

1 **BLS Psychomotor Examination – February 2018**

2 **Section 1 - Scope and Services**

3 The psychomotor examination is intended to present the candidate with simulated patients in realistic
4 scenarios that approximate the candidate’s ability to function within a team providing appropriate care
5 in the out-of-hospital environment. In the state of Kansas, BLS levels of certification include the
6 Emergency Medical Responder (EMR) and the Emergency Medical Technician (EMT).

- 7 1. This is a competency examination process and shall be conducted as such. The examination will
8 not include teaching, prompting, or otherwise assisting a candidate(s).
- 9 2. There will be NO feedback provided to candidates, instructors, or any other non-Board staff
10 regarding student outcomes, mistakes, errors, or incompetency that constituted success or
11 failure of the examination process.
- 12 3. Psychomotor examinations locations will be set upon an analysis of the ending dates (or
13 potential ending dates) of initial courses of instruction at the EMR and EMT level. Efforts will be
14 made to keep candidate travel to a minimum.
- 15 4. Psychomotor examination for the EMR and EMT shall consist of the following 3 scenarios:
16 Patient Assessment / Management – Trauma; Patient Assessment / Management – Medical; and
17 Patient Assessment / Management – Cardiac Arrest / AED.

18 **Section 2 - Candidate Expectations**

19 Each candidate will perform as a team leader for one of the 3 scenarios. The other candidates will
20 perform as team members and will be expected to execute any and all skills necessary for the
21 appropriate management and treatment of the patient (to the level of certification being sought).

22 Each candidate must perform in the lead role during one of their three scenarios. The two candidates
23 not in the lead role are assistants to the candidate in the lead role. The candidate will be assigned the
24 scenario they will lead at the test site (not a candidate choice). Candidates must remain in their
25 assigned role throughout the scenario.

26 A candidate’s competency will be evaluated upon 2 main criteria: the care provided to the patient and
27 the safety of the provider during the scenario.

- 28 • Provision of Care
- 29 ○ Was the care provided appropriate for the patient and his/her condition?
- 30 ○ Were all medical treatments/interventions performed correctly?
- 31 ○ Did the candidate’s decisions, or care provided/not provided, potentially cause harm to
32 the patient?
- 33 • Provider Safety
- 34 ○ Did the candidate’s decisions harm, or potentially harm himself/herself or the other
35 candidates?

36 Candidates for State Certification as an EMR or EMT should demonstrate an acceptable level of
37 competency in the following scenarios:

38 1. Patient Assessment/Management – Trauma
39 All candidates will be required to perform within a team to provide appropriate patient care to a
40 simulated trauma patient for 15 minutes. This includes a proper scene size-up, primary survey,
41 secondary assessment, treatment (to include bleeding, shock management, and appropriate
42 packaging as necessary), and reassessment of the patient.

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44 2. Patient Assessment/Management – Medical
45 All candidates will be required to perform within a team to provide appropriate patient care to a
46 simulated medical patient for 15 minutes. This includes a proper scene size-up, primary survey,
47 secondary assessment, treatment (to include administration of medications if necessary), and
48 reassessment of the patient.

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50 3. Patient Assessment/Management – Cardiac Arrest / AED
51 All candidates will be required to perform within a team to provide appropriate patient care to a
52 simulated adult cardiac arrest patient for 15 minutes. This includes integrating CPR, usage of
53 the AED, and ventilatory assistance to the apneic adult patient (to include manually opening the
54 airway, suctioning the mouth and oropharynx if necessary, inserting an oropharyngeal airway,
55 and appropriately ventilating with a bag-valve-mask).

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57 **Section 3 - Examiner Selection**

58 Individuals wishing to become an examiner for the BLS psychomotor examination may express their
59 interest to become an examiner at any time to the Kansas Board of EMS Education Manager. Examiner
60 candidates are required to:

- 61 1. Be certified in Kansas at or above the level being examined for a minimum of 4 years.
- 62 2. Be in good standing with the Board (not currently under investigation and no disciplinary action
63 from this or any other regulatory body within the last 7 years).
- 64 3. Have demonstrated an ability to objectively record his/her observations.
- 65 4. Be currently providing patient care.
- 66 5. Provide at least 4 run reports or charts written by the candidate (with patient identifiable
67 information redacted).
- 68 6. Provide a letter of recommendation from his/her supervisor or service director.

