Click to enter name of school

# Mission/Philosophy of School

Click or tap here to enter text.

# Learning Objectives

Click or tap here to enter text.

# Admission Requirements

The following requirements will be met prior to admission:

1. Age

* Applicants must be       years of age to enroll.

2. Criminal Background check:

1. Must be either:
	1. Right to Review (student requests directly from the LSP)
	2. Authorized agency (school requests from approved authorized agency)
2. Admission will be denied:
	1. If convicted or found guilty of abuse, neglect, or mistreatment of elderly or infirm as defined by LA R.S. 40:2009.20;
	2. If convicted or found guilty of misappropriation of a resident’s property.
3. Admission **will not** be denied for convictions not related to above convictions.
	1. If background check reveals any convictions for non-hirable offenses, as listed per LA R.S. 1203.3, student will be ineligible to participate in clinical training and student will be notified.
	2. If student wishes to continue enrollment process, student will verify **in writing** acknowledgement that he/she:
		1. Will not be eligible to participate in clinical training at the clinical site;
		2. Will not be eligible to successfully complete the nurse aide training program;
		3. Will not meet requirements to take the nurse aide competency exam; and
		4. Will not be certified to the LA Nurse Aide Registry.

3. LA Nurse Aide Registry

* Admission will be denied if individual has a finding on the LA Nurse Aide Registry <https://tlc.dhh.la.gov/>

4. Direct Service Worker (DSW) Registry

* Admission will be denied if individual has a finding on the DSW Registry <https://adverseactions.ldh.la.gov/SelSearch>

5. National Sex Offender Registry (nsopw.gov)

* Admission will be denied if individual is included on the National Sex Offender Registry <https://www.nsopw.gov/>

6. Other admission requirements (if applicable)

Click or tap here to enter text.

# General Program Operations

1. RN Coordinator(s)

1. The program will have an RN Coordinator that is responsible for the general oversight of the program. [CFR 483.152(a)(5); LAC 10017(A)]
2. The RN Coordinator may not supervise more than two nurse aide training programs, and must be on site at least 50% of all classroom and clinical instruction time. [LAC 10017(A)(2)].
3. The RN Coordinator may serve as instructor, unless the RN Coordinator is the Director of Nursing of a facility-based program. [CFR 483.152(a)(5)].
4. The RN Coordinator meets the following qualifications:
	1. Have at least 2 years of nursing experience [CFR 483.152(a)(5)];
	2. Have at least 1 year of direct care in a long term care (NH) or SNF [CFR 483.152(a)(5)].;
	3. Have a current, unencumbered registered nursing (RN) license in the state of LA [LAC 10017(A)]; and
	4. Have one of the following LAC 10017(A)]:
		1. Master’s degree or above;
		2. VTTIE;
		3. CTTIE;
		4. Train the trainer certificate.

2. Instructor(s)

The program instructor(s) meet the following qualifications:

1. Have at least 2 years of nursing experience in caring for the elderly and/or chronically ill [LAC 10017(B)];
2. Have a current, unencumbered nursing license in the state of LA [LAC 10017(B)];
3. Have one of the following [LAC 10017(B)]:
	1. Master’s degree or above;
	2. VTTIE;
	3. CTTIE;
	4. Train the trainer certificate.

3. Instructor to Student Ratio

The ratio of instructors to trainees in classroom and lab training shall not exceed 1:23 and the ratio of instructors to trainees in clinical training shall not exceed 1:10 [LAC 10017 (B)(3)].

* Classroom/lab instructor to trainee ratio:
* Clinical instructor to trainee ratio:

4. Program Changes

All changes will be submitted and approved by the LDH-HSS prior to implementation. [CFR 483.151 (e); LAC 10015 (D)].

# Classroom Instruction

1. Curriculum

The program shall use a state approved curriculum [*LAC* 10015 (A)].

