



**AVESTA CONSORTIUM 2012
AMBULANCE SERVICE PROVIDER
PHYSICAL ABILITY TEST (PAT)
TEST ADMINISTRATION MANUAL**

Version: Manual Stretcher and Powered Cots without Power-Load System

CONFIDENTIAL

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I. INTRODUCTION

This is the administration manual or guide for the Avesta Consortium 2012 Ambulance Service Provider Physical Ability Test (PAT). This manual provides information useful in administering the PAT.

Please note, that both a generic guide and organization specific guides may have been created. If your company has an organization specific guide, then you should read both the generic and the organization specific manual.

This PAT and the accompanying administration manual are intended for use with ambulance service providers. Depending upon your organization it may be used with Emergency Medical Technicians, Paramedics, and/or similar employees. It is intended for use as a pre-employment test.

This manual was prepared for administrators and those helping with administration. It should be considered to be confidential and should not be copied, reproduced, or distributed without permission.

Should there be any questions concerning administration procedures you may contact:

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II. AVESTA CONSORTIUM 2012 EXAMINATION OVERVIEW

In this section, we provide an overview of the physical ability testing (PAT) program. Depending upon your organization, there may be slight variations in this procedure. You should familiarize yourself with the rationale behind and design of the PAT in case you receive questions from candidates.

The PAT has two main purposes:

1. To ensure job candidates can perform the essential functions of the job
2. To reduce health and injury risks for both employees and patients

This PAT is used as a standardized screening tool for pre-employment (or conditional employment or post offer) emergency medical services or ambulance service provider field positions. It assesses various physical abilities required to perform the paramedic and emergency medical technician job duties. The weights and equipment used in the test are designed to simulate the physical abilities needed to lift and transport patients and equipment in the field.

Through the correct use of the PAT, you will help ensure that only qualified candidates are hired.

PAT Development

The PAT was developed using a consortium approach. It was developed by Avesta, The Center for Organizational Research (COR) at The University of Akron, and Bryan Fass of Fit Responder, with the cooperation of the following organizations:

- MedStar, Fort Worth, TX
- SeniorCare EMS, Bronx, NY
- LifeStar Response, Inc, Halethorpe, MD
- LifeNet, Texarkana, TX
- Huntsville Emergency Medical Services, Inc., Huntsville, AL
- City of Hudson EMS, Hudson, OH

The highly regulated pre-hospital care and medical transportation industry is a complex and ever-changing business, requiring a well-trained and carefully selected staff. In order to be employed as an ambulance service provider an employee should be a patient-minded individual with specialized clinical, safety, and scene management skills. Failure to maintain a highly skilled workforce inevitably results in costly employee turnover and lost revenue. The demanding EMS environment makes it difficult to attract and retain qualified team members who are able and willing to meet these challenges.

The agencies or organizations involved in this consortium study saw a need to develop a standardized instrument that could be used for screening ambulance service providers for the specific construct of physical skills required to perform the associated job duties. This test and the accompanying report were developed based on professional guidelines and standards. Selection methods for jobs involving public safety or medical services need more careful attention and specialized assessment batteries due to the high-risk and sensitive nature of the work involved.

Simply stated, the organizations involved in this study were concerned with the need for a valid, job-related assessment of physical ability. Additionally, the physical condition of current job incumbents was seen as being a significant problem stemming from the initial screening of candidates for ambulance service positions.

In the opinion of the organizations involved, overexertion injuries accounted for a large number of work-related injuries in ambulance service provider jobs. The goal of the consortium companies was to reduce the potential for overexertion and, therefore, reduce the potential for work place related injuries.

Therefore, the creation of a valid strength test was proposed. The development of the test and the validation approach had a number of goals including:

- Provide the companies with a valid and legally defensible job analysis. Validity is defined in terms of the *Uniform Guidelines*.
- Provide the companies with a valid PAT.
- Develop training, guidelines and instruction manuals.

All of the companies involved in the cooperative study provide a variety of ambulance services involving the transportation of patients following medical protocols. This includes transportation under both emergency and non-emergency situations involving basic and, in some cases, advanced life support.

Job Coverage

The PAT is intended to cover a number of jobs in the general area of Ambulance Service Provider. This includes both EMTs and Paramedics. Depending on the organization, it may include other jobs. In order to make sure that the PAT was appropriate for these jobs, an in-depth job analysis process was completed. This included the use of focus groups, questionnaires, and observation. In order to use the PAT with a specific job, the job must be shown to be sufficiently similar to the positions used in the original validation study.

PAT Validation

In order to use a pre-employment test, it should be shown to be job-related, meaning that an individual's performance on the test is related to their performance on the job. It also means that there is correspondence between the knowledge, skills, and abilities needed to perform the job and the knowledge, skills, and abilities needed to do well on the test.

Both the literature review and the job analysis found that ambulance service providers spend a great deal of time in transfer or emergency work that involves lifting heavy patients often weighing over 200 pounds and transporting such patients over uneven, difficult surfaces and in tight spaces.

The PAT was initially validated using a content validation approach. More specifically, it was designed to be a consortium or cooperative study based upon a content validity, work simulation approach. A separate report or manual was created that describes the validation of the PAT, which should be referenced for any further questions about the process.

Note on Usage

The PAT is designed or intended for pre-employment use. However, depending upon the organization, it may also be used after a conditional employment offer or post offer. Thus, the PAT is designed to be used before entry into the job.

Sometimes physical ability tests are used for return-to-work or fitness assessments. The use of the PAT for these or other purposes is not considered in this particular manual.

This test may be just one component in the employment process. There may be other tests or interviews, depending upon your organization. While this test is not the sole basis for hiring, the candidate must pass the test in order to be hired.

Standardization

A great deal of work went into the development of the PAT. However, the important link in this process is you – the test administrator. The PAT **MUST** be given following standardized instructions and procedures. There must be no variance in testing procedures from candidate to candidate. Please take the time to carefully read over this manual and make preparations in order to ensure the standardization of the test experience for all candidates.

III. PREPARING TO BE A TEST ADMINISTRATOR

As indicated in the previous section, you as the test administrator and the proctors working with you are the critical element in the test administration process. In this section, we briefly describe the steps you should take to prepare yourself to administer the test.

Read the Manual

The first step is to read and understand the information in this manual. If you have any questions, please feel to direct them to your organizational liaison or to contact Avesta. You should read this manual carefully, including reviewing all the forms and checklists.

Watch the Instructional Courses

The next step is to watch the instructional courses for both administrators and candidates describing and demonstrating the examination. It is important to watch both courses. You will want to watch the courses several times, making notes for yourself on the procedures.

Conduct a Trial or Practice Exam

You should schedule a trial, practice, or mock exam. In order to do this, line up several job incumbents and run through the procedures as outlined in the manual. In doing this, you will want to conduct the exam as if it was a real exam, going through all of the procedures from sign-in to final dismissal. This will give you practice with running through and setting up the exam.

If you have access to trained examiners, we recommend that you serve as an observer for an examination, so that you can become acclimated to the procedures.

