**ISDH Guidance on seeking approval for a Certified Nurse Aide (CNA) Online Program**

*Last updated by IHCA/INCAL – 10.27.2020*

The following information is needed for approval of the online/hybrid nurse aide curriculum for a facility that does not currently have any nurse aide training program. If your facility already has a nurse aide training program and are adding an online/hybrid option all you need to do is email notice of this addition to [ISDHLTCTrainingPrograms@isdh.in.gov](mailto:ISDHLTCTrainingPrograms@isdh.in.gov).

For new programs, **all information should be submitted as packet to ISDH via email at** [**ISDHLTCTrainingPrograms@isdh.in.gov**](mailto:ISDHLTCTrainingPrograms@isdh.in.gov)**.**  Please refer to additional ISDH guidance found on the [ISDH website](https://www.in.gov/isdh/20510.htm) under the “Approval to Conduct a Nurse Aide Training Program” subheading.

As of 10/24/2020 the ISDH issued this [Order to Facilitate Certified Nurse Aide Training During the COVID-19 Public Health Emergency](https://www.ihca.org/wp-content/uploads/2020/10/CCF-RCF-Order-to-Facilitate-Reduce-CNA-Training-Final-20201024.pdf). This Order is in effect through end of the Public Health Emergency. This Order makes two significant changes: (1) reduces the total number of CNA training hours from 105 to 75 by reducing the number of supervised clinical experience hours to 45 (30 hours of classroom instruction are still required); and (2) requires no less than 2 hours of classroom time to be focused on COVID-19 Prevention, Control, and Remediation and 1 hour of supervised clinical experience to be focused on COVID-19 Prevention, Control, and Remediation. This guidance has been updated accordingly.

* Completed [Application to Operate a Nurse Aide Training Program](https://forms.in.gov/Download.aspx?id=9636)
* Under the “Type of Training Program” check the “Facility based” option and underneath that, write-in “Online/Hybrid Model”.
* If this is an initial application for a new program, under the “Application Purpose” check the “Initial approval” option.
* Additional requirements:
  + Sample Student pre-admission math/reading assessment/ test
    - Students must meet the following minimal requirements:

1. Be able to add and subtract simple equations.

2. Be able to read and write English.

3. It is encouraged, but not mandated, that the student be a high school graduate, or have a GED.

* + Classroom lesson plan with day, timeframes, and content to be completed, including Core Curriculum lessons, RCPs, videos, YouTube, textbooks, handouts and any other resources
    - Submit your facility’s program plan providing course content and structure specific to the online methodology (see example below). This should include your course calendar that demonstrates how you will provide the 30-hours of online didactic learning with the 45-hours of required clinical training. See sample calendars below.
    - Submit access to the online portal for ISDH to review the modules. Academic Platforms can provide this to ISDH via email.
  + Supply List – signed & dated as available - [SEE FORMS](https://www.in.gov/isdh/files/NAT%20Training%20Supply%20and%20Equipment%20List.pdf)
  + Sample Final Exam (used determine proficiency before students take the formal written and skills tests)
  + List of items that will be included in each Student File- Per state administrative standards the files will contain, at minimum, the following:

1. Individualized documentation of the actual time frames for the classroom training.

2. Any and all assessment tools utilized during the classroom portion of the course.

3. PPD and physical examinations.

4. Individualized documents of the actual time frames of the clinical experience, including procedures and activities completed during the clinical experience. Time cards are **not** acceptable.

5. The student's completed "RCP" checklists.

6. A copy of the application submitted for testing.

7. All testing data, including pass/fail documentation. If the training entity tests their own students, the actual answer sheet and skills final examination documentation will be kept in the file.

8. Copies of certificates or letters of completion, confirming the student has

*Successfully completed the Indiana State Department of Health 105-hour Nurse Aide Training Program*, signed and dated by the program director. This certificateor letter must bear the name and address of the training entity.

9. Nurse Aide Registry verification, including out-of-state verification, if appropriate.

10. Proof of placement on the Nurse Aide Registry.

* + Form(s) for classroom time record, clinical time record, certificate of completion
  + Clinical site agreement (if you are not a facility-based training provider)
  + Pictures of classroom & clinical lab with supplies/ equipment
* Application cover letter. See sample below that can be updated with your site-specific information.

*SAMPLE COVER LETTER TEXT*

APPLICANT: Facility Name

Program/Application Contact Name

Facility/Corporate Address

Program/Application Contact Phone Number and Email Address

Date

To: ISDH Nurse Aide Program Director:

NAME OF FACILITY/TRAINING PROVIDER is requesting approval (new programs) / notifying ISDH (existing programs) as a site for our “NAME OF FACILITY Blended Online Nursing Assistant Course”, which includes a hybrid instruction model consisting of a minimum of 30 hours of online coursework, plus the additional 45 hours of required in-person clinical time. We have also included the required 2 hours of classroom time to be focused on COVID-19 Prevention, Control, and Remediation and 1 hour of supervised clinical experience to be focused on COVID-19 Prevention, Control, and Remediation. Instruction and supervised clinical experience will focus on the ISDH’s Infection Control Standard Operating Procedures, Face Shields/Protective Eyewear, PPE Donning/Doffing, and Visitation Guidelines. We are submitting XX number of training schedules for review. We would use the schedule best suited for the circumstances at the time the course is being offered. In the attachments are the 4, 5 and 6 week course outlines or lesson plans.

The online curriculum uses the American Healthcare Association’s *How to be a Nurse Assistant 7th Edition* textbook and correlates with the enclosed “crosswalk” of the ISDH curriculum to cover each topic in its entirety. The clinical portion of the course will be done each week after the lessons with the facility instructor to demonstrate competence for each corresponding Resident Care Procedure (RCP’s). The same ISDH form that is used i45/n the classroom will be used for this course. We will follow the ISDH required 45 hours of clinical time.

