

# Module 25 – The Nurse Aide and Health Care Personnel Registries

## Introduction

It is important for nurse aides to understand the role of the Health Care Personnel Education and Credentialing Section. This Section is part of the Division of Health Service Regulation (DHSR) of the North Carolina Department of Health and Human Services. The agency is responsible for initial aide listings and renewals, as well as receiving reports of allegations and findings while working for providers. Additionally, there are numerous career paths and opportunities for advancement available for nurse aides who choose to obtain additional credentials.

## Objectives

At the end of the module, the nurse aide will be able to:

1. Identify the process for initial nurse aide listings and required renewals
2. Explain the role of the Health Care Personnel Registry
3. Identify types of allegations listed on the Health Care Personnel Registry
4. Identify additional credentials for which nurse aides may be eligible

## Instructional Resource Materials

- Power Point for Module 25 – Health Care Personnel Registry
- Handouts #1 and #2
- Instructor should visit the following websites:
  - Health Care Personnel Registry contains all information about the Health Care Personnel Education Section: <https://www.ncnar.org>
  - National Practitioner Data Bank: <https://www.npdb.hrsa.gov/index.jsp>
  - North Carolina Board of Nursing: <https://www.ncbon.com/>

## Module 25 – The Nurse Aide and Health Care Personnel Registries

Slides	Instructor's Script	Notes
<b>Slide 1</b> Title Slide	<b>Script</b>	
<b>Slide 2</b>	<b>Script</b> Objectives 1. Identify the process for initial nurse aide listings and required renewals 2. Explain the role of the Health Care Personnel Registry 3. Identify types of allegations listed on the Health Care Personnel Registry 4. Identify additional credentials for which nurse aides may be eligible	
<b>Slide 3</b> Title Slide	<b>MODULE 25-A – Initial Nurse Aide Listings and Renewals</b>	
<b>Slide 4</b>	<b>Script</b> <ul style="list-style-type: none"> <li>• Once an individual has successfully completed a state-approved Nurse Aide I Program and passed the standardized State Competency Evaluation for Nurse Aide I, the information is forwarded from the testing company to the North Carolina Nurse Aide I Registry.</li> <li>• After verification by DHSR staff, the individual is listed on the Nurse Aide I Registry.</li> </ul>	
<b>Slide 5</b>	<ul style="list-style-type: none"> <li>• A Nurse Aide I may renew his/her listing through qualified work experience completed every 24 months.</li> <li>• The work experience must meet all the following:               <ol style="list-style-type: none"> <li>1. At least 8 hours of work as a Nurse Aide I; the work does not have to be cumulative (as in an 8-hour day)</li> <li>2. The work must be performed as nursing or nursing-related services</li> <li>3. The work must be supervised by an RN</li> <li>4. Payment must be received for the work; volunteer work cannot be used for renewal.</li> </ol> </li> </ul>	
<b>Slide 6</b>	<b>Script</b> <ul style="list-style-type: none"> <li>• Nurse Aides can renew their listing by completing an Online Renewal form 3 months before their listing expires. This form can be found online, under the Forms section at <a href="https://www.ncnar.org/">https://www.ncnar.org/</a></li> <li>• It is important that aides notify the Registry for any changes in names or addresses. This form can be found online, under the Forms section at <a href="https://www.ncnar.org/">https://www.ncnar.org/</a></li> <li>• The aide and the nurse supervisor complete the form to report work experience. This form can be found online, under the Forms section at <a href="https://www.ncnar.org/">https://www.ncnar.org/</a></li> </ul>	

