



PSYCHOMOTOR SKILLS QUALITY CONTROL CHECK LIST

State Form 54594 (R / 1-14)



INSTRUCTIONS: To be filled out and returned to Indiana Department of Homeland Security (IDHS), office of Emergency Medical Services (EMS) by official State Representative.

Psychomotor Examination Quality Control Check List	
<i>Please initial those items that have been completed and explain those that have not been completed.</i>	
A.	Organization of the Examination
	Examination Coordinator was well informed and assumed responsibilities according to directions from the State Representative.
	A make-up artist or person skilled in moulage was present and injuries were adequately moulage to present realistic injuries.
Explain:	
B.	Facilities for the Examination
	Psychomotor examination stations had adequate room to conduct each station without interference.
	Equipment was in working order and of adequate variety.
Explain:	
C.	Skill Station Examiners
	Representative reviewed the qualifications of the skill station examiners prior to the examination.
	Examination coordinator scheduled correct number of skill station examiners, from varied medical disciplines.
	Skill station examiners read their instructions and understood their role in the examination process.
	Skill station examiners remained objective in recording each candidate's performance.
	Skill station examiners read entry scenarios for each station to the candidate.
	Skill station examiners used scenarios and questions provided.
	Skill station examiners did not show preference toward one agency, sex or race by use of facial expressions, tone of voice, helpful gestures, recordings or other means.
Explain:	
D.	Orientations
	Representative read the orientations, as provided in the Representative's Manual, to candidates and skill station examination.
	Skill station examiners oriented victims and assistants.
Explain:	
E.	Medical Director
	The scheduled Medical Director for examination was present.
	The scheduled Medical Director for the examination was available via telephone during the time of the examination.
	The scheduled Medical Director acted as a skill station examiner.
	A physician was present on the day of the examination.
Explain:	

F.	Candidates
	The candidates were made aware of the policy on retests and informed of the grievance procedures.
	The candidates were assembled so as to reduce conversations while waiting to enter a station.
	The conduct of the candidates was professional.
Explain:	
G.	Honesty and Objectivity
	The candidates followed examination policy in relationship to honesty in taking written and psychomotor examinations.
	The grievance committee meetings were conducted with all due process afforded the candidate.
Explain:	
H.	Representative
	This examination was conducted according to the State of Indiana policies and procedures. (Representative's Manual)
	This facility could be utilized for future State examinations.
	The Medical Director was well informed and cooperative.
	All additional recordings by the skill station examiners were reviewed and marked on the Practical Examination Report as directed.
Explain:	
Comments on the examination, if not included on this check list, should be noted below:	
Additional Comments	
Exam Site:	
	Date: (month, day, year)
Signature of representative	