

Instructions for Development and Implementation of Policies and Procedures (P&P's) By Nurse Assistant Training Program (NATP) Applicants

In an effort to assist training program applicants, the Department has prepared the following template, which is comprised of the five minimally required policies per title 22 California Code of Regulations (CCR) §71828 plus confirmations of knowledge and adherence to regulatory requirements in the form of attestations A-I.

- An applicant may choose to develop and submit their own policy and procedure manual as part of their application for a Nurse Assistant Training Program (NATP), or they may adopt and submit this template after filling in the blanks and signing policies numbered one through five and attestations A-H at the bottom of each page.
- This sample includes a Skilled Nursing Facility (SNF) specific attestation I, which is ONLY to be completed by SNF/ICF owned/operated NATP applicants. All other applicants should disregard attestation I.
- Items in [] have been added to clarify the referenced regulation.
- The job descriptions and organizational chart required per regulation (22 CCR §71828(b)), as well as the instructor-monitoring tool are not included in this template. The applicant must develop these documents, include them in the submission package and incorporate them into the policy and procedure manual.
- Once approved, each training program is encouraged to expand the policy and procedure manual to reflect the rules of their organization as they have determined.
- The final page of this package provides additional information to NATP applicants regarding best practices. These best practices are an informational tool and not required per regulation.
- Please note that the Department surveys will include a review of the provider's adherence to their own policies and procedures. The NATP is required to follow all policies adopted by the applicant and/or written by the provider.

Per 22 CCR §71828, each NATP is required to develop and implement written administrative and management policies to govern the administrative *[administration]* and management of the training program and Instructors.

Administrative Policies and Procedures.

Each nursing facility, agency or public educational institution providing nurse assistant training shall develop and implement written administrative and management policies to govern the administrative *[administration]* and management of the training program, the Director of Staff Development and Instructors. Such policies shall be reviewed annually and revised as often as the nursing facility, agency or public educational institution determines necessary. A copy of the written policies shall be made available upon request to the Department. (22 CCR §71828(a).)

- Policies shall include but not be limited to: (22 CCR §71828(b)(1)-(5))
 1. Job descriptions detailing qualifications, duties, responsibilities, and limitations for the licensed nurse Program Director (RN) and the Instructors. (22 CCR §71828(b)(1))
 2. An organizational chart showing the person in charge of the program, the lines of authority, responsibility, communication, staff assignments, and schedules. (22 CCR §71828(b)(2))
 3. The method of monitoring Instructors by the individual responsible for the training program. (22 CCR §71828(b)(3))
 4. The ratio of students to Instructor(s) for the clinical training, not to exceed a ratio of 15 students to 1 Instructor. (22 CCR §71828(b)(4))
 5. How student absenteeism and makeup classes will be handled. (22 CCR §71828(b)(5))

Training Program Name: _____

Policy #1

Topic: Staffing	Effective:
Title: Job Descriptions	Revised:
Regulatory references: 22 CCR §71828(b)(1)	Reviewed:

Policy: The NATP shall develop and maintain job descriptions detailing qualifications, duties, responsibilities, and limitations for the licensed nurse Program Director (RN) and the Instructors. (22 CCR §71828(b)(1).)

Purpose: Job descriptions are important for successful operation of the NATP and provide structure to the organization. They set clear job expectations; support salary, promotion, and termination decisions; and provide guidelines regarding the supervision of employees.

Scope: All NATP employees

Responsibilities:

The _____ is responsible for development of the job descriptions.

The _____ is responsible for monitoring the implementation of the job descriptions.

The _____ is responsible for reviewing and editing each job duty statement annually and as necessary.

Procedures:

- A job description for the licensed nurse Program Director (RN) and the Instructor(s) will be developed by _____.
- Each job description will detail qualifications, duties, responsibilities and limitations for a specific job title. (22 CCR §71828(b)(1))
- Job descriptions will be reviewed annually by _____ and edited as necessary when job duties change or evolve.
- This policy shall be reviewed annually and revised as often as the NATP determines necessary. The policy will be reviewed by _____. (22 CCR §71829(a))
- Copies of the job descriptions are to be incorporated into the Policy and Procedure manual. (22 CCR §71828(b)(1))
- A copy of the written policies shall be made available to the Department upon request. (22 CCR §71828(a))

I certify that the NATP will be operated in compliance with the requirements, policies, and procedures listed above; in compliance with any additional policies and procedures adopted by the NATP and approved by the Department, and in compliance with all other applicable state, federal and local requirements.