Remember, you are representing and acting on behalf of your company. It is critical that you conduct the test with an appropriate professional demeanor. Every candidate is entitled to safe and fair treatment. No candidate should be subject to bias or harassment.

IV. PREPARING TO BE A TEST ADMINISTRATOR

This section briefly discusses some of the steps that must be completed in order to make sure the exam runs smoothly. As test administrator, some of these steps may be completed by other people, but you should make sure everything is set up and ready to go prior to testing. The steps that need to be taken before the test include:

1. Notify Candidates of Need to Schedule an Examination
2. Schedule of Test Times
3. Send Scheduling Confirmation Letter
4. Take Inventory of Required Equipment and Supplies
5. Note on Verbal Instructions
6. Things to Look For: Key Lifting Points
7. Things to Look For: Scoring Biomechanical Risk
8. Approximate Counts for Physical Tasks
9. Possible Decisions
10. Individual Accommodations

Candidate Notification of Need to Schedule an Examination

Given a candidate is qualified and has passed all the prior examinations to this stage, the candidate should be sent a letter (or email or phone call) notifying them of the need to schedule an exam, possible exam times, the availability of a website and instructional course, and the handout for candidates or applicants. A sample letter is provided at the end of this manual (see Appendix A).

Scheduling Test Times

If you are scheduling testing times, be sure to allow enough time for the examinee to arrive, complete all forms, warm up, complete the test, and be dismissed. Depending on the number of administrators or proctors available, we would recommend leaving at least 45 minutes between candidates. If sufficient personnel exist, one candidate can be filling out forms as another candidate completes the test. When possible, you should instruct candidates to complete the instructional course online prior to the testing day. The approximate times you'll need for each activity are:

- 15 minutes for check-in and warm-up
- 10 minutes to provide instructions and walk through the PAT stations
- 15 minutes for test administration, and
- 5 minutes to set-up equipment for the next candidate.

Confirmation Letter

After the time and date of the exam is established, the candidate should be sent a letter (or email or phone call) notifying them of the time and date as well as the availability of a website, online instructional course, and preparation handout. A sample letter is provided at the end of this manual (see Appendix B).

Take Inventory

Several days ahead of the exam, you should take an inventory to make sure all of the equipment is there and available. In addition, you should reserve any rooms that might be needed, arrange for additional administrators and proctors, and schedule other equipment such as an ambulance (see Appendix C).

Note on Verbal Instructions

Test administrators will be asked to read a script to candidates prior to beginning the PAT and an additional script laying out specific station instructions during the PAT. Verbal scripts are in the appendices to this Manual and described in greater detail in the next section.

Things to Look For: Key Lifting Points

Data supports that the two most common causes of lower back and knee injury in EMS are:

1. Poor muscular endurance; the repetitions of lifting and scenarios are specifically designed to assess this.
2. Poor lifting techniques; assessing the candidate on the “ability to lift and move with a flat back” and key lifting points tests for this ability or inability.

In completing the exam, the following are some general, key lifting points:

- a) Feet should be flat with ALL lifts.
- b) Head should be up with all lifts.
- c) The spine should be straight with all lifts (broomstick); improper posture would include kyphotic lifting posture or spine dependent lifting.
- d) Proper squatting technique should be used.
- e) Ability to take a knee equally bilaterally (during the lunge) shows flexibility, strength and range of motion that are necessary to perform the job.
- f) Carrying, dragging, pushing, and pulling for a distance show the candidate’s grip strength, trunk muscular stability and muscular endurance and simulate the candidate’s ability to pull a patient from bed to bed.

Things to Look For: Scoring Biomechanical Risk

While many candidates will pass the PAT in the required amount of time they may still demonstrate erroneous and dangerous ergonomic behaviors. We have devised a simple grading form that an additional examiner can use to “score” a candidate on their overall biomechanical risks. **Note this is optional and should not be used in determining if a candidate passes or fails the test.** However, if a test is terminated due to risk to the candidate, it may be used to document that observed risk.

This grading form allows a department to note who poses an injury risk from poor technique and will aid in assigning the candidate corrective exercises and additional patient and equipment handling training.

Candidates will be graded on a scale as follows:

1 = Poor/dangerous mechanics

2 = Moderate mechanics

3 = Good mechanics

We would recommend that any candidate scoring 1’s on any portion of the test should be assigned “corrective steps.” These steps can include specific stretches, remedial ergonomic training and strength exercises.

The use and scoring of this sheet is discussed again in the *Administering the Exam* section.

Approximate Counts for Physical Tasks

The PAT requires the candidate to complete the following (approximate counts):

- Squats: 5 full squats
- Dead lifts: 4
- Steps: +/- 100
- Lunges: 2
- Deep Floor Lifts: 1
- Grip time: +/- 119 seconds
- Kneeling/Prolonged Position: 200 seconds

Possible Decisions

The following are the possible decisions as a result of the test:

1. No show - Person did not show up for the test or cancels the test administration and does not reschedule. Should not be treated as an applicant for purposes of the test.
2. Cancel - Person cancels the test but reschedules.
3. Withdraw - Person withdraws during the test. Should not count as an applicant.
4. Test terminated by administrator - Test administrator cancels or stops the test for one of the following reasons:
 - a. Professional judgment of the test administrator that having the candidate start or continue with the test would result in injury or health risk.
 - b. Candidate not dressed appropriately.
 - c. Candidate intoxicated or under influence of drugs.
 - d. Candidate cannot understand instructions.
 - e. Candidate cannot follow instructions.
 - f. Candidate does not comply or will not comply with instructions.
 - g. Candidate engages in inappropriate language or behavior.
 - h. Candidate is in pain or injured.
 - i. Candidate is performing in an unsafe manner and will not change approach.
 - j. There is an equipment failure or other problem with the test.
5. Fail due to factor other than performance - Could be one of the reasons listed above if treated by the organization as a failure.
6. Fails due to performance on station - Fails a specific station; note the station.
7. Fails due to time - Fails to complete the test stations within the time limit; note total time taken or that test was terminated at a certain time.
8. Pass

Individual Accommodations

In administering physical tests, one must also consider the Americans with Disability Act; this would include both the Americans with Disabilities Act of 1990 [ADA] and changes reflected in the ADA Amendments Act of 2008 (ADAA), which became effective on January 1, 2009. The problem in terms of practical application is that the ADA is very much about individual accommodation and considerations. As a result, it is difficult to offer general advice without a consideration of specific classes. Under the ADA, an employer cannot discriminate against disabled individuals who are otherwise qualified to perform the essential functions.

If a candidate requests accommodations, then the matter should be referred to human resources for properly handling and decision making. Thus, any requests for accommodation should be made prior to the exam. If an individual requests accommodation on the day of the exam, the administrator should stop the exam and refer the individual to human resources.

V. DAY OF THE EXAM SET UP

Standardization is critical. The test must be set up in the same manner for each candidate. This section describes the set up for the exam. In most cases, you will want to supplement the information contained in this section with local details based upon your typical conditions.

