

DEPARTMENT OF HUMAN SERVICES NURSE AIDE COMPETENCY/PROFICIENCY EVALUATION

INSTRUCTIONS

DHS 1646

PURPOSE:

DHS 1646 is to be used to verify initial certification and biennial recertification of Group 2 nurse aide competency/proficiency evaluations.

FORM INSTRUCTIONS:

1. Nurse aide to print last name, first name, and middle initial.
2. Nurse aide to print last four digits of social security number.
3. For certification of Nurse Aide Competency/Proficiency Evaluation, Registered Nurse (RN) Evaluator to sign, complete, and date all skills.
4. **For recertification, nurse aide to check OPTION A or OPTION B box to indicate evaluation option. Check only ONE OPTION.**
5. **For certification and recertification, RN Evaluators must sign, complete, and date all skills.**
 - a. **OPTION B RN Evaluators must be approved by DHS PRIOR to completing competency/proficiency evaluations with form DHS 1646a.**
 - b. RN Evaluator must be physically present at all phases of the competency/proficiency evaluation and attest to the completion of all content skills.
 - c. RN Evaluator is to sign, print school/organization, and date when nurse aide has met all competency/proficiency evaluation requirements.
 - d. RN Evaluator to keep competency/proficiency evaluations on file for each student and nurse aide.
 - e. RN Evaluator to e-mail list of nurse aides who completed evaluation to DHS at LTsuruda@dhs.hawaii.gov and to Department of Commerce and Consumer Affairs at nurse_aide@dcca.hawaii.gov by the first week of the following month.
6. Safety/Emergency Procedures. Proper use of restraints and avoiding need for restraints may be substituted with training.
7. Observations/Reporting. If the school/organization does not have a bed and chair scale, training (video, mannequin) may be substituted.
8. Care of Resident with Tubes. May substitute skills with training (video, mannequin).

FORM SUPPLY:

DHS 1646 shall be photocopied as needed or may be downloaded from the DHS website:
http://hawaii.gov/dhs/protection/social_services/adult_services