

## **Nurse Aide Training Program**

1. What types of training programs are approved in the State of Georgia?
2. What general guidelines are required for Approved Nurse Aide Training Programs?
3. Are there any special requirements for programs conducted by a nursing home facility?
4. What is the required content to be taught in a State Approved Nurse Aide Training Program?
5. What are the requirements for testing once a State Approved Nurse Aide Training Program is successfully completed?
6. What are the requirements for instructors who teach in State Approved Nurse Aide Training Programs?
7. Once a Nurse Aide Training Program is approved, are there any additional requirements?
8. Where do I call to report allegations of fraud and abuse or misappropriation of funds?
9. Where may I obtain further information related to certification, eligibility, training, train-the-trainer, or other questions?

### **1. What type of training programs are approved in the State of Georgia?**

Approved Nurse Aide Training Programs are conducted in High Schools, Technical Schools, Colleges, Nursing Homes, Acute Facilities, Assisted Living Facilities, Home Health, Hospitals, Hospice and Private Post- Secondary Schools.

### **2. What general guidelines are required for Approved Nurse Aide Training Programs?**

Each program must be a minimum of 85 hours in length. This includes classroom/laboratory plus a minimum of 24 hours of clinical experience in a nursing home.

The Nurse Aide Training Program (NATP) Manual can be accessed via the website at [www.mmis.georgia.gov](http://www.mmis.georgia.gov), click on the Nurse Aide/Medication Aide tab. The NATP Manual is updated quarterly.

### **3. Are there any special requirements for programs conducted by a nursing home facility?**

Yes. The training of nurse aide students by a long-term care facility must be completed and certification obtained within four months (120 days) from the time the training was commenced.

Also, long-term care facilities cannot charge a student nurse aide for any costs incurred during the training period, e.g. tuition, books, etc. Training cannot be conducted, nor can any other nurse aide training program permit clinical training if the facility is on ban. The term "ban" as applied to a facility indicates survey sanctions which may have included substandard care violation (s), as well as being assessed a civil money penalty of five thousand dollars (\$5,000) or more. (Other sanctions may be included as well).

#### **4. What is the required content to be taught in a State Approved Nurse Aide Training Program?**

The Federal Regulations (42CFR483.152) for Nurse Aide Training, established by the Omnibus Budget Reconciliation Act of 1987 (OBRA) and State guidelines require the following content to be taught in a Nurse Aide Training Program:

**At least a total of 16 hours of training in the following six areas prior to any direct contact with a resident:**

- Communication and interpersonal skills (to include stress management)
- Infection control
- Safety/emergency/FBAO/Body Mechanics
- Promoting residents' independence
- Respecting residents' rights
- Legal/ethical behavior and scope of practice

#### **Basic Nursing Skills as follows:**

- Taking/recording vital signs and vital sign parameters
- Measuring and recording height and weight
- Caring for the residents' environment
- Recognizing abnormal changes in body function and the importance of reporting such changes to a supervisor. Some examples of abnormal changes are:
  - Shortness of breath
    - Rapid respiration
    - Fever
    - Coughs
    - Chills
    - Pains in chest
    - Blue color to lips
    - Pain in abdomen
    - Nausea
    - Vomiting
    - Drowsiness
    - Excessive thirst
    - Sweating
    - Pus
    - Blood or sediment in urine
    - Difficulty urinating
    - Frequent urination in small amounts
    - Pain or burning on urination
    - Urine has dark color or strong odor
    - Behavioral change
    - Talk or communicate less
    - Physical appearance/mental health changes
    - Participated less in activities or refused to attend
    - Eating less
    - Drinking less
    - Weight change
    - Appears tired, weak, confused or drowsy

- Change in skin color or condition
- Requires more assistance with dressing, toileting, transfers
- Recognizing and reporting pain to supervisor and
- Caring for a resident when death is imminent and post mortem care

**Personal Care Skills, including but not limited to, the following:**

- Bathing (to include observation for pressure ulcers)
- Grooming, including mouth care
- Dressing
- Toileting
- Assisting with eating and hydration
- Proper feeding techniques
- Skincare including observation for pressure ulcers and skin tears
- Transfers, positioning and turning (to include observation for pressure ulcers)

**Mental Health and Social Service Needs as follows:**

- Modifying aide's behavior in response to resident's behavior including depression
- Awareness of development tasks associated with the aging process
- How to respond to resident behavior including depression
- Allowing residents to make personal choices, providing and reinforcing other behavior consistent with the residents' dignity
- Utilizing resident's family as a source of emotional support
- Emotional and mental health needs of the residents
- Spiritual and cultural needs of the residents

**Care of Cognitively Impaired Residents as follows:**

- Techniques for addressing the unique needs and behaviors of individuals with dementia (Alzheimer's and others)
- Communicating with cognitively impaired residents
- Understanding the behavior of cognitively impaired residents
- Appropriate responses to the behavior of cognitively impaired residents
- Methods of reducing the effects of cognitive impairments
- Spiritual and cultural health

