

Navigating the NATCEP



**A Guide to the Nurse Aide in Long-Term Care Facilities
Training and Competency Evaluation Program**

**New Jersey Department of Health and Senior Services
Division of Health Facilities Evaluation and Licensing
P.O. Box 358
Trenton, NJ 08625-0358
Toll-Free 1-866-561-5914**

Introduction

In 1991, as part of the Omnibus Budget Reconciliation Act (OBRA) of 1987, Medicare and Medicaid regulations were amended to require the certification of nurse aides employed by Medicare and Medicaid participating nursing facilities. The purpose of these provisions were to ensure that nurse aides have the education, practical knowledge, and skills needed to care for residents of facilities participating in the Medicare and Medicaid programs. The regulations regarding nurse aides became effective on April 1, 1992.

In New Jersey, the certification process consists of the successful completion of: a ninety-hour state-approved nurse aide in long-term care facilities training course, a practical skills evaluation, a written/oral examination, and a fingerprint-supported criminal background investigation. Programs are conducted in Long-Term Care Facilities, Private Vocational Schools, County Vocational Schools, High Schools, and Community Colleges. This guide is intended to answer questions for those interested in providing the training course.

All regulatory references in this handbook are current as of October 31, 2006. It is the responsibility of the Nurse Aide Training and Competency Evaluation Program (NATCEP) to ensure that the program is in compliance with all State and Federal rules, statutes, codes, or laws that may have changed since the publication of this handbook.

Mailing Address (Use for U.S. Post Office)

**Department of Health and Senior Services
Division of Health Facilities Evaluation and Licensing
Certification Unit
PO Box 358
Trenton, NJ 08675-0358
609-633-9171
609-341-3552 fax
ltc@doh.state.nj.us
www.state.nj.us/health/ltc**

Physical Address – Courier Services (Use for DHL, FedEx, UPS, etc.)

**Department of Health and Senior Services
Division of Health Facilities Evaluation and Licensing
Certification Unit
171 Jersey Street, Bldg. 5, 2nd Floor
Trenton, NJ 08611-1730**

Note: Post Office will NOT deliver to this address

The Approval Process

The approval process varies depending on the type of program seeking approval. All programs **MUST** submit lesson plans to the Certification Program for approval to initiate the approval process.

Training Courses Offered by Long Term Care Facilities

After the lesson plans have been approved, the facility must submit at least three (3) weeks prior to the requested start date, a completed ***Approval of a Nurse Aide in Long Term Care Facilities Training and Competency Evaluation Program (NATCEP)*** application form (for one course only), two (2) copies of the schedule, and a check for \$75.00. If there is not a classroom in the facility, the Certification Program will need a letter dedicating space for the classroom lab for the duration of the course.

Training Courses Offered by Private Vocational Schools

Pursuant to the rules and regulations of the New Jersey Department of Education, "private vocational schools" means a business enterprise operated for either profit or nonprofit which maintains a place of business within the State of New Jersey and which:

1. Solicits pupils from the general public;
2. Charges tuition and/or other fees;
3. Offers instruction to a group or groups of four or more pupils at one time; and,
4. Offers preparatory instruction to pupils for entry-level employment or for upgrading in a specific occupational field.

A private vocational institution wishing to offer the NATCEP must receive approval from the Department of Education and the Department of Labor and Workforce Development as a private vocational school in addition to the Department of Health and Senior Services (Department) granting approval for the NATCEP. For an application to become a private vocational school contact:

New Jersey Department of Labor and Workforce Development
School Approval Unit
PO Box 055
Trenton, NJ 08625-0055
609-984-2242

The Private School must contact Certification Program staff for an appointment for the initial meeting to discuss the regulations pertaining to the NATCEP. The School's submission of lesson plans will initiate the approval process with the Department of Health and Senior Services. Once the lesson plans have been approved, the school will receive a letter of approval (for the lesson plans only). A copy of the approval letter must be attached to the Section J of the application to the Department of Education.

Training Courses Offered by Private Vocational Schools (continued)

Once the Departments of Education and Labor approve the Private School's application, a site visit is conducted by all three Departments (Health & Senior Services, Education, and Labor) to determine the school's compliance with equipment, storage requirements and classroom appropriateness. Once the school is given final approval, they must submit at least three (3) weeks prior to the requested start date a completed ***Approval of a Nurse Aide in Long Term Care Facilities Training and Competency Evaluation Program*** application form (for one course only), two (2) copies of the schedule, a contract with the host facility (clinical site), and a check for \$75.00.

