC, immediately, cases of equipment failure
- Read the "Examination Instructions" aloud to each candidate exactly as printed. Examiners may not change these instructions, but may repeat any portion upon request. **Allow the candidate 2 minutes to inspect the equipment, if necessary, and provide basic use instructions upon request. (On/Off, etc.)** If the candidate enters with equipment, be sure the KBEMS Representative has inspected it and ensure your familiarity with its use prior to evaluating the candidate.
- Do not coach or prompt candidates during the examination. For instance:
 - if a candidate states, "I'd now apply high flow oxygen," an appropriate response might be, "Please explain how you would do that."
 - If the candidate verbalizes conducting a portion of the examination that should be physically completed, for example; "I'd do a quick assessment of the legs," ask the candidate to physically perform the assessment as he/she would in the field.
 - Should a candidate expose a sucking chest wound, state, "You see blood bubbling and hear what sounds like air escaping from the exposed wound." You should not state, "The injury you just exposed is a sucking chest wound."
- Vital signs are provided within the written scenario. Update patient condition and vital signs each time they are assessed, and in accordance with provided positive or negative treatment.
- Monitor time closely, ending the scenario fifteen (15) minutes after the documented start time.
- **Please remember**, the most accurate method for evaluation is one in which examiner attention is devoted entirely to the candidate's performance. Searching for specifics on the evaluation form detracts from performance observation. It is recommended, the entire performance be documented in the notes section of the exam form and transferred after exam completion.
- Documentation of vitals obtained by the candidate and interventions performed must be recorded.
- Ensure patient moulage remains consistent throughout the examination.
- If the patient's actual vital signs are similar to those provided in the scenario, advise the candidate the vitals are as assessed.
- **Candidates are not allowed to outline the process on scratch paper prior to beginning the examination, only after time begins.**

Assistants

- **Throughout the examination, be on the floor with the candidate.**
- **Don gloves prior to greeting the candidate.**
- **Greet the candidate outside the door to the station or in the candidate holding area. Introduce self and indicate you are the candidate's partner/assistant.**
- Follow the candidate's patient care directions
- Do not coach, suggest treatment or provide any indication of candidate outcome.

- DO NOT assess initial vital signs.

Simulated Patient

- Act as a similar patient would in a field situation.
- Review the scenario and instructions to ensure an understanding of the role.
- Provide name, age, and chief complaint to the candidate.
- Provide additional required responses. For example: If the scenario requires a pain response, the candidate should moan, mumble or state “That hurts” on palpation.
- Respond the same to every candidate.
- Respond as a real patient with similar injuries would respond.
- Do not provide clues or hints to the candidate.
- Do not provide inappropriate responses.
- Move with the candidate as he/she moves you.
- Remember what has been assessed and treated to assist the Examiner with documentation.
- Ensure candidates waiting to examine do not see your moulaged condition. In the event you need to leave the examination room, be sure to cover your injuries. A blanket is provided.

Any questions before we dismiss?



Appendix F
Kansas Board of Emergency Medical Services

BLS CANDIDATE AFFIRMATION FORM

By my signature, I _____ affirm that I have viewed and understand the information presented in the Candidate Orientation video.

I further affirm:

- I agree to fully abide by all policies of the Kansas Board of EMS (KBEMS).
- I understand that KBEMS reserves the right to invalidate/nullify my examination results if I have not complied with all rules/policies.
- I understand that my attendance at today's examination does not guarantee my certification by KBEMS.
- I understand if my name was not entered on the official roster for today's examination, I shall not be allowed to examine.
- I understand that I must contact the KBEMS Representative immediately if I feel I have been discriminated against during the examination.
- I understand that my complaint **WILL NOT** be accepted if I do not file such before leaving this site.
- I understand that KBEMS and examination staff, **will not** explain specific errors in my performance.
- I understand that all official examination results will be provided in writing, either electronically or via USPS following formal processing by KBEMS.
- I agree to and understand my performance today will be video and audio recorded for review by KBEMS.
- I understand that making threats toward KBEMS or Examination staff, use of unprofessional (foul) language, or committing other prohibited behavior may be sufficient cause to invalidate/nullify the results of my examination, terminate participation in the examination, or take other actions as the situation warrants.
- I assume all responsibility for completing the examination as required by policies and procedures of KBEMS.

I hereby affirm the examination complaint process has been explained to me and declare that all information I have provided is truthful, correct, and matches my true identity which coincides with my information on the official roster for this examination.

