

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF HEALTH PROFESSIONS
BOARD OF NURSING
Perimeter Center
9960 Mayland Drive, Suite 300
Richmond, Virginia 23233-1463

18VAZ 90-25
R09-1563

NURSE AIDE EDUCATION PROGRAM
ON-SITE REVIEW REPORT

*Nurse Aide Education Program Name: _____
(School/Agency/Institution)

Address: _____
(Street) (City) (State) (Zip Code)

Program Contact Person: _____
(Name) (Title) (Phone No.)

Person Completing this Report: _____
(Printed Name) (Signature)

Program Coordinator (must be an RN): _____

Visitor: _____ Date of Visit: _____ Date of Last Visit: _____

Summary of Factual Data

Type of Program: _____ Facility Based _____ Non-Facility Based

Length of Program:

Total Hours _____; Classroom Hours _____; Clinical Hours _____

Current Student Enrollment: _____ Frequency of Program Offering: _____

Date of Last Program Offering: _____

Instructional Personnel

Number of Primary Instructors: RNs _____

Number of Other (Nurse) Instructors: RNs _____; LPNs _____

Number of Resource Personnel: _____

* If more than one nurse aide education program is offered at your institution, a separate form must be completed for each program.

Clinical Resource(s) Used

Name and Location of Facility(ies)	Most Recent Date of Licensure by VDOH	Title of Agency (Licensed Nursing Home or Medicare/Medicaid Cert. Facility/Unit)

Please identify any nursing facility used for skills training that was subject to penalty or penalties as provided in 42 CFR 483151 (b) (2) (Medicare and Medicaid Program: Nurse Aide Training and Competency Evaluation Program, effective April 1, 1992) in the past two years:

Curriculum Change:

_____ Yes _____ No Are you requesting Board of Nursing approval for a curriculum change?

If yes, please provide the following:

1. A statement explaining the nature of the requested change;
2. The rationale for the change; and
3. A comparison of the existing pertinent sections of the curriculum and the proposed revised curriculum.

Financial Support:

Please provide evidence of financial support and resources sufficient to meet the requirements of the Board of Nursing Statutes and Regulations.

REGULATION NUMBERS	CRITERIA	YES	NO	N/A	COMMENTS/REMARKS	*VISITOR'S REMARKS
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18 VAC 90-25-20.B.3.

3. Provide documentation that each student applying to or enrolled in such program has been given a copy of applicable Virginia law regarding criminal history records checks for employment in certain health care facilities, and a list of crimes which pose a barrier to such employment.

18 VAC 90-25-30. Instructional Personnel

A. Program Coordinator.

1. Each program shall have a program coordinator who must be a registered nurse.
2. The program coordinator in a nursing facility based program may be the director of nursing services. The director of nursing may assume the administrative responsibility and accountability for the nurse aide education program but shall not engage in the actual classroom and clinical teaching.
3. The primary instructor may be the program coordinator in any nurse aide education program.

B. Primary instructor.

1. Each program shall have a primary instructor who must be a registered nurse.
2. Qualifications. The primary instructor, who does the actual teaching of the students shall:
 - a. Hold a current Virginia license as a registered nurse; and
 - b. Have two years of experience as a registered nurse within the previous five years and at least one year of experience in the provision of long-term care facility services.

REGULATION NUMBERS	CRITERIA	YES	NO	N/A	COMMENTS/REMARKS	*VISITOR'S REMARKS
B. <u>Primary Instructor (cont.)</u>	<p>3. Responsibilities. The primary instructor is responsible for the teaching and evaluation of students and, in addition, shall:</p> <ul style="list-style-type: none"> a. Participate in the planning of each learning experience; b. Ensure that course objectives are accomplished; c. Ensure that the provisions of subsection F of this section are maintained; d. Maintain records as required by subsection A of 18 VAC 90-25-50; e. Perform other activities necessary to comply with subsection B of 18 VAC 90-25-20; and f. Ensure that students do not perform services for which they have not received instruction and been found proficient by the instructor. <p>C. Other instructional personnel.</p> <ul style="list-style-type: none"> 1. Instructional personnel who assist the primary instructor in providing classroom or clinical supervision shall be registered nurses or licensed practical nurses. a. A registered nurse shall: <ul style="list-style-type: none"> (1) Hold a current, unrestricted Virginia license as a registered nurse; and (2) Have had at least one year of direct patient care experience as a registered nurse. 					