The set up for the exam is also described in the online administrator instructional course. You should review this course for details on the set up of the examination.

Take Inventory

Make sure all of the inventory items are available and the room is laid out correctly. Several days ahead of the exam, you should take an inventory to make sure all of the equipment is there and available. In addition, you should reserve any rooms that might be needed, arrange for additional administrators and proctors, and schedule other equipment such as an ambulance (see Appendix C: Inventory List).

Equipment	Number Needed	Pretest - Number	Posttest Number	Comments on Condition
Out of service ambulance	1			
Manual lift stretcher	1			
Heaviest Piece of Gear - Bag	1			
Monitor	1			
A pre-built staircase	1			
An EZ-curl bar and weights that total 75 pounds, along with locks to secure the weights	1			
150-pound manikin	1			
Transfer tarp or sheet	1			
Spine board with 120-pounds of weight attached	1			
150-pound manikin or half a manikin with weights strapped to it	1			
Oxygen tank, regulator and BVM with tubing	1			
CPR manikin	1			
CPR rate and depth measuring device	1			
Stop watch	2			
Tape measure	1			
Cloth tape	1 roll			

Metronome	1			
Straps (enough to secure weights)				
Cones or other floor markers	2			

Personnel

At a minimum, there should be one test administrator and one spotter-observer. However, we recommend the use of four (4) people if possible; a check-in person, two spotter-observers, and a test administrator.

Room Layout

It is critical that the room be laid out properly well in advance, and in the exact same manner for every candidate.

The set up and layout of the equipment is described in the online instructional course you must watch in order to be trained as a test administrator. If you are setting up the exam for the first time, you should watch the administrator instructional course before setting up the stations. In addition, the basic station descriptions are listed here in summary form:

Station	Summary Description of Set Up
1 . Truck Exit	Candidates begin the test while sitting in the ambulance with their seat belt secured and the door closed. The stretcher should be outside the rear of the truck and secured with the safety latch. The gear should be placed on the stretcher along with 150 pounds of weight. The preferred method is to use half a manikin with weights strapped to the head and middle of the stretcher. Remember to place your heaviest pieces of gear on the stretcher, such as a monitor and gear bag. You must use the same pieces of gear for every candidate.
2 . Stair Climb	At the base of the staircase, use tape to mark a box on the floor. The box should be three feet out from the bottom step and three feet by five feet in size. This area will be used for the lunges and squats. While facing the staircase, go to the left side of it, and use tape to place a large X on the floor in line with the middle of the platform. This is where you should place the EZ-curl bar. Use tape to mark the grip area on the 75-pound EZ Curl bar, 18 inches from the center. Note: Spotter Needed.

<p>3 & 4 . Manikin Roll and Drag</p>	<p>Lay the transfer tarp out on the floor and place the manikin face-down beside it. This is the starting point. Measure 25-feet away to the end point and mark it with a cone or other marker. The candidate will kneel on the transfer sheet and roll the manikin onto its back in the center of the tarp. Then using the tarp, the candidate will drag the manikin 25-feet away from the starting point.</p>
<p>5 - CPR</p>	<p>You will need a CPR manikin with an EKG monitor or a CPR training manikin with a pocket CPR device to measure depth. The candidate will perform CPR at adequate depth for three minutes. A monitor or CPR feedback device will be used to measure adequate depth.</p>
<p>6 . Simulated Log Roll to Spine Board</p>	<p>The candidate will walk back to the manikin on the transfer sheet at station four, kneel down and roll the manikin completely onto its side, hold it there for five seconds, then roll it back onto its back. This is similar to how you would transfer a patient to a spine board. The candidate is NOT allowed to push the manikin – it must be rolled and pulled.</p>
<p>7 - Step Test</p>	<p>Candidates will begin with the RIGHT foot on the first step and begin stepping up and down for one minute – right up, left up, right down, left down. After one minute, you'll instruct the candidate to switch feet and lead with the LEFT foot for another minute – left up, right up, left down, right down. You'll need to set the pace of the metronome at this station to 24 steps per minute for a total of two minutes.</p>
<p>8 . Simulated Stair Chair Carry</p>	<p>You should have already marked the grip area on the 75-pound EZ Curl bar, 18 inches from the center. Candidates will pick up the 75-pound bar using a palm-up grip and move to the base of the stairs. They'll walk backwards up the stairs, then turn around on the platform and walk backward down the stairs. You'll need at least two spotters at this station for safety purposes, one on each side of the candidate. It's preferred to have three spotters total, one on each side and one directly behind the candidate.</p> <p>Note: Spotter Needed.</p>
<p>9 . Spine Board Lift</p>	<p>Strap 120-pounds of weight to a long spine board at the torso position. The foot end of the board will rest against the other side of the stair platform, on the side opposite of the EZ-curl bar. Candidates will lift the board from the floor to a standing position with arms extended. They'll hold the board for five seconds and then replace it to the floor.</p>

<p>10 . Ambulance Stretcher Load</p>	<p>The stretcher will already be placed outside of the truck and secured with the Stretcher safety latch. A half-manikin with weights equaling 150-pounds will already be secured on the stretcher. You'll need to assist the candidate by retracting the Ambulance carriage until it locks and then indicate that your hands are out of the way. Then the candidate will load the stretcher into the ambulance and secure it.</p> <p><i>Stretcher Load Instruction – for Powered Cots</i> <i>The stretcher is outside of the truck and secured with the safety latch. A half-manikin with weights equaling 150 pounds is already secured on the stretcher. The candidate will need to lift the stretcher and hold for 5 seconds. When instructed, retract the carriage and place the stretcher in the ambulance. The candidate will then secure the stretcher in the ambulance.</i></p>
<p>11 . Bag Valve Mask</p>	<p>Inside the ambulance, candidates will assemble the regulator onto an empty oxygen tank and turn the tank on. They'll remove the BVM from the bag and assemble it, then secure the tubing to the oxygen regulator, place the BVM on the manikin and provide five breaths.</p>
<p>12 . Remove the Stretcher</p>	<p>Candidates will step out of the ambulance, release the stretcher and pull it out until it catches on the safety stop. You will instruct them when to squeeze the handle and release the carriage. Then you will assist by lowering the carriage to the floor until it locks and indicate that your hands are free. Then candidates will lower the carriage to the floor.</p>

VI. DAY OF THE EXAM ARRIVAL AND WARM UP

The candidate or test taker should arrive at least 45 minutes before the scheduled start of the exam (unless you have already built this time into the schedule for each candidate's arrival time). You may want to adjust this time depending upon your experience with this initial stage.

After arrival, the candidate should:

- Complete any forms
- Watch the instructional course (if they haven't already watched it online prior to arrival)
- Warm Up
- Walk Through

The approximate times you'll need for each activity are:

- 15 minutes for check-in and warm-up
- 10 minutes to provide instructions and walk through the PAT stations
- 15 minutes for test administration, and
- 5 minutes to set-up equipment for the next candidate.

