



# Nursing Education Self-Paced Training Course

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# Objectives

- Articulate the Nursing Education program requirements.
- Analyze the requirements for Nursing Education instructors.
- Formulate a course outline with dates aligned to the district calendar.
- Prioritize actions that ensure compliance with federal, state, and the Tennessee Department of Education (department) requirements.

\*PLEASE NOTE: This presentation was prepared for informational purposes only and does not constitute legal advice. Districts and participants are responsible for compliance with applicable board policies and state and federal law. Please contact your board attorney for specific legal guidance.



# Recommendations for Self-Paced Training

- Read through the entire course to get an overview of the content.
- Use this training course to create a content outline with dates. This content outline will be submitted to the Health Facilities Commission as part of the program application. Directions to follow.
- Complete the course test, print the certificate, and submit the certificate with program application paperwork to [Lisa Harris](#) at the Health Facilities Commission.



# Nursing Education Teacher and Program Requirements

# Teacher and Program Requirements



## Program Registration:

- The high school program must register and receive approval from the Health Facilities Commission, Nurse Aide Training division for its training program, not less than **30 days BEFORE the first day of class**.
- Program packets may be obtained from [Lisa Harris](#) at the Health Facilities Commission.
- Examples of how to complete the paperwork may be found in the Nursing Education Document Examples folder on the [Health Science](#) website.
- Any district/school program changes should be reported **within 30 days** of the change to the Health Facilities Commission, Nurse Aide Training Division at (615) 253-6085 or email [Teri James](#) or [Lisa Harris](#).

# Teacher and Program Coordinator Requirements



- The course must be taught by a registered nurse (RN) or a licensed practical nurse (LPN) with at least two years of clinical nursing experience.
  - If the teacher is an LPN, the program coordinator must be an RN. ([Requirement Guidelines](#))
- If the teacher does not have one year of long-term care experience, the district/school must contract with a local long-term care facility coordinator.

# Teacher and Program Requirements



## Required First-Time Teacher Training:

- Teachers **who have never** taught the Nursing Education course in a high school setting must complete the following prior to teaching:
  1. Nursing Education Self-Paced Training course on the department website.
  2. Work-based learning (WBL) training [WBL Toolbox for Nursing Education](#).

# Teacher and Program Requirements



## Program Requirements:

- The attendance requirement for students to qualify for the state Certified Nurse Aide (CNA) test is 75 hours minimum: **59 hours of classroom instruction** and **16 hours of clinical lab**.
  - [Standards for Nursing Homes Rule 0720-18-.15](#)
  - \*The TDOE recommends scheduling 100 hours for CNA students to ensure that the 75-hour requirement is met and accounts for potential extenuating circumstances, such as student illness and absences, inclement weather, or any other unforeseen circumstances.*
- The student-to-teacher ratio must be no more than 25:1 in the classroom setting and 15:1 in the clinical setting.



# Teacher and Program Requirements



- Each **program shall have a pass rate of at least 70 percent** for the state competency evaluation on the written and performance exams.
  - Failure to meet this benchmark may result in sanctions by the Health Facilities Commission. [Standards for Nursing Homes Rule 0720-18-.15 \(2\)\(c\)](#)
- **All** WBL policies apply to the Nursing Education course and must be followed.
- Nursing Education students may also take the Certified Patient Care Technician exam following Nursing Education (C14H16) **AND** Clinical Internship (C14H11) when both courses are taught by an RN.

# Teacher and Program Requirements



## Student Eligibility:

- To qualify for participation in the Nursing Education course, students must meet student readiness expectations. An [Employability Skills Checklist](#) is available on the department's WBL site. The minimum requirements for participation in Nursing Education are as follows:
  - The student should have successfully completed the aligned pre-requisite courses in the Nursing Education program of study.
  - The student should meet the readiness qualifications outlined on the employability skills checklist and **must** exhibit work readiness attitudes and skills as determined by the teacher and employer.
  - The clinical site administrator **must** approve the student **and** sign the [Work-Based Learning Agreement document](#).