Training Courses Offered by Community Colleges

The Community College must contact Certification Program staff for an appointment for the initial meeting to discuss the regulations pertaining to the NATCEP. The School's submission of lesson plans will initiate the approval process. After the lesson plans have been approved, a site visit will be conducted by Certification Program staff to determine the school's classroom appropriateness, compliance with equipment and storage requirements. Once the school is given final approval, they must submit at least three (3) weeks prior to the requested start date a completed ***Approval of a Nurse Aide in Long Term Care Facilities Training and Competency Evaluation Program*** application form (for one course only), two (2) copies of the schedule, a contract with the host facility (clinical site), and a check for \$75.00, made payable to the New Jersey Department of Health and Senior Services.

Training Courses Offered by County Vocational Schools and High Schools

The School must contact Certification Program staff for an appointment for the initial meeting to discuss the regulations pertaining to the NATCEP. The School's submission of lesson plans will initiate the approval process. After the lesson plans have been approved, a site visit is conducted by Certification Program staff to determine the school's classroom appropriateness, compliance with equipment and storage requirements. Once the school is given final approval, they must submit at least three (3) weeks prior to the requested start date a completed ***Approval of a Nurse Aide in Long Term Care Facilities Training and Competency Evaluation Program*** application form (for one course only), two (2) copies of the schedule, and a contract with the host facility (clinical site).

Approval Period

For new programs, approval will be given for one program initially. This program **MUST** be conducted Monday thru Friday, during the day. Once Certification Program staff has conducted site visits to determine compliance with the Regulations, the program will be allowed to submit applications for as many programs as they need within a two-year period. Subsequent courses may be conducted during the evenings and Saturdays. A \$75 fee is required for each approval period.

PSI

After approval of the NATCEP, the Department will notify PSI. PSI is a State-approved independent testing company under contract to the Department to provide support in the development, administration, scoring, and reporting of results of the Nurse Aide in Long Term Care Facilities Competency Evaluation. In addition, PSI maintains the New Jersey Nurse Aide Registry and the New Jersey Nurse Aide Abuse Registry.

Receiving NATCEP materials

PSI will issue an approval stamp, a school code, an initial supply of application forms, and nurse aide candidate handbooks to the approved NATCEP. The approval stamp and the school code are issued for the security of the examination. Please allow thirty (30) days to receive the NATCEP materials. There is no charge for any items ordered. PSI provides all approved NATCEPs with monthly data reports; a report is also sent to the Certification Program. Any changes for reports that NATCEPs receive from PSI must be requested through the Certification Program. The Program will notify PSI of the change(s) requested by the approved NATCEP.

Nurse Aide Problems with PSI

If you wish to contact the Certification Program for assistance with the contracted vendor, PSI, FAX your request to 609-633-9087 or E-mail to lrc@doh.state.nj.us
Be sure to include the words "Nurse Aide Question" in the subject line

Please include the following details:

- The nurse aide's name;
- The nurse aide's social security number;
- The nurse aide's current address and phone number;
- The nurse aide's certification number (if certified);
- The nature of the problem;
- The name of the PSI representative with whom you spoke and the information that was provided by the representative.
- The PSI assessment center location, date, and time the incident occurred.

NOTE: Please encourage nurse aide candidates to retain the candidate Information Bulletin for future reference. Candidate information bulletins may be ordered for no charge at www.PSIEXAMS.com or downloaded from this site.

Curriculum

An approved training course may be conducted by a licensed long-term care facility, a county vocational school, a county community college, or a private school (see "Training Courses Offered by Private Schools"). The New Jersey Curriculum for Nurse Aide Personnel in Long Term Care Facilities "Curriculum" has been developed by the Department for use in the NATCEP. The training programs **must** use the Department approved Curriculum.

The entire content of the Curriculum is to be covered during each training course.

CONTENT MAY NEITHER BE ADDED TO NOR DELETED FROM THE CURRICULUM.

