

SOUTH CAROLINA DEPARTMENT OF HEALTH AND HUMAN SERVICES

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# Nurse Aide Training Program Policies

Division of Long Term Living, 7<sup>th</sup> Floor

PO Box 8206

Columbia, SC 29202

Phone: 803-898-2590

Fax: 803-255-8290

Email: [scnar@scdhhs.gov](mailto:scnar@scdhhs.gov)

## Overview of the Nurse Aide Training Programs

The South Carolina Department of Health and Human Services (SCDHHS) is designated to have over-site of the South Carolina Nurse Aide Training and Competency Evaluation Program.

The SCDHHS must ensure that the approved Nurse Aide Training Programs and the Nurse Aide Registry is in compliance with the Code of Federal Regulations as stated in **42CFR483.150-158** and with the South Carolina Core Curriculum.

A Nurse Aide Training Program (NATP) is a State approved program which is Nursing Home Facility based or non-Nursing Home Facility based and offers training to candidates that desire to become eligible for certification as a certified nurse aide. South Carolina requires a minimum of one hundred (100) hours of training. This consists of forty (40) hours of classroom instruction, twenty (20) hours of documented skills practicum, and forty (40) hours of clinical rotation in a nursing home supervised by an approved Registered Nurse.

After the completion of the State approved training program the candidate must take and pass the competency evaluation examination. The examination includes a written/oral and skills competency examination that is evaluated by an approved Registered Nurse with the approved testing agency. Candidates who successfully pass the written/ oral and skills competency examination are included on the South Carolina Nurse Aide Registry.

Testing information and training program materials such as the nurse aide training application, classroom supply list, listing of approved training programs, SCDHHS Policy, training presentations, and FAQs may be found on the website at [www.pearsonvue.com/sc/nurseaides/](http://www.pearsonvue.com/sc/nurseaides/).

## **Guidelines for Nurse Aide Training Program Approval**

### **I. Requests for Program Approval Requirements**

- ❖ The **South Carolina Nurse Aide Training Program Application** must be completed in its entirety and submitted to the Department of Health and Human Services (DHHS), Division of Long Term Living, for review of state approval to obtain certification of a nurse aide training program (NATP). No classes should begin before DHHS approval.
  
- ❖ The State must respond within 90 days of the date of the request for approval of a nurse aide training program or the receipt of additional information from the requester (**42 CFR 483.151**).
  
- ❖ The NATP must have a program director and one qualified program instructor when applying for initial approval. The training of nurse aide students must be performed by or under the general supervision of a registered nurse who possesses a minimum of two years of nursing experience, at least one year of which must be in the provision of services at a long-term care facility (**42 CFR 483.152**).
  
- ❖ Prior to approval, a NATP must have a clinical contract agreement from all nursing facilities that will be used as a clinical training site. The contracts must be signed by facility authority within the past six months or specifies the time period the agreement is valid.
  
- ❖ Upon approval of a NATP, the DHHS, Division of Long Term Living, must be informed of substantive changes made to the program by submitting documentation on the **South Carolina Nurse Aide Training Program Application**.

## II. Staffing

1. The **Program Director** is the individual that has administrative authority for the nurse aide training program. This may be an administrator of the nursing facility or school, the designated Program Coordinator, or the owner. This individual must sign all correspondence from SCDHHS.
  
2. **Program Coordinator/ Primary Instructor:**
  - A minimum of two (2) years RN nursing experience including at least one (1) year in the provision in long term care nursing services within the last five (5) years.
  - Proof of current compact licensure or licensed in South Carolina as an RN
  - Resume documenting required experience for the program
  - This person can serve as an instructor in an emergency situation, but their main responsibility is overseeing and managing the daily operations and administrative tasks of a nurse aide school.
  - Work under the general supervision of the Program Director or be the Program Director.
  - The primary instructor is responsible for conducting the classroom and clinical training of the NATP under the general supervision of the Program Director.
  
3. **Other instructors:**
  - Compact nursing licensure/ SC licensed RN or LPN/LVN with a minimum of one (1) year of current experience in caring for the elderly or chronically ill of any age.
  - Supplements/works under the general supervision of the Primary Instructor.

