

# 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 designed to assure protection of the public through measurement of entry-level BLS knowledge and psychomotor competencies. Each candidate is evaluated as the lead team member as they assess and care for one simulated patient and direct the actions of one trained assistant during the examination.

**Reminder: This is an examination of the candidate's ability to manage a patient for 15 minutes. For this reason, candidates should be performing initial assessments and needed treatments. If the candidate is engaged in the provision of a treatment, they may direct the assistant to perform assessments to facilitate further patient care.** Candidates should not direct assistants to perform assessments and treatments that the candidate could be performing themselves. In the event the candidate is directing the assistant to perform a task they should be prepared to provide step by step instructions on how the assessment or treatment is to be performed, if requested by the Exam Facilitator.

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 are developed in accordance with Kansas Emergency Medical Responder (EMR) and Emergency Medical Technician (EMT) Education Standards and the National Association of EMS Officials National Model EMS Clinical Guidelines. Examination materials are revised periodically to assure evaluation of current guidelines.

This examination is 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.** Candidate performance is documented on Examination Check Sheets designed for the purpose of recording a candidate's performance. Errors in candidate performance shall not be discussed with any candidate, instructor, Sponsoring Organization (SO) or Sponsoring Organization Examination Coordinator (SOEC).

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Successful completion of the examination consists of the appropriate coordination, assessment, and treatment of a simulated patient, based on the candidate's level of training. If the candidate is unsuccessful, remedial training and practice is strongly encouraged prior to subsequent attempts.

Candidates shall demonstrate competence in the management of a patient for 15 minutes, as determined by the level of certification for which they are testing.

Patient management may include any or all of the following; assessment, coordination, and treatment of a simulated patient for a given scenario. Candidates are expected to perform the necessary assessments and treatments as needed for the patient's simulated condition. Their Assistant can be used to complete processes as directed, when the candidate is actively engaged in another assessment or treatment of the simulated patient.

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.

**Staff and/or Candidates who are “Sick” will not be allowed into the exam.**  
(See Sick Policy)

Examination sites have a minimum of two patient management stations. Both stations are to be setup with the same equipment and supplies to approximate those available on a BLS ambulance.

Candidates are examined individually. The candidate will draw a token which will determine which assistant the candidate will interact with during the examination. Candidates are evaluated **solely** on his/her actions and decisions, therefore the candidate should be completing the majority of the assessments and treatments, only delegating such to their assistant when they are actively engaged in patient care. In the event of delegation of assessment or treatment the candidate must explain in detail how they want such to be completed.

Candidates are provided their scheduled Examination time by the SOEC prior to the examination and should arrive and check-in 15-30 minutes prior to their scheduled examination. Candidates should leave the examination site upon completion of their exam.

### Candidate Orientation

Candidates should view the BLS Examination Orientation video available at [www.ksbems.org](http://www.ksbems.org). It is encouraged that viewing of the video be conducted during the initial course to allow instructor vetting of questions. At the examination site, candidates will complete and sign a Candidate Affirmation Form and Health Attestation (Appendix F), verify identity by presentation of a government-issued photo ID and draw a color to determine which assistant they will be interacting with for the examination.

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## SO/SOEC 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

BLS examinations may only be hosted by Kansas-approved Sponsoring Organizations. Requests to host must be made by email or received via USPS at least 60 calendar days prior to the desired examination date. Exam date approval is first come, first serve. Availability is limited due to staff and equipment.

### SOEC/Alternate SOEC Responsibilities

The SOEC and an alternate SOEC are appointed by the SO, **one of these individuals must be present and accessible at the examination site during the entire exam. Neither the SOEC nor the Alternate SOEC will be allowed to serve as an Examination Facilitator.** The SOEC is responsible for planning, staffing, and assisting with quality control at the examination.

The Alternate SOEC shall be pre-assigned by the SOEC at the time of the examination request. *The Alternate SOEC will fill the responsibilities of the SOEC in an emergency. This person's name and phone number shall be included in the Request for Examination.*

The SOEC's responsibilities include but are not limited to:

- Ensuring all Examination Facilitators, assistants and simulated patients have read and understand the information outlined in the current version of Preparing for Your Role as a BLS Examination Staff Member and have no conflicts of interest with persons examining.
- Ensuring availability of clean, functional equipment and supplies for each station as listed in the Equipment List.
- Developing the exam roster in the Public Portal. KBEMS Staff will complete validation of successful course completion for all candidates entered on the roster and will withdraw any student who has been reported as not successfully completing the initial course.
- Providing the final Exam Candidate Roster to KBEMS at least 7 days prior to the scheduled exam date. **NO candidate will be added to the roster in the 7 days prior to the exam date.** In the event of inclement weather, power failure or other reasons that may compromise staff or candidate safety or prevent the examination from being continued, the examination may be postponed or cancelled. In the event of such an occurrence, the SOEC is responsible for notification of KBEMS, candidates, and all exam staff. The examination shall be rescheduled at the first available date agreeable between KBEMS and the SOEC.
- Developing the Examination Scheduling Roster and provide a copy to the KBEMS Rep no later than the morning of the examination.
- Developing the Exam Staff Roster, including all Exam Facilitators, assistants and simulated patients, and provide to KBEMS seven days prior to the examination date.

- 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 1.5 hours for examinations with 4 or less stations and 2 hours for examinations with more than 4 stations, before the first candidate is scheduled to examine, for event briefings and set- up. Examination for the first scheduled candidates will begin at 0930 hours.
  - Number of examination stations shall not exceed 10 (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 Exam Facilitators for KBEMS approval, at least 30 days prior to the examination. To ensure adequate numbers of Exam Facilitators to support the examination site, it is recommended that additional Exam Facilitators be included in the list submitted for validation. Exam Facilitators must have a minimum of two years of experience at or above the EMT level, hold current certification at or above EMT, and not be currently in an investigations process.
- Contract with Exam Facilitators approved by KBEMS.
- Contract with Assistants certified at or above the level of EMT, who are physically able to perform as an assistant for the entirety of the scheduled examination. One assistant must be present in each examination station.
- Secure/contract with Simulated Patients. Such persons must 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.** Students currently enrolled in EMR and/or EMT courses cannot be used as patients for the examination.
- Advise persons serving as patients that they must 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 neither the SO nor KBEMS shall be responsible for replacement of such garments. KBEMS shall provide outer garments.
- Ensure Exam Facilitators, Assistants and Simulated Patients 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.
- The SOEC shall develop a remediation plan for any examination staff member(s) found to have participated in any of the Prohibited Behaviors outlined in this document. This plan will be developed on a form provided by the Executive Director, submitted to the Board for approval and provide approved remediation to the examination staff member(s) identified.
- Ensure facilities meet KBEMS requirements.
- Assist with ensuring timely flow of candidates through the examination process.
- Ensure candidates do not discuss scenarios, materials, etc., while at the exam site. 6

## **Examination Scheduling Roster**

The Examination Scheduling Roster was developed to assist with scheduling candidates for the examination. Candidate scheduling is the responsibility of the SOEC. A copy of an Examination Scheduling Roster should be presented to the KBEMS Rep on the morning of the examination.

Any candidate not on the final examination roster, or those on the roster that are not eligible to test, will be dismissed from the examination site by the SOEC. 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 or being ineligible to test.

## **Minimum Examination and Candidate Scheduling**

Examination sites must be scheduled for a minimum of 10?20 candidates. Each Exam Facilitator 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 patient scrubs, notepads, pens, examination scenarios and examination forms. Equipment must include all equipment noted on the Equipment list and be arranged per the diagram provided in Appendix B.

## **Facilities**

The exam facility must meet the following:

1. At least 100 square feet of floor space that is clear of all physical obstructions that restrict examination staff and/or candidate visibility or movement for each station. Each station shall be partitioned in a manner to allow ease of entry and exit and prohibit observation by others.
2. All rooms used as part of the examination process, must have electrical plugins and extension cords, if necessary, to plugin and position video cameras and for KBEMS Rep laptop.
3. An environment free of undue noise and distraction.
4. A climate-controlled environment with adequate lighting.
5. A waiting area that will accommodate twice as many candidates as available examination stations.
6. Restroom facilities, drinking water (fountain or bottled) and adequate parking.
7. Space to conduct the Exam Staff Orientation and prepare simulated patients.
8. A table and chair in each station for Exam Facilitators.
9. A secure room for KBEMS use.

## **REQUIRED STAFFING**

Each examination room shall be staffed by one Exam Facilitator, one assistant, and one simulated patient. Individual Exam Facilitators can examine a maximum of 10 candidates at an examination site. All exam staff shall be present in their assigned room throughout the scheduled examination, unless advised otherwise. KBEMS staff or the SOEC must be notified of the need for breaks prior to leaving the examination area. Should the examination day include a meal break, exam staff will be notified by KBEMS staff or the SOEC when they must return to their station for completion of remaining exams.

## Exam Facilitator Qualifications

Exam Facilitators are recruited by the SO and approved by KBEMS. Only EMS providers, professional nurses or other allied health professionals with a minimum of two years of experience at or above the level of EMT and holding current certification or license, with no pending disciplinary actions and without conflicts of interest associated with any candidate(s) should be considered. **No primary instructor will be allowed to serve as an Exam Facilitator at an examination site where their students are being examined.**

Exam Facilitators 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 provide thorough, consistent, and objective documentation of a candidate's performance. Exam Facilitators 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 pre-hospital 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 Exam Facilitators due to their familiarity with course content.

Final confirmation of selected Exam Facilitators is at the discretion of KBEMS. The KBEMS Rep has the authority to dismiss any Exam Facilitator for due cause during the examination.

## Exam Facilitator Responsibilities

- **Reminder: This is an examination of the candidate's ability to manage a patient for 15 minutes. For this reason, candidates should be performing initial assessments and needed treatments. If the candidate is engaged in the provision of a treatment, they may direct the assistant to perform assessments to facilitate further patient care.** Candidates should not direct assistants to perform assessments and treatments that the candidate could be performing themselves. In the event the candidate is directing the assistant to perform a task they should be prepared to provide step by step instructions on how the assessment or treatment is to be performed, if requested by the Exam Facilitator.
- Understand the content of Preparing for Your Role as a BLS Examination Staff Member, the BLS Psychomotor Skills Examination Guidebook and the NASEMSO National Model EMS Clinical Guidelines relevant to the exam scenario.
- Ensure the examination is conducted equally for all candidates without discrimination due to race, color, national origin, religion, sex, gender, age, disability, or 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 for recording on the video
- Monitor and record all performances on examination forms
- Ensure consistent presentation of all equipment, props, and moulage during the examination
- Coach/program the simulated patient for the assigned scenario
- Maintain security of all examination material, equipment, supplies, and return to the KBEMS Rep at end of exam



## **Assistants**

One 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 or against the candidate being examined.

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Assistants will greet the candidate outside the station or in the candidate check-in area, introduce themselves and with the candidate enter the examination station as a team. Assistants will don gloves prior to beginning each examination. Assistants will position themselves on the floor, either beside or across the patient from the candidate, throughout the examination.

Any person selected as an assistant should not have mobility restrictions and should understand the content of the Preparing for Your Role as a BLS Examination Staff Member and the BLS Psychomotor Skills Examination Guidebook.

## **Simulated Patients**

One person must be selected to serve as a simulated patient for each examination station. Persons selected as simulated patients must be clothed in shorts and tank tops to facilitate application of moulage. Simulated patients cannot be related to the candidate examining or be biased towards or against the candidate being examined.

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. Currently enrolled EMR or EMT students may not 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.

### **Prohibited Examination Staff Activities:**

- Accessing electronic devices in the examination station, to include cellular devices, hand-held computer devices, laptops, tablets or other electronic devices, pagers, or smart watches. (If video review shows exam staff accessing these devices in the exam room, they may be denied for use with future exams.) 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 Exam Facilitator's vehicle or with the SOEC throughout the examination.
- Copying or recording of examination material
- Sharing of information acquired in the examination station

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

### **Roster for Skills Exam Facilitators and Simulated Patients**

To facilitate room coordination, a complete Exam Staff roster will be provided to KBEMS staff. The roster will contain groupings for each exam station as approved for the exam site including the Exam Facilitator, Assistant and Simulated Patient for each station. This roster shall be provided by the SOEC for use by the KBEMS Rep during the examination and for future reference.

### **“Sick” Policy**

Staff or candidates who are sick upon arrival to the examination site or who become sick during the examination will be required to leave the examination immediately upon recognition of such.

“Sick” is identified as anyone suspected of illness attributed to contact, airborne or droplet pathogens or toxins which cannot be contained to ensure protection of others including, but not limited to, any of the following:

- Unprotected close contact with someone diagnosed with, or suspected to have, COVID-19 within the past 14 days.
- Chills
- Stiffness/Rigidity
- Muscle aches or pains
- Fatigue/Weakness
- Headache
- Sore throat
- Cough
- Shortness of breath/Difficulty breathing
- Sudden loss of smell or taste
- Temperature in excess of

## **KBEMS RESPONSIBILITIES**

Ensure protection of the public through validation of a candidate's ability to manage a simulated pre-hospital medical or trauma event.

KBEMS will provide information to the SOEC in the event of anomalies in the examination process.

### **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 KBEMS Rep shall visit all stations to ensure compliance with approved exam criteria and processes. The KBEMS Rep shall review station set-up and equipment prior to the examination, noting the following:

- Testing environment comfort
- Unnecessary noise or distraction
- Candidate entry or exit effect on other's performance
- Presence and functionality of required equipment
- Required Simulated Patient presence
- Any alteration from the directed station setup per Appendix B
- Examination forms for:
  - Areas left blank
  - Exam Facilitator comments
  - Exam Facilitator signature

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

During video reviews, the KBEMS Rep shall review:

- Exam staff performed appropriately
- Use of prohibited equipment in the exam room
- Consistency of equipment and supply reset
- Exam Facilitator, assistant and simulated patient verbal and non-verbal communication
- Consistency of examination instruction and scenario presentation by the Exam Facilitator, assistant and simulated patient
- Security of scenario information or documentation
- Time limits enforced
- Exam staff is courteous, professional, non-discriminatory and non-threatening
- Activities addressed in the Prohibited Behaviors section below will be shared with the SOEC and the Examination staff member(s) involved.