**Basic Restorative Services – The nurse aide should be able to demonstrate skills which incorporate principles of restorative nursing, including but not limited to:**

- Training the resident in self-care according to the resident's abilities
- Ambulation with/without a gait belt
- The use of assistive devices in transferring, ambulation, eating and dressing
- Maintenance of range of motion
- Proper turning and positioning in bed and chair
- Bowel and bladder training
- Care and use of prosthetic/orthotic devices and eyeglasses

**Residents Rights – The nurse aide should be able to demonstrate behavior which maintains residents' right, including but not limited to:**

- Providing privacy and maintenance of confidentiality
- Promoting the residents' right to make personal choices to accommodate their needs
- Giving assistance in resolving grievances and disputes (to include the role of the ombudsman)
- Providing needed assistance in getting to and participating in resident and family groups and other activities
- Maintaining care and security of resident's personal possessions

- Providing care which maintains the resident free from abuse, mistreatment and neglect and reporting any instances of such treatment to appropriate facility staff
  - Avoiding the need for restraints in accordance with current professional standard
- Reference: Federal Register/Vol.56, No. 187, Subpart D, Sec. 483.152, (b), (1-7)  
State of Georgia Nurse Aide Training Manual

**5. What are the requirements for testing once a State Approved Nurse Aide Training Program is successfully completed?**

The candidate must apply to take the Written/oral and Skills Competency Examination **within one (1) year** after successful completion of the nurse aide course by submitting a testing application to the testing vendor. Information regarding the state competency examination can be located at [www.credentia.com](http://www.credentia.com), click on Test Takers/Georgia or by calling the registry at (678) 527-3010 or (800) 414-4358. If the candidate does not take the Written/oral and Skills Competency Examination within one (1) year of successfully completing the State Approved Nurse Aide Training Program Course, then the candidate must re-take the nurse aide training course again and take the state written and skills competency examination.

Once the Written/oral and Skills Competency Examination is successfully passed, the nurse aide's name will be placed on the Certified Nurse Aide Registry within 30 days.

**6. What are the requirements for instructors who teach in State Approved Nurse Aide Training Programs?**

Each approved training program requires a Program Coordinator and Instructor (s). These individuals must be Georgia licensed nurses. Requirements and responsibilities of these individuals can be obtained from Alliant Health Solutions, and are included in the application for approval of a State approved Nurse Aide Training Program (NATP) form or by accessing the NATP manual via the website at [www.mmis.georgia.gov](http://www.mmis.georgia.gov), click on the Nurse Aide/Medication Aide tab.

One aspect for Program Coordinator or Instructor approval requires that the GA licensed nurse attend a Train-the-Trainer Workshop. The workshop covers the required Federal and State Regulations for Certified Nurse Aide training and competency evaluation, as well as providing knowledge about the principles of adult learning and education. The workshop registration form and calendar are located via the website, [www.mmis.georgia.gov](http://www.mmis.georgia.gov), click the Nurse Aide/Medication Aide tab and click Train-the-Trainer Application under the Nurse Aide Training section.

**7. Once a Nurse Aide Training Program is approved, are there any additional requirements?**

Yes. Each program participates in a biennial desktop or on-site review by a Registered Nurse. A review of training record files is conducted at this time to ensure that Federal and State Regulations for conducting a training program are maintained in accordance with the Omnibus Budget Reconciliation Act of 1987 (OBRA). This federal legislation outlines the requirements for mandated nurse aide training programs. The Code of Federal Regulations pertaining to nurse aide training and the nurse aide registry is listed in 42CFR483.150-483.158.

**Programs are required to apply for re-approval of their Nurse Aide Training Programs (NATPs) every two (2) years.** An application for re-approval of a Nurse Aide Training Program is located on the Georgia Web portal ([www.mmis.georgia.gov](http://www.mmis.georgia.gov)). All changes made prior to every two (2) year re-approval must be submitted in writing within ten days of the change and must be approved prior to implementation. All changes will be reviewed within thirty (30) days of receipt by the NATP Review Nurse.

**8. Where do I call to report allegations of fraud and abuse or misappropriation of funds?**

If you wish to speak with staff and register a complaint against a nursing home, personal care home or hospital, please contact the Department of Community Service, HealthCare Facility Regulation Division at (404) 657-5700 or submit complaint via email to [hfrdcomplaintintake@dch.ga.gov](mailto:hfrdcomplaintintake@dch.ga.gov).

If you wish to register a complaint against a home health agency please contact the Department of Community Service, HealthCare Facility Regulation Division at (404) 657-5727 or toll free at (800) 326-0291 or submit complaint via email to [hfrdcomplaintintake@dch.ga.gov](mailto:hfrdcomplaintintake@dch.ga.gov).

**9. Where may I obtain further information related to certification, eligibility, training, train-the-trainer, or other questions?**

To obtain further information go to [www.mmis.georgia.gov](http://www.mmis.georgia.gov), click on the Nurse Aide/Medication Aide Tab or please call (678) 527-3010 (local) or (800) 414-4358.