Candidate Arrival and Form Completion

Before the day of testing, you should communicate information to the candidate about what to expect and give them access to the candidate instructional course, handout and work-out program. Ask them to arrive at least 45 minutes before the scheduled testing time. Candidates should be instructed to wear comfortable clothing and shoes, or their uniform, if they have one.

Upon arrival the candidate should be greeted. At this point, the candidate's identity should be confirmed by having them present and then checking their photo ID.

The candidate is then asked to sign the waiver, if a waiver has not already been signed (see Appendix D); note: The waiver should be handed out at this point but should be completed or signed after reading the candidate handout and watching the instructional course. If there are any other internal forms you require to be filled out, they can be filled out at this time.

Candidate Instructional Course

Prior to testing the candidate will watch an online demonstration of the PAT. If possible, candidates should be instructed to watch the course online prior to arrival. After reviewing the course, any questions the candidate has concerning the PAT should be answered and the candidate will be allowed to become familiar with the gear. At this point the candidate should be reminded to move from station to station in the predetermined order in a timely manner to complete the test in the allotted time.

Warm-Up

Before candidates begin the PAT they will have the option to perform a warm-up routine of their choice. A warm-up exercise is not a part of the test, but it's highly recommended. Candidates should complete a warm-up routine that works best for them. A good warm-up can include a brisk five to ten minute walk, followed by stretches. They may also do the warm up from the exercise program.

Walk-Through

After applicants complete the required forms, they should move from initial staging into the test administration area. At this point, the PAT administrator should greet them and ask if they have any questions.

The PAT administrator should walk through the test stations with the candidate to familiarize the candidate with the equipment. The testing organization has the option of allowing the candidate to lift anything at this time. Candidates will have an opportunity to ask questions about the test before it begins. In particular, the test administrator may show them how to work certain stations; specifically, the station involving the oxygen tank, regulator and BVM with tubing.

The content or scripts for the walk-through are basically the same as for the test administration itself. Nevertheless, we have provided separate scripts for the walk-through (See Appendix E).

VII. ADMINISTERING THE EXAM

At this point, the candidate has finished being checked in, completed their warm up, and gone through a walk-through of the stations. You should now begin administering the actual exam.

Administering the Actual Exam

You and the candidate should be ready to begin; make sure your spotters-observers are also ready. As a final check, ask the candidate if they are ready and have any final questions. If they do not, have them take their place on the starting mark and tell them to begin. You should also start each of the stop watches.

You will talk them through the administration of the exam. The script is similar to the walk through script. You can find this script in Appendix F.

Scoring the Exam

As noted previously, the following are the possible scoring decisions:

1. No show . Person did not show up for the test or cancels the test administration and does not reschedule. Should not be treated as an applicant for purposes of the test.
2. Cancel . Person cancels the test but reschedules.
3. Withdraw . Person withdraws during the test. Should not count as an applicant.
4. Test terminated by administrator . Test administrator cancels or stops the test for one of the following reasons:
 - a. Professional judgment of the test administrator that having the candidate start or continue with the test would result in injury or health risk.
 - b. Candidate not dressed appropriately.
 - c. Candidate intoxicated or under influence of drugs.
 - d. Candidate cannot understand instructions.
 - e. Candidate cannot follow instructions.
 - f. Candidate does not comply or will not comply with instructions.
 - g. Candidate engages in inappropriate language or behavior.
 - h. Candidate is in pain or injured.
 - i. Candidate is performing in an unsafe manner and will not change approach.
 - j. There is an equipment failure or other problem with the test.
5. Fail due to factor other than performance . Could be one of the reasons listed above if treated by the organization as a failure.
6. Fails due to performance on station . Fails a specific station; note the station.
7. Fails due to time . Fails to complete the test stations within the time limit; note total time taken or that test was terminated at a certain time.
8. Pass

As noted in #4 above, you may stop or not start the exam if in your professional judgment having the candidate start or continue with the test would result in injury or a health risk. If you make that judgment, you should note that judgment and the reason for that judgment on the PAT Scoring Report (See Appendix G). In #4 above, there are a number of other reasons listed where the exam may be terminated. If one of those reasons exists, you should note it on the PAT Scoring Report and document your justification.

In order to pass the test, the candidate must successfully complete each station. If a candidate fails to successfully complete a station, as judged by you as the administrator, you must note which station they failed to pass and why they failed to pass the station. This information should be noted on the PAT Scoring Report. If they fail a station, then the testing process should be terminated immediately.

A candidate may also fail because they take more than the allotted time. If a candidate takes more than the allotted time, you should terminate the test unless they are in the process of completing the last station. If they are in the process of completing the last station, allow them to complete the last station but notify the candidate that they failed because they exceeded the maximum allotted time. If they are on a station other than the last station, then the testing process should be terminated.

Key Lifting Points

In administering the exam, the following are some general, key lifting points:

- a) Feet should be flat with ALL lifts.
- b) Head should be up with all lifts.
- c) The spine should be straight with all lifts (broomstick); improper posture would include kyphotic lifting posture or spine dependent lifting.
- d) Proper squatting technique should be used.
- e) Ability to take a knee equally bilaterally (during the lunge) shows flexibility, strength and range of motion that are necessary to perform the job.
- f) Carrying, dragging, pushing, and pulling for a distance show the candidate's grip strength, trunk muscular stability and muscular endurance and simulate the candidate's ability to pull a patient from bed to bed.

Scoring Biomechanical Risk (OPTIONAL)

While many candidates will pass the PAT in the required amount of time they may still demonstrate erroneous and dangerous ergonomic behaviors. We have devised a simple grading form that an additional examiner can use to "score" a candidate on their overall biomechanical risks (Appendix H). **Note this is optional and should not be used in determining if a candidate passes or fails the test.** However, if a test is terminated due to risk to the candidate, it may be used to document that observed risk.

This grading form allows a department to note who poses an injury risk from poor technique and will aid in assigning the candidate corrective exercises and additional patient and equipment handling training.

Candidates will be graded on a scale as follows:

1. Poor/dangerous mechanics
2. Moderate mechanics
3. Good mechanics

We would recommend that any candidate scoring 1's on any portion of the test should be assigned "corrective steps." These steps can include specific stretches, remedial ergonomic training and strength exercises.

Withdrawal

The candidate may withdraw from the testing process at any time. If they do, they should complete a withdrawal form (See Appendix I).

VIII. POSTTEST INSTRUCTIONS

Collecting Material

After the examination, the administrators should collect and store all forms in a safe place. In collecting the forms, the administrators should ensure that all forms have been filled out completely.

The administrators should also reset the PAT course for the next candidate. If the PAT course is not set up on a permanent basis, the course equipment and materials should be returned to any storage areas. Post examination, one of the administrators should complete an inventory to make sure all of the course equipment is accounted for and in good working order (see Appendix C).

It is important that all equipment and materials be kept in excellent condition. If parts or pieces are missing they should be immediately replaced.

Reporting Results to Candidates

Each organization should develop a process for reporting results to candidates. This policy should be consistent with policies for other reporting of examination results to candidates.

