

**Classroom Observation Tool**  
**Nurse Aide Training and Competency Evaluation Program (NATCEP)**

**Objective:** *Determine whether a NATCEP meets State and Federal requirements.*

**Name of NATCEP:** \_\_\_\_\_ **Time of Observation:** \_\_\_\_\_

**Name of Instructor(s) being observed:** \_\_\_\_\_

How Observation is conducted: On Site  Live Video Conference  Recorded Video

| Classroom Requirements   | Met | Not Met | Not Observed | Comments |
|--|-----|---------|--------------|----------|
| A minimum of 30 hours of the required 100 hours must be spent in the classroom   |     |         |              |          |
| 16 hours prior to direct contact with residents/clients the following must be taught: (check any area that was observed)                         |     |         |              |          |
| 1. Communication and interpersonal skills  |     |         |              |          |
| 2. Infection control   |     |         |              |          |
| 3. Safety/emergency procedures including the Heimlich Maneuver   |     |         |              |          |
| 4. Understanding and promoting resident's independence   |     |         |              |          |
| 5. Respecting resident's rights  |     |         |              |          |
| 30 hours can include, but is not limited to the following: (check any area that was observed)  |     |         |              |          |
| 1. Basic nursing skills, including recognition or abnormal changes in body function and the importance of reporting such changes to a supervisor |     |         |              |          |
| 2. Personal care skills  |     |         |              |          |
| 3. Mental health and social service needs  |     |         |              |          |
| 4. Care of cognitively impaired residents  |     |         |              |          |
| 5. Basic restorative services  |     |         |              |          |
| Other classroom activities shall include but shall not be limited to: (check any area that was observed)   |     |         |              |          |
| Introduction to the health care delivery system in Hawaii with special emphasis on agencies and facilities that care for the aged                |     |         |              |          |
| Appropriate professional conduct as a nurse aide   |     |         |              |          |
| General preventive health care with emphasis on controlling the spread of infections   |     |         |              |          |

|   |  |  |  |  |
|---|--|--|--|--|
| Basic information about human bodily functions  |  |  |  |  |
| Interpersonal skills including time and stress management, teamwork, developing relationships with residents, and coping with death and dying |  |  |  |  |
| Basic medical terminology   |  |  |  |  |
| <b>Instructor Classroom Review</b>  |  |  |  |  |
| 1. Classroom instructor is on the topic of the day based on submitted curriculum and schedule.  |  |  |  |  |
| 2. Instructor is prepared and knowledgeable of the subject topic.   |  |  |  |  |
| 3. Students are interactive and understanding the topic being discussed.  |  |  |  |  |
| 4. Testing (oral or written)  |  |  |  |  |
| 5. Attendance Records, including tardiness and absentees  |  |  |  |  |
| 6. Skills checks for trainees   |  |  |  |  |
| 7. Trainee competency evaluation  |  |  |  |  |
| Check which instructional techniques were observed:<br>Lecture<br>Written Assignments<br>Audiovisual Aids<br>Role Playing                     |  |  |  |  |

Corrective Action Plan to be issued

No Corrective Action Plan necessary, all items met on day of observation

Reviewed By: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

**Comments/observations:**