### **Relevant WBL Policies:**

*Policy #6:* Students must exhibit work readiness, attitudes, and skills as determined by the teacher and employer.

*Policy #36:* Demonstrated Readiness. Students must exhibit work readiness attitudes and skills as determined by the teacher and employer and consistent with the WBL Policy Guide before beginning a WBL experience. Interviews and/or pre-assessments may be used to determine a student's readiness for a placement. Recommendations for assessing readiness skills may be found in the [WBL Implementation Guide](#) (SBE High School Policy 2.103).

# Nursing Education General Timeline

# Timeline



## At least one semester prior to teaching the course:

- Prepare for the selection of students:
  - Determine **program guidelines** for the student selection process
    - Who makes student selection decisions?
    - What is the process?
    - What are the criteria for selection? Deselection?
- Conduct clinical applications/interviews.
  - Have students complete the application process and schedule interviews if appropriate.
    - May invite school counselors, principal, and/or other stakeholders to participate
- Ensure the clinical site approves all student placements.
- Send approved student roster to the school counseling office, if appropriate, or request roster from counselors/principal.

# Timeline



## **Before end of semester prior to teaching the course:**

- Verify the student roster.
- Schedule and hold student meetings.
  - Discuss fees (if applicable per school)
  - Requirements (both WBL and school-specific) such as:
    - Attendance
    - Uniform/scrubs and shoes
    - Transportation/auto insurance
    - Health Physical
    - Immunizations/TB skin test
    - Health insurance
    - Basic Life Support (BLS) card
    - Social Security Card

# Timeline



## Before end of semester prior to teaching the course:

- Contact [Teri James](#) or [Lisa Harris](#) to determine if the facility where clinical hours are scheduled is in good standing with the Health Facilities Commission.
- Set specific orientation and clinical dates with the facility.
- **Remember** to schedule a minimum of 16 classroom hours prior to the first clinical visit to allow time for training that is required prior to the first patient contact:
  - Communication and Interpersonal skills
  - Residents' Rights
  - Residents' Independence
  - Safety and Emergency Procedures including the Heimlich Maneuver and Infection Control

# Timeline



## Before end of semester prior to teaching the course:

- Complete all the Health Facilities Commission paperwork and submit to [Lisa Harris](#).
  - *Note: If this is the first year of the program, Lisa will send the required documentation.*
- Examples for completing this paperwork are included in the Nursing Education Document Examples folder on the [Health Science website](#).
  - This paperwork **MUST** be received by Lisa Harris **not less than 30 days before the first day of class**.

# Timeline



## **Note: Updating Paperwork**

- Paperwork must be updated every two years *or* within 30 days of any substantial change. Substantial changes include:
  - name, address, and telephone number of the facility, institution or agency offering the program, including the clinical site;
  - the program coordinator and/or instructor;
  - statement of course objectives; or
  - description of course content specifying the number of hours in classroom and clinical settings.

For additional information, follow this link to Health Facilities Commission website [Nursing Aide Information](#).



# Timeline



## One month before class begins:

- Handbooks are free to download and print from the [D&S Diversified Technologies](#) website. They are also available in every student's account under the downloads section of their TestMaster Universe (TMU) account.
- Create an exposure control plan.
  - There is not an official form for exposure control plans; however, a tool for covering exposures students may encounter can be found online at [www.osha.gov](http://www.osha.gov).
  - A copy should be kept in the classroom AND the students' paperwork folder.

# Timeline



## First 1-2 Days of Class:

- Distribute handbooks.
- Review all paperwork such as:
  - Copy of up-to-date immunization record
  - Tuberculosis (TB) test (as requested by the training facility)
  - Proof of Hepatitis B series
  - Proof of influenza vaccination (if required by the training facility)
  - Copy of valid driver's license and auto insurance documentation
  - Copy of health insurance coverage documentation
  - Current physical form cleared by a physician (within a year and not to expire during the experience)
  - Copy of current Cardiopulmonary Resuscitation (CPR) card
  - Hard copy of social security card (students will need to provide this during CNA testing)
  - Completed WBL forms; keep copies on file at school, with the Career and Technical Education (CTE) director, and at the training facility
  - Class policies such as behavior and dress expectations, cell phone use, etc.

