

DIRECTIONS FOR COMPLETING
THE NURSE'S AIDE TRAINING CURRICULUM
AND RELATED DOCUMENTS

I. GENERAL DIRECTIONS

- A. USE BLACK INK
- B. PRINT OR TYPE
- C. USE CLEAR, CONCISE LANGUAGE

II. NURSE'S AIDE TRAINING CURRICULUM---WHITE FORM

A health care facility or an educational facility which elects to provide a nurse's aide training program must complete the required standardized curriculum format (WHITE FORM) included in this package.

Directions for completion of document:

- Complete the cover page as requested
- The individualized nurse's aide training curriculum is to be documented on the left-hand column that is labeled Classroom Components or Classroom/Clinical Components. The expected measurable outcomes of the training program is to be labeled Behavioral Objectives – The Student Will Be Able To:

MODULE I (Pages 1, 2 and 3)

- The initial sixteen hours of training must be provided in a classroom setting prior to a student's direct contact with the residents. The following five areas must be covered in this initial sixteen hours of classroom training. Tours of a facility including observations of residents and day-to-day facility activities may be incorporated in Module I:
 - A. Communication and interpersonal skills;
 - B. Infection control;
 - C. Safety/emergency procedures;
 - D. Promoting resident's independence;
 - E. Respecting resident's rights

MODULE II, III, IV, V AND VII (Pages 4-17)

- A minimum of twenty-five hours must include training in behaviors related to physical, psychiatric psychosocial and cognitive disorders.

- The remaining hours of training are to be devoted to both the classroom and clinical setting.
- Utilize the upper left-hand portion of the form to document the classroom hours and clinical training hours devoted to each individual module.
- In the left-hand column, labeled Classroom/Clinical include the specific information regarding the training curriculum under the broad categories as identified.
- Include the expected measurable outcomes of the classroom and clinical training program for each curriculum item in the right hand column which is labeled Behavioral Objectives – The Student Will be Able To:.
- Additional pages have been provided in the event more space is required to document the curriculum with regards to an individual Module. These pages are labeled Module – Continued and are located at the end of the Nurse's Aide Training Curriculum. Please indicate the number of the module that is being continued in the space provided.

TRAINING PROGRAM DATA (Page 18)

- Brief information is required regarding the facility's Primary Training Instructor, training site, equipment and facility. Additionally, a description of the procedures for determining successful completion of training by a nurse's aide is required.

TRAINERS (Page 19)

- Provide the name, health field, (e.g., fire safety experts, therapeutic recreation specialists, gerontologists), license, registration and/or certification number, as applicable and work experience of any other trainer that will participate in the training of nurse's aides.

PRIOR TO MAILING REMEMBER TO:

- Review the form to ensure all required information is provided, (e.g., curriculum, behavioral objectives, hours of classroom and clinical training).
- Complete the title page in full including the name of the nursing home facility where the clinical training will be provided and the signature of the required professional.

GENERAL INFORMATION

- Please be advised that the Department of Public Health will be unable to approve the nurse's aide training curriculum if the required document has not been completed fully and accurately.
- The Nurse's Aide Training Curriculum is a mechanism for reporting training programs to the Department of Public Health. With the exception of Module I the remaining Modules (II through VII) may be presented in the order that provides the Primary Training Instructor with a format which is suited to his/her training style.

However, it will be the responsibility of the facility to assure the Department that all components of the curriculum have been included and are thoroughly addressed.

III. NURSE'S AIDE TRAINING PROGRAM SCHEDULE ---BLUE FORM

- On-going approval of a nurse's aide training program is contingent upon an unannounced on-site review of a nurse's aide training program which is in progress in the facility. The BLUE FORM is to be used in order to keep the Department of Public Health advised of the DATES and HOURS OF TRAINING of all nurse's aide training programs to be provided.
- Be sure the DATES and HOURS of the classroom and clinical components of the nurse's aide training program are clearly identified in the space provided.

If a sufficient number of forms have not been provided please duplicate the necessary documents.

QUALIFICATION REQUIREMENTS
FOR NURSE'S AIDE INSTRUCTORS

Primary Training Instructor

- The training of nurse's aides must be performed by or under the general supervision of a registered nurse who possesses a minimum of two years of nursing experience, at least one year of which must be in a chronic and convalescent nursing home or rest home with nursing supervision.
- Instructors must have completed a course in teaching adults or have experience in teaching adults or supervising nurse's aides.

Additional Trainers

- Qualified personnel from the health field may serve as trainers in the nurse's aide training program under the supervision of the nurse's aide primary training provided they have a minimum of one year of experience in a facility for the elderly or chronically ill of any age within the immediately preceding five years. These health field personnel may include: registered nurses, sanitarians, fire safety experts, nursing home administrators, gerontologists, psychologists, physical and occupational therapists, therapeutic recreation specialists, speech/language/hearing therapists. All trainers should be, where applicable, licensed, registered and/or certified in their field.
- Licensed practical nurses, under the supervision of the nurse's aide primary training instructor, may serve as trainers in the nurse's aide training program provided the licensed practical nurse has two years experience in caring for the elderly or chronically ill of any age.