


 NC Department of Health and Human Services

Nurse Aide I Training Program Coordinator Orientation




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Social Security Act


Regulations Governing Nurse Aide Training

- Medicare - Title XVIII
- Medicaid - Title XIX
- Omnibus Budget Reconciliation Act (OBRA) - 1987, 1989, 1990, 2016
- 42 USC 1395 i-3(c)
- 42 USC 1396(r)
- CFR 42, Part 483
 - CFR 483.35
 - CFR 483.150 through 483.158



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The NURSE AIDE I PROGRAM COORDINATOR



NC Department of Health and Human Services

...is responsible for administering the Nurse Aide I (NAI) Program as approved by the State

...is the contact person for the Division of Health Service Regulation (DHSR)

...maintains the NAI Program in a manner consistent with federal regulations, state standards, and standards of educational practice

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**NC Division of Health Service Regulation
HEALTH CARE PERSONNEL EDUCATION AND
CREDENTIALING SECTION
PROGRAM REGIONS**

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Web Resources

- <https://info.ncdhhs.gov/dhsr/hcpr/nat.html>
- <https://www.nccommunitycolleges.edu/>
- <https://www.nccommunitycolleges.edu/proprietary-schools>
- <https://www.ncbon.com>
- <https://credentia.com/test-takers/hcna>

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Program Coordinator Toolkit

- Resources (DHSR Education Consultants, PCs from other state-approved NA I programs)
- State approved Curriculum, Handouts, Certificates & Forms, PowerPoint Presentations
- Program developed forms/documentation

- DHSR approved NA I program proposal
- DHSR list of equipment, materials, and supplies
- Appropriate DHSR forms
- NA I Candidate Handbook
- Who to contact - Credentia

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Program Coordinator To Do's

- ✓ Complete Nurse Aide I new program approval paperwork, reapproval paperwork and other forms as required
- ✓ Submit requests to DHSR for modification of program components prior to making changes
- ✓ Be familiar with <https://info.ncdhhs.gov/dhsr/hcpr/nat.html> the Health Care Personnel Education and Credentialing website
- ✓ Maintain regular contact with the region's education consultant and meet with the consultant as required
- ✓ Respond promptly when contacted by the region's education consultant
- ✓ Attend and participate in Regional Nurse Aide Training Program Meetings scheduled by DHSR

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Forms for NA I Programs

<https://info.ncdhhs.gov/dhsr/hcpr/nat.html>
• Under Documents for Training Programs

Documents for Training Programs

New Training Program:

- Nurse Aide I Application
- Geriatric Aide Application (Must Be An Approved Nurse Aide I Training Program)
- Home Care Aide Application (Must Be An Approved Nurse Aide I Training Program)
- Clinical Site Approval Form (Updated September 2023)
- Course Schedule and Supplemental Teaching Methodology Form
- Faculty Approval Requirements Form (Updated September 2023)
- Faculty Approval Request Form (Updated September 2023)
- Basic Equipment and Supply List (Updated September 2023)

Existing Training Program:

- Reapproval Application (Updated October 2023)
- Refresher Application
- Program Modification Form (Updated September 2023)
- Clinical Site Approval Form (Updated September 2023)
- Clinical Site Removal Form (Updated September 2023)
- Course Schedule and Supplemental Teaching Methodology Form (Non-Hybrid Program) (Updated September 2023)
- Course Schedule and Supplemental Teaching Methodology Form (Hybrid Program) (September 2023)
- Faculty Approval Requirements Form (Updated September 2023)
- Faculty Approval Request Form (Updated September 2023)
- Faculty Removal Form (Updated September 2023)
- Basic Equipment and Supply List (Updated September 2023)



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Faculty

- A current list of faculty will be maintained by DHSR.
- New faculty must be approved by DHSR prior to teaching. Use the appropriate form located at info.ncdhhs.gov/dhsr/hcpr/nat.html #TP.
- New faculty must be oriented to the approved program policies, State curriculum and total program hours.
- Individuals no longer employed as NA I faculty will be removed from the DHSR database upon receipt of the appropriate form located at info.ncdhhs.gov/dhsr/hcpr/nat.html #TP.



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Faculty Orientation & Training

- ✓ Faculty will be oriented to approved program policies; State curriculum & total program hours required.
- ✓ Approved policies & State curriculum will be reviewed upon hire, at least annually & periodically thereafter as necessary.
- ✓ New directives & program changes from DHSR will be immediately introduced to all by faculty trainings.
- ✓ Documentation of orientation & training activities, including attendance, will be maintained & available for review by the State.



