



STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
Med-QUEST Division
Medical Standards Branch
P. O. Box 700190
Kapolei, Hawaii 96709-0190

May 11, 2004

STATE CERTIFIED NURSE AIDE TRAINING PROGRAM

General Information:

Under Federal regulation, the Medicaid Agency is the agency within the State that establishes the curriculum requirements for State certification of Nurse Aide Training Programs (NATPs) and determines the contents of the Competency Evaluation Program. In addition, the Medicaid Agency determines whether a NATP qualifies to be a State certified NATP. After receiving State certification, the Office of Health Care Assurance (the State survey agency), as part of the federally mandated surveys it conducts, determines whether the nurse aide training requirements established by the Medicaid agency are met.

Before receiving State certification, the written curriculum of the NATP must be reviewed by the Medicaid Agency. If necessary, a site visit will be made to the NATP. State certification of a NATP cannot be given if a nursing facility in which the NATP is provided (or a non-facility based NATP) is out of compliance with Medicaid or Medicare.

State certification is effective for two (2) years. If substantial changes to the curriculum are made before two (2) years, the NATP must inform the Medicaid Agency and the changes must be reviewed. Otherwise, every two (2) years before the expiration of the State certification, the NATP must submit in writing to the Medicaid Agency any changes made to its curriculum. The Medicaid Agency may elect to do a site visit at any time.

The Medicaid Agency will withdraw State certification in the following situations:

- When applicable requirements are not met; and
- If the NATP refuses to permit unannounced visits by the Medicaid Agency.

General Requirements for State Certification:

Instructors must have completed a course in teaching adults or have experience in teaching adults or supervising nurse aides.

Other health care professionals that are allowed to supplement the instructor include registered nurses, licensed practical nurses, pharmacists, physicians, dietitians, social workers, fire safety experts, psychologists, nursing home administrators, physical therapists, occupational therapists, speech/language/hearing therapists, and resident rights experts. All supplemental personnel must have at least one (1) year of experience in their fields.

All practical training must be performed by or under the general supervision of a registered nurse licensed in the State of Hawaii. In addition, the registered nurse must have at least two (2) years of nursing experience, at least one (1) year of which must be in the provision of long term care facility services.

Certain basic nursing skills in the practical training may be taught by a licensed practical nurse or other health care professional under the general supervision of a registered nurse. These skills will be identified in the required curriculum.

Minimum Curriculum for a State Certified NATP

A minimum of 100 clock hours of training.

- Thirty (30) hours or more must be spent in classroom activities of which at least sixteen (16) hours of training must be in the following areas PRIOR to any direct contact with residents (patients):
 1. Communication and interpersonal skills;
 2. Infection control;
 3. Safety/emergency procedures, including the Heimlich maneuver;
 4. Understanding and promoting residents' (patients') rights; and
 5. Respecting residents' (patients') rights.
- Other classroom activities must be to familiarize trainees with the role of nurse aides in the health care delivery system and to assess the trainee's ability to provide quality nurse aide services. At a minimum, they must include:
 1. Introduction to the health care delivery system in Hawaii with special emphasis on agencies and facilities that care for the aged;
 2. Appropriate conduct, language, and dress;
 3. General preventive health care with emphasis on controlling the spread of infections;
 4. Basic information about human bodily functions;