SIGNATURE: _____ **DATE:** _____



Appendix G
Kansas Board of Emergency Medical Services

**Psychomotor Examination
Complaint Form**

I desire to file a formal complaint based upon the following information in accordance with KBEMS policy as explained in the "Candidate's Examination Orientation" video. I fully understand that the KBEMS decision is final and agree to abide by the final and official decision. I further understand that this complaint will not be resolved today and that I will receive final disposition within 15 days of this examination date.

This complaint is due to my belief that I was discriminated against in the examination station.

Summary of Circumstances:

Printed Name: _____

Signature: _____

Date: _____

NOTE: Please do not leave the examination site until released by the KBEMS Representative following review of this complaint and determination of need for more information.



Appendix H
Kansas Board of Emergency Medical Services

**Examination Complaint
Review Form**

We the Examination Complaint Committee, met for review of the following situation and all related facts as attached:

Nature of Situation:

Summary of Facts (use back of form if necessary):

After reviewing the facts as presented, the Examination Complaint Committee's official decision is as follows:

Exam Site: _____ Date: _____

This form shall become part of the candidate's examination documentation.



Appendix I
Kansas Board of Emergency Medical Services
Examination Complaint
Final Report Form

Candidate: _____ Exam Site: _____

Date: _____ Medical Trauma

Examiner: _____ Examiner Contact: _____

Following consideration of the facts as presented, the Examination Complaint Committee's official decision is as follows:

_____ Nullify the results of the examination regardless of the score and candidate repeat of the examination at no charge at a future examination site.

_____ Invalid complaint, all results in question stand as reported.

We the undersigned have reviewed the candidate's complaint and all presented facts.

The candidate was advised in writing on the ___ day of _____, 20__ by electronic media and USPS mail.

This form shall become part of the candidate's examination documentation.



Appendix J
Kansas Board of Emergency Medical Services

**EXAMINATION STAFF
AFFIRMATION FORM**

By my signature, I _____ affirm that I understand the information presented in the Examination Staff Orientation and,

I affirm:

- I understand that I represent the Kansas Board of EMS (KBEMS) and may be removed from participation in the examination process if warranted.
- I agree to fully abide by all policies of KBEMS.
- I understand that electronic devices, whether belonging to exam staff or candidates, are not allowed in the examination stations.
- I agree to and understand my performance today will be recorded for further review by KBEMS.

I hereby affirm that I have advised KBEMS of my personal or employment related involvement with any candidate(s) examining today and will not participate in examination of such person(s).

SIGNATURE: _____

DATE: _____

Appendix K

KANSAS BOARD OF EMERGENCY MEDICAL SERVICES

EXAMINATION SURVEY

This is an anonymous evaluation of your experiences today and will in no way effect your examination results. The Kansas Board of EMS will use this information as part of the examination quality improvement process.

Thank You

Kansas Board of EMS

Exam Date: _____ Exam Location: _____

Circle answers or fill in the blank for each question

1. Today's examination is your:
a. 1st attempt for this level of certification b. A retest of psychomotor skills

2. If this is a retest, was your 1st attempt prior to July 1, 2018?
a. Yes b. No

3. This examination is for _____ level of certification.
a. EMR b. EMT

4. Was the KBEMS Rep: (circle all that apply)
a. Courteous b. Knowledgeable c. Professional d. NA

5. Was the Examiner: (circle all that apply)
a. Courteous b. Knowledgeable c. Professional d. NA

6. Did the Exam Assistant follow your direction? (Please provide additional information in comments)
a. Yes b. No

7. Did the Simulated Patient respond to your questions and assessment? (Please provide additional information in comments)
a. Yes b. No

8. Did you watch the Candidate Orientation video prior to attending today's examination? (Please provide additional information in comments)
a. Yes b. No

Comments: (Additional space on back) _____

Appendix L

**KANSAS BOARD OF EMERGENCY MEDICAL SERVICES
AUTHORIZATION TO USE ALTERNATIVE EQUIPMENT**

I, _____, have been scheduled to challenge
The Kansas Board of Emergency Medical Services: Basic Life Support Psychomotor
Examination for certification at _____ on
_____, 20__.

I am requesting to use the following equipment during my examination for certification:

- | | | |
|----|--------------|------------|
| 1. | ___ Approved | ___ Denied |
| 2. | ___ Approved | ___ Denied |
| 3. | ___ Approved | ___ Denied |
| 4. | ___ Approved | ___ Denied |

I understand that equipment approved for use, must be presented to the KBEMS Representative during check-in for tagging as KBEMS authorized equipment. Failure to ensure attachment of the KBEMS authorized tag will result in the Examiner denying use of such equipment in the examination station.