### III. Classroom

- ❖ Lab equipment must be in the skills lab at all times for demonstration, practice, and return student demonstration. (Please keep a copy of DHHS required classroom supply list)
- ❖ A Clinical Competency Evaluation (Skills Checklist) for Nurse Aide students should be utilized to meet the instructor's need based on the curriculum guidelines.
- ❖ Competency with respect to all clinical lab skills is to be verified by the instructor prior to the beginning of the clinical rotation, and a record should be placed in the student's file.
- ❖ Students should be oriented to the various forms used to document resident information during class- room and lab instruction prior to clinical experiences. Documentation on the appropriate flow sheets/forms must be completed with instructor supervision during the clinical rotation.
- ❖ To maintain certification status, all class/clinical schedules must be submitted to the DHHS prior to their occurrence. The schedules should be e-mailed to [scnar@scdhhs.gov](mailto:scnar@scdhhs.gov) (include name, program, and e-mail)
- ❖ The area designated as the classroom/lab in a facility-based program must be an area that is not designated for resident care.
- ❖ The size of the classroom/lab is not specified; however, the classroom/lab will be evaluated for adequacy based on the number of students enrolled and how the space is utilized.
- ❖ Student records must be maintained on file for a period of five (5) years and/or according to school policy. The records must include a record of attendance for each trainee, the nursing facility sponsor, and the dates and hours of attendance.
- ❖ The program must provide all students, upon successful completion, with a certificate of completion and/or transcript, or a letter on the program's letterhead certifying the student's successful completion of the program. The total number of program hours must be on the certificate of completion.
- ❖ A program that does not meet the requirements for certification after the second revisit to assess the implementation of the plan of correction will not be recertified and cannot reapply to the DHHS for a period of one (1) year.

- ❖ A program must utilize an application that informs the trainees of the policies of the program and must provide notification to trainees sponsored by Medicaid-certified nursing facilities that they are not responsible for any costs associated with training, including deposits for textbooks and/or supplies used.

#### **IV. Clinical**

- a. The primary instructor is responsible for the supervision of the clinical performance of all RN's or LPN instructors. The Primary instructor must be available on call by telecommunications for LPN instructors supervising students in the clinical area.
- b. The instructor/student ratio must be 1:8 in the clinical area.
- c. Instructors must not be involved in more than one role while supervising students in the clinical area.
- d. Clinical assignments are to be made by the primary instructor with the approval of the facility staff.
- e. The assigned resident's care plan and medical chart information should be reviewed at the beginning of each clinical experience. It is suggested that a worksheet be developed for students that contains pertinent information to provide resident care and should include new orders or changes in the resident's status.
- f. Student assignments should be posted on the appropriate unit before students provide care to residents and should include the name of the school, the names of the students, and the room numbers of the residents.
- g. During at least one clinical experience it is recommended that students care for a minimum of two and not more than four residents during a specified clinical day.

Students should be given individual assignments. More than one student should not be assigned to the same resident at the same time.

- h. Clinical assignments should provide the following:
  - i. Care of residents with varied levels of care needs
  - ii. The opportunity to be evaluated on organizational skills and time management

**V. Physical Facilities**

- ❖ The classroom and skills training facilities will provide adequate temperature controls, clean and safe conditions, adequate space to accommodate students, adequate lighting, and all equipment needed, including audiovisual equipment and any equipment needed for simulating resident care.

**VI. Nurse Aide Training Program Documents:**

**Facility Files Must Include**

Approval letter from SCDHHS	Copy of Nurse Aide Training Program Application	Copies of All correspondence from SCDHHS	Training Facility Code	Location of Testing Records	RN Training Supervisor, Phone, Email, fax number
Location of Training Program Records	Location of Administrative Office, Classroom, Laboratory	Number of Program Hours	Location of Classroom	Location of Skills Laboratory	All program instructors information(resume, sled check, nursing license)

**VII. Student Files Must Include (Programs must maintain records a minimum of 5 years):**

- Enrollment Application (May not apply to all programs)
- Signature sheet from Student Handbook
- Affirmation of 16 hours
- Skills Performance Checklist
- Training Verification Form with training portion completed
- Clinical Skills Exam