* Textbook:
* Edition:
* Author:
* Publisher:

***\*Curriculum with allotment of instruction time is submitted separately using the state format that corresponds with the textbook.***

2. Instruction Time

1. The curriculum shall include a minimum of 40 classroom hours, with at least 16 hours of supervised clinical training (laboratory/skills training) [LAC 10015 (A), CFR 483.152 (A)].
2. A Skills Performance Record (skills checkoff) will be maintained for each trainee to verify proficiency of duties/skills taught.
	1. The Skills Performance Record will be complete prior to clinical instruction, to ensure trainees do not perform any services for which they have not trained and been found proficient [CFR 483.152 (a); LAC 10019 (F)].
	2. The Skills Performance Record will include name of skill; satisfactory or unsatisfactory performance; date of performance; and name of instructor that verified performance (LAC 10021 (G)].

***\*The Skills Performance Record is submitted separately using the state format that corresponds with the textbook.***

# Clinical Instruction

1. The clinical instruction shall be a minimum of 40 hours in an eligible nursing home or skilled nursing facility (SNF) [CFR 483.151 (b); LAC 10011 (E); LAC 10015(A)].
2. All classroom and laboratory training will be complete prior to clinical instruction [CFR 483.152 (a)].
3. Trainees will not perform any care and services for which they have not trained and been deemed proficient [CFR 483.152 (a); LAC 10019 (F)].
4. Trainees will be under the general supervision of the program’s RN Coordinator or Instructor [CFR 483.152 (a); LAC 10019 (F)].
5. Orientation to each clinical training site of at least 4 hours will be provided, and is not included in the minimum core curriculum. Orientation includes at a minimum [LAC 10019 (D)]:
	1. Explanation of facility’s organizational structure;
	2. Facility’s policies and procedures;
	3. Facility’s philosophy of care;
	4. Description of resident’s population; and
	5. Definitions of abuse, neglect, and misappropriation of property, including consequences if found guilty of such.

|  |  |
| --- | --- |
| **Name of facility(s)** | **Contract dates (start and expiration)** |
|       |       |
|       |       |
|       |       |
|       |       |

***\*The LDH Clinical Site Status Form and Clinical Contract are submitted separately for EACH clinical site.***

# Training Schedule and Attendance Policy

1. Program Length and Schedule

The curriculum shall be a minimum of 80 hours in length, including 40 hours of classroom/lab training, and 40 hours of clinical training. Orientation of at least 4 hours to each clinical site is **not included** in the minimum 80 hours [LAC 10015 (A), LAC 10019 (D)].

**The totals for program instruction, minus breaks, are:**

|  |  |
| --- | --- |
| Total program hours |       |
| Theory |       |
| Lab/Skills |       |
| Clinical orientation |       |
| Clinical Instruction |       |

**The instruction schedule for the program is:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Instruction schedule** | **Instruction days** *(ex. Monday thru Friday)* | **Total # of days**  | **Times of Instruction** *(ex: 8AM to 4PM, 1 hour break)* | **Total Instruction Time** *(in hours; do not include breaks)* |
| *Classroom/lab* |       |       |       |       |
| *Clinical orientation* |       |       |       |       |
| *Clinical Instruction* |       |       |       |       |
| *Totals* | n/a |       | n/a | *(do not include orientation)*       |

**Additional class time, if applicable:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Instruction schedule** | **Instruction days** *(ex. Monday thru Friday)* | **Total # of days**  | **Times of Instruction** *(ex: 8AM to 4PM, 1 hour break)* | **Total Instruction Time** *(in hours; do not include breaks)* |
| *Classroom/lab* |       |       |       |       |
| *Clinical orientation* |       |       |       |       |
| *Clinical Instruction* |       |       |       |       |
| *Totals* | n/a |       | n/a | *(do not include orientation)*       |

**Additional class time, if applicable:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Instruction schedule** | **Instruction days** *(ex. Monday thru Friday)* | **Total # of days**  | **Times of Instruction** *(ex: 8AM to 4PM, 1 hour break)* | **Total Instruction Time** *(in hours; do not include breaks)* |
| *Classroom/lab* |       |       |       |       |
| *Clinical orientation* |       |       |       |       |
| *Clinical Instruction* |       |       |       |       |
| *Totals* | n/a |       | n/a | *(do not include orientation)*       |