69 Examiner candidates are recommended to have completed a focused trauma care course (such as
70 PHTLS, ITLS, or ATLS), a focused medical care course (such as AMLS), and to hold current credentials
71 equivalent to the American Heart Association’s BLS for Healthcare Providers.

72 **Section 4 - Examiner Expectations**

73 The examiner is expected to act in a professional manner, and to independently and objectively
74 document his/her observations of each candidate throughout each scenario. Approximate times of
75 specific actions are highly encouraged to be included with the notes taken by the examiner.

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77 **Section 5 - Notification and Publication of the Examination Date(s)**

78 The board staff will evaluate the courses being submitted and determine the date(s) that testing will be
79 available at certain sites based upon the course ending date. These dates and locations will be
80 published upon our website (www.ksbems.org).

81 **Section 6 - Requesting to Examine and Candidate Registration**

82 All examinations will be scheduled when the pool of candidates facilitates combinations of groups of
83 three from different initial courses of instruction. Board staff will monitor numbers of students
84 scheduled to complete courses throughout the year.

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86 Candidates:

- 87 • Can schedule at any examination site within the state.
- 88 • Fees are to be paid at the time of registration.
- 89 • Examination Fees are non-refundable.
- 90 • Examination will not be scheduled until all fees are paid in full.

91 **Section 7 - Candidate Registration Procedure**

92 The candidate shall arrive at the examination site at least 30 minutes prior to his/her scheduled
93 examination time. Upon arrival, signs will direct the candidate to a registration area. The candidate will
94 be required to show a valid, government issued identification with the candidate's picture and the
95 candidate's signature. Examples of acceptable identification include a state issued Driver's License,
96 Military ID, Kansas ID Card, or United States Passport.

97 The candidate will not be allowed to bring any personal belongings into the examination site. We
98 encourage the candidate to lock these items safely within their vehicle.

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100 **Section 8 - Quality Control of the Examination**

101 Statistical data upon the examination will be reported to the Board on a quarterly basis. All
102 examinations will be video recorded.

103 **Site**

104 Noise level and candidate conduct outside of the testing station will be monitored and documented for
105 each site.

106 **Candidate**

107 Candidates will be asked to complete a written evaluation upon their completion of the examination. A
108 portion of the videos of the examinations will be reviewed to ensure that candidate behavior is
109 appropriate and that each is participating as a team member in the scenario.

110 **Candidate Evaluation**

111 See Exam Candidate Survey (Appendix A).

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114 **Examiner**

115 Direct observation of the examiners will be performed at a portion of the examinations. Retrospective
116 observation of the examiners will be performed for a portion of the examinations through the video
117 being obtained from the site. Examiners will be provided feedback. Concerns expressed by the
118 candidate may be shared with the examiner. Pass/Fail recommendation rates of each examiner will be
119 monitored.

120 **Incident Reporting**

121 Serious unusual events shall be reported to the Executive Director typically within 1 hour of occurrence.
122 Serious events include, but are not limited to, candidate and/or examiner injury, threats of violence (real
123 or perceived), harassment of any kind, verbal and/or physical abuse, or any other event that could
124 potentially threaten the safety of the examination personnel or candidates. Board members will be
125 made aware of any serious unusual events and will be provided a corrective action / prevention plan by
126 the subsequent Board meeting.

127 An incident report will be completed for any failure of equipment during the examination. An incident
128 report will also be completed for any equipment found to be missing and/or broken prior to the
129 examination. Every effort will be made to correct any identified equipment issues prior to candidates
130 being examined.

131 **Section 9 - Examination Personnel** – *(need to add responsibilities for each position)*

132 **Site Coordinator**

133 The site coordinator shall be the Board’s exam coordinator, education manager, deputy director, or
134 executive director. A site coordinator is required at each exam site.

135 **Examination Assistant**

136 The examination assistant may be any other Board staff member. An examination assistant may not be
137 required at all exam sites.

138 **Examiner**

139 Examiners will be selected and scheduled with consideration for proximity to an exam site. If the
140 examiner is an instructor-coordinator, the examiner shall not have been an instructor for any of the
141 initial courses testing at the exam site. It will be preferred that the examiner have no affiliation with the
142 sponsoring organization of any initial course testing at the exam site.

143 **Section 10 - Examination Orientation**

144 **Examiner**

145 Examiners will be present on site at least 60 minutes prior to the first scheduled test to help unload and
146 setup equipment and to receive an orientation to the testing process and any exam site specific
147 instructions. Those individuals approved to be an examiner may be required to undergo additional
148 training as deemed necessary by the education manager.