REGULATION NUMBERS	CRITERIA	YES	NO	N/A	COMMENTS/REMARKS	*VISITOR'S REMARKS
C. Other instructional personnel (continued)	<p>b. A licensed practical nurse shall:</p> <ul style="list-style-type: none"> (1) Hold a current, unrestricted Virginia license as a practical nurse; (2) Hold a high school diploma or equivalent; (3) Have been graduated from a state-approved practical nursing program; and (4) Have had at least two years of direct patient care experience as a licensed practical nurse. <p>2. Responsibilities. Other personnel shall provide instruction under the general supervision of the primary instructor.</p> <p>D. Prior to being assigned to teach the nurse aide education program, all instructional personnel shall demonstrate competence to teach adults by one of the following:</p> <ul style="list-style-type: none"> 1. Satisfactory completion of a course in teaching adults that includes: <ul style="list-style-type: none"> a. Basic principles of adult learning; b. Teaching methods and tools for adult learners; and c. Evaluation strategies and measurement tools for assessing the learning outcomes; or 2. Have experience in teaching adults or high school students. <p>E. To meet planned program objectives, the program may, under the direct, on-site supervision of the primary instructor, use other persons who have expertise in specific topics and have at least one year of experience in their field.</p>					

REGULATION NUMBERS	CRITERIA	YES	NO	N/A
18 VAC 90-25-30. Instructional Personnel (continued)	<p>F. When students are giving direct care to clients in clinical areas, instructional personnel must be on site solely to supervise the students. The ratio of students to each instructor shall not exceed 10 students to one instructor.</p> <p>18 VAC 90-25-40. Requirements for the curriculum.</p> <p>A. Curriculum Content. The curriculum shall include, but shall not be limited to, classroom and clinical instruction in the following:</p> <ol style="list-style-type: none"> 1. Initial core curriculum. Prior to the direct contact of a student with a nursing facility client, a total of at least 24 hours of instruction in the following areas must be presented: <ol style="list-style-type: none"> a. Communication and interpersonal skills; b. Infection control; c. Safety and emergency procedures, including dealing with obstructed airways and fall prevention; d. Promoting client independence; and e. Respecting clients' rights. 2. Basic Skills <ol style="list-style-type: none"> a. Recognizing changes in body functioning and the importance of reporting such changes to a supervisor. 			

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18 VAC 90-25-40.A.	<u>Requirements for the curriculum</u> <u>(continued)</u> b. Measuring and recording routine vital signs. c. Measuring and recording height and weight. d. Caring for the clients' environment. e. Measuring and recording fluid and food intake and output. f. Performing basic emergency measures. g. Caring for a client when death is imminent. 3. Personal care skills. a. Bathing and oral hygiene. b. Grooming. c. Dressing. d. Toileting. e. Assisting with eating and hydration, including proper feeding techniques. f. Caring for skin, to include prevention of pressure ulcers. g. Transfer, positioning and turning.					

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18 VAC 90-25-40.A. Requirements for the curriculum (continued)	4. Individual client's needs, including mental health and social service needs. <ul style="list-style-type: none"> a. Modifying the aides behavior in response to the behavior of clients. b. Identifying developmental tasks associated with the aging process. c. Demonstrating principles of behavior management by reinforcing appropriate behavior and causing inappropriate behavior to be reduced or eliminated. d. Demonstrating skills supporting age-appropriate behavior by allowing the client to make personal choices, and by providing and reinforcing other behavior consistent with the clients' dignity. e. Utilizing client's family or concerned others as a source of emotional support. f. Responding appropriately to client's behavior; including, but not limited to, aggressive behavior and language. g. Providing appropriate clinical care to the aged and disabled. h. Providing culturally sensitive care. 					

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18 VAC 90-25-40.A. Requirements for the curriculum <u>(continued)</u>	5. Care of the cognitively or sensory (visual and auditory) impaired client. <ul style="list-style-type: none"> a. Using techniques for addressing the unique needs and behaviors of individuals with dementia (Alzheimer's and others). b. Communicating with cognitively or sensory impaired clients. c. Demonstrating an understanding of and responding appropriately to the behavior of cognitively or sensory impaired clients. d. Using methods to reduce the effects of cognitive impairment. 6. Skills for basic restorative services. <ul style="list-style-type: none"> a. Using assistive devices in transferring, ambulation, eating and dressing. b. Maintaining range of motion. c. Turning and positioning, both in bed and chair. d. Bowel and bladder training. e. Caring for and using prosthetic and orthotic devices. f. Teaching the client in self-care according to the client's abilities as directed by a supervisor. 					