At the end of the examination, a candidate should be informed of the procedure by which they will be notified of the results of the application. Candidates who pass are not automatically hired.

If the Candidate Does Not Pass

If the candidate does not pass, then the candidate should be informed of both the appeals process, if one exists, and the retest policy.

Appeals Process

Avesta recommends that each organization set up a process for appealing the results of the PAT examination.

If an appeals process does exist, then the organization should inform each candidate of the appeals process at the end of the examination and/or when reporting results.

Retest Policy

Avesta recommends that the PAT not be administered to a candidate more frequently than every three (3) months. A candidate who does not pass should be informed of this policy. In addition, it should be suggested to the candidate that they engage in a program of exercise and

practice to prepare for the next examination. Provide candidates with online access to the post-test exercise regimen if retesting is necessary.

Data Management

You should maintain data per your organization's data retention and record keeping policies. All forms should be maintained and stored.

In addition to retaining data per organizational policy, a copy of score results should be sent to Avesta for data analysis and maintaining the properties of the test.

You may do one of the following:

1. Enter the PAT pass/fail information into your ApplicantCare system.
2. Fax or mail copies of the Avesta PAT score sheet to Avesta.
3. Create an excel file that includes the information from the Avesta PAT score sheet and send this to Avesta on a monthly basis.

All documents and reports should be kept in secure files on the computer or in locked files. Access to data and report forms should be restricted to administrators and others having a role in the PAT process.

IX. PROBLEMS WITH MANUAL

Avesta would greatly appreciate your reporting of any errors or problems you find with the manual. If you have other comments, you may also direct those to Avesta.

Please report any errors, problems, or questions to:

Avesta Systems, Inc.:

Avesta Systems, Inc.
5601 Hudson Drive
Hudson, OH 44236
866-342-4280

info@avestacorp.com

APPENDICES

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The Center for
Organizational
Research

APPENDIX A: SAMPLE LETTER FOR REQUEST TO SCHEDULE TEST

[Your Name]
[Street Address]
[City, ST ZIP Code]
August 26, 2012

[RecipientName]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name]:

Thank you for your interest in [Company Name]. The next step in the hiring process requires that you complete a physical ability test. This needs to be scheduled in advance through our office before you can be considered further for the position of [Job Title].

Please contact [Contact Name] at [Phone Number] to schedule your test appointment. Your appointment for the physical ability test administration will take approximately one (1) hour. This will include approximately 30 minutes for filling out the forms and warming up, and then 30 minutes to complete the test. Be sure to bring a photo ID with you on the day of the exam.

You will receive a letter confirming the time and date of your test and providing any additional information you may need prior to the test.

You should complete the online instructional course and review the candidate handout prior to your testing day. These are available on a secure website to help you familiarize yourself with the test. The instructional course and handout can be found at [fill in name of website]. As noted above, you should bring a photo ID with you. You should also bring or wear appropriate clothes.

Again, we appreciate your interest in [Company Name]. Should you have any further questions, please contact [Contact Name] .

Sincerely,

[Your Name]
[Title]

APPENDIX B: SAMPLE LETTER TO CONFIRM SCHEDULED TEST

[Your Name]
[Street Address]
[City, ST ZIP Code]
August 26, 2012

[RecipientName]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name]:

You have been scheduled to complete a physical ability test on [Date]. We ask that you arrive and check in by [Time]. Your test will begin at [Time 2]. Please plan on 1 hour for the test, or a half hour from the time your examination begins, because you will need time to fill out paperwork, warm up, and receive directions prior to taking the test. Your appointment for the physical ability test administration will take approximately one (1) hour. This will include approximately 30 minutes for filling out the forms and warming up, and then 30 minutes to complete the test. Be sure to bring a photo ID with you on the day of the exam.

<<Any additional information on attachments, directions, or parking procedures should go here..>>

You should complete the online instructional course and review the candidate handout prior to your testing day. These are available on a secure website to help you familiarize yourself with the test. The instructional course and handout can be found at [fill in name of website]. As noted above, you should bring a photo ID with you. You should also bring or wear appropriate clothes.

If you have any questions about the physical ability test or the hiring process, please contact me at [Phone Number].

Sincerely,

[Your Name]
[Title]

Enclosure

APPENDIX C: INVENTORY LIST

Equipment	Number Needed	Pretest - Number	Posttest Number	Comments on Condition
Out of service ambulance	1			
Manual lift stretcher	1			
Heaviest Piece of Gear	1			
Monitor	1			
A pre-built staircase	1			
An EZ-curl bar and weights that total 75 pounds, along with locks to secure the weights	1			
150-pound manikin	1			
Transfer tarp or sheet	1			
Spine board with 120-pounds of weight attached	1			
150-pound manikin or half a manikin with weights strapped to it	1			
Oxygen tank, regulator and BVM with tubing	1			
CPR manikin	1			
CPR rate and depth measuring device	1			
Stop watch	2			
Tape measure	1			
Cloth tape	1 roll			
Metronome	1			
Straps (enough to secure weights)				
Cones or other floor markers	2			

APPENDIX D: WAIVER

SAMPLE PHYSICAL ABILITY TESTING (PAT) SIGNATURE/ACKNOWLEDGEMENT WAIVER

INSTRUCTIONS: Candidate must read the handout describing the PAT and watch the instructional course describing the PAT. After they have completed reading the handout and watching the instructional course, they should complete the following and sign the waiver.

1. Candidate's Name: (please print)
2. Complete Address:

3. Have you read the handout describing the PAT?
 Yes No
4. Have you watched the instructional course describing the PAT?
 Yes No
5. Are you capable of performing, in a reasonable manner, the requirements and responsibilities involved in the PAT?
 Yes No

I certify that the information I have supplied above is true and accurate to the best of my knowledge. I understand that I will be required to pass a physical ability test (PAT) as part of the process of seeking employment. I also understand that if I do not pass the PAT, I will not be eligible for hire at this time. I hereby certify that I am physically fit and able to participate in this test. I hereby waive any and all liability of or by [Company Name] for any injury or aggravation of injury, illness, and/or death that could potentially or actually occur as a result of my participation in the PAT.

Candidate Signature

Date

Witness Signature

Date

APPENDIX E: SCRIPT FOR PRE TEST INSTRUCTIONS DURING THE WALK THROUGH

DESCRIPTION OF VERBAL INSTRUCTIONS TO BE GIVEN BY ADMINISTRATOR

Read the following italicized and bolded material out loud to the candidate. Any text that is not italicized and bolded should not be read out loud.

“Welcome to the Physical Ability Test. My name is _____ and assisting me today will be my proctors (introduce). We will be your administrators for the Physical Ability Test. We will be located around the floor to provide you with instructions, answer questions, and review your progress.

At this point you should have already filled out all your forms, watched the instructional course describing the Physical Ability Test, and warmed up. Have you completed each of those steps? Do you have any questions?

If questions, answer the questions. If no questions, then proceed with instructions and walk through.

