## Nurse Assistant Training Program Applicants Approval Guidelines

Thank you for your interest in establishing a Nurse Assistant Training Program (NATP). The California Department of Public Health (CDPH), Aide and Technician Certification Section, Training Program Review Unit (TPRU) oversees NATPs in California.

- Applications are processed in the order of date received.
- Documents must be submitted to the address shown on the top right-hand corner of the Department forms.

### Application Submission Requirements

When submitting CDPH forms, use the current version downloaded from the CDPH website: websitehttps://www.cdph.ca.gov/Programs/CHCQ/LCP/Pages/TPRU.aspx#TrainingProgramforms.
- Submit documents in the order listed. (see Application Checklist)

### Nurse Assistant Certification Training Program Application **(CDPH 276F)**

California Code of Regulations (CCR) Title 22, Section 71835(n) and California Health and Safety Code (CHSC) Division 2, Chapter 2, Article 9, Section 1337.1, specifies the mandatory theory and suggested clinical hours for each module.

The Nurse Assistant Certification Training Program Application for Skilled Nursing Facilities (CDPH 276F) is a two sided form.

- Enter the theory and clinical hours in your training schedule on page two, which requires the total number of hours for each of the sixteen modules.
- California requires 160 hours of training to complete the program.
- The minimum number classroom theory training is 60 hours and 100 hours of supervised clinical training is required.
- Include all supporting documentation listed on the back of the form.
- The provider identification training number will be assigned once the program is approved.
- Each provider identification number is approved for use only at the approved location using the approved training schedule.
- Each classroom training location or training schedule will constitute a distinct training program.
- A new application, Department approval, and provider ID is required for each additional training schedule and/or classroom location.
- Applicants may not submit multiple applications at one time.
- Providers Identification Numbers are non-transferable.

**Lesson Plans**

- Lesson plans covering four (4) of the sixteen (16) modules must be submitted.
- Include Module 8, "Patient Care Skills" plus any three (3) of the remaining modules.
- Each lesson plan must include all topics for the entire Module and shall include learning objectives, content outline, method of teaching and method of evaluation.

**Nurse Assistant Training Program Skills Check List (CDPH 276A)**

- The NATP is required to provide 100 hours of **clinical** training under the immediate supervision of the Instructor.
- The training shall include demonstration of basic patient care skills by the Instructor.
- The demonstration is to be based upon the theory and clinical instruction presented in the classroom.
- **Return demonstrations** by the student are also required and shall be under the immediate supervision (present when student is performing the skill) of the Instructor and shall be done in the clinical setting with residents (patients).
- Note on CDPH 276A SAMPLE, specific skills have indicated that the skill will be "tested via simulation" due to the fact that current practice does not permit these skills to occur during routine resident care. If your facility opts for any skills checks to be done via simulation – include those skills in the NATP Policy and Procedure 6, Training Requirements part (c). A return demonstration for those specific skills would be completed in a skills lab.
- The Nurse Assistant Training Program Skills Check List (CDPH 276A) is a sample form which may be copied and used for each student in the NATP.
- Use of form CDPH 276A will ensure the program meets the requirements for documentation of clinical skills training.
- Applicants may develop their own skills checklist, however it **must** include the minimum skills listed on the Department's Nurse Assistant Training Program
Skills Check List (CDPH 276A). This Skills Check List shall include a listing of the duties and skills the nurse assistant must learn, space to record the date when the nurse assistant performs this duty or skill, space to note satisfactory or unsatisfactory performance, and space to record the initials and title of the Department approved instructor who witnessed the return skill demonstration.
- This record serves as the primary documentation for the clinical hours and skills that must be implemented in the NATP, and is the fundamental resource that the RN Program Director uses to ensure that the 100 hours and skill performance has been met for each individual student.
- Approved NATPs must keep accurate, complete and ethical documentation.
- **A note of importance:** After the completion of the NATP training, the RN Program Director must attest on the Initial Application (CDPH 283 B) with the completion signature, that the student has met all the clinical and classroom training requirements.