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150 **Candidate**

151 Each candidate shall arrive at least 30 minutes prior to their scheduled test time. An orientation to the
152 site and the testing process will be performed by the site coordinator. The orientation shall include an
153 introduction of the site coordinator, an overview of the expectations for the day, identification of
154 housekeeping items such as location of restrooms and location of an AED (if available), as well as a
155 reminder of the candidate’s expected behavior and the complaint policy/procedure.

156 **Section 11 - Fees**

157 The cost for the examination is \$75 per examination attempt per person.

158 **Method of Payment**

159 Candidates may pay via credit card, debit card, cashier’s check; or money order. No personal checks will
160 be accepted.

161 **Refund**

162 All examination fees are non-refundable.

163 **Section 12 - Retest Procedure**

164 There will be no same day retesting. This examination evaluates a candidate through 3 scenarios. All 3
165 scenarios will be required to be completed for each examination attempt.

166 **Section 13 - Examination Cancellation/Postponement**

167 Examinations may be cancelled or postponed due to inclement weather, pending inclement weather, or
168 an inadequate number of examination personnel due to unforeseen circumstances (Example: illness).
169 These situations will be identified as soon as practical and notification made to the candidate via email
170 or other methods of contact made available to the Board. Every effort will be made to reschedule any
171 cancelled examination at the same location as soon as practical.

172 **Section 14 - Equipment**

173 **Room requirements**

174 Each facility/site used for testing shall provide:

- 175 1. Adequate space to offer a minimum of 200 square feet for each testing station.
- 176 2. A testing environment free of undue noise and distraction.
- 177 3. A testing station that can visually and audibly prohibit observation by candidates not testing.
- 178 4. A waiting area away from the testing stations for the candidates to gather while awaiting
179 testing.
- 180 5. Adequate restroom facilities, a drinking fountain, and adequate parking with reasonable access
181 to the examination site.
- 182 6. A timekeeping device shall be located or made available within the room for each testing
183 station.
- 184 7. Wireless internet access for examination personnel.

185 **Equipment**

186 All equipment necessary for the scenarios will be provided. Candidates may bring their own
187 stethoscope for use, but no other equipment may be brought into the testing station. A pen and
188 notepad will be made available to each candidate for their use during the examination, but all notes,
189 pens, and notepad must be left in the testing station upon completion. Removal of a pen, notepad, or
190 written notes from the testing station may be considered unprofessional conduct and adequate grounds
191 for denial of the candidate's application for certification.

192 **Section 15 - Procedures**

193 **Complaint and Dispute Resolution**

194 An Examination Complaint Form will be made readily available for any candidate wishing to submit a
195 complaint. The form must be filled out in its entirety and signed by the candidate. This form, or its
196 electronic equivalent, will also be made available to each candidate for completion through the KBEMS
197 Licensure Portal.

198 See Complaint Policy (Appendix B); Examination Incident Report Form (Appendix C); and Examination
199 Complaint Form (Appendix D)

200 **Section 16 – Notification of Results**

201 A candidate will receive his/her results within 2-3 business days from the date of examination. This is to
202 allow for enough time for a proper quality assurance and quality control to occur.

203 The candidate shall not receive his/her results at the examination site.

204 **Section 17 – Security of Examination**

205 All portions of the examination are considered private, secure, and privileged, to include the video
206 recordings. Portions of the video recordings may be utilized in training scenarios, but if used, every
207 effort will be made to hide or protect the identity of the candidate(s) in the video. Disclosure of testing
208 scenarios and/or examiner recommendations by the examiner is strictly prohibited and will be
209 considered unprofessional conduct on the part of the examiner.

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APPENDIX A

KANSAS BOARD OF EMERGENCY MEDICAL SERVICES
EXAMINATION SURVEY

In an effort to improve upon the examination process, the Kansas Board of Emergency Medical Services requests the completion of the following survey to obtain your valuable input. Please take a few minutes to complete this questionnaire and return it to the Examination Site Coordinator.