While the modules shall be presented in sequence, the lessons within each module may be reordered to maximize the teaching process. The training course includes the modules listed below:

- i. The Core Curriculum for the Nurse Aide in Long-Term Care Facilities Training and Competency Evaluation Program
- ii. Psycho-Social Needs of Residents
- iii. Physical Needs of the Resident
- iv. Spiritual, Recreational, and Activity Needs of the Resident

Each module of the curriculum contains required student objectives, content map, and suggested learning experiences. Implementation of each module must include classroom and clinical instruction. Lesson plans must include the following components: Required Objectives, Content Map, Method of Presentation, Clinical Activities, and Method of Evaluation for each objective. The instructor determines the choice of a textbook.

The instructor's responsibilities include developing written tests and quizzes responsive to the course material presented. In addition, the instructor is responsible for developing criteria for evaluating return demonstrations and clinical performance of the students. Criteria should be established for the instructor to use in determining whether or not a student has satisfactorily completed the training course. The list of suggested audiovisual materials and references may be updated and revised by the instructor as needed.

Instructor/Evaluator Requirements

It is suggested that programs advertise for approved Instructors/Evaluators. In addition to meeting the requirements of N.J.A.C. 8:39-43.10, Instructor/Evaluators are required to attend an Instructor/Evaluator Training Workshop prior to approval. The individual must be currently affiliated with an approved NATCEP. **Instructors may not evaluate the students they have instructed.**

Instructor/Evaluator Workshops

NATCEPs and facilities will be notified by mail of a scheduled Instructor or Evaluator Workshop. Interested candidates may also check the Department Industry News website at www.state.nj.us/health/ltc/indusnews.shtml. The notification will include a registration slip, which must be submitted to the Certification Program. A resume and a check for \$50 made payable to The Department of Health and Senior Services for each instructor or evaluator must accompany each registration request. **Incomplete Registration applications will be returned.**

Resume Information

Each resume must include:

- The Instructor/Evaluator name;
- The Instructor/Evaluator home address;
- Current NATCEP affiliation, even if not yet officially employed;
- Previous employment (positions should be listed in reverse chronological order);
- The start date and termination date of each position held; (month and year)
- Whether each position held is full-time or part-time (if the position is part-time, the hours per week must be indicated);
- Title of each position;
- A brief description of the duties of the positions listed;
- The name of the nursing school attended; and
- The date of graduation from nursing school.

Director of Nursing as an Instructor

In accordance with Section 483.152 (5)(iii) of the Code of Federal Register, in a long term care facility-based program, the training of nurse aides may be performed under the general supervision of the Director of Nursing (DON) for the facility who generally may not perform the actual training. However, the DON may function as the primary instructor if he or she is released from the DON functions. The facility must make formal arrangements for the DON position to be filled by another qualified registered professional nurse during the period of instruction. For example, an individual may serve as DON for four (4) hours per day and a nurse aide instructor for four (4) hours per day if another qualified individual serves as DON during the time of instruction. The Certification Program must be advised in writing at the same time training program approval is requested of the name of the individual who will be functioning as DON when the regular DON is functioning as the NATCEP instructor

On-Site Monitoring of Training Courses

Pursuant to 42 CFR 431,433, and 483, the New Jersey Department of Health and Senior Services will monitor the training courses for nurse aides. In addition, the New Jersey Department of Education will monitor courses that it has approved. Observations by Certification Program staff include:

- Classroom and clinical activities, including the skills evaluation;
- Review of the lesson plans that were not submitted;
- Review of the statistics of previous courses; annual reports;
- Review of the records of current students; and
- Review of personnel files of certified nurse aides employed in long term care facilities.

Additional Copies of the Curriculum

Additional copies of the Curriculum may be ordered by submitting a check in the amount of \$50.00 (per Copy), payable to “NJ Department of Health and Senior Services”. Please be sure to indicate on the check “NA Curriculum” and forward the check along with your request to the Certification Program.

Record Requirements

The program that conducts a training program shall establish a student record for each student. Each program must also maintain statistical data for each course and create an annual written evaluation report. Please refer to NJAC 8:39-43.11 & 43.12 for specific content to meet each requirement.