Signature: _____ Program Owner/Administrator Date: _____

Printed name: _____

Signature: _____ Program Director (RN) Date: _____

Printed name: _____

Topic: Staffing	Effective:
Title: Organizational Chart	Revised:
Regulatory references: 22 CCR §71828(b)(2)	Reviewed:

Policy: The NATP shall develop and maintain an organizational chart showing the person in charge of the program, the lines of authority, responsibility, communication, staff assignments, and schedules. (22 CCR §71828(b)(2))

Purpose: The organizational chart is important as it shows the activities of the organization, provides information about different management levels, highlights subdivisions of the organization and identifies different types of work performed.

Scope: All NATP employees

Responsibilities:

The _____ is responsible for development of the organizational chart.

The _____ is responsible to monitor the implementation of the organizational chart.

The _____ is responsible to review and edit the organization chart annually and as necessary.

Procedures:

- An organizational chart for the NATP will be developed by _____.
- The organizational chart must include the person in charge [job title], lines of authority [who do they report to and who reports to them], responsibility [job duties], communication [hierarchy], staff assignments [telephone and email contact information], and schedules [work hours]. (22 CCR §71828(b)(2).) This will include job titles, work hours and contact information for each employee of the NATP.
- This policy shall be reviewed annually and revised as often as the NATP determines necessary. The policy will be reviewed by _____.
- A copy of the organization chart is to be incorporated into the Policy and Procedure manual. (22 CCR §71828(b)(2))
- A copy of the written policies to include the organizational chart shall be made available upon request to the Department. (22 CCR §71828(a))

I certify that the NATP will be operated in compliance with the requirements, policies, and procedures listed above; in compliance with any additional policies and procedures adopted by the NATP and approved by the Department, and in compliance with all other applicable state, federal and local requirements.

Signature: _____ Program Owner/Administrator Date: _____

Printed name: _____

Signature: _____ Program Director (RN) Date: _____

Printed name: _____

Training Program Name: _____

Policy #3

Topic: Program Monitoring	Effective:
Title: Instructor Monitoring	Revised:
Regulatory references: 22 CCR §71828(b)(3)	Reviewed:

Policy: The NATP shall monitor Instructors. The monitoring will be completed by the individual [Program Director (RN)] responsible for the training program. (22 CCR §71828(b)(3))

Purpose: Monitoring of Instructors ensures that ethical and regulatory compliant processes are being followed, and are working.

Scope: All NATP employees

Responsibilities: The Program Director (RN) is responsible for the monitoring of NATP Instructors.

Procedures:

- An Instructor monitoring checklist will be developed by _____ and will be used to monitor each instructor. The checklist must include verification that the Instructor is compliant with all aspects of NATP training as listed in the NATP policy and procedure manual and as found in state and federal regulations. Regulations include but are not limited to: 22 CCR, §71801-71853, HSC §1337-1338.5; and 42 CFR §483.151-483.154.
- The instructor-monitoring checklist is to be used each time Instructor monitoring is performed.
- The Program Director (RN) will monitor each Instructor _____ (number of times) during the theory instruction and _____ (number of times) during the clinical skills training for each class or co-hort.
- When completing Instructor monitoring, the _____ will verify that there are no more than 15 students per Instructor during clinical training.
- A copy of the Instructor monitoring checklist template shall be incorporated into the policy and procedure manual. (22 CCR§71828(b)(3))
- Copies of the Instructor monitoring checklists shall be made available upon request to the Department. (22 CCR§71828(a))
- This policy shall be reviewed annually and revised as often as the NATP determines necessary. The policy will be reviewed by _____ and updated by _____.
(22 CCR §71828(a))

I certify that the NATP will be operated in compliance with the requirements, policies, and procedures listed above; in compliance with any additional policies and procedures adopted by the NATP and approved by the Department, and in compliance with all other applicable state, federal and local requirements.