## Module 25 – The Nurse Aide and Health Care Personnel Registries

<p><b>Slide 7</b></p>	<ul style="list-style-type: none"> <li>• The Registry will renew the aide’s listing after an Online Renewal form has been completed and submitted.</li> <li>• The renewal period is for 24 months from the qualified work date reported. Expiration dates are at the end of that month.</li> </ul>	
<p><b>Slide 8</b></p>	<p><b>Script</b></p> <ul style="list-style-type: none"> <li>• Renewal is the aide’s responsibility.</li> <li>• Name and address changes should be reported promptly by going to the Forms section at <a href="https://www.ncnar.org/">https://www.ncnar.org/</a></li> <li>• Aides will need to renew their listing before it expires. The Registry will no longer send paper forms 3 months in advance. You may look up a Nurse Aide listing by going to <a href="https://www.ncnar.org/verify_listings1.jsp">https://www.ncnar.org/verify_listings1.jsp</a>.</li> <li>• FAQ’s for completing the Online Renewal form are also available on the website under the Forms section at <a href="https://www.ncnar.org/">https://www.ncnar.org/</a>.</li> </ul>	
<p><b>Slide 9</b></p>	<p><b>Script</b></p> <ul style="list-style-type: none"> <li>• If a listing expires, the nurse aide may not work in a job that requires the employee to be a Nurse Aide I listed on the Nurse Aide I Registry.</li> <li>• It is important for aides to prepare for their renewals well ahead of their expiration date by marking their paper or phone calendar or setting some other type of reminder.</li> <li>• If a nurse aide does not meet the renewal criteria that have been mentioned earlier, he/she must re-test and pass to be re-listed on the Registry.</li> </ul>	
<p><b>Slide 10</b> Title Slide</p>	<ul style="list-style-type: none"> <li>• <b>MODULE 25-B – Required Reporting of Allegations</b></li> </ul>	
<p><b>Slide 11</b></p>	<p><b>Script</b></p> <ul style="list-style-type: none"> <li>• The Health Care Personnel Registry (HCPR) is a federal- and state-mandated registry (42CFR483.156 and N.C. Gen. Stat. 131E-256)</li> <li>• The staff of the DHSR Investigations Branch receives reports of allegations from health care facilities, investigates allegations, and takes administrative actions against unlicensed health care workers by listing pending allegations and substantiated findings for harmful acts committed against a resident or facility.</li> </ul>	
<p><b>Slide 12</b></p>	<p><b>Script</b></p> <ul style="list-style-type: none"> <li>• Prior to employment, many health care facilities are required by either federal or state law to verify that a nurse aide is listed on the HCPR without any substantiated findings for harmful acts committed against a resident or facility prior to employing a nurse aide.</li> </ul>	

## Module 25 – The Nurse Aide and Health Care Personnel Registries

	<ul style="list-style-type: none"> <li>• Nurse Aide I Registry findings include substantiated findings from nursing homes and hospital based skilled nursing facilities/units. The offenses listed include abuse, neglect and/or misappropriation of resident property.</li> <li>• If abuse, neglect, or misappropriation of resident property performed by a nurse aide working in a nursing home is substantiated and listed on the registry, federal laws mandate that individual cannot be employed in a nursing home.</li> </ul>	
<b>Slide 13</b>	<p><b>Script</b></p> <ul style="list-style-type: none"> <li>• The HCPR lists additional pending allegations and substantiated findings for individuals working in health care.</li> <li>• Listed offenses include resident abuse and neglect, misappropriation of resident or facility property, fraud against a resident or facility, and diversion of resident or facility drugs.</li> </ul>	
<b>Slide 14</b>	<p><b>Script</b></p> <ul style="list-style-type: none"> <li>• Being listed on the HCPR can lead to negative results for nurse aides.</li> <li>• The HCPR law does not contain employment restrictions. It is up to the employer to decide whether to hire someone who is listed with a substantiated finding or a pending allegation on the Health Care Personnel Registry.</li> <li>• As previously mentioned, federal regulations for the Nurse Aide Registry contain employment restrictions for nursing homes.</li> <li>• Some facility licensure rules and regulations for other employment settings restrict the hiring of aides with findings. For example, home care and home health licensure rules in the North Carolina Administrative Code read that, “the agency shall not hire any individual either directly or by contract who has a substantiated finding on the North Carolina Health Care Personnel Registry.”</li> <li>• Another example is the Adult Care Homes licensure rule that reads, “Each staff person at an adult care home shall have no substantiated findings listed on the North Carolina Health Care Personnel Registry.”</li> <li>• Substantiated findings remain on the registry forever. However, under specific circumstances, the accused may petition to have a neglect finding removed.</li> <li>• Employers will inform employees or potential employees of the rules for their health care facility.</li> </ul>	42CFR483.156
<b>Slide 15 Handouts 1 &amp; 2</b>	<p><b>Script</b></p> <ul style="list-style-type: none"> <li>• Refer to Handout #1 and let’s review the state’s definition of the types of allegations that can result in findings on the HCPR.</li> </ul>	

## Module 25 – The Nurse Aide and Health Care Personnel Registries

	<p><b>Faculty:</b> Review handout with students and have class discussion on examples of each type.</p> <ul style="list-style-type: none"> <li>• Activity: Case Examples (Handout #2). After reviewing case examples, ask students to create their own and share with class.</li> </ul>	
<b>Slide 16</b>	<p><b>Script</b></p> <ul style="list-style-type: none"> <li>• The National Practitioner Data Bank (NPDB) receives reports from HCPR; therefore, individuals who have findings on the HCPR will also have findings on the NPDB.</li> <li>• Laws now authorize the federal government to collect information concerning sanctions taken by states against all health care practitioners and entities. Congress later added "any negative action or finding by such authority, organization, or entity regarding the practitioner or entity."</li> <li>• Only substantiated findings which are final are reported to the NPDB.</li> </ul>	
<b>Slide 17</b> Title Slide	<ul style="list-style-type: none"> <li>• <b>MODULE 25-C Career Paths</b></li> </ul>	
<b>Slide 18</b>	<p><b>Script</b></p> <ul style="list-style-type: none"> <li>• There are jobs in home care that do not require a potential employee to be listed on the Nurse Aide I Registry. However, there are advantages to being listed on the Registry. Once listed on the Registry as a Nurse Aide I, there are other listing opportunities.</li> <li>• Additional nurse aide specialty credentials are available through courses offered throughout the state.</li> <li>• We will explore other specialty listings and career options for aides in an expanding role.</li> </ul>	
<b>Slide 19</b>	<p><b>Script</b></p> <ul style="list-style-type: none"> <li>• A Nurse Aide I can be listed on the Medication Aide Registry after successfully completing the North Carolina Board of Nursing Medication Aide course and passing a state competency evaluation.</li> <li>• This credential is required, along with the Nurse Aide I listing, for a Nurse Aide I to function as a medication aide in a nursing home.</li> <li>• Aides working in home care ARE NOT permitted to administer medications. They only assist with medications.</li> </ul>	
<b>Slide 20</b>	<p><b>Script</b></p> <ul style="list-style-type: none"> <li>• Geriatric Aides are individuals who are listed on the N.C. Nurse Aide I Registry and have completed the state-approved geriatric aide training course. The course is taught at participating community colleges and high schools. In this 100-hour training, the aides learn new concepts to help the older adult.</li> </ul>	

## Module 25 – The Nurse Aide and Health Care Personnel Registries

	<ul style="list-style-type: none"> <li>• Individuals learn about topics such as dementia/challenging behaviors, mental health issues and end of life care.</li> <li>• Aides also learn self-care and ways to manage stress. Concepts build on their Nurse Aide I knowledge.</li> <li>• Aides completing this course will be listed on the Geriatric Nurse Aide Registry. Employers will be able to verify their training on the Registry.</li> <li>• This credential does not expire and does not require renewal.</li> <li>• If a Geriatric Nurse Aide is no longer listed on the Registry as a Nurse Aide I, the Geriatric Nurse Aide credential is no longer in effect.</li> </ul>	
<b>Slide 21</b>	<p><b>Script</b></p> <ul style="list-style-type: none"> <li>• Upon successfully completing this Home Care Nurse Aide course, your name will be submitted to DHR and your Nurse Aide I listing will be updated to include this credential.</li> <li>• Nurse aides with this training can apply their nurse aide knowledge and skills in the home care setting.</li> <li>• This course is taught in participating community colleges and high schools.</li> </ul>	
<b>Slide 22</b>	<p><b>Script</b></p> <ul style="list-style-type: none"> <li>• The North Carolina Board of Nursing oversees Nurse Aide I + 4 program and the Nurse Aide II program.</li> <li>• Nurse Aide I + 4 is an option in some agencies. These agencies have received approval from the Board of Nursing to train selected nurse aides with up to 4 Nurse Aide II tasks to be performed in that agency.</li> <li>• The +4 skills are not transferable. Once the aide leaves that agency, he/she is not approved to perform those tasks at other agencies. These +4 skills are agency specific. A nurse aide can find out if an agency is participating in Nurse Aide I + 4 by talking with their supervisor.</li> <li>• To be listed on the Nurse Aide II Registry, those on the Nurse Aide I Registry must complete the Nurse Aide II Training and Competency Evaluation Program.</li> </ul>	
<b>Slide 23</b>	<p><b>Script</b></p> <ul style="list-style-type: none"> <li>• The Nurse Aide II is taught how to perform tasks such as working with oxygen, sterile dressing changes, IV fluids assistive activities, oral/nasogastric infusions, suctioning, and tracheostomy care.</li> <li>• A Nurse Aide II course can be found at community colleges and some private institutions.</li> <li>• The nurse aide must remain listed on the Nurse Aide I Registry without a finding while the aide is a Nurse Aide II. If an individual's Nurse Aide I listing expires, the individual cannot continue to work as an NAII.</li> </ul>	

## Module 25 – The Nurse Aide and Health Care Personnel Registries

	<ul style="list-style-type: none"><li>Note that the Nurse Aide II Registry is maintained by the N.C. Board of Nursing. The Nurse Aide I Registry is maintained by DHSR.</li></ul>	
<b>Slide 24</b>	<b>Script</b> <ul style="list-style-type: none"><li>For more information about career options for nurse aides, please visit <a href="https://www.ncbon.com/">https://www.ncbon.com/</a> and <a href="https://www.ncnar.org">https://www.ncnar.org</a>.</li></ul>	