

Curriculum Format Submission Form

Interested applicants are to review Hawaii Administrative Rule (HAR) Chapter 17-1444 For Nurse Aide Training and Competency Evaluation Programs (NATCEP) to understand required curriculum and instructor requirements.

The purpose of a NATCEP is to produce graduates who are prepared to take the Certified Nurse Aide (CNA) state examination and become employed in Hawaii's long-term care health care settings.

A written request for certification (DHS 1647) as a NATCEP must be included with the typed curriculum

The following format from Section I to Section V MUST be followed. If any requested information is missing or out of order from the outline, the curriculum will be returned with a list of missing elements.

This is *not a form* itself. This *is an outline* to be followed and used when developing and submitting the NATCEP curriculum.

Throughout the format the applying NATCEP MUST identify any topic area that will be taught by another individual than the Primary Instructor. **Each topic area MUST include the time spent on each area listed in hours and/or minutes.**

SECTION I

- Name of the NATCEP.
- Address where the classroom training will be held (Street address, city, and island).
- Address (es) where the supervised practical training will be held. (If location is a facility, provide the name of the facility).
- Telephone number.
- Fax number (optional).
- Email address.
- Name of the primary Registered Nurse (RN) instructor.
- Hawaii State License number for the primary RN instructor.
- RN instructor's years of nursing *and* long-term care (LTC) facility experience. It MUST include at least one (1) year in a LTC facility as a RN. It must state completion of a course in teaching adults, experience in teaching adults or supervising nurse aides.
- Office and/or cellular telephone numbers.
- Name(s) of supplemental instructors and associated credentials (i.e., RN, LPN, PT, OT, etc.).
- Hawaii State License number for each supplemental instructor.
- Years of experience for each supplemental instructor in their respective fields.
- Describe how the primary instructor will be supervised by the supplemental instructor(s).

SECTION II

Brief description of the NATCEP:

- If NATCEP is facility-based
- Estimate the number of graduates; and
- Number of trainees per class cycle

SECTION III

Curriculum details of classroom activities AND supervised practical training instruction.

Describe clearly how instruction will be conducted:

- Teaching technique used in each specified skill area.
- Identify each training instruction as classroom activities or supervised practical training. See additional curriculum categories outlined below.
- Include the time **in hours and/or minutes** for each classroom activity topic and supervised practical skill training.
- If additional training will be given beyond the required one hundred (100) hours, clearly label these trainings as such. Lesson plans can be taught in any order.
- Describe any agreement the NATCEP will have with a specified facility to conduct any portion of the supervised practical training in a clinical setting.
- Identify where the supervised practical training will be taught, e.g., a lesson in the laboratory or at the clinical setting.
- Describe how the training will be conducted at the clinical setting.
- Include the approximate time students will spend in each section of instruction while in the laboratory and/or clinical setting.
- You must label each skill area as Classroom or Supervised Practical Training and whether the area/skill falls into Clinical Nursing Skills, Personal Care or Restorative Services. You must also include where the Supervised Practical Training will be taught (lab lecture or laboratory and/or clinical)
- If handouts are used, include the title of the handout(s), include a copy of the handout as instructed in Section V – Instructional Materials given to trainee. **Do NOT include them in this section.** Include in Section V only.

Minimum Curriculum for a NATCEP

A Minimum of 100 clock hours of training is required. NATCEPs can provide more than the 100 hours, there is no maximum number of hours.

- Instructional techniques may include lectures, written assignments, audiovisual aids, and role playing.
- If using audiovisual aids include a link or platform of the aid to be utilized.

1. Thirty (30) hours or more of the 100 hours total must be spent in classroom activities.

- **At least sixteen (16) (of the 30 hours) of classroom activities** must be in the following areas **PRIOR to any direct contact** by trainees with residents:
 1. Communication and interpersonal skills.
 2. Infection control.
 3. Safety/emergency procedures, including the Heimlich maneuver.
 4. Understanding and promoting residents' rights.
 5. Respecting residents' rights.