Ok, great. We will now conduct a walk-through of the stations.

The Physical Ability Test consists of a number of stations; however, it is timed as one long event. You will have 13 minutes and 30 seconds to complete the test. You can take as long as you would like at each station, but you must complete the whole test within the time limit or you fail the test.

If you fail to complete any station, you will also fail the whole test. If you are unable to complete a station, you will not be able to continue on with the test.

In addition to not completing a station or taking too much time, there are a number of other events that may lead to a failure to complete the test. Those would be:

- ***My judgment that having you start or continue with the test would result in injury or health risk.***
- ***You are not dressed appropriately.***
- ***I believe you are intoxicated or under the influence of drugs.***
- ***You cannot understand my instructions.***
- ***You cannot follow instructions.***
- ***You do not comply or will not comply with instructions.***
- ***You engage in inappropriate language or behavior.***
- ***You are in pain or are injured.***
- ***You are performing in an unsafe manner and will not change approach.***
- ***There is an equipment failure or other problem with the test.***

- *Some other reason that impacts the test.*

There are some general physical hints we can give you in terms of staying safe. Failure to lift in a proper manner may result in a failure of the test if it leads to a situation where there is an injury or health risk.

(Optional) In addition, I will be rating your posture and lifting technique. This rating will be used in providing you with feedback and may be used in making a decision as to whether there is a risk to your health or potential of injury.

The general physical or lifting guidelines are:

- *Feet should be flat with ALL lifts.*
- *Head should be up with all lifts.*
- *The spine should be straight with all lifts (broomstick).*
- *Proper squatting technique should be used.*

You can withdraw from the test at any time. However, if you do so you must complete a Withdrawal form and you will not receive a score for the test.”

Now, I will walk you through the stations and briefly describe them. If you have a question, please ask. You have to complete the tasks as instructed. If you make an error or have some other problem, you will be told to do it correctly and instructed in doing it correctly. The clock will keep running at all times.

Before we start, are there any questions?”

Walk through each station with the candidate describing and reading the material below.
 Answer any questions.

Station	Script
1	<p><i>The first station is the Truck Exit You will begin this station by sitting in the ambulance with your seat belt secured and the door closed. When I (the test administrator) give the “thumbs up” to start please exit the truck, retrieve the two pieces of gear from the stretcher and proceed to station two.</i></p> <p><i>Any questions?</i></p>
2a	<p><i>The second station is the Stair Climb. While holding the gear and standing in the square marked with tape on the floor please face the stairs. Please climb to the top of the stairs, turn around and walk back down to the square on the floor. Do not put the gear down when you walk back down the stairs.</i></p> <p><i>Also, be sure to keep your head up and touch your knee to the ground. Your back should be straight. At this station, you will have a spotter.</i></p>
2b	<p><i>Still holding the gear lunge to the floor with your left leg in front and RIGHT knee down.</i></p>
2c	<p><i>Stand up, turn around, and repeat the ascent and descent up and down the stairs.</i></p>
2d	<p><i>At the bottom of the stairs, squat down and set the gear on the floor.</i></p>
2e	<p><i>Turn around to face the stairs, lunge to the floor with your right leg in front and LEFT knee down and pick up the gear.</i></p>
2f	<p><i>Repeat the ascent and descent up and down the stairs.</i></p>
2g	<p><i>At the bottom of the stairs still inside the square on the floor, lunge with your right leg in front and your LEFT knee to the floor. Let go of the gear and stand up.</i></p> <p><i>Any questions?</i></p>

3	<p><i>The third station is the Manikin Roll. Kneel onto the transfer sheet and roll the 150-pound manikin onto its back in the center of the sheet.</i></p> <p><i>Make sure you roll it and do not push it.</i></p> <p><i>Any questions?</i></p>
4	<p><i>The fourth station is the Manikin Drag. Using the transfer sheet, drag the manikin from station three to station four (25 feet away) to a position just past the cone marker</i></p> <p><i>Any questions?</i></p>
5	<p><i>The fifth station is CPR. Using a CPR manikin with an EKG monitor or a CPR training manikin with a pocket CPR device to measure depth you will perform CPR at adequate depth for three minutes. A monitor or CPR feedback device will be used to measure adequate depth. I, the test administrator, will let you know when there is one-minute left and when time is up.</i></p> <p><i>You should be kneeling and you should maintain the position for the duration of the CPR.</i></p> <p><i>Any questions?</i></p>
6a	<p><i>The sixth station is the Simulated Log Roll to Spine Board. Please walk back to the manikin on the transfer sheet at station four, kneel down and roll the manikin completely onto its side. You will not be permitted to push the manikin; instead it must be rolled and pulled, similar to how one would transfer a patient to a spine board.</i></p>
6b	<p><i>Hold the manikin on its side for five seconds, and then roll it back onto its back.</i></p> <p><i>Any questions?</i></p>
7a	<p><i>Station 7 is the Step Test. Walk back to the base of the steps, place your RIGHT foot on the first step and begin stepping up and down for one minute - right up, left up, right down, left down.</i></p> <p><i>At this station you should step to the pace of the metronome. That is a pace of 24 steps per minute.</i></p>
7b	<p><i>After one minute switch feet and lead with your LEFT foot for another minute - left up, right up, left down, right down.</i></p> <p><i>Any questions?</i></p>

8a	<p>Station 8 is the Simulated Stair Chair Carry Walk over to the EZ Curl bar, which has tape wrapped on the bar 18 inches from the center, indicating the grip area. Using proper lifting technique, pick up the 75-pound bar with your hands on the tape, using a palm-up grip. Holding the EZ curl bar move to the base of the stairs and walk backwards up the stairs</p> <p>You should follow the guidelines for proper lifting. Keep your feet flat, about shoulder-width apart. Keep your back straight, your head up, and your shoulders back. Be careful to maintain your balance. At this station you will have a spotter.</p>
8b	<p>At the top of the stair platform, turn around and walk backwards down the stairs. Using proper technique replace the bar back down to its original position on the floor.</p> <p>Any questions?</p>
9a	<p>Station 9 is the Spine Board Lift Walk to the side of the stairs to where the foot end of the spine board is resting against the stair platform. There are 120-pounds of weight strapped to the spine board at the torso position. Using proper technique, lift the board from the floor until you are standing upright with arms extended, or straight.</p> <p>Again, you should follow the guidelines for proper lifting. Keep your feet flat, about shoulder-width apart. Keep your back straight, your head up, and your shoulders back. Be careful to maintain your balance.</p>
9b	<p>Hold the board for five seconds and then using proper technique, replace the board gently to the floor.</p> <p>Any questions?</p>