Signature: _____ Program Owner/Administrator Date: _____

Printed name: _____

Signature: _____ Program Director (RN) Date: _____

Printed name: _____

Training Program Name: _____

Policy #4

Topic: Clinical Training	Effective:
Title: Student to Instructor Ratio	Revised:
Regulatory references: 22 CCR §71828(b)(4)	Reviewed:

Policy: The ratio of students to Instructor shall not exceed 15 students to 1 Instructor during clinical training.

Purpose: Appropriate student ratios help to ensure that all students receive the required training to the degree that is necessary to achieve successful completion of the training program.

Scope: All NATP employees

Responsibilities: _____ is responsible for ensuring that the student to instructor ratio is adhered to during clinical training.

Procedures:

- At the time of enrollment, the _____ must verify that there will be no more than 15 students per Instructor for all clinical training.
- If more than 15 students per Instructor are enrolled for the clinical portion of the course, the additional students will be required to enroll in the next class or another Department approved Instructor will be required to provide clinical training to the additional students.
- This policy shall be reviewed annually and revised as often as the NATP determines necessary. The policy will be reviewed by _____ and updated by _____.
(22 CCR §71828(a).)
- A copy of the student sign in and sign out sheets shall be made available upon request by the Department.
(22 CCR §71835(l).)

I certify that the NATP will be operated in compliance with the requirements, policies, and procedures listed above; in compliance with any additional policies and procedures adopted by the NATP and approved by the Department, and in compliance with all other applicable state, federal and local requirements.

Signature: _____ Program Owner/Administrator Date: _____

Printed name: _____

Signature: _____ Program Director (RN) Date: _____

Printed name: _____

Topic: Attendance	Effective:
Title: Student Absenteeism and Make Up	Revised:
Regulatory references: 22 CCR §71828(b)(5)	Reviewed:

Policy: Student absenteeism is strongly discouraged. Absenteeism and makeup will be allowed on a case-by-case basis. Allowed absence and makeup must comply with regulatory requirements and makeup training must be provided according to the Department approved training schedule.

Purpose: To ensure that students receive all required training following an absence and that the makeup training is provided according to regulatory requirements.

Scope: All NATP employees

Responsibilities:

The _____ is responsible to approve or deny absences.

The _____ is responsible to ensure that the students receive the missed training prior to proceeding with the class.

The Program Director (RN) is required to verify that all missed training was completed according to the approved lesson plans and in compliance with all state and federal regulations.

Procedures:

- A student absence log will be developed by _____. The log must include the student name, date and time of day missed, identify the assignment missed and provide specific information regarding make up. A copy of the student absence log shall be made available to the Department upon request. (22 CCR §71828(a))
- **All makeup assignments must be completed according to the Department approved lesson plans and must include the same content as the original assignment that was missed.**
- **Makeup work that differs from the original class time missed, such as self-study, book reports or alternate assignments are NOT ALLOWED.**
- Students may only proceed to clinical training after completing the 16 hours of federally mandated training per 42 CFR §483.152(b). [This federal training is considered to be met when 16 hours of training is provided from modules 1-6, 12, and 14.]
- Prior to signing the CDPH 283B form for each student, the Program Director (RN) will verify that all hours, modules, components, assignments, skills demonstrations and exams were successfully completed.
- This policy shall be reviewed annually and revised as often as the NATP determines necessary. The policy will be reviewed by _____ and updated by _____. (22 CCR §71828(a))

I certify that the NATP will be operated in compliance with the requirements, policies, and procedures listed above; in compliance with any additional policies and procedures adopted by the NATP and approved by the Department, and in compliance with all other applicable state, federal and local requirements.