**Daily Nurse Assistant Training Program Schedule (CDPH 276B)**

- A day-to-day schedule must be submitted.
- This schedule must list all training including 60 hours of classroom theory and 100 hours of clinical training.
- All required Modules, components, and skills are to be included.
- Please give considerable attention to the required training program schedule, as it must be detailed enough for the TPRU representative to determine what is being taught on what day and time.
- A complete training program schedule, will address all the topics and subtopics on the Nurse Assistant Certification Training Program Individual Student Record (CDPH 276C) and all the skills on the Nurse Assistant Training Program Skills Check List (CDPH 276A).
- Theory topics must be taught prior to skills training for that topic. For example, theory for infection control and hand washing must be taught prior to clinical skills training on that topic.
- Lab hours, aka "Skills Lab" may be included the curriculum, but **cannot be counted** towards the classroom or clinical hour requirements.
- Any additional hours of training must be included on the training program schedule.
- It is **highly** recommended that lab hours be added to the curriculum to allow for skill demonstration practice prior to the clinical training.
- Make-up time must be included in the training schedule, and any missed theory training must be made up by the student prior to clinical instruction.
- Make-up time is made up hour for hour, and must be overseen by the instructor.
- The make-up must cover the same content that was missed, following the Module lesson plan.
- The NATP must create a policy that limits the amount of absence and makeup that will be allowed.
- Once the training schedule is approved by the Department, this is the **only** schedule that the NATP can use.
- If the NATP desires to change the schedule (sequence of modules or provide the training at a different time (weekend vs. days), then the Training Program **must submit the new** training schedule to the Department for approval prior to implementing the change in the schedule. Once reviewed and approved, the updated schedule will be replaced with the previously approved schedule.
- During any onsite visits, the Department will make a determination if the school is implementing the approved training schedule.
- There is only one approved training schedule for each provider identification number assigned to each NATP.
- A Sample Daily Nurse Assistant Training Program Schedule (CDPH 276B Sample) which shows the formatting for training schedule development has been provided. This sample provides detail for classroom and clinical training over several days.
- The schedule submitted by the NATP applicant must cover the entire NATP.
- Note that **lunch and break times are not included in training time** and should be subtracted from total program hours.

- The NATP schedule must contain all the required content areas listed in CCR, Title 22, Division 5, Chapter 2.5, Section 71835(n) and California Health and Safety Code (CHSC) Division 2, Chapter 2, Article 9, Section 1337.1.

- There are 16 hours of state and federal required training in the following areas prior to any direct contact with a resident:
    1. Communication and interpersonal skills
    2. Infection control
    3. Safety and emergency procedures including the Heimlich maneuver
    4. Promoting the independence of patients/residents
    5. Respecting the rights of patients/residents
- This requirement is met if all theory components of the following modules are taught prior to clinical training; Modules 1,2,3,4,5,6,12,14 plus one additional hour from 8E, 8H, 15A, 15C or 16C.  The students may then begin the clinical portion of the NATP.

- The remainder of the classroom theory modules must be taught in conjunction with the clinical training.
- A NATP may choose to teach all 60 hours of theory at the beginning of the program. This can be done if significant laboratory skills' training is provided in conjunction with the theory training. Clinical training for 100 hours may then follow.
- **Laboratory** time does **not** count as part of the required 160 training hours.

**Nurse Assistant Certification Training Program Individual Student Record (CDPH 276C)**

- The Nurse Assistant Certification Training Program Individual Student Record (CDPH 276C) is the Department form for documenting the student's **theory** classroom training (minimum 60 hours).
- The form 276C is to be copied and used for each student in the NATP.
- Use of this form ensures compliance in documentation for all hours, modules and components of classroom theory training.
- The Nurse Assistant Certification Training Program Individual Student Record (CDPH 276C) serves as the primary documentation for the theory/classroom hours that must be implemented in the NATP, and is the fundamental resource that the RN Program Director uses to ensure that the 60 hours and classroom theory training Modules and components have been met for each student.
- Approved NATPs must keep accurate, complete and ethical documentation.

