

Nursing Assistant Education Program (NAEP)
Effective January 1, 2019

NAEP:

Date:

Standards	Yes	No	N/A	Comments
Mission and Objectives				
Each nursing assistant education program shall have statements of:				
(a) purpose and mission; and				
(b) program objectives describing nursing assistant competencies.				
Organization and Administration				
(a) A program shall have an organizational chart depicting relationships, authority, responsibilities, channels of communication within the program, and the program's relationship to other units within the governing organization.				LNA Students and clinical staff to be included on chart.
(b) A program shall have a written contract with any agency used as a clinical site.				Contracts are current.
Program Administrator				
A nursing assistant education program administrator shall:				
(a) have overall responsibility for the program;				Resume to be reviewed.
(b) hold a current, unencumbered Vermont license as a registered nurse;				
(c) Possess a minimum of two years of nursing experience, at least one year of which must be in the provision of long term care facility services, supervising nurse aides.				
Program Administrator:				
Nursing Instructors				
(a) Nursing classroom and clinical instructors shall:				
(1) hold a Vermont unencumbered license as a practical or registered nurse;				Resume(s) to be reviewed.
(2) have at least two years of experience as a practical or registered nurse and have experience in teaching adults or supervising nurse aides.				
Supplemental Instructors:				

Standards	Yes	No	N/A	Comments
(3) Supplemental instructors must have at least one year of clinical experience in their fields and related to area(s) of instruction.				
(b) Instructor qualifications, job descriptions, and evaluations shall be available in writing.				
(c) Instructors shall document on-going professional development activities which may include: (1) academic Study; (2) clinical practice; (3) workshops, conferences; and (4) other relevant activities.				
Instructors:				
Name	Current License			
	<input type="checkbox"/> Yes		<input type="checkbox"/> No	
	<input type="checkbox"/> Yes		<input type="checkbox"/> No	
	<input type="checkbox"/> Yes		<input type="checkbox"/> No	
	<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Facilities and Other Resources				
Each nursing assistant education program shall have adequate facilities and resources including: classrooms, laboratories, offices, equipment, and supplies. (See Appendix A)				Checklist of supplies and organization of lab space will be surveyed. Instructor/Student Ratio:
Student Access to Information				
(a) Written admission, progression, completion, and dismissal procedures shall be available to the students.				
(b) Student rights and responsibilities shall be available in writing.				
Program and Curriculum				
(a) A program shall include a minimum of 75 hours of training, 16 hours of which shall be supervised practical training in a laboratory or other setting in which the trainee demonstrates knowledge while performing tasks on an individual under the direct supervision of an RN or LPN.				Curriculum to be updated to meet requirements. (Form included)
(b) Clinical experience shall occur in state-licensed health care facilities or agencies.				
(c) The curriculum must include:				
(1) Basic Nursing Care;				(See Curriculum Requirements Form)
(2) Personal Care Skills;				

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(3) Mental health and social service needs;				
(4) Care of the cognitively impaired;				
(5) Basic restorative services;				
(6) Communication and interpersonal skills skills;				
(7) Ethics and legal responsibilities;				
(8) Residents' Rights				
Text book: (see approved textbook list)				
Patient Contact: Prerequisite				
(a) Prior to any direct contact with a patient, a student shall complete at least 16 hours of classroom/laboratory training in the following areas:				
Total Hours of classroom/lab for each category:				
(1) communication and interpersonal skills;				
(2) infection control;				
(3) safety and emergency procedures, including the Heimlich maneuver;				
(4) promoting residents' independence; and				
(5) respecting residents' rights.				
Total Hours				
(b) A student providing client care shall have on-site supervision by a program instructor who is a licensed practical or registered nurse employed by the program.				
Curriculum Implementation				
(a) Course outlines shall identify all aspects of a course;				DVD/Video/Youtube list of resources?
(b) Instruction shall utilize a variety of teaching methods to accommodate learning differences.				
Program Evaluation				
(a) Each program shall have a written plan for systematic evaluation of program objectives.				
(b) Program evaluations shall be documented and include*:				
(1) feedback from students;				Program Evaluation Forms available for review. <input type="checkbox"/>
(2) exam vendor data on pass rates and testing patterns;				What documentation is provided to demonstrate

Standards	Yes	No	N/A	Comments
<p>(3) feedback from clinical site staff; and</p> <p>(4) Instructor and Program Administrator observations. *Effective January 15, 2015</p>				<p>evaluation of students by clinical site staff?</p> <p>What documentation is provided to demonstrate evaluation by Program staff?</p>
Student Evaluation				
<p>A program shall evaluate and document student achievement at regular planned intervals. Students shall participate in the evaluations.</p>				<p>What tools are utilized to evaluate students in class, lab, and clinical settings?</p>
Student and Instructor Records				
<p>(a) Student records shall be up to date and include admission documents, evaluations, skills checklists that include all required skills, transfer records, and a final evaluation of each student.</p>				<p>A Student file and Instructor file to be available for review at time of survey.</p>
<p>(b) Instructor records shall be up to date and include: documentation of the instructor's licensure, curriculum vitae, terms of employment, and evidence of on-going professional development activities.</p>				