

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

**School Name:** \_\_\_\_\_

SECTION I	Met	Not Met	Comments
Curriculum being reviewed includes the following:			
• 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)			
• E-mail address			
• Name of the primary Registered Nurse (RN) instructor			
• Hawaii State License Number for the primary RN instructor			
• Years of experience in nursing and in a long-term care (LTC) facility			
• Office and/or cellular telephone number			
• Name(s) of supplemental instructors and associated credentials (i.e., LPN, PT, OT, etc.)			
• Hawaii State License Number for each supplemental instructor listed			
• Years of experience for each supplemental instructor in their respective fields			
• Description of how supplemental instructor(s) will be supervised by the primary instructor.			
<b>SECTION II</b>			
Brief description of the NATCEP to include at a minimum:			
• If NATCEP is facility based			
• Estimate of the number of graduates			
• Number of training classes per cycle			
<b>SECTION III</b>			
Curriculum details for classroom instruction AND supervised practical training instruction: <i>Minimum requirement: Thirty (30) hours or more must be spent in classroom activities.</i> <i>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:</i>			
• Communication and interpersonal skills			
• Infection control			
• Safety/emergency procedures, including the Heimlich maneuver			

• Understanding and promoting residents' rights			
• Respecting residents' right			
<b>Curriculum must include ALL the following topics:</b>			
• 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 <b>required classroom</b> 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:			
<b>§ Mental Health and Social Services needs and at a minimum include:</b>			
A. Modifying the nurse aide's behavior in response to residents' behavior			
B. Awareness of developmental tasks associated with the aging process			
C. How to respond to residents' behavior			
D. Allowing the resident to make personal choices, providing, and reinforcing other behavior consistent with the resident's dignity			
E. Using the resident's family as a source of emotional support			
<b>§ Care of Cognitively impaired residents' that at a minimum include:</b>			
A. Techniques for addressing the unique needs and behaviors of individuals with dementia (Alzheimer's and others).			
B. Communicating with cognitively impaired residents			

C. Understanding the behavior of cognitively impaired residents.			
D. Appropriate responses to the behavior of cognitively impaired residents			
E. Methods of reducing the effects of cognitive impairments			
If additional areas of instruction are covered, list them after the required areas have been addressed and clearly mark these as optional, briefly describe them and the teaching technique(s), etc., employed and the time (in hours and minutes) dedicated to them			
<b>TOTAL TIME FOR CLASSROOM ACTIVITIES</b> The time <b>in hours/minutes</b> listed for <b>each</b> skill/area listed above <b>must total at least 30 hours.</b>			
<b>Curriculum Details for Supervised Practical Training:</b> <i>Minimum requirements: seventy (70) hours or more of which the following minimum hours apply:</i>			
• Basic nursing skills—30 hours			
• Basic personal care skills—30 hours			
• Basic restorative services—10 hours			
<b>Basic Clinical Nursing Skills:</b> Must be taught and directly supervised by the primary registered nurse instructor. <i>A minimum of thirty (30) hours (out of the 70) are required.</i> 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			
<b>Basic Personal Care Skills:</b> May be taught and directly supervised by a licensed practical nurse working under the general supervision of the primary registered nurse instructor. <i>A minimum of thirty (30) hours (out of the 70) are required.</i> 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			
<b>Basic Restorative Services:</b> May be taught by a licensed or certified therapist working under the supervision of a registered nurse or by the primary registered nurse instructor. <i>A minimum of ten (10) hours (out of the 70) are required.</i> 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			
<b>SECTION IV</b>			
Assessment of trainee's performance in classroom instruction and supervised practical training:			
• Curriculum briefly describes how the trainee's performance and competency will be evaluated			
• Describes any assessment tools and forms that are used and rating scale			
• Includes how the NATCEP evaluates the trainee's suitability for caring for vulnerable populations			
• Briefly explains how the NATCEP assists trainees that are having difficulty with classroom instruction			

SECTION V			
Instructional materials used/given to trainees: <ul style="list-style-type: none"> <li>• Lists all books, audio-visual aides, etc. that will be used in APA format.</li> <li>• Copies were attached of any instructional materials that will be given to the trainee in <i>both</i> the classroom and supervised practical training.</li> <li>• If no materials are given and instructions are solely from lectures, audio-visual aides, books, etc., the curriculum clearly states this.</li> <li>• Copies were attached of all instructional and assessment forms used in Sections III and IV</li> </ul>			

Curriculum did not meet requirements, requested updated curriculum

Curriculum met all requirements

Reviewed By \_\_\_\_\_

Review Date \_\_\_\_\_