Signature: _____ Program Owner/Administrator Date: _____

Printed name: _____

Signature: _____ Program Director (RN) Date: _____

Printed name: _____

Staffing:

- Instructor means a licensed nurse employed by an agency or public educational institution who, when teaching a certification training program, meets the Department's qualifications for a Director of Staff Development. (22 CCR §71821)
- Each nursing facility, agency or public educational institution providing nurse assistant training shall be responsible for hiring qualified staff and shall submit a resume to the Department reflecting the qualifications of a Director of Staff Development or Instructor who must be approved by the Department. A copy of the [instructor] resume must be kept on file at the facility or agency. (22 CCR §71829(a))
- Submission of a resume shall be deemed to occur on the date the resume is received by the Department. (22 CCR §71829(a)(1))
- A resume shall be considered complete when it clearly addresses all the qualifications required by this section. (22 CCR §71829(a)(2))
- The Department shall be notified within 30 calendar days following the employment of a new Director of Staff Development or Instructor. (22 CCR §71829(a))
- A Person who provides instruction or training at a skilled nursing facility or intermediate care facility or in an educational institution, as part of a certified nurse assistant precertification training program described in Section 1337.1 or 1337.3 may be any licensed vocational nurse or registered nurse with no less than two years of nursing experience, of which no less than one year is in providing care and services to chronically ill or elderly patients in an acute care hospital, skilled nursing facility, intermediate care facility, home care, hospice care, or other long-term care setting. (HSC §1337.15(a))
- Notwithstanding any other law, a person described in subdivision (a) shall not be required to hold a teaching credential to provide instruction as part of a certified nurse assistant precertification training program described in Section 1337.1 or 1337.3. (HSC §1337.15(b))

NOTE: New legislation effective January 1, 2019, changes NATP and DSD Instructor qualifications. Please see AB 2850 (Ch. 769, Stats. 2018), which added new HSC § 1337.15 referenced above.

- The nursing facility, school or agency shall maintain evidence that all health professionals involved in the training are currently licensed, registered or certified in their area of expertise. (22 CCR §71835(e))

I certify that the NATP will be operated in compliance with the requirements, policies, and procedures listed above; in compliance with any additional policies and procedures adopted by the NATP and approved by the Department, and in compliance with all other applicable state, federal and local requirements.

Signature: _____ Program Owner/Administrator Date: _____

Printed name: _____

Signature: _____ Program Director (RN) Date: _____

Printed name: _____

Training Program Name: _____

Attestation “B”

General Training Requirements:

- Application shall be made by the nursing facility, agency or public educational institution to the Department for approval of a certification training program. (22 CCR §71835(h))
- No training shall commence until the nursing facility, agency, or public institution receives approval from the Department. (22 CCR §71835(h)(3))
- Each nursing facility, agency or public educational institution shall submit a request for the Department's review and approval 30 days prior to a change in core curriculum content, training hours or contracted services. (22 CCR §71835(k))

Policy and Procedures:

- Each nursing facility, agency or public educational institution providing nurse assistant training shall develop and implement written administrative and management policies to govern the administration and management of the training program, the Director of Staff Development and Instructors. Such policies shall be reviewed annually and revised as often as the nursing facility, agency or public educational institution determines necessary. A copy of the written policies shall be made available upon request to the Department. (22 CCR §71828(a))

Initial Application and Enrollment Process:

- An applicant for certification as a certified nurse assistant shall comply with each of the following:
 - Be at least 16 years of age; (HSC §1337.2(a)(1))
 - Have successfully completed a Department-approved training program, which includes an examination to test the applicant's knowledge and skills related to basic patient care services. (HSC §1337.2(a)(2))
 - Obtain a criminal record clearance pursuant to HSC Section 1338.5. (HSC §1337.2(a)(3))
- Upon enrollment in a training program for nurse assistant certification, and prior to direct contact with [facility] residents, a candidate for training shall submit a training and examination application and the fingerprint cards to the state department to receive a criminal record review through the Department of Justice. (HSC §1338.5(a)(2)(A)) [see “best practices” for additional details]
- A criminal record clearance shall be conducted for all nurse assistants by the submission of fingerprint images and related information to the state department for processing at the Department of Justice. (HSC §1338.5(a)(1)(A))
- An applicant and any other person specified in this subdivision, as part of the background clearance process, shall provide information as to whether or not the person has any prior criminal convictions, has had any arrests within the past 12) month period, or has any active arrests, and shall certify that, to the best of his or her knowledge, the information provided is true. Every applicant shall provide information on any prior administrative action taken against him or her by any federal, state, or local government agency and shall certify that, to the best of his or her knowledge, the information provided is true. (HSC §1338.5(a)(2)(B))

I certify that the NATP will be operated in compliance with the requirements, policies, and procedures listed above; in compliance with any additional policies and procedures adopted by the NATP and approved by the Department, and in compliance with all other applicable state, federal and local requirements.