<p>10</p>	<p>Station 10 is the Stretcher Load Lift into the Ambulance. The stretcher will already be placed outside of the truck and secured with the Stretcher safety latch. A half-manikin with weights equaling 150-pounds will already be secured on the stretcher. You'll need to assist the candidate by retracting the Ambulance carriage until it locks and then indicate that your hands are out of the way. Then the you will load the stretcher into the ambulance and secure it.</p> <p><i>Stretcher Load Instruction – for Powered Cots</i></p> <p><i>The stretcher is outside of the truck and secured with the safety latch. A half-manikin with weights equaling 150 pounds is already secured on the stretcher. You will need to lift the stretcher and hold for 5 seconds. When instructed, you will retract the carriage and place the stretcher in the ambulance. You will then secure the stretcher in the ambulance.</i></p> <p>You should follow the guidelines for proper lifting. Keep your feet flat, about shoulder with apart. Keep your back straight, your head up, and your shoulders back. Be careful to maintain your balance. You will probably want to do a mini squat to initiate the lift.</p> <p>Any questions?</p>
<p>11</p>	<p>Station 11 is the Bag Valve Mask. Step into the ambulance, assemble the regulator on the oxygen tank and turn the tank on. Remove the B VM from the bag and assemble it. Secure the tubing to the oxygen regulator, place the BVM on the manikin and provide five breaths.</p> <p>We are not assessing your clinical skills. We are looking at your fine motor skills.</p> <p>Any questions?</p> <p>Note: If needed, have them ask questions and show them how to assemble the BVM.</p>

12	<p><i>Station 12 is the Removal of the Stretcher This is the last station. Step out of the ambulance, release the stretcher and pull it out until it catches on the safety stop. When instructed and only when instructed, squeeze the handle and release the carriage. I will then lower the carriage to the floor until it locks and I will indicate that my hands are free.</i></p> <p><i>You should follow the guidelines for proper lifting. Keep your feet flat, about shoulder-width apart. Keep your back straight, your head up, and your shoulders back. Be careful to maintain your balance. You will probably want to do a mini squat to initiate the lift.</i></p> <p><i>Any questions?</i></p>
----	---

Any questions?

If no questions, you should be ready to begin the test.

APPENDIX F: SCRIPT FOR TEST ADMINISTRATION

DESCRIPTION OF VERBAL INSTRUCTIONS TO BE GIVEN BY ADMINISTRATOR

Beginning of Test

Read the following italicized, bolded material out loud to the candidate. Any text that is not italicized and bolded should not be read out loud. You will be reading these instructions as the candidate proceeds to each station. Make sure all the stations are set up and ready to go. Have candidate sit in ambulance and get ready for ready mark.”

“Before we start...any questions.”

In a couple of minutes, I will close the door and then get to my ready mark. When I give you the thumbs up sign, you should start the test by getting out of the ambulance and proceeding to the first station. I will be moving from station to station with you and reading you instructions. I will also be timing you, recording your score on each station, and completing a number of other tasks. There will also be spotters or observers.

Unless you have questions, I will close the door. Once I do, look for the ready sign.

Remember, you will have 13minutes and 30 seconds to complete the test. You can take as long as you would like at each station, but you must complete the whole test within the time limit or you fail the test.

If you fail to complete any station, you will also fail the whole test. If you are unable to complete a station, you will not be able to continue on with the test.

The first station is the Truck Exit. You will begin this station by sitting in the ambulance with your seat belt secured and the door closed. When I (the test administrator) give the “thumbs up” to start please exit the truck, retrieve the two pieces of gear from the stretcher and proceed to station two.

Close door. Give thumbs up and start clock.

Walk through each station with the candidate describing and reading the material below.

Station	Script
1	<i>Retrieve the two pieces of gear from the stretcher and proceed to station two.</i>
2a	<i>The second station is the Stair Climb. While holding the gear and standing in the square marked with tape on the floor please face the stairs. Please climb to the top of the stairs, turn around and walk back down to the square on the floor. Do not put the gear down when you walk back down the stairs. You will have a spotter at this station.</i>
2 b	<i>Still holding the gear lunge to the floor with your left leg in front and RIGHT knee down.</i>
2c	<i>Stand up, turn around, and repeat the ascent and descent up and down the stairs.</i>
2d	<i>At the bottom of the stairs, squat down and set the gear on the floor.</i>
2e	<i>Turn around to face the stairs, lunge to the floor with your right leg in front and LEFT knee down and pick up the gear.</i>
2f	<i>Repeat the ascent and descent up and down the stairs.</i>
2g	<i>At the bottom of the stairs still inside the square on the floor, lunge with your right leg in front and your LEFT knee to the floor. Let go of the gear and stand up.</i>
3	<i>The third station is the Manikin Roll. Kneel onto the transfer sheet and roll the 150-pound manikin onto its back in the center of the sheet. Make sure you roll it and do not push it.</i>
4	<i>The fourth station is the Manikin Drag. Using the transfer sheet, drag the manikin from station three to station four (25 feet away) to a position just past the cone marker.</i>

5	<p><i>The fifth station is CPR. Using a CPR manikin with an EKG monitor or a CPR training manikin with a pocket CPR device to measure depth you will perform CPR at adequate depth for three minutes. A monitor or CPR feedback device will be used to measure adequate depth. I, the test administrator, will let you know when there is one minute left and when time is up.</i></p> <p><i>You should be kneeling and you should maintain the position for the duration of the CPR.</i></p>
6a	<p><i>The sixth station is the Simulated Log Roll to Spine Board. Please walk back to the manikin on the transfer sheet at station four, kneel down and roll the manikin completely onto its side. You will not be permitted to push the manikin; instead it must be rolled and pulled, similar to how one would transfer a patient to a spine board.</i></p>
6b	<p><i>Hold the manikin on its side for five seconds, and then roll it back onto its back.</i></p>
7a	<p><i>Station 7 is the Step Test. Walk back to the base of the steps, place your RIGHT foot on the first step and begin stepping up and down for one minute - right up, left up, right down, left down. You should step to the pace of the metronome. That is a pace of 24 steps per minute.</i></p>
7b	<p><i>After one-minute switch feet and lead with your LEFT foot for another minute - left up, right up, left down, right down.</i></p>
8a	<p><i>Station 8 is the Simulated Stair Chair Carry Walk over to the EZ Curl bar, which has tape wrapped on the bar 18 inches from the center, indicating the grip area. Using proper lifting technique, pick up the 75-pound bar with your hands on the tape, using a palm-up grip. Holding the EZ curl bar move to the base of the stairs and walk backwards up the stairs. You will have a spotter at this station.</i></p>
8b	<p><i>At the top of the stair platform, turn around and walk backwards down the stairs. Using proper technique replace the bar back down to its original position on the floor.</i></p>
9a	<p><i>Station 9 is the Spine Board Lift Walk to the side of the stairs to where the foot end of the spine board is resting against the stair platform. There are 120-pounds of weight strapped to the spine board at the torso position. Using proper technique, lift the board from the floor until you are standing upright with arms extended, or straight.</i></p>
9b	<p><i>Hold the board for five seconds and then using proper technique, replace the board gently to the floor.</i></p>