Nurse Aide Certification

Reimbursement of Nurse Aide Fees

In accordance with N.J.A.C. 8:39-43.18 (d), no nurse aide who is employed by, or who has received an offer of employment from a long term care facility on the date on which the aide begins a nurse aide training and competency evaluation program may be charged for any portion of the program, including any fees for textbooks or other required course materials.

In accordance with N.J.A.C. 8:39-43.18(e), if a nurse aide who is not employed, or who does not have an offer to be employed, as a nurse aide becomes employed by, or receives an offer from, a licensed long term care facility not later than 12 months after completing a nurse aide training and competency evaluation program, the facility shall provide for the reimbursement of reasonable costs incurred in completing the program on a *pro rata* basis during the period in which the individual is employed as a nurse aide. Such costs include, but are not limited to, fees for textbooks or other required course materials.

In accordance with N.J.A.C. 8:39-43.18(g), no nurse aide shall be required, as a condition of employment, to pay the cost of the training program in the event of voluntary or involuntary termination of employment.

Community colleges, county vocational schools and private vocational schools should advise students to retain the original receipts and present them to the long-term care facility upon employment.

Mandatory Mantoux Testing

N.J.A.C. 8:39-19.5 Mandatory staff qualifications; health history and examinations.
(Standards for Licensure of Long Term Care Facilities)

(a). The facility shall require all new employees to complete a health history and receive an examination performed by a physician or advanced practice nurse, or New Jersey licensed physician assistant, within two weeks prior to the first day of employment or upon employment. If the new employee receives a nursing assessment by a registered professional nurse upon employment, the physician's or advanced practice nurse's examination may be deferred for up to 30 days from the first day of employment. The facility shall establish criteria for determining the completeness of physical examinations for employees.

(b). Each new employee including members of the medical staff employed by the facility, upon employment shall receive a two-step Mantoux tuberculin skin test with five tuberculin units of purified protein derivative. The only exceptions shall be employees with documented negative two-step Mantoux skin tests (zero to nine millimeters of induration) within the last year, employees with a documented positive Mantoux skin test result (10 or more millimeters of induration), employees who have received appropriate medical treatment for tuberculosis, or when medically contraindicated. Results of the Mantoux tuberculin skin tests administered to new employees shall be acted upon as follows:

1. If the first step of the Mantoux tuberculin skin test result is less than 10 millimeters of induration, the second step of the two-step Mantoux test shall be administered one to three weeks later.
2. If the Mantoux test is significant (10 millimeters or more of induration), a chest x-ray shall be performed and, if necessary, followed by chemoprophylaxis or therapy.
3. Any employee with positive results shall be referred to the employee's personal physician or advanced practice nurse and if active tuberculosis is suspected or diagnosed shall be excluded from work until the physician or advanced practice nurse provides written approval to return.

Note: The Certification program has interpreted this regulation to extend to nurse aide students involved in providing direct care to residents of a long-term care facility.

The Mantoux testing **MUST** be performed PRIOR to the students beginning the first day of classroom instruction.

Administrators/Directors of Nursing of the long-term care facility clinical instruction site should review the health records of the students prior to allowing a student's clinical experience to begin

Withdrawal and Termination of a NATCEP

Withdrawal of Approval of the NATCEP

The Department, in accordance with Section 483.151(b)(2), must withdraw approval for a period of two years of training courses conducted by a long-term care facility where the facility has been determined to be out of compliance with Federal long-term care facility requirements as follows: (1) Specific deficiencies constituting substandard quality of care in the regulatory grouping 42CFR: 483.10 Resident Rights; 483.13 Resident Behavior and Facility Practices; 483.15 Quality of Life; and/or 483.25 Quality of Care; (2) The facility has been assessed a civil monetary penalty (CMP) of not less than \$5000.

Additionally, the long-term care facility may **not** serve as a clinical instruction site for a NATCEP conducted by an educational institution.

A facility which is under a two-year NATCEP prohibition may reapply after one (1) year for reconsideration from the Department, if they meet certain criteria (i.e. similar programs not offered within a reasonable distance from the facility or no substantive deficiencies from either a standard or complaint survey), and may gain approval for a facility-based NATCEP in their facility if offered by another entity approved by the Department.

Termination of the NATCEP

In addition to the requirements at N.J.A.C. 8:39-43.13, the approval stamp must be returned to the Certification Program.