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18 VAC 90-25-40.A. Requirements for the curriculum <u>(continued)</u>	<p>7. Clients' rights.</p> <ul style="list-style-type: none"> a. Providing privacy and maintaining confidentiality. b. Promoting the client's right to make personal choices to accommodate individual needs. c. Giving assistance in resolving grievances and disputes. d. Providing assistance necessary to participate in client and family groups and other activities. e. Maintaining care and security of the client's personal possessions. f. Promoting the resident's rights to be free from abuse, mistreatment and neglect and the need to report any instances of such treatment to appropriate staff g. Avoiding the need for restraints in accordance with current professional standards. <p>8. Legal and regulatory aspects of practice as a certified nurse aide, including, but not limited to, consequences of abuse, neglect, misappropriation of client property and unprofessional conduct.</p> <p>9. Occupational health and safety measures.</p> <p>10. Appropriate management of conflict.</p>					

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<u>18 VAC 90-25-40.B.</u> Unit objectives.	<ol style="list-style-type: none"> 1. Objectives for each unit of instruction shall be stated in behavioral terms which are measurable. 2. Objectives shall be reviewed with the students at the beginning of each unit. 					
<u>18 VAC 90-25-40.C.</u> Curriculum Changes. Changes in curriculum shall be approved by the board prior to implementation and shall be submitted at the time of the on-site visit or with the report submitted by the program coordinator in the intervening year. <u>18 VAC 90-25-50.</u> Other program requirements.	A. Records <ol style="list-style-type: none"> 1. Each nurse aide education program shall develop an individual record of major skills taught and the date of performance by the student. At the completion of the nurse aide education program, the nurse aide must receive a copy of this record and a certificate of completion from the program. 2. A record of the reports of graduates' performance on the approved competency evaluation program shall be maintained. 3. A record that documents the disposition of complaints against the program shall be maintained. B. Student identification. The nurse aide students shall wear identification that clearly distinguishes them as a "nurse aide student".					

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18 VAC 90-25-50. Other program requirements (continued).	<p>C. Length of program.</p> <ol style="list-style-type: none"> 1. The program shall be at least 120 clock hours in length. 2. The program shall provide for at least 24 hours of instruction prior to direct contact of a student with a nursing facility client. 3. Skills training in clinical settings shall be at least 40 hours of providing direct client care. Five of the clinical hours may be in a setting other than a nursing home. Hours of observation shall not be included in the required 40 hours of skills training. 4. Employment orientation to facilities used in the education program must not be included in the 120 hours allotted for the program. <p>D. Classroom facilities. The nurse aide education program shall provide facilities that meet federal and state requirements including:</p> <ol style="list-style-type: none"> 1. Comfortable temperatures. 2. Clean and safe conditions. 3. Adequate lighting. 4. Adequate space to accommodate all students. 5. Instructional technology and equipment needed for simulating client care. 					

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<u>18 VAC 90-25-20.B.</u>	<p>1. e. Skills training experience in a nursing facility which has not been subject to penalty or penalties as provided in 42 CFR 483.151(b)(2) (Medicare and Medicaid Programs; Nurse Aide Training and Competency Evaluation Programs, effective April 1, 1992) in the past two years.</p> <p>2. Impose no fee for any portion of the program on any nurse aide who, on the date on which the nurse aide begins the program, is either employed or has an offer of employment from a nursing facility.</p>					

For the two preceding calendar years, please give:

_____ The number of students who completed the program(s).

_____ The number of students who took the N.N.A.A.P. exam?

Passing rate on the **written** portion of the N.N.A.A.P. _____

Passing rate on the **skills** portion of the N.N.A.A.P. _____

Please review the composite scores received from Promissor for the N.N.A.A.P. exam. Are there any areas on either the written or skills portion of the exam that may need your attention or revision to your program? Please describe.

SUMMARY OF CURRENT INSTRUCTORS

Name	Date of Hire	Role: Primary Instructor; Other Instructor; or Resource Person	Virginia Nursing License Number	Other Credential(s) (P.T.; O.T.; L.C.S.W.; N.H.A.; Etc.)

* If there are instructors about whom information has not been send to the Board of Nursing for approval, please complete the appropriate "instructor" form (enclosed) for each.