10	<p>Station 10 is the Stretcher Load into Ambulance. The stretcher is outside of the truck and secured with the safety latch. A half-manikin with weights equaling 150-pounds is already secured on the stretcher. You will need to lift the stretcher and hold. When instructed, you will squeeze the handle and then I will retract the carriage until it locks. When I indicate my hands are clear you may load the stretcher into the ambulance and secure it inside the ambulance.</p> <p><i>Stretcher Load Instruction – for Powered Cots</i> <i>The stretcher is outside of the truck and secured with the safety latch. A half-manikin with weights equaling 150 pounds is already secured on the stretcher. You will need to lift the stretcher and hold for 5 seconds. When instructed, you will retract the carriage and place the stretcher in the ambulance. You will then secure the stretcher in the ambulance.</i></p>
11	<p>Station 11 is the Bag Valve Mask. Step into the ambulance, assemble the regulator on the oxygen tank and turn the tank on. Remove the B VM from the bag and assemble it. Secure the tubing to the oxygen regulator, place the BVM on the manikin and provide five breaths.</p>
12	<p>Station 12 is the Removal of the Stretcher. This is the last station. Step out of the ambulance, release the stretcher and pull it out until it catches on the safety stop. When instructed and only when instructed, squeeze the handle and release the carriage. I will then lower the carriage to the floor until it locks and I will indicate that my hands are free.</p>

Thank you. You are finished. You may return to the waiting area.

APPENDIX G: SCORE REPORT FOR PAT

Candidate Name:

ID No (if any):

Date:

Location of Test:

Administrator:

Position Applied For:

Time Taken for the Test in Minutes:

Test Result (Choose from one below, if failure indicate reason for failure):

1. No show - Person did not show up for the test or cancels the test administration and does not reschedule. Should not be treated as an applicant for purposes of the test.
2. Cancel - Person cancels the test but reschedules.
3. Withdraw - Person withdraws during the test. Should not count as an applicant.
4. Test terminated by administrator - Test administrator cancels or stops the test for one of the following reasons:
 - a. Professional judgment of the test administrator that having the candidate start or continue with the test would result in injury or health risk.
 - b. Candidate not dressed appropriately.
 - c. Candidate intoxicated or under influence of drugs.
 - d. Candidate cannot understand instructions.
 - e. Candidate cannot follow instructions.
 - f. Candidate does not comply or will not comply with instructions.
 - g. Candidate engages in inappropriate language or behavior.
 - h. Candidate is in pain or injured.
 - i. Candidate is performing in an unsafe manner and will not change approach.
 - j. There is an equipment failure or other problem with the test.
5. Fail due to factor other than performance - Could be one of the reasons listed above if treated by the organization as a failure.
6. Fails due to performance on station - Fails a specific station; note the station.
7. Fails due to time - Fails to complete the test stations within the time limit; note total time taken or that test was terminated at a certain time.
8. Pass

APPENDIX H: COMBINED FORM FOR SCORING STATIONS AND BIOMECHANICAL RISK

Station	Spot (Y/N)	Pass or Fail Station . If Failure Note the Reason for Failing Station (You can simply use a P or a F for Pass but must write in a reason for failure)	Scoring Suggestions	Score		
				1	2	3
1	No		N/A	N/A		
2a	Yes		Look to see if candidate limps or favors a particular side on the stairs and score accordingly	1	2	3
2b	Yes		Neutral Spine	1	2	3
			Head Up	1	2	3
			Knee Touches	1	2	3
			Controlled Descent	1	2	3
			Controlled Ascent	1	2	3
2c	Yes		Look to see if candidate limps or favors a particular side on the stairs and score accordingly	1	2	3
2d	Yes		Flat Feet	1	2	3
			Neutral Spine	1	2	3
			Head Up	1	2	3
			Controlled Descent	1	2	3
			Controlled Ascent	1	2	3
2e	Yes		Neutral Spine	1	2	3
			Head Up	1	2	3
			Knee Touches	1	2	3
			Controlled Descent	1	2	3
			Controlled Ascent	1	2	3
2f	Yes		Look to see if candidate limps or favors a particular side on the stairs and score accordingly	1	2	3

2g	Yes		Neutral Spine	1	2	3
			Head Up	1	2	3
			Knee Touches	1	2	3
			Controlled Descent	1	2	3
			Controlled Ascent	1	2	3
3	No		Candidate must roll the manikin and not push it. Assess whether the candidate can kneel or take a knee easily	1	2	3
4	No			1	2	3
5	No		Kneels easily	1	2	3
			Able to maintain position for duration of CPR	1	2	3
			Does not demonstrate wrist or elbow pain by halting or altering hand position and or breaking continuity of CPR	1	2	3
6a	No			1	2	3
6b	No			1	2	3

7a	No		In total, candidates perform the step test for two minutes. Candidates will need to step to the pace of the metronome at this station, which will be set to a pace of 24 steps per minute	1	2	3
7b	No		See above	1	2	3
8a	Yes		Feet Flat	1	2	3
			Feet Shoulder Width Apart	1	2	3
			Back Flat	1	2	3
			Head Up	1	2	3
			Shoulders Back	1	2	3
			Balance/Agility	1	2	3
8b	Yes		Feet Flat	1	2	3
			Feet Shoulder Width Apart	1	2	3
			Back Flat	1	2	3
			Head Up	1	2	3
			Shoulders Back	1	2	3
			Balance/Agility	1	2	3
9a	No		Feet Flat	1	2	3
			Feet Shoulder Width Apart	1	2	3
			Back Flat	1	2	3
			Head Up	1	2	3
			Shoulders Back	1	2	3
9b	No		Feet Flat	1	2	3
			Feet Shoulder Width Apart	1	2	3
			Back Flat	1	2	3
			Head Up	1	2	3
			Shoulders Back	1	2	3

10	No		Feet Flat	1	2	3
			Feet Shoulder Width Apart	1	2	3
			Hip Hinge (Mini Squat) to initiate the lift	1	2	3
			Head Up	1	2	3
			Shoulders Back	1	2	3
			Ease of holding the cot	1	2	3
			Difficulty Clearing the Lip into the Patient Compartment	1	2	3
11	No		Candidates' clinical skills in using the bag valve mask are NOT being measured at this station. Instead, the goal is to assess whether candidates can use their fingers and fine motor skills after performing other physical tasks.	1	2	3
12	No		Feet Flat	1	2	3
			Feet Shoulder Width Apart	1	2	3
			Hip Hinge (Mini Squat) to initiate the lift	1	2	3
			Head Up	1	2	3
			Shoulders Back	1	2	3
			Ease of holding the cot	1	2	3
			Neutral Spine	1	2	3

APPENDIX I: WITHDRAWAL FORM
APPENDIX I

SAMPLE

VOLUNTARY CANDIDATE WITHDRAWAL FORM

FOR PHYSICAL ABILITY TEST (PAT)

<Name of Organization>

Test Administration Date: <Date>

I voluntarily choose to withdraw from the physical ability test. I understand that because I have withdrawn, I did not complete the test administration. My PAT will not be scored and I will not receive notification of a pass or fail score.

Signature:

Name (Print):

Date:

Witness (signature):