

COORDINATOR'S CHECKLIST - (TABLE VIII)

For use of this form, see TC 8-800; the proponent agency is TRADOC.

The purpose of this checklist is to help the coordinator establish a quality control process for the evaluation. To achieve this, the coordinator (or designee) must personally oversee the various components of the Skills Validation as presented in this checklist. Upon completing each control criterion, place a check in the space provided. If a check is not placed in the space provided, an explanation on why criterion was not met should be included on page 2 of this form. To ensure standardization of evaluation the coordinator should complete the checklist before an evaluation begins.

Evaluation Site: _____ Evaluation Date: _____
(YYYYMMDD)

A. ORGANIZATION OF THE EVALUATION

- Established medical and trauma simulated casualties
- Scheduled the appropriate number of qualified skill station evaluators
- Reviewed qualification of skill station evaluators prior to the evaluation

B. FACILITIES

- Skill stations had adequate space to conduct the evaluation without interference
- Equipment was in working order
- An adequate variety of equipment was provided

C. SKILL STATION EVALUATORS

- Read and understood their role in the evaluation process
- Remained objective in recording each candidate's performance
- Did not introduce extraneous elements into the skill station
- Read the "Orientation Script" to each individual tested
- Did not show preference toward any agency or individual for any reason

D. ORIENTATION OF CANDIDATES AND SKILL STATION EVALUATORS

- Read the standardized orientation script clearly and completely
- Allowed adequate time for candidates to ask questions concerning the evaluation
- Oriented programmed casualties and Emergency Medical Treatment (EMT) assistance as required

E. CANDIDATES

- Instructed candidates concerning the practical evaluation retest policy (per local standing operating procedures (SOP))

F. SCORING THE PERFORMANCE

- Used proper criteria for determining the final grade of the candidate
- Recorded pass/fail on the Table VIII - Tracking Sheet, (DA Form 7442).

Signature Coordinator

EXPLANATION: