Social Security Act

Regulations Governing Nurse Aide Training

- Medicare - Title XVIII
- Medicaid - Title XIX
- 42 USC 1395 i-3(c)
- 42 USC 1396(r)
  - CFR 42, Part 483
  - CFR 483.75, 150, 151, 152, 154, 156, 158

The NURSE AIDE I PROGRAM COORDINATOR

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

October 2021

Piedmont Region
Lisa Millner
704-774-0118

Triangle Region
Vickie Fore
984-365-2310

Western Region

North Carolina Map

Web Resources

• www.ncnar.org (click on Education Office)
• 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/ncna

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
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 www.ncnar.org, the Health Care Personnel Education and Credentialing web site
✓ 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

Forms for NA I Programs

- https://info.ncdhhs.gov/dhsr/hcop/nat.html
- Under Documents for Training Programs

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 www.ncnar.org Education Office.
- 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 www.ncnar.org under Education Office/Documents for Training Programs.
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.

The North Carolina State-approved Nurse Aide I Training Program Curriculum is located at www.ncnar.org 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

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
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

Instructor Student Ratios

Classroom ___ instructor(s): ___ student
Laboratory ___ instructor(s): ___ students
Clinical _____ instructor(s): ___ students

(Maximum of 1:10 in clinical setting)

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
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

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

Instructional Resources

- Current (no older than 5 years)
- Examples:
  - Student textbook
  - Student workbook
  - Videos/DVDs
  - Computer assisted instruction
  - Internet
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: https://info.ncdhhs.gov/dhsr/hcpr/nat.html

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.

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 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).
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

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”

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.ncdhhhs.gov/dhsr/hcpr/curriculum/index.htm
• Appendix A Skills Performance Checklist Summary used in lab & clinical, is located at: https://info.ncdhhhs.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
Test Security

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

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: ________________.

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
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.

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

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

<table>
<thead>
<tr>
<th>Theory Component</th>
<th>Weight</th>
<th>Grade(s)</th>
<th>Weight / 100</th>
<th>Add this column</th>
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<tr>
<td>7 Quizzes</td>
<td>70 %</td>
<td>90,80,75,100</td>
<td>600/7=85.7</td>
<td>60</td>
</tr>
<tr>
<td>90,65,100</td>
<td></td>
<td></td>
<td>5.7 x 0.7</td>
<td></td>
</tr>
<tr>
<td>1 Project</td>
<td>10 %</td>
<td>100</td>
<td>100 x 0.1</td>
<td>10</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20 %</td>
<td>84</td>
<td>84 x 0.2</td>
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</tr>
<tr>
<td>Total Weight</td>
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<td></td>
<td>87</td>
</tr>
</tbody>
</table>

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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.
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.

Let's Look at Handwashing with 80% Proficiency

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

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
**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