5. Basic medical terminology; and
6. Understanding and caring for the aged and special needs population with special emphasis on the following:
 - Mental health and social services needs and at a minimum include:
 1. Modifying the nurse aide's behavior in response to residents' (patients') behavior;
 2. Awareness of developmental tasks associated with the aging process;
 3. How to respond to residents' (patients') behavior;
 4. Allowing the resident (patient) to make personal choices, providing and reinforcing other behavior consistent with the resident's (patient's) dignity; and
 5. Using the resident's (patient's) family as a source of emotional support.
 - Care of cognitively impaired residents' (patients') that at a minimum includes:
 1. Techniques for addressing the unique needs and behaviors of individual with dementia (Alzheimer's and others);
 2. Communicating with cognitively impaired residents (patients);
 3. Understanding the behavior of cognitively impaired residents (patients);
 4. Appropriate responses to the behavior of cognitively impaired residents (patients); and
 5. Methods of reducing the effects of cognitive impairments.
 - Residents' (patients') rights. Curriculum must include all of the following:
 1. Providing privacy and maintenance of confidentiality;
 2. Promoting the resident's (patient's) rights to make personal choices to accommodate their needs;
 3. Giving assistance in resolving grievances and disputes;
 4. Providing needed assistance in getting to and participating in resident (patient) and family groups and other activities;
 5. Maintaining care and security of residents' (patients') personal possessions;
 6. Promoting the resident's (patient's) right to be free from abuse, mistreatment, and neglect and the need to report any instances of such treatment to appropriate facility/agency staff; and
 7. Avoiding the need for restraints in accordance with current professional standards.

Instructional techniques may include lectures, written assignments, audiovisual aids, role playing.

The NATP must have an objective way of measuring the trainee's performance in classroom activities that include but is not limited to testing—oral and/or written, trainee assessment form, and attendance record including tardiness.

- A minimum of seventy (70) hours must be in a supervised practical training. Supervised practical training means training in a laboratory or other setting which the trainee learns and demonstrates knowledge and proficiency while performing tasks on an individual under the direct supervision of a registered nurse or a licensed practical nurse (only for tasks specified by the Medicaid Agency).
- At a minimum, the following tasks must be included in the supervised practical training:
 1. Basic nursing skills—30 hours minimum;
 2. Basic personal care skills—30 hours minimum; and
 3. Basic restorative services—10 hours minimum.
- Details of each of the three (3) areas are:
 1. Basic nursing skills must be taught and directly supervised by a registered nurse:
 - Taking and recording vital signs;
 - Measuring and recording height and weight;
 - Caring for the residents' (patients') environment;
 - Recognizing abnormal changes in body functioning and the importance of reporting such changes to a supervisor; and
 - Caring for residents (patients) when death is imminent.
 2. Basic personal care skills may be taught and directly supervised by a licensed practical nurse working under the supervision of a registered nurse:
 - Bathing;
 - Grooming, including mouth care;
 - Dressing;
 - Toileting;
 - Assisting with eating and hydration;
 - Proper feeding techniques;
 - Skin care; and
 - Transfers, positioning, and turning.
 3. Basic restorative services may be taught by a licensed or certified therapist working under the supervision of a registered nurse or by a registered nurse:
 - Training the resident (patient) in self care according to the resident's (patient's) abilities;
 - Use of assistive devices in transferring, ambulation, eating, and dressing;
 - Maintenance of range of motion;
 - Proper turning and positioning in bed and chair;

- Bowel and bladder training; and
 - Care and use of prosthetic and orthotic devices.
- The NATP must have an objective way of measuring the trainee's understanding and performance in supervised practical training. At a minimum, the NATP must evaluate and record the trainee's understanding and ability to perform correctly each skill listed above. The NATP must ensure the trainee does not complete the program before achieving competence in all areas of the supervised practical training.

Procedures for Obtaining State Certification for a NATP

- The NATP must submit a copy of its written NATP curriculum and a written request to have its program State certified to:

Department of Human Services
 Med-QUEST Division
 Medical Standards Branch
 Nurse Aide Training Program
 P.O. Box 700190
 Kapolei, Hawaii 96709-0190

- The curriculum MUST be in the format prescribed by the Medicaid Agency. If it is not in the correct format or is incomplete, it will be returned.
- Within ninety (90) days of the submission of a complete curriculum in the prescribed format, the Medical Agency will advise the requestor in writing whether or not the NATP has been approved or if additional information is needed before a decision can be made.
- The Medicaid Agency reserves the right to conduct an onsite review of the NATP prior to rendering a decision.