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The North Carolina State-approved Nurse Aide I Training Program Curriculum is located at:
<https://info.ncdhhs.gov/dhsr/hcpr/nat.html>
Education Department

STATE-APPROVED CURRICULUM NURSE AIDE I TRAINING PROGRAM July 2019 Revision

North Carolina Department of Health and Human Services
Division of Health Service Regulation
Health Care Personnel Education
and Credentialing Section



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State-Approved NAI Curriculum

- Training requirements & directions for use in Preface
- Curriculum presented in Modules AA – W and Z
- Curriculum pages include objectives, content, resource materials/teaching tips/activities/notes
- Appendix A Instructional Objectives & Performance Checklist Summary
- Threads of Care



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DHSR-Approved NA I New Program Application

- Demographics page
- Statement of understanding
- A philosophy & program objectives
- A class schedule
- Supplemental teaching methodologies/instructional resources in place (& less than 5yrs old)



- List of equipment, materials, supplies (using DHSR Basic Equipment & Supply List)
- Classroom, laboratory, clinical sites, total hours & content
- Faculty applications (meets requirements) & DHSR-approved list of faculty
- Faculty orientation & annual in-service processes
- A set of policy statements



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Instructor Student Ratios

Classroom __ instructor(s): __ student
 Laboratory __ instructor(s): __ students
 Clinical ____ instructor(s): __ students

(Maximum of 1:10 in clinical setting)



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Class Schedule

- Includes each State curriculum module letter, module name, skill name, and skill number with corresponding class hours, lab hours & clinical hours to guide the learning process
- Assures students under direct RN supervision DHSR approved
- The hours for class, lab, clinical and total hours on the schedule must correspond to the hours on the approved application
- One class hour equals sixty minutes of instruction
- Class schedule and the corresponding class roster and attendance record will be maintained in a class file for each course
- Class schedules shall be available to the state for review upon request



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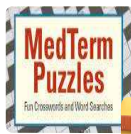
Class Schedule

- A minimum of 16 clock hours of instruction in the following defined areas prior to resident contact are required (Modules A – G):
 - communication & interpersonal skills
 - infection control
 - safety/emergency (including relief of choking)
 - promoting residents' independence
 - respecting residents' rights
- Absences that occur during this defined instruction must be made up hour-for-hour prior to resident contact & documented



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Supplemental Teaching Methodologies



- Strategies used in the classroom or lab that go beyond traditional lecture
- Examples:
 - Role-play
 - Case studies
 - Crossword puzzles
 - Learning games and/or activities



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Instructional Resources

- Current (no older than 5 years)
- Examples:
 - Student textbook
 - Student workbook
 - Videos/DVDs
 - Computer assisted instruction
 - Internet



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Equipment, Materials & Supplies

- Faculty & students must have access to equipment, materials & supplies in specified numbers & in working order noted on the most current Basic Equipment Supply List
- The most current version is located on DHSR website: info.ncdhhs.gov/dhsr/hcpr/nat.html#TP




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Classroom

- Description & diagram of each classroom must be approved by DHSR before use
- May not change or add classrooms without prior approval from DHSR
- Accommodates adult learners comfortably
- Presence of proper heating, lighting & ventilation
- Includes – instructor desk, student tables & chairs, AV equipment including laptop/computer, and traditional dry erase board




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Laboratory

- Description & diagram approved by DHSR before use
- May not change or add laboratory settings without prior approval from DHSR
- Minimum of 100 square feet for one bed or 80 square feet per bed for two or more beds
- Set up is similar to a resident's room
- Includes – sink with hot/cold running water, full privacy curtains that hang from the ceiling and move freely, resident care unit (working bed with side rails, bedside table, chair, trashcan, over-bed table & simulated call system)



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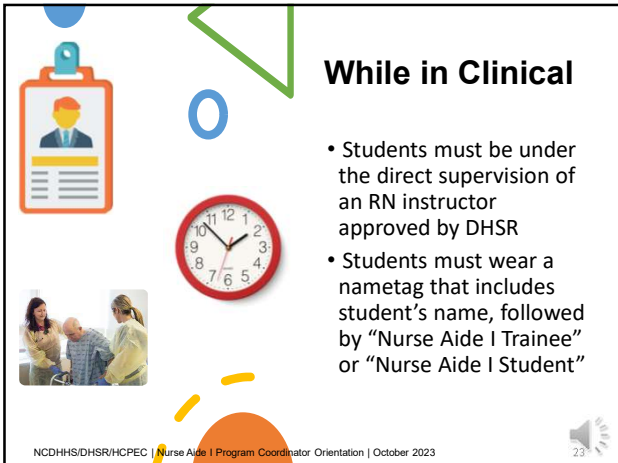


Clinical Sites

- Clinical sites must be approved by DHSR before use
- Clinical Site Approval Form must be submitted to DHSR
- Must provide learning experiences for students consistent with course objectives

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While in Clinical

- Students must be under the direct supervision of an RN instructor approved by DHSR
- Students must wear a nametag that includes student's name, followed by "Nurse Aide I Trainee" or "Nurse Aide I Student"