Signature: _____ Program Owner/Administrator Date: _____

Printed name: _____

Signature: _____ Program Director (RN) Date: _____

Printed name: _____

Criminal Background Clearance:

- No health facility shall permit newly hired nurse assistants to have direct contact with clients or residents of the facility unless those persons have submitted live scan fingerprint images to the Department of Justice.” (HSC §1338.5(f))
- No health facility shall permit students to practice their clinical skills training or have contact with patients unless they have been screened ~~and there is no indication they have been convicted of crimes defined in sections 220, 243.4, 261, 264.1, 273a, 288, 289, and 368 of the Penal Code.~~ (22 CCR §71828(c))
- Each health facility that operates and is used as a clinical skills site for certification training, and each health facility, prior to hiring a nurse assistant applicant certified in another state or country, shall arrange for and pay the cost of the fingerprint live scan service and the Department of Justice processing costs for each applicant. Health facilities may not pass these costs through to nurse assistant applicants unless allowed by federal law. (HSC §1338.5(a)(3))

Health Requirements:

- Each student enrolled in a certification training program or competency evaluation program shall have a health examination prior to participating in segments of the program which involve contact with patients in a nursing facility. (22 CCR§ 71835(f))
- This [health] examination shall include: (22 CCR §71835(f)(1))
 1. A medical history and physical examination. (22 CCR §71835(f)(1)(A))
 2. A test for tuberculosis infection that is recommended by the federal Centers for Disease Control and Prevention (CDC) and licensed by the federal Food and Drug Administration (FDA), unless medically contraindicated. If a positive test result is obtained, a chest x-ray shall be taken, unless medically contraindicated. (22 CCR §71835(f)(1)(B))
 3. A report, signed by the physician, physician's assistant or nurse practitioner, shall be provided to the nursing facility. This report shall indicate that the student does not have any health condition that would create a hazard to himself, fellow employees, or patients. (22 CCR §71835(f)(B)(2))

I certify that the NATP will be operated in compliance with the requirements, policies, and procedures listed above; in compliance with any additional policies and procedures adopted by the NATP and approved by the Department, and in compliance with all other applicable state, federal and local requirements.

Signature: _____ Program Owner/Administrator Date: _____

Printed name: _____

Signature: _____ Program Director (RN) Date: _____

Printed name: _____

Classroom Theory Training Requirements:

- A certification training program [consists] of at least 60 classroom hours of training on basic nursing skills, patient safety and rights, the social and psychological problems of patients, and elder abuse recognition and reporting. (HSC §1337.3(c)(2)(A))
 - The approved training program shall include, within the 60 hours of classroom training, a minimum of 6 hours of instruction on preventing, recognizing, and reporting instances of resident abuse utilizing those courses developed pursuant to Section 13823.93 of the Penal Code, and a minimum of 1 hour of instruction on preventing, recognizing, and reporting residents’ rights violations. (HSC §1337.1(e)(1))
- The 60 classroom hours of training may be conducted within a skilled nursing facility, an intermediate care facility, or an educational institution. (HSC §1337.3(c)(2)(A))
 - **SNF/ICF** - At least 2 hours of the 60 hours of classroom training shall address the special needs of persons with developmental and mental disorders, including intellectual disability, cerebral palsy, epilepsy, dementia, Parkinson’s disease, and mental illness. At least 2 hours of the 60 hours of classroom training shall address the special needs of persons with Alzheimer’s disease and related dementias. (HSC §1337.1(b)(3))
 - **NON SNF/ICF** - At least 2 hours of the 60 hours of classroom training shall address the special needs of persons with developmental and mental disorders, including intellectual disability, Alzheimer’s disease, cerebral palsy, epilepsy, dementia, Parkinson’s disease, and mental illness. (HSC §1337.3(c)(3))
 - Training programs shall provide the 60 hours of classroom theory as specified in the modules and hours in 22 CCR §71835(n) and HSC §§1337.1-1337.3. It is not necessary that the modules be presented in the same sequence, as long as the content and hours are the same. Specific theory hours assigned to each module are mandatory. (22 CCR § 71835(n))