## General Responsibilities

The KBEMS 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 KBEMS Rep must advise the candidate that fees collected for the examination are those determined by the SOEC for expenses associated with conducting the examination site and it is solely at the SOEC's discretion whether such fees are refundable.
- Inspect facilities
- Address possible cases of dishonesty or discrimination
- Inspect candidate government-issued photo ID, and signed Affirmation form
- Orient Exam Facilitators, assistants and simulated patients
- 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 documentation, video equipment, scrubs, moulage kit, etc.
- Acquire Exam Facilitator clarification and/or correction on examination forms
- **At NO Time** is a KBEMS Rep permitted to change examination documentation.
- **At NO Time** will the KBEMS Rep, SOEC, or exam staff inform candidates of unofficial examination results, provide opinion as to candidate performance, allow candidate to review completed examination 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 Patient Management examination and the NREMT cognitive examination to obtain KBEMS certification. Candidates are eligible for up to **four complete psychomotor examination attempts**, provided all other "Entry Requirements" are met. Graduates from a BLS initial course of instruction have two years from the date of course completion to successfully complete all components of the KBEMS certification process as outlined below:

1. Passed cognitive and psychomotor examination results are valid for twelve months from the date of the examination, provided all other requirements are met.
2. Candidates are eligible for up to three retest attempts (4 total attempts), provided all other requirements are met.
3. Complete both the cognitive and psychomotor components of the examination within two 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 KBEMS Rep is not authorized to make determination for accommodation or use of alternative equipment at the psychomotor examination.

## **Examination Complaint(s):**

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

Should the KBEMS 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 KBEMS Rep shall only permit a candidate to file a complaint based upon discrimination.** The KBEMS 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 KBEMS Rep shall inform the SOEC that a formal complaint has been initiated.
2. The KBEMS Rep shall notify the involved Exam Facilitator that a complaint has been filed and advise that he/she shall remain on-site for an interview by the KBEMS Rep, if necessary.
3. Results of the examination, either pass or fail, cannot be changed by the KBEMS 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 Exam Facilitator.
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 the 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.

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 may not be allowed to examine. This is determined by the SOEC.

### **Examination Interruption**

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

- Candidate examination materials will be delivered to the KBEMS Rep.
- The Exam Facilitator 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 KBEMS Rep shall use best judgment and nullify results if it is believed the interruption adversely impacted the candidate's performance.

For any interruption, the KBEMS Rep, Exam Facilitators, 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, to the exam site. Wedding rings and other religious items are allowed, but may 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 KBEMS Rep. At the discretion of the KBEMS Rep the following may be initiated:

1. Immediate suspension of all examination activities if more than one 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 KBEMS Rep is satisfied that all involved candidates have been dismissed, resume the examination

For any incident identified above, the KBEMS 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.

Prohibited behavior may include, but is not limited to:

1. Being observed giving, receiving or aiding in a candidate's examination
2. Accessing, possessing, reproducing, disclosing or use of any examination materials outside 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 KBEMS Rep, the SOEC or other examination staff or candidates.
6. Use of unprofessional (foul) language when interacting with the KBEMS Rep, the SOEC, examination staff or other candidates.
7. Offering any benefit to the KBEMS Rep, SOEC and/or examination staff in return for aid or assistance for completion of an exam.

The above behaviors constitute 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

To ensure objective and accurate candidate evaluations, the following actions may be implemented:

Unprofessional conduct or failure to comply with the Examination Guidebook can result in written counseling and/or suspension from the examination process.

Penalties for violations include:

- 1-year suspension;
- Board-approved SOEC remediation  
or
- Permanent suspension

## **Dismissal from the Examination**

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

The KBEMS 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 KBEMS 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 Examination Form that the candidate's results are subject to misconduct as documented in your incident report.

## **Reporting Examination Results**

The KBEMS 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 KBEMS 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)
- Exam Facilitator Name
- Examination Site (Name of Facility, City, State)
- Retesting (Yes or No)
- Identify Medical vs. Trauma

## **Completion of the Psychomotor Examination**

The KBEMS Rep will ensure examination security as follows:

1. Collection of all examination material from Exam Facilitators, including:
  - a. Scenario
  - b. Exam Facilitator 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 KBEMS Rep will briefly interview for problems or areas of concern/confusion that may have occurred.