Curriculum must include ALL the following topics:

- Providing privacy and maintenance of confidentiality.
 - Promoting the resident's rights to make personal choices to accommodate their needs.
 - Providing assistance in resolving grievances and disputes.
 - Providing needed assistance in getting to and participating in resident and family groups and other activities.
 - Maintaining care and security of residents' personal possessions.
 - Promoting the resident'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
 - Avoiding the need for restraints in accordance with current professional standards.
- Additional **required classroom** activities are listed below. These areas familiarize trainees with the role of nurse aides in the health care delivery system and assess the trainee's ability to provide quality nurse aide services. They include, but are not limited to:
 1. Introduction to the health care delivery system in Hawaii with special emphasis on agencies and facilities that care for the aged.
 2. Appropriate professional conduct as a nurse aide including job responsibilities, interdisciplinary team role, language, and professional attire.
 3. General preventive health care with emphasis on controlling the spread of infections.
 4. Basic information about human bodily functions.
 5. Interpersonal skills including time and stress management, teamwork, developing relationships with residents, and coping with death and dying.
 6. Basic medical terminology.
 7. 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' behavior.
 2. Awareness of developmental tasks associated with the aging process.
 3. How to respond to residents' behavior.
 4. Allowing the resident to make personal choices, providing, and reinforcing other behavior consistent with the resident's dignity.
 5. Using the resident's family as a source of emotional support.
 - **Care of Cognitively impaired** residents' that at a minimum includes:
 1. Techniques for addressing the unique needs and behaviors of individuals with dementia (Alzheimer's and others).
 2. Communicating with cognitively impaired residents.
 3. Understanding the behavior of cognitively impaired residents.
 4. Appropriate responses to the behavior of cognitively impaired residents.
 5. Methods of reducing the effects of cognitive impairments.

ADD THE TOTAL TIME FOR CLASSROOM ACTIVITIES. The time in hours/minutes listed for *each* skill/area listed above **must total at least 30 hours.**

2. Supervised Practical Training

A minimum of seventy (70) hours (of the 100 hours minimum) must be in a supervised practical training. Supervised practical training means training in a laboratory or other clinical setting, such as a nursing home, in which the trainee learns and demonstrates proficiency of skills previously learned in the classroom, laboratory, or other setting.

- These are areas to be taught and demonstrated directly in a laboratory or other clinical setting.
- If any part will be taught as a lecture, it **must** be identified in the curriculum. NATCEPs can identify these lectures as **laboratory lecture** and detail the time (**in hours and/or minutes**) dedicated to lecture versus hands on demonstration time in laboratory and/or clinical settings.
- Some portions of the supervised practical training may be a combination of laboratory lecture, hands on in the laboratory, or hands on in a clinical setting. However, the majority of the instruction is meant to be actual hands on for trainees to become proficient in their ability to demonstrate learned skills.

Details of the three (3) supervised practical training areas are:

- A. **Basic Clinical Nursing Skills:** Must be taught and directly supervised by the primary registered nurse instructor. A **minimum of thirty (30) hours (out of the 70) are required.** At a minimum, the following topics must be taught:
- Handwashing.
 - Donning and doffing personal protective equipment.
 - Taking and recording vital signs.
 - Measuring and recording height and weight.
 - Measuring and recording output including urine, emesis, or diarrhea.
 - Measuring and recording food/fluid intake including oral/IV or tube feeding.
 - Recognizing abnormal changes in body functioning and the importance of reporting such changes to an employer supervisor.
 - Monitoring tube placement.
 - Colostomy care.
 - Caring for residents when death is imminent.
 - Proper feeding techniques.
 - Ambulation using a gait belt.
 - Applying TED hose.