Clinical Training Requirements:

- A certification training program shall consist of at least the following: One-hundred hours of clinical training under the immediate supervision of the Director of Staff Development or Instructor. The training shall include demonstration by the Instructor or Director of Staff Development of basic patient care skills based upon the theory and clinical instruction presented in classroom. Return demonstrations by the student are also required and shall be under the immediate supervision of the Instructor or Director of Staff Development or other licensed nurse who has no other responsibilities while supervising students. During clinical training and demonstration of skills, there shall be no more than 15 students assigned to each instructor at any time. Clinical training shall take place in a nursing facility and shall be conducted in conjunction with classroom instruction. To be counted toward 100 hours of clinical training, the successful performance of a nurse assistant must be verified by the Instructor or the Director of Staff Development. (22 CCR §71835(m)(1))

• Clinical Training Requirements continued on Attestation E

Signature: _____ Program Owner/Administrator Date: _____

Printed name: _____

Signature: _____ Program Director (RN) Date: _____

Printed name: _____

Training Program Name: _____

Attestation “E”

Clinical Training Requirements (continued from Attestation D):

- In addition to the required 60 classroom hours of training, the certification program shall also consist of 100 hours of supervised and on-the-job training clinical practice. (HSC §1337.3(c)(2)(B))
- The 100 hours of supervised clinical training shall be conducted between the hours of 6:00 a.m. and 8:00 p.m. (22 CCR §71835(g))
- Except where required by statute, specific clinical hours for each module are recommended. (22 CCR §71835(n))
 - **SNF/ICF** - At least 4 hours of the 100 hours of supervised clinical training shall address the special needs of persons with developmental and mental disorders, including intellectual disability, cerebral palsy, epilepsy, Alzheimer’s disease and related dementias, and Parkinson’s disease. (HSC §1337.1(b)(4))
 - **NON SNF/ICF** - At least 4 hours of the 100 hours of the supervised clinical training shall address the special needs of persons with developmental and mental disorders, including intellectual disability, Alzheimer’s disease, cerebral palsy, epilepsy, dementia, Parkinson’s disease, and mental illness. (HSC §1337.3(c)(3))

Advertising:

- No nursing facility, agency, or public institution shall make or disseminate false or misleading statements or advertisements regarding training provided. (22 CCR §71828(d))
- No nursing facility, agency, or public institution shall make a claim that completion of their program may lead to a student receiving a nurse assistant certification unless the nursing facility, agency, or public institution provides an NATP approved by the Department. (22 CCR §71828(e))

I certify that the NATP will be operated in compliance with the requirements, policies, and procedures listed above; in compliance with any additional policies and procedures adopted by the NATP and approved by the Department, and in compliance with all other applicable state, federal and local requirements.

Signature: _____ Program Owner/Administrator Date: _____

Printed name: _____

Signature: _____ Program Director (RN) Date: _____

Printed name: _____

Training Program Name: _____

Attestation "F"

Recordkeeping:

- A copy of the [Instructor] resume must be kept on file at the facility or agency. (22 CCR §71829(a))
- All records regarding the program shall be kept available for the Department's inspection for a period of four years from the date the Department approves it. All records pertaining to individuals who have successfully completed the program shall be available for the Department's inspection for period of four years from the date of enrollment. Records of students who have not successfully completed the program may be discarded. (22 CCR §71835(l))

Testing Requirements:

- Each training program [is required] to maintain an average 60 percent test score passage rate [for students] to maintain its participation [as an approved provider] in the program. The average test score passage rate shall be calculated over a two-year period. (HSC §1337.3(b))

Compliance Requirements:

- All providers of certification training and competency evaluation programs shall meet both state and federal requirements. (22 CCR §71835(a))
- If the Department determines that a training program is not complying with regulations or is not meeting the competency passage rate requirements, notice thereof in writing shall be immediately given to the program. If the program has not been brought into compliance within a reasonable time, the program may be removed from the approved list and notice thereof in writing given to it. Programs removed under this article shall be afforded an opportunity to request reinstatement of program approval at any time. (HSC §1337.3(b))
- When the Department makes a site visit and finds that the program provider is out of compliance with this chapter or the provider's own policies and procedures, the nursing facility, agency or public educational institution must implement corrective action. (22 CCR §71853)
- Unless a different time period is specified, the facility, agency or public educational institution shall make the corrections within 60 days of the notice of noncompliance or its program will be disapproved. (22 CCR §71853)
- Providers of programs which are brought back into compliance may apply for reinstatement to the Department's Nurse Assistant Certification Unit. (22 CCR §71853)

