

State of New Hampshire
Department of Safety
Division of Fire Standards and Training & Emergency Medical Services

SITE COORDINATOR EXAM RESPONSIBILITY CHECKLIST

Pre-Examination Responsibilities

- ___ Site must be adequate for the number of candidates attending the examination using the recommended set-up requirement guidelines.*
- ___ Site must provide adequate space for each station, including separate rooms for candidates, exam team, and the Exam Coordinator(s).
- ___ Recruit a sufficient number of evaluator's from current PEETE list** by using recommended personnel requirement guidelines.*
- ___ Submit examination team list for approval to the NH Bureau of EMS a minimum of five (5) days before examination date.
- ___ Ensure an adequate amount of testing equipment is available for examination date.
- ___ Provide access to the site on examination date a minimum of one (1) hour before the scheduled exam start time.
- ___ Communicate with the NH Bureau of EMS five (5) days before examination date to determine how many candidates are registered to test.
- ___ Communicate with the NH Bureau of EMS immediately if the examination may be cancelled due to weather or other situations.

Exam Day Responsibilities

- ___ Bring testing equipment to testing site on examination day.
- ___ Bring, set up, and check equipment to ensure all is in good working order.
- ___ Assign station rooms that provide adequate space for the skill station.
- ___ Post station signs on designated rooms and testing area.
- ___ Review exam team worksheet with an Exam Coordinator for approval.
- ___ Assign someone for the traffic cop role and a runner for skill sheets pickup.
- ___ Coordinate retest(s) with Exam Coordinator(s).
- ___ Collect and account for all testing equipment and secure in testing bags (if applicable).
- ___ Check facility after examination has been conducted.

Post-Exam Responsibilities

- ___ Return any NH Bureau of EMS testing equipment to Exam Coordinator (if applicable).

* Set up requirements and Personnel requirements are available by contacting the NH Bureau of EMS (if applicable).

** PEETE Link: http://maillist2.nh.gov/mailman/listinfo/nh_ems_evaluators