Online learning is made up of a combination of delivery models including text, audio and video to accommodate students’ varied learning preferences and abilities. We have a system in place to check the student’s progress of the online portion. Online learning is moderated by the online preceptor under the direction of online program director provided by Academic Platforms. The online preceptor works in tandem with the facility-based program director and instructor to track student progress and identify areas where students have questions and need additional support. Beyond the 30 required hours of online classroom learning, students also have the option of revisiting curriculum modules to spend more time on lessons as needed. They can interface directly with the online preceptor to pose questions and receive feedback. Quizzes and tests are completed at the end of each chapter, and the quizzes and exams will be graded and the same 80% pass rate will be used. A time log is kept of an individual student’s time spent within the online training module. All quizzes and tests are also saved within the software platform. We will also have all the other ISDH requirements on file for each student such as physical, TB test, Background checks and references.

ISDH will be sent login credentials to review the platform beyond the hard-copy syllabus/curriculum documents provided with this packet.

Please feel free to contact the RN Program Director with any questions regarding this program. We look forward to obtaining your approval.

Sincerely,

INCLUDE NAME AND CONTACT DETAIL FOR FACILITY PROGRAM DIRECTOR

**Enclosures:**

1. Cover Letter
2. Application for Approval to Operate a Nurse Aide Training Program
   1. Please note the application includes multiple pages for Section C to highlight all program director and instructor information, specifically:
      1. Facility-Based Program Director
      2. Facility-Based Program Instructor(s)
      3. Julie Gdowski, RN (or other program director from Academic Platforms)
3. Copies of nurse licenses for:
   * 1. Facility-Based Program Director
     2. Facility-Based Program Instructor(s)
     3. Julie Gdowski, RN (or other program director from Academic Platforms)
4. Copies of C.N.A Train-the Trainer Course Certificates for:
   * 1. Facility-Based Program Director
     2. Facility-Based Program Instructor(s)
     3. Julie Gdowski, RN (or other program director from Academic Platforms)
5. Course calendars outlining online learning timeline and clinical training schedules with RCP crosswalks for:
   * 1. 4-week course (if using)
     2. 5-week course (if using)
     3. 6-week course (if using)
6. Online Course Syllabus/Curriculum Outline
7. Course Objectives
8. Crosswalk document outlining connectivity between *How to be a Nurse Assistant 7th Edition* and ISDH curriculum requirements related to online module development.
9. Sample Student pre-admission math/reading assessment/ test
10. Supply list – signed & dated as available
11. Sample Final Exam
12. List of items that will be included in each Student File
13. Form(s) for classroom time record, clinical time record, certificate of completion
14. Clinical site agreement
15. Pictures of classroom & clinical lab with supplies/ equipment

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| **XYZ Facility-Based Online/Blended Nurse Assistant Course**  **Sample 4-Week Calendar (Indiana requires 30 hours online/classroom instruction, 45 hours clinical training)**  Online instruction uses the American Health Care Association’s *How to be a Nurse Assistant 7th Edition* textbook and supplemental instruction from the ISDH curriculum standards. Clinical instruction incorporates the ISDH Resident Care Procedure Checklists. | | | | | | |
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | |
|  | Orientation -Week 1  Begin online chapters 1, 2, 12 a and Hand in Hand Modules  *Min. 7.5 hrs* |  |  | Clinical Instruction  9 a.m. – 3:30 p.m. (1/2 hour lunch)  6 hrs.  RCPs Covered: | Clinical Instruction  9 a.m. – 3:30 p.m. (1/2 hour lunch)  6 hrs.  RCPs Covered: |  | |
| All assignments and tests for chapters 1, 2, 12a and Hand in Hand Modules **due by 11:59 pm** | Week 2  Begin online chapters 3, 4, 5 & 6  *Min. 7.5 hrs* |  |  | Clinical Instruction  9 a.m. – 3:30 p.m. (1/2 hour lunch)  6 hrs.  RCPs Covered: | Clinical Instruction  9 a.m. – 3:30 p.m. (1/2 hour lunch)  6 hrs.  RCPs Covered: |  | |
| All assignments and tests for chapters 3, 4, 5 & 6  **due by 11:59 pm** | Week 3  Begin online chapters 7, 8 & 9  *Min. 7.5 hours* |  |  | Clinical Instruction  9 a.m. – 3:30 p.m. (1/2 hour lunch)  6 hrs.  RCPs Covered: | Clinical Instruction  9 a.m. – 3:30 p.m. (1/2 hour lunch)  6 hrs.  RCPs Covered: |  | |
| All assignments and tests for chapters 7, 8 & 9  **due by 11:59 pm** | Week 4  Begin online chapters 10, 11, 12, practice exam and final exam  *Min. 7.5 hrs* |  |  | Clinical Instruction  9 a.m. – 3:30 p.m. (1/2 hour lunch)  6 hrs.  RCPs Covered: | Clinical Instruction  9 a.m. – 12:00 p.m. (dismissal at lunch)  3 hrs.  RCPs Covered: |  | |
| All assignments and tests for chapters 10, 11, 12, practice exam and final exam. Due by 11:59 a.m. |  |  |  |  |  |  | |

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| **XYZ Facility-Based Online/Blended Nurse Assistant Course**  **Sample 5-Week Calendar (Indiana requires 30 hours online/classroom instruction, 45 hours clinical training)**  Online instruction uses the American Health Care Association’s *How to be a Nurse Assistant 7th Edition* textbook and supplemental