



## STUDENT JOB DESCRIPTION

**JOB TITLE:** Exam Actor

**WORK AREA:** Customized Training

**HOURS:** Varies

**TYPICAL WORK HOURS**

(Check all that apply)

Daytime

Evening

Weekends

1. **JOB RESPONSIBILITIES/DUTIES:** Act as a health care resident performing tasks that may include:

- Abbreviated/modified Bed Bath – Face, arm, hand and underarm only are washed-no soap is used on the face. (Actor should be comfortable with no make-up.)
- Ambulation from Bed to Wheelchair or Wheelchair to Bed using a Gait Belt, Walker or Cane – Actor will be assisted to take at least ten steps from the bed to the wheelchair or from the wheelchair to the bed.
- Applying an Anti-embolic Stocking to One Leg – Actor will have an anti-embolic knee-high stocking applied to one leg.
- Bedpan and Output – Actor will remain fully clothed. Actor will be placed on a bedpan (standard or fracture) by the candidate. Once the bedpan is removed by the candidate, the RN Test Observer will pour a premeasured amount of fluid into the bedpan while the candidate is holding it.
- Denture Care – Actor does not provide. Sample dentures will be at the test site.
- Dressing a Dependent Resident – Actor will remain fully clothed, with large oversized clothing used to demonstrate dressing technique.
- Emptying a Urinary Drainage Bag – Actor will hold drainage bag tubing under covers while lying in bed.
- Feeding a Dependent Resident – Actor will eat small amounts of solid food and drink small amounts of fluid. Actor cannot refuse to eat or drink.
- Foot Care – Actor will have one foot washed, dried and lotion rubbed onto foot.
- Hair Care – Actor will have hair brushed/combed. Actor must be comfortable with having hair brushed/combed by the candidate.
- Making an Occupied Bed – Actor will be a weak resident and remain in bed while linens are removed and replaced.
- Mouth Care and Mouth Care for a Comatose Resident – Actor's teeth will be brushed. Actor will keep mouth open once candidate has initiated opening mouth. For mouth care for a comatose resident, Actor will keep eyes closed and be non-responsive.
- Nail Care – Actor will have the nails on one hand filed and cuticles pushed back.
- Pivot-transfer from Bed to Wheelchair or Wheelchair to Bed using a Gait Belt – Actor will be a weight bearing, non-ambulatory resident but stable when standing and will be assisted to the wheelchair from bed, or from the bed to wheelchair.

### QUALIFICATIONS:

1. Actors must be comfortable acting as a health care resident. If the Actor has any hesitation in participating in the demonstration of any of the skill tasks, they should not become certified as an Actor.
2. Actors must be of legal working age in the State they are working. Minors must also have a work permit where required by State law.
3. Actors must be trained and certified with these approved materials.

- 4. Actors must fill out and sign a Confidentiality/Nondisclosure Agreement Form 1501 IC and an Actor Training Affidavit Form 1511 IC.
- 5. An Actor may **NOT** be a NA Test Candidate who has not tested.
- 6. **Actors need to understand that they are not able to sit for the State NA competency test for six (6) months (12 months in Oregon) from the date that they last worked as an Actor.**

**Will this position require any driving of Minnesota West owned vehicles or a personal vehicle?**

Yes       No

**If you checked yes, please be aware that additional paperwork is required before the student is asked to drive.**

**ALL WORK STUDY EMPLOYEES WILL RECEIVE A PERFORMANCE REVIEW UPON COMPLETING 40 WORK HOURS.**

**WAGE RATE:** \$15 per hour

**NUMBER OF STUDENTS NEEDED:**

\_\_\_\_ Academic Year      \_\_\_\_ Summer (June-August)

**TO INTERVIEW FOR THIS POSITION, CONTACT:**

**Supervisor:** Amber Knapper, Minnesota West

**Location:** Granite Falls Campus

**Phone:** 320-564-5020

**Email Address:** amber.knapper@mnwest.edu

**Canby Campus**  
1011 First Street West  
Canby, MN 56220

**Granite Falls Campus**  
1593 11<sup>th</sup> Avenue  
Granite Falls, MN 56241

**Jackson Campus**  
PO Box 269  
Jackson, MN 56143

**Pipestone Campus**  
1314 North Hiawatha  
Pipestone, MN 56164

**Worthington Campus**  
1450 Collegeway  
Worthington, MN 56178

**Luverne Site**  
311 N. Spring Street  
Luverne, MN 56156