# Timeline



## First 1-2 Days of Class – D&S Registration:

- Register students with [D&S Diversified Technologies](#) – follow the instructions linked.

# Timeline



## First Month of Class – Parent Meeting:

- Schedule a meeting with parents to obtain signatures and discuss course requirements and policies. This will allow parents and students to understand the high level of commitment required for success in the nursing education class.
  - **Possible agenda:**
    - Handout all paperwork (i.e., cell phone policy, course expectations, attendance requirements, parents’ transportation responsibility, etc.).
    - Discuss policies and procedures and obtain parents’ and students’ signatures on a policy agreement form to keep in the student’s file. Possibly consider requiring notarization of the signatures (this is suggested, not required).
    - Explain that testing is in two sections: written and skills.
    - Explain how the course workbook improves student success on the written test.
    - Encourage the purchase of the D&S practice exam. It gives an accurate idea of the student’s projected score on the written exam (within 2-3 points of the test).
      - Cost: approximately \$8.00.
    - Explain the attendance policy and hours required to take the CNA test.

# Timeline



## First Month of Class – Optional Documents, examples:

### Packet for Nursing Home

- Cover sheet
- Confidentiality agreement
- Notice of flu vaccine
- Elderly abuse policy acknowledgement
- Copy of CPR card
- Skills list
- Daily report/ clinical hours tracker

### Course documentation

- Classroom rules
- Clinical rules
- Syllabus
- Discipline plan
- Dress code
- Photographic consent
- Release to participate in direct patient care

*Note:* These lists are suggestions for additional documents that might be included in students' paperwork folders.

# Timeline



## First Month of Class – Planning for Testing:

- If your school is an independent testing site, contact [D&S](#) for scheduling instructions.
  - For information on becoming a test site, [click here](#).
- If choosing a test site other than your school, students will have the opportunity to choose the site and date of their test following payment submission.

# Timeline



## First Month of Class – Planning for Testing, continued:

- Start early to prepare students for the difficulty of the written exam:
  - Begin “mock” testing early in the semester. (Materials)
  - Have students remediate practice exams.
  - Stress the importance of careful reading and the use of test-taking strategies (ACT strategies).
  - Provide several good answers but only one “best” answer.
  - Use the CNA question of the day on the D&S website.
  - Practice apps (CNA prep).
  - Answer questions as a CNA, NOT an RN.
  - Encourage students to purchase the online practice test from D&S.

# Timeline



## First Month of Class – Planning for Testing, continued:

- Start early to prepare students for the difficulty of the skills exam:
  - Students will be responsible for all skills in the CNA handbook.
  - Studies have shown that students perform better in their own environment, so consider becoming a testing center.
  - PRACTICE, PRACTICE, PRACTICE
    - Pair students, prepare lists with five (5) skills (one will be hand washing), and have students draw a skills list and perform while partner grades.
    - Have students draw a skill and perform for the class.
    - Have “mock skills tests” throughout the semester.
    - Bring outside evaluators for a “mock skills test” to give students a realistic view of the testing day.



# Timeline



## First Month of Class, continued:

- Stick close to the syllabus, the first month will be **BUSY!**
  - See the example syllabus in the Nursing Education Document Examples folder on the [Health Science website](#).
  - Ensure a minimum of [16 hours of training](#) in the following **before** students have first patient contact:
    - Communication and Interpersonal Skills
    - Residents' Rights
    - Residents' Independence
    - Safety and Emergency Procedures including the Heimlich Maneuver and Infection Control

# Timeline



## Second Month of Class for Block Schedule/ Third-Fourth Month of Class for Traditional Schedule:

- Begin clinical rotation visits.
  - Must document hours in both the classroom and clinical setting.
    - May use sign-in sheet
    - May use daily sheet  
*(examples in resource folder)*
- Collect evidence for the Personalized Learning Plan (PLP).
  - See the WBL manual for assistance.
- Use class days for quizzes, curriculum, post-conference, skills, etc.
- Remind students that a government-issued photo ID and social security card are **mandatory requirements** to test.
  - Consider having students bring in cards as proof.