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Skills Performance

- Information about skills performance checklists, performance requirements, and documentation is in the State-approved Curriculum
- Skills requirements for lab & clinical are in the Introduction/Nurse Aide I Training Requirements section
 - <https://info.ncdhhs.gov/dhsr/hcpr/curriculum/pdf/introduction.pdf>
- Appendix A Skills Performance Checklist Summary used in lab & clinical, is located at: <https://info.ncdhhs.gov/dhsr/hcpr/curriculum/index.html>
- Skills checklists for each skill listed on the Appendix A form are developed and provided to students by each program

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Test Security

The instructor is responsible for ensuring and maintaining the integrity and security of the classroom/laboratory testing process and storage



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Student Identification Policy

- Each student's identity must be verified and documented according to the program's policy approved by DHSR prior to the start of a State-approved NA I course.
- What does your policy state?
- Student identification will be based on the following: _____.



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Student Records Components

- Completed instructional objectives & skill performance checklist summary (Appendix A)
- Attendance records (dates of absences, material/clinical missed, dates of make-up)
- Tests or answer sheets labeled with test version (date)
- Test scores (calculated correctly)
- Verification of student identity and documentation of verification



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Attendance Policy

Successful completion of program is dependent upon the student completing a minimum of ___ clock hours (your total program hours minus those your program allows by policy for absence) of instruction



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Attendance Policy

All missed classroom, laboratory & clinical experiences will be made up and documented for the student to complete the Nurse Aide I Training program



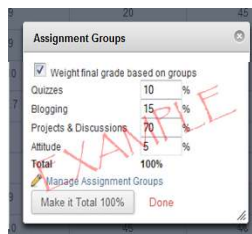
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Theory Grade Components

The Program Coordinator is responsible for developing assessments, quizzes and tests, at a minimum, to determine the Theory Grade



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Passing Grade - Theory

- To successfully complete the NA I Program, the student must receive a grade of 75 or higher in the theory component according to the program policy approved by DHSR.
- The theory grade may be derived based on any of the following components: tests, a comprehensive exam, quizzes, homework/activities, a project, etc. You, the PC, will identify the percentage each component contributes to the final theory grade.

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Passing Grade – Theory Example

- IMPORTANT- Calculate each student’s grade correctly
- Based on your initial approval, for example, the student must achieve a minimum score of 80.

Theory Component	Weight	Grade(s)	Weight / 100	Add this column
7 Quizzes	70 %	90,80,75,100 90,65,100	600/7=85.7 85.7 x 0.7	60
1 Project	10 %	100	100 x 0.1	10
Final Exam	20 %	84	84 x 0.2	17
Total Weight	100%		FINAL GRADE	87

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Passing Grade - Practical

To pass the practical (laboratory & clinical) portion of the NA I program, the individual will be proficient in demonstrating skills defined by DHSR. Proficiency is defined as the ability to perform a skill in a competent & safe manner. Laboratory and clinical are pass/fail.

What is your approved proficiency statement?

Each program-created skill checklist must contain proficiency requirements that are evident to both students and instructors.



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Passing Grade - Practical

The program policy for skills proficiency must be one of the following:

- as a percentage of steps performed
In order to be deemed proficient, the student must demonstrate ___ percentage of steps for each skill correctly;
- or as critical steps
In order to be deemed proficient, the student must demonstrate each predetermined critical step of the skill correctly
- or as a combination of both
In order to be deemed proficient, the student must demonstrate ___ percentage of steps for each skill and demonstrate each predetermined critical step of each skill correctly).

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Let's Look at Handwashing with 80% Proficiency

- 10 total steps (3 critical and 7 noncritical steps)
- 80% of 7 noncritical steps = $100 \times 80\% = 0.8 \times 7 \text{ steps} = 6$ (5.6 round up)
- Student must perform all 3 critical steps **and**
- Miss no more than miss 1 noncritical step to meet the approved proficiency statement of 80%

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Monitoring Student Records



- Program Coordinator will continuously monitor student records for accuracy
- Monitoring and changes based on monitoring will be documented
- System for monitoring student records for accuracy will be in place and available to the State upon request

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Student Records: Maintenance

- Maintain for a minimum of three years
- Maintain in a locked filing cabinet on site in a DHSR-approved location
- Make available to DHSR upon request



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Reapproval Process

- Reapproval application
- College/facility demographics
- Hours of instruction
- Clinical sites
- Signatures
- Observations of Instruction & Proficiency check off
- Student records



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Program Coordinator and Testing Vendor

- Assure that each student/candidate has only one account with the testing vendor
- Complete requirements for the student to register for their NNAAP Exam
- Contact regional consultant with questions about state competency testing
- Monitor State competency examination pass rates routinely and work toward improvement in pass rates



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