

## Conducting the EMT Initial Psychomotor Examination

**State Official** = EMSRB Staff

**Approved Agent** = Persons approved by the ESMRB to oversee psychomotor examinations

**Exam Coordinator** = is responsible for the overall planning, staffing, implementation, quality control, and validation fo the psychomotor examination process in conjunction with the State EMS Official or approved agent.

**As defined by the NREMT Userguide, the State EMS Official or approved agent must ensure that all candidates complete the psychomotor examination in the same standardized format.**

**All Basic Level examinations are administred by the State EMS Office or approved agents.**

***NREMT Guidelines apply to both Initial and Refresher candidates which includes 6 skills stations for 7 skills***

Duty	State EMS Official	Approved Agent	Exam Coordinator	State Timeline	NREMT pg #	Notes
<b>Exam Approval</b>						
Determine Exam Date			X	4-5 Weeks	11-16	With Approved Agent
Secure Facilities			X	4-5 Weeks		
Find Approved Agent			X	4-5 Weeks		
Request to host exam			X	4-5 Weeks		With State Official
Approval of Exam Date	X			4-5 Weeks		

<b>Reservations</b>						
Maintain Reservation List			X	3-4 Weeks	12-13, 91	
Submit Examiner List to State Official			X	3-4 Weeks	102-103	To State Official 1 week prior to exam
Verify Examiners qualifications	X			2-3 Weeks	53-55	
Forward Rosters to Approved Agent	X			2-3 Weeks		

<b>Exam Day</b>						
Set Up Skills Stations			X	1 day	105-106	If possible
Supply Examiners with Items			X		57-89	Essays, Candidate Instructions, Skill Sheets, Clipboard, Pencil, timer
Arrange Staffing			X		14-16	20 Candidates requires 6 Examiners, 2 EMT assistants, 4 Simulated Patients
Confirm Availability of MD			X		37-41	Must be available by Phone or pager MD, Exam Coordinator and either State Official or Approved Agent
Serves as QA Team for Exam		X	X			
Responsible for Flow of Exam		X	X		16-17	
Orientation of Skills Examiners		X			27-30	
Orientation of Candidates		X			31-35	
Verification of Candidates		X			18-22	Photo ID
Dispatching Candidates			X			
Visit Skills throughout exam		X				
Review Skill Evaluation Forms		X			46-50	Runner provides exam sheets to State Official or Approved Agent
Score Results and Tabulate Retest Needs		X				
Privately Inform candidates of Results		X				These are Unofficial results only

<b>Completing Exam</b>						
Submitting Records to NREMT			X		24-25	Official results are 3rd party confirmed on NREMT website by Exam Coord
Submitting Records to State Office		X			52	12 - 24 months or in accordance with retention schedule
Retention of Official Records	X					

**State Official may fill the role of Approved Agent at anytime.**