I certify that the NATP will be operated in compliance with the requirements, policies, and procedures listed above; in compliance with any additional policies and procedures adopted by the NATP and approved by the Department, and in compliance with all other applicable state, federal and local requirements.

Signature: _____ Program Owner/Administrator Date: _____

Printed name: _____

Signature: _____ Program Director (RN) Date: _____

Printed name: _____

22 CCR Definitions:

§ 71801. **Agency** means a private school, organization or individual approved by the Department to provide a continuing education course and a certification training program for nurse assistants.

§ 71803. **Clinical Training** means that portion of the orientation program and the certification training program which includes instruction and demonstration on a patient of patient care skills by a Director of Staff Development or other instructor and a return demonstration of competence in these skills by the student.

§ 71805. **Continuing Education** means provision of structured courses for certified nurse assistants by an agency, a public educational institution, or in a health care setting other than the nursing facility where the certified nurse assistant is employed.

§ 71807. **Core Curriculum** means a description of each category of study within a program which covers the minimum knowledge and skills required for nurse assistants and builds on their knowledge in a logical and methodical manner.

§ 71809. **Director of Staff Development (DSD)** means a licensed nurse, approved by the Department, who meets the qualification requirement as stated in section 71829 and is employed by or under contract with a nursing facility.

§ 71811. **Gross Negligence** means the failure of a person to exercise any care, or the exercise of so little care that it is apparent that the person is indifferent to the consequences of his or her conduct and to the welfare of others.

§71813. **Hour** means 50 minutes of participation in an organized learning experience [per clock hour]. Each hour of classroom theory shall be accepted as one hour of certification training, in-service training or continuing education.

§ 71815. **Immediate Supervision** means that a supervisor shall not only be in the same building but shall also be present while the person being supervised demonstrates the clinical skills.

§ 71817. **Incompetence** means that a certified nurse assistant does not possess or fails to exercise that knowledge and/or skill possessed and exercised by a reasonable certified nurse assistant under similar circumstances.

§ 71819. **In-Service Training Program** means a Department-approved structure program established for certified nurse assistants and provided by a nursing facility employer of nurse assistants.

I certify that the NATP will be operated in compliance with the requirements, policies, and procedures listed above; in compliance with any additional policies and procedures adopted by the NATP and approved by the Department, and in compliance with all other applicable state, federal and local requirements.

Signature: _____ Program Owner/Administrator Date: _____

Printed name: _____

Signature: _____ Program Director (RN) Date: _____

Printed name: _____

22 CCR Definitions (continued)

§ 71821. **Instructor** means a licensed nurse employed by an agency or public educational institution who, when teaching a certification training program, meets the Department’s qualifications for a Director of Staff Development.

§ 71823. **Nursing Facility** means a skilled nursing facility, an intermediate care facility, an intermediate care facility/developmentally disabled or an intermediate care facility/developmentally disabled-nursing. This definition has a specific application to this chapter only and it is not intended to replace the statutory definition of “skilled nursing facility” or any other definition of a health facility in Health and Safety Code section 1250(c).

§ 71825. **Public Educational Institution** means a community college, university, a regional occupation center, a high school, an adult education center, accredited school of professional nursing or accredited school of vocational nursing whose NATP’s have been approved by the Department of Health Services [CDPH] or the Department of Consumer Affairs and offered by the Department of Education.

§ 71827. **Student Performance Standard** means a standard which is used as a method of measuring student learning.

I certify that the NATP will be operated in compliance with the requirements, policies, and procedures listed above; in compliance with any additional policies and procedures adopted by the NATP and approved by the Department, and in compliance with all other applicable state, federal and local requirements.