Thank You
The Kansas Board of Emergency Medical Services
Education Manager

Examination Site _____ Date of Exam _____

PLEASE CIRCLE ONLY ONE ANSWER FOR EACH QUESTION

1. This examination represents my:
 - a. First attempt for this level of certification
 - b. Retest of the practical examination

2. What level of certification are you seeking with this examination?
 - a. EMR
 - b. EMT

3. How far did you travel (one way) from your home to this exam site?
 - a. Less than 50 miles
 - b. 51 to 75 miles
 - c. 76 to 100 miles
 - d. More than 100 miles

4. Did your attendance at this examination require overnight accommodations?
 - a. Yes
 - b. No

5. Will you be reimbursed for your travel and/or lodging expenses?
 - a. Yes
 - b. No

6. How much time has elapsed between your last class session and this certification for examination?
 - a. Less than two weeks
 - b. Two to four weeks
 - c. More than four weeks

7. Was the person evaluating your skills:
Courteous? Yes No
Professional? Yes No

(Continued on opposite side)

246 **PLEASE RATE YOUR RESPONSE TO THE FOLLOWING QUESTIONS.**

247 8. Was the examination conducted in an organized manner?

248 Disagree 1 2 3 4 5 Agree

249 9. Was the orientation to the examination process thorough and helpful?

250 Disagree 1 2 3 4 5 Agree

251 10. Was the equipment used in the examination process familiar to you?

252 Disagree 1 2 3 4 5 Agree

253 11. Was the equipment used in the examination process clean and functional?

254 Disagree 1 2 3 4 5 Agree

255 12. Was the examination complaint process explained to you during orientation?

256 Disagree 1 2 3 4 5 Agree

257 13. Was the examination site coordinator available to respond to your questions or concerns?

258 Disagree 1 2 3 4 5 Agree

259 **Educational Program questions:**

260 14. Do you feel you were adequately prepared for the certification examination?

261 Disagree 1 2 3 4 5 Agree

262 15. Do you feel that you were adequately prepared by your training program to treat patients
263 at the level of certification for which you tested today?

264 Disagree 1 2 3 4 5 Agree

265 16. Were there inconsistencies in the information provided from the different instructors
266 involved in the teaching of your course?

267 Disagree 1 2 3 4 5 Agree

268 Please share any additional comments to help us better this examination process or that you feel
269 should be better addressed within your initial course of instruction:

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APPENDIX B
COMPLAINT POLICY

On-site complaints must be submitted to the Examination Site Coordinator in writing. Every effort shall be made to deal with a complaint prior to the candidate knowing their practical examination results. Once the Examination Site Coordinator has concluded their inquiry, he/she should document his/her findings and then forward to the Education Manager with all other examination documents. If the site coordinator is the Education Manager, the complaint shall be forwarded to the Deputy Director.

If a written complaint is received on-site, the Examination Site Coordinator will receive the written complaint form and an incident report shall be generated by all individuals involved with the complaint, i.e. the examiner, examination assistant, witnesses and the Examination Site Coordinator. The incident report will identify the circumstances of the incident, name the individuals who witnessed or were directly involved, the results of the Examination Site Coordinator’s review of the situation and describe what, if any, corrective action was taken. This packet will then be forwarded to the person noted above. That person will review the material and notify the complainant and the Examination Coordinator of the outcome of the review.

1. The Examination Site Coordinator shall inform Education Manager when an incident has occurred and/or a formal complaint has been initiated. If the candidate opts not to complete a formal complaint form, the Examination Site Coordinator shall generate an incident report and proceed as described above.
2. The Examination Site Coordinator shall notify the examiner that a complaint has been filed and the nature of the complaint.
3. The Examination Site Coordinator shall review the examiner’s observations from the station in question.
4. The Examination Site Coordinator, after speaking to the examiner shall document his/her findings and forward the complaint packet as noted above.

A candidate may exercise their right to file a complaint after the fact by contacting KBEMS directly via a letter. In this instance, examiners will be notified and a response shall be provided to KBEMS within thirty (30) business days. The reporting timeline requirement may be extended to accommodate circumstances specific to the review process but must be approved by KBEMS.

Incident reports and complaint review findings shall be used to identify potential issues with policies or procedures and shall be a part of a Quality Improvement process. These findings may be addressed by the Board to determine if the existing policies and procedures of the State Certification Examination Process need to be defined, refined, enhanced or clarified.

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APPENDIX C
EXAMINATION INCIDENT REPORT FORM

FORM IS BEING DEVELOPED – 02/18

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APPENDIX D
EXAMINATION COMPLAINT FORM

FORM IS BEING DEVELOPED – 02/18