**Instructor Application (CDPH 279)**

- Each instructor must be approved by the Department prior to providing training for each NATP.
- The Program Director must be a Registered Nurse and is an approved instructor for this NATP. Instructor approval may be prior to or concurrent with the Program Director designation.
- The regulatory requirements for Department approval for a SNF Director of Staff Development (DSD) and a NATP Instructor are the same; however, the roles are different.
- A Director of Staff Development provides training for "staff" in a nursing facility and Instructors provide training for "students" in a NATP.
- Therefore, the DSD term applies to a nursing facility, and the Instructor term applies to a non-facility based NATP.
- An LVN or RN may become approved as a NATP Instructor as long as he/she meets the regulatory requirements.
  - CCR, Title 22, Division 5, Chapter 2.5, Article 2, Section 71829(2)(d)
    The nursing facility, agency or public educational institution is responsible for assuring that the Director of Staff Development or Instructor who teaches the certification training program meets either of the following qualification requirements:
      (1) One (1) year of experience as a licensed nurse providing direct patient care in a long term care facility in addition to one (1) year of experience planning, implementing and evaluating educational programs in nursing; or
      (2) Two years of full time experience as a licensed nurse, at least one
       year of which must be in the provision of direct patient care in a nursing facility. Within six (6) months of employment and prior to teaching a certification program, the Director of Staff Development or Instructor shall obtain a minimum of twenty-four (24) hours of continuing education courses in planning, implementing and evaluation educational programs in nursing. These must either be courses approved by the Board of Registered Nursing or courses administered by an accredited educational institution. A transcript of successfully completed courses shall be sent to the Department and shall be used as a basis for approval of the qualifications of the Director of Staff Development or Instructor. A copy of the transcript shall be kept on file at the nursing facility, agency or public educational institution
- In a facility owned/operated NATP, the Department approved DSD (LVN or RN) provides the NATP instruction, as well as the orientation and in-service to the Nurse Assistants or Certified Nurse Assistants in the facility.
- Each NATP is responsible for ensuring that the DSD or Instructor applicant meets the regulatory qualifications prior to submitting the CDPH279 to the Department.
- Failure to pre-verify applicant qualifications may be considered as noncompliance with state regulations determined or misrepresentation of facts in the application process and may result in rejection of the application.
- Failure of the applicant to provide accurate information within the resume to verify meeting the qualifications (including employment experience providing direct care in a nursing facility,) may result in the denial of the application.
- **Application resubmissions with updated resumes must be accompanied by a written employer notification to verify:** a) title, b) dates of employment, c) part-time or full-time employment, and d) description of duties performed.

- The requirement for "direct patient care in a long term care facility" and "nursing facility" must be verifiable. A nursing facility is defined as Skilled Nursing Facility (SNF), Intermediate Care Facility-ICF, or Intermediate Care Facility-Developmentally Disabled (ICF-DD) or ICF-DD Nursing (ICF- DDN).
- DSD in the nursing facility may provide In-service and Orientation training for up to six months of employment while obtaining continuing education in "Planning, implementing and evaluating educational programs in nursing".
- All applicants must provide proof of the required experience or 24 hour course and must be approved by the Department prior to teaching a certification program (NATP).

*Note:* The following situations do **not** meet these regulatory requirements:
- Employment in a SNF holding administrative titles such as a Director of Nurses or Assistant Director of Nurses (for the provision of direct patient care).
- Employment with registry agencies that serve long-term care facilities.
- Hospital employment with nursing experience providing care for designated on the hospital license.
- Part-time experience in long-term care.


See NATP Initial Application-Supplemental Information Packet Revised (4/12/18) for information regarding requirements for NATP policy & procedure manual

## Additional Training Program Requirements

### Certified Nurse Assistant Application and Live Scan

Upon enrollment in a NATP for nurse assistant certification, a candidate for training shall submit a training and examination application along with the proof of Live Scan fingerprinting to the Department. The application and Liv Scan must be submitted prior to any direct patient contact with residents.

### Physical Health Examination

Each student enrolled in the certification program shall have a health examination which includes a medical history and physical examination, a purified protein derivative, intermediate strength intradermal skin test for tuberculosis, unless medically contraindicated.  If a positive reaction is obtained, a chest e-ray shall be taken, unless medically contraindicated.  A report signed by the examiner shall indicate that the student does not have any health condition that would create a hazard to themselves, fellow employees, or patients.  This examination shall be completed and documented prior to the student having direct patient care contact in the clinical setting.  This information shall be provided to the nursing facility prior to patient contact. The physical health examination must be done within 90 days prior to clinical training/direct patient contact.