# Timeline



## Third Month of Class for Block Schedule/ Sixth-Seventh Month of Class for Traditional Schedule:

- Instruct students to check progress toward clinical hour requirements.
  - Adjust for snow days/absences as needed.
- Check [D&S website](#) for the new handbook edition (usually released in Oct./March). New editions may have minor changes that students need to know about. **THE TEST WILL COVER THE CURRENT EDITION!**
- Schedule a mock testing date and recruit volunteer observers.
  - Skills
    - Read the scripts for skills tests (from D&S) [Skills Test Script](#).
    - Use check-off sheets on D&S website under “mock skills sheets.”
  - Written
    - Read the scripts for written tests (from D&S) [Written Test Script](#).

# Timeline



## **Fourth Month of Class for Block Schedule/ Eighth-Ninth Month of Class for Traditional Schedule:**

- Continue using daily sheets and track of hours.
- Complete student PLPs.
- Use class time for content completion, post-conference, practice tests, portfolio, etc.
- Continue skill practice.
- Conduct a mock test day: written practice test AND skill test given on the same day to simulate the test-day experience.

# Timeline



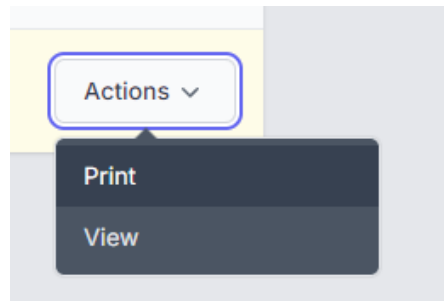
## Before the End of the Semester:

- Enter training hours and course completion dates on D&S website:
- How to complete a training: [Information](#)
- How to complete a student who did not complete training: [Information](#)
  - The program can end when at least 75 hours have been gained but **MUST BE MORE THAN 10 DAYS FROM THE SCHEDULED TEST DATE!**
  - Make sure that no one is left as “attending.” If they are left as “attending,” it can cause issues for the candidate in the future.

# Timeline

## Before the End of the Semester:

- Print Training Certificates:
  - Certificates can be printed by pulling up the student that has just been marked as completed, selecting actions, and print.



- Distribute the [D&S Testing Checklist](#).

*Note:* Once students have tested, the training certificates ARE NOT viewable, so print them before the test date.

# Timeline



## Finishing the Semester:

- Ensure all students have tested.
- Reports can be obtained by using the training program's login, which is held by the program coordinator. Report instructions can be found [here](#).
- Refer to the [WBL Toolbox for Nursing Education](#) for required documentation that must be saved in student files:
  - Collect paperwork from students.
  - File paperwork in case of an audit (Health Facilities Commission/ Department of Education).

# Resources



- **D&S Main Website:** this page contains a question of the day, sample questions, and practice tests. [hdmaster.com](http://hdmaster.com)
- **D&S Tennessee Website:** website specific to the Tennessee CNA test. Here, you will find the candidate handbook, training program interface, mock skill sheets, and test scheduling. [TN CN Home](#)



# Resources



- **EBSCO Learning:** On this site, you can search for “*certified nursing assistant*” to find free practice tests and flash cards. This is a favorite site of experienced teachers. [EBSCO Learning](#)
- **Nursing Education and Clinical Internship Quick Reference Guide:** This document is housed on the department’s WBL website and is a compilation of WBL policies specific to both the Nursing Education and Clinical Internship courses. Check out this document for all things nursing education. [Work-Based Learning: Clinical Internship & Nursing Education](#)

# Course Completion



- To obtain credit for completing this training, you must [enroll](#) and take a quick summative assessment.
- You have multiple opportunities to submit correct answers. To receive your certificate, you must get all the answers correct.
- When you complete the test, you will be instructed on how to print a certificate for your records.
- For technical assistance, contact [TDOE.LMS@tn.gov](mailto:TDOE.LMS@tn.gov).

# Contact Information



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