**Additional class time, if applicable:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Instruction schedule** | **Instruction days** *(ex. Monday thru Friday)* | **Total # of days**  | **Times of Instruction** *(ex: 8AM to 4PM, 1 hour break)* | **Total Instruction Time** *(in hours; do not include breaks)* |
| *Classroom/lab* |       |       |       |       |
| *Clinical orientation* |       |       |       |       |
| *Clinical Instruction* |       |       |       |       |
| *Totals* | n/a |       | n/a | *(do not include orientation)*       |

***\*The schedule correlates with the Application and Curriculum submitted and approved by the LDH-HSS.***

2. Attendance

1. Trainees must successfully complete the nurse aide training program to be eligible for the competency examination for nurse aide certification. Successful completion requires the following minimum hours to be completed:
* Classroom:
* Lab/skills:
* Clinical orientation:
* Clinical training:
1. This program reserves to the right to approve or deny makeup instruction for absences. If determined that makeup will be allowed, the **maximum amount** of time that may be made up, and the timeframe in which it must be completed, is defined as:

|  |  |  |
| --- | --- | --- |
| *Total possible hours* | *Maximum time that can be made up* | *Timeframe to complete required makeup* |
| Classroom:       *hours* |       *hours* |       *(\*must complete prior to clinical)* |
| Lab/skills:       *hours* |       *hours* |       *(\*must complete prior to clinical)* |
| Clinical orientation:       *hours* |       *hours* |       *(\*must complete prior to clinical)* |
| Clinical training:       *hours* |       *hours* |        |

1. In addition to completion of training time, additional makeup work may be required for absences, and may include bookwork, reports, etc. Makeup work **will not** be substituted for actual training hours.
2. ***If trainee misses more than the maximum time that can be made up, the trainee will be dismissed from the program.*** (See table in Section B above.) If dismissed, student must retake class ***from the******beginning*** if they wish to resume the nurse aide training program.

3. Other program specifications (if applicable)

 Click or tap here to enter text.

# Competency Evaluation (Certification Exam)

Successful completion of the nurse aide training program **does not** certify trainee to the LA Nurse Aide Registry. Successful completion of the nurse aide training does qualify the trainee to take the nurse aide competency evaluation (exam). Once student successfully completes the competency exam, the trainee will be certified to the LA Nurse Aide Registry.

1. Successful completion of the nurse aide training program requires trainee to meet the following:
	1. Verified proficiency in required skills
	2. Completion of instruction hours
		* Classroom:       hours
		* Lab/skills:       hours
		* Orientation:       hours
		* Clinical:       hours
	3. Other completion requirements:
2. The nurse aide competency evaluation is administered by the national testing company Prometric.
	1. The competency evaluation consists of two (2) portions:
		1. Knowledge/theory (written or oral), and
		2. Skills performance.
	2. Trainees have 3 opportunities within 12 months to pass both portions of the competency exam.
	3. If unsuccessful (does not pass), trainee is only required to retake the portion that was failed.
	4. If unsuccessful after three (3) attempts, the student must retrain.
	5. The cost of the competency exam is:
		1. Knowledge (written): $40;
		2. Skills: $85
3. Arrangement for competency testing
	1. Facility-based (nursing home) programs
		1. Facility-based programs are prohibited from charging the trainee for any portion of training, including testing and/or retesting fees.
		2. Nursing home shall submit the application and testing fees to Prometric/LCTCS within 10 days of completion of training.
		3. The school will provide the “Training Verification Form” to students within 10 days of successful completion of the training program.
	2. Non-facility based programs
		1. The fees for the initial competency choose option included in the tuition.
		2. Retest fees (if necessary) choose option included in the tuition.
		3. The choose option will be responsible for submitting the application and fees to Prometric/LCTCS.

*\*If school is responsible, application and fees will be submitted within 10 days of completion of program.*

* + 1. The school will provide the “Training Verification Form” to students within 10 days of successful completion of the training program.
1. School choose option approved as an in-facility test (IFT) site.

*\*If school is* ***not*** *an IFT, students shall be notified that test date is based upon availability of the preferred regional site.*

1. The school choose option offer remedial training to students that are unsuccessful on their initial test. If offered, stipulations include the following: Click or tap here to enter text..

# Miscellaneous

Additional information:

Click or tap here to enter text.