ADD THE TOTAL TIME FOR BASIC CLINICAL NURSING SKILLS. The time **in hours/minutes** listed for *each* skill/area listed above **must total at least 30 hours.**

- B. **Basic Personal Care Skills:** May be taught and directly supervised by a licensed practical nurse working under the general supervision of the primary registered nurse instructor. A **minimum of thirty (30) hours (out of the 70) are required.** At a minimum, the following topics must be taught:
- Indirect care behaviors.
 - Bathing including full and partial bed bath.
 - Grooming, including mouth care and denture care.
 - Dressing.
 - Caring for the residents' environment.
 - Toileting including use of bedpan or bedside commode.

- Assisting with eating and hydration.
- Skin care, including foot care.
- Hair and nail care.
- Perineal care including catheter care.
- Changing a bed, both unoccupied and occupied.
- Transfers, positioning, and turning.
- Responding to call lights.
- Observing physical and emotional changes and reporting to nurses.

ADD THE TOTAL TIME FOR PERSONAL CARE SKILLS. The time in hours/minutes listed for *each* skill/area listed above **must be at least 30 hours**.

C. **Basic Restorative Services:** May be taught by a licensed or certified therapist working under the supervision of a registered nurse or by the primary registered nurse instructor. A **minimum of ten (10) hours (out of the 70) are required**. At a minimum the following topics must be taught:

- Training the resident in self-care according to the resident's (patient's) abilities.
- Promoting circulation and skin integrity.
- Role of nutrition and hydration.
- 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.
- Care and use of prosthetic and orthotic devices.
- Mobility and effects of immobility.

ADD THE TOTAL TIME FOR RESTORATIVE SERVICES. The time in hours/minutes listed for *each* skill/area listed above **must total at least 10 hours**.

The total hours for supervised practical training are the sum of hours of basic clinical nursing skills, basic personal care skills, and basic restorative services for a minimum of 70 hours.

At the end of ALL sections, add the total time for the entirety of the class cycle. Classroom activity hours with a minimum of 30 hours and supervised practical training hours with a minimum of 70 hours. The total must be a minimum of 100 hours.

- **Please note: orientation, breaks, CPR/First Aid, TB testing, and Background checks, CANNOT be counted towards the minimum 100 hours of instruction.**

SECTION IV

Assessment of trainee's performance in classroom instruction and supervised practical training.

A trainee's performance shall be objectively measured and shall include but not be limited to:

- Oral and written testing.
- Trainee assessment forms.
- Attendance records, including tardiness and absences.
- Evaluation of the trainees understanding and ability to perform each skill correctly to prepare the student to pass the CNA examination.
- Evidence that the trainee has achieved competence in all curriculum areas.

Describe how the trainee's performance and competency will be evaluated using each of the performance measures listed above.

- Any assessment tools and forms that will be used.
- NATCEPs grading scale, including graduation requirements.
- Include how the NATCEP will evaluate the trainee's suitability for caring for vulnerable populations.
- How the NATCEP will assist trainees that are having difficulty with any area of instruction including comprehending the material.
- How trainees will complete training time they may have missed due to tardiness or absenteeism.

Trainees **shall not** perform any services to residents in a clinical long-term facility setting for which the trainee has not been trained **and** found to be proficient by the primary RN instructor.

- Trainees providing services to residents in any facility shall be under the general supervision of the primary RN instructor.

Attach copies of all assessment forms used as instructed in Section V. Do not include them in this section.

SECTION V

Instructional materials that will be used/given to trainees:

- List all books, audio-visual aides, etc. that will be used in APA format.
- Attach copies of any instructional materials that will be given to the trainee in **both** the classroom and supervised practical training.
- If no materials are given and instructions are solely from lectures, audio-visual aides, books, etc., clearly state this.
- Attach copies of all instructional and assessment forms used in Sections III and IV.

ONLY submit copies of the first page of each handout and a description of the areas covered in each handout if the first page of the handout does not describe it.

The NATCEP applicant will submit their curriculum, DHS 1647, instructor(s) resume, and signed laboratory supply form to Community Ties of America (CTA) using one of the following methods:

Fax: 808-234-5470

Email: t.vanhouten@comties.com

Mail: Community Ties of America, Inc.
500 Ala Moana Blvd, Suite 7400
Honolulu, HI 96813