



Care Management, Therapy and Consulting Services

Nurse Aide Training and Competency Evaluation Program (NATCEP) General Information for Applicants

General Information:

Under Federal regulation, the State of Hawaii through the Department of Human Services (DHS) establishes the certification requirements of Nurse Aide Training and Competency Evaluation Programs (NATCEPs). To receive information, contact the DHS designee, Community Ties of America, Inc. (CTA) at 234-5380, or visit <http://www.comties.com/nurse-aide-training-certification-f>. Additional information may be found at DHS' Med-QUEST Division's link for [Certification Programs](#).

For State certification, a written curriculum of the NATCEP must be approved by CTA. If necessary, a site visit will be made to the NATCEP. State certification of a NATCEP cannot be given if a nursing facility, in which any NATCEP training is provided, is out of compliance with Medicaid or Medicare.

Hawaii Administrative Rules (HAR) Chapter 17-1444 must be adhered to. State certification, once approved, is effective initially for one year and two years thereafter. CTA may elect to do a site visit at any time. These visits can be announced or unannounced.

DHS will withdraw State certification in the following situations:

- When applicable requirements are not met; and
- If the NATCEP refuses to permit unannounced visits by CTA or DHS.

General Requirements for State Certification:

Registered Nurse instructors must have completed a course in teaching adults, have experience in teaching adults or supervising nurse aides. All 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 instructor 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 as a RN.

Other health care professionals that can supplement the instructor include: other 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 instructors must have at least one (1) year of experience in their fields.

Certain basic clinical nursing skills in the supervised practical training must be taught by the instructor. Other areas may be taught by a licensed practical nurse or other health care professional under the general supervision of a registered nurse. These areas are identified on the required curriculum format document.

Minimum Curriculum for a State Certified NATCEP

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' rights; and
 5. Respecting residents' rights.

Curriculum must include all the following:

- Providing privacy and maintenance of confidentiality.
 - Promoting the resident's rights to make personal choices to accommodate their needs.
 - Giving 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 to 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; and
 7. Understanding and caring for the aged and special needs population with special emphasis on the following:
 - Mental health and social services need and at a minimum include:
 8. Modifying the nurse aide's behavior in response to residents' behavior.
 9. Awareness of developmental tasks associated with the aging process.

10. How to respond to residents' behavior.
11. Allowing the resident to make personal choices, providing, and reinforcing other behavior consistent with the resident's dignity; and
12. Using the resident's family as a source of emotional support.
 - Care of cognitively impaired residents' that at a minimum includes:
13. Techniques for addressing the unique needs and behaviors of individuals with dementia (Alzheimer's and others).
14. Communicating with cognitively impaired residents.
15. Understanding the behavior of cognitively impaired residents.
16. Appropriate responses to the behavior of cognitively impaired residents; and
17. Methods of reducing the effects of cognitive impairments.

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

- 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 of skills and areas learned in the classroom.
- Details of each of the three (3) areas are:
 1. Basic clinical nursing skills must be taught and directly supervised by the primary registered nurse instructor. A minimum of thirty (30) hours are required.
 2. 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 are required.
 3. 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 are required.

The NATCEP must have an objective way of measuring the trainee's performance in both the classroom activities and supervised practical training which include but are not limited to:

- Oral and written testing.
- Trainee assessment form.
- Attendance records including tardiness and absences.
- Evaluation of the trainee's 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.

Procedures for Obtaining State Certification for a NATCEP

The NATCEP must submit a copy of its written NATCEP curriculum using the proper format and a signed DHS application requesting to have its program State certified. It may be emailed, mailed or faxed.

Community Ties of America
500 Ala Moana Blvd, Suite 7400
Honolulu, HI 96813
Fax: 808-234-5470

Email: t.vanhouten@comties.com

For questions call 808-234-5380 and press option #4

The curriculum **MUST** be in proper format. 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, CTA will advise the requestor in writing whether the NATCEP has been approved or if additional information is needed before a decision can be made.
- CTA reserves the right to conduct an onsite review of the NATCEP prior to rendering a decision.