Signature: _____ Program Owner/Administrator Date: _____

Printed name: _____

Signature: _____ Program Director (RN) Date: _____

Printed name: _____

Training Program Name: _____
 (for SNF/ICF owned NATPs ONLY) Attestation “I”

Special Requirements for SNF/ICF owned NATPs

Staffing:

- Every skilled nursing or intermediate care facility shall designate a licensed nurse as a Director of Staff Development who shall be responsible for the management of the approved training program. (HSC §1337.4)
- Nursing facilities which have a certification program shall employ or contract with a Director of Staff Development according to the minimum number of hours specified in Column B, below. (22 CCR §71829(e))

Column B	Number of Beds	100 or more	60-99	1-50
	Required hours per week		40	30

- The Department may require a facility to provide additional staff in accordance with 22 CCR section 72501(g). (22 CCR §71829(e))
- Approved training programs shall be conducted during the normal working hours of the nurse assistant unless the nurse assistant receives at least the normal hourly wage for any additional time spent in the training program. (HSC §1337.5(a))

Classroom Training Requirements:

- At least 2 hours of the 60 hours of classroom training shall address the special needs of persons with developmental and mental disorders, including intellectual disability, cerebral palsy, epilepsy, dementia, Parkinson’s disease, and mental illness. At least 2 hours of the 60 hours of classroom training shall address the special needs of persons with Alzheimer’s disease and related dementias. (HSC §1337.1(b)(3))

Clinical Training Requirements:

- The 100 hours [of supervised clinical training] may consist of normal employment as a nurse assistant under the supervision of either the Director of Staff Development or a licensed nurse qualified to provide nurse assistant training who has no other assigned duties while providing the training. (HSC §1337.1(b)(2))
- At least 4 hours of the 100 hours of supervised clinical training shall address the special needs of persons with developmental and mental disorders, including intellectual disability, cerebral palsy, epilepsy, Alzheimer’s disease and related dementias, and Parkinson’s disease. (HSC §1337.1(b)(4))

ONLY TO BE COMPLETED BY SNF OWNED NATPs

I certify that the NATP will be operated in compliance with the requirements, policies, and procedures listed above; in compliance with any additional policies and procedures adopted by the NATP and approved by the Department, and in compliance with all other applicable state, federal and local requirements.

Signature: _____ Program Owner/Administrator Date: _____

Printed name: _____

Signature: _____ Program Director (RN) Date: _____

Printed name: _____

Training Program Name: _____

Best practices for NATP Operation and P&P Development FOR INFORMATIONAL PURPOSES ONLY

Training Programs are encouraged to include these “Best Practices” in their policies and procedures, but are not required to do so by statute or regulation

Policy and Procedure Manual

- Policies and procedures should indicate who, what, when, where, and how the procedures will be completed.

Student Enrollment:

- Upon enrollment and prior to beginning clinical training, and before any direct contact with patients, the NATP must submit to the Department’s Aide & Technician Certification Section Registry;
 - Live Scan BCIA 8016 form for each student
 - CDPH 283B (CNA/HHA) application form;
 - Students fill out top portions (Sections I-III) of CDPH 283B application.
 - NATPs fill out (Section IV) of CDPH 283B application.
 - Student to sign Section V of CDPH 283B application.
 - CDPH 283i Transmittal for Criminal Background Clearance form for the class as a whole.
 - Submit documents to the address or fax number listed in the top right hand corner of the CDPH 283B form.
- Include who is responsible to submit CDPH283B to the Department as part of the Policy and Procedure manual.

Instructor Monitoring:

- Monitoring by Program Director (RN) should be completed twice per co-hort. Once during theory instruction and once during clinical instruction.
- Instructor monitoring should include a review to verify that the Instructor is following the regulatory requirements. Sample checks should be made by the Program Director (RN) to minimally verify that the Instructor is:
 - Approved by the Department prior to teaching the NATP.
 - Currently licensed as a nurse and is in possession of an active nursing license.
 - Teaching according to the Department approved lesson plans.
 - Following the Department approved training program schedule.
 - Providing clinical training at a Department approved skilled nursing facility.
 - Personally witnessing return skills demonstrations prior to signing off CDPH 276A form.
 - Avoiding “blanket signatures” by initialing each skill, module or component independently when documenting student progress.