Candidate Signature

Request date

KBEMS Signature

Authorized date

Appendix M

KANSAS BOARD OF EMERGENCY MEDICAL SERVICES

EXAM ASSISTENT SURVEY

This is an anonymous evaluation of your experiences today. The Kansas Board of EMS will use this information as part of the examination quality improvement process.

Thank You

Kansas Board of EMS

Exam Date: _____ Exam Location: _____

Circle answers or fill in the blank for each question

1. Your examination station today was for _____.
 - a. Medical
 - b. Trauma

2. Was the KBEMS Rep:
 - a. Courteous
 - b. Knowledgeable
 - c. Professional

3. Was the Examiner attentive to the candidate's performance? (Please provide additional information in comments)
 - a. Yes
 - b. No

4. Did the Simulated Patient respond to candidate questions and assessment findings when requested? (Please provide additional information in comments)
 - a. Yes
 - b. No

5. Did the Exam Staff Orientation adequately prepare you for your role today? (Please provide additional information in comments)
 - a. Yes
 - b. No

Comments/Recommendations: (Additional space on back) _____

Appendix O

KANSAS BOARD OF EMERGENCY MEDICAL SERVICES

EXAMINER SURVEY

This is an anonymous evaluation of your experiences today. The Kansas Board of EMS will use this information as part of the examination quality improvement process.

Thank You

Kansas Board of EMS

Exam Date: _____ Exam Location: _____

Circle answers or fill in the blank for each question

- 1. Your examination station today was for _____.
a. Medical b. Trauma
2. Was the KBEMS Rep:
a. Courteous b. Knowledgeable c. Professional
3. Were the Assistant and Patient attentive to the candidate's performance? (Please provide additional information in comments)
a. Yes b. No
4. Did the Simulated Patient respond to candidate questions and assessment findings when requested? (Please provide additional information in comments)
a. Yes b. No
5. Did the Exam Staff Orientation adequately prepare you for your role today? (Please provide additional information in comments)
a. Yes b. No

Comments/Recommendations: (Additional space on back) _____

Multiple horizontal lines for providing additional comments and recommendations.

Appendix P

KANSAS BOARD OF EMERGENCY MEDICAL SERVICES

EXAMINER REVIEW

EXAMINER: _____

This document is for KBEMS use in evaluating BLS Psychomotor Skills Examiners. The KBEMS Rep may use this document in combination with evaluation of candidate performance.

- | | | |
|---|-----|----|
| 1. Patient moulage and station set-up reviewed before and after each candidate. | YES | NO |
| 2. Examiner discrimination noted.
If yes, provide detail _____
_____ | YES | NO |
| 3. Electronic devices noted in the examination station? | YES | NO |
| 4. Candidate instructions provided as written. | YES | NO |
| 5. Candidate info, date & time verbalized into the video camera prior to starting | YES | NO |

Comments: _____

KBEMS Rep

Date

Appendix Q

**KANSAS BOARD OF EMERGENCY MEDICAL SERVICES
SPONSORING ORGANIZATION EXAMINATION COORDINATOR REVIEW**

SOEC: _____

This document is for KBEMS use in evaluating the coordination of the BLS Psychomotor Examination Site.

- | | | |
|---|-----|----|
| 1. If exam was cancelled, were all parties notified in a timely manner? | YES | NO |
| 2. List of examiners received by KBEMS a minimum of 30 days in advance. | YES | NO |
| 3. Appropriate # of examiners, assistants and patients available. | YES | NO |
| 4. All patients 18 years or older and of average height and weight. | YES | NO |
| 5. Patients appropriately dressed per BLS Exam Guidebook page 5. | YES | NO |
| 6. Examination area clean and free of undue noise and distraction. | YES | NO |
| 7. Examination area appropriately climate-controlled. | YES | NO |
| 8. Lighting adequate in examination area. | YES | NO |
| 9. Candidate waiting area adequate | YES | NO |
| 10. Adequate restrooms. | YES | NO |
| 11. A drinking fountain or drinking water available. | YES | NO |
| 12. A writing surface and chair in each exam room. | YES | NO |
| 13. A secure KBEMS area available. | YES | NO |
| 14. Supplies and equipment adequate. | YES | NO |
| 15. Equipment was clean and functional. | YES | NO |

COMMENTS: (Addition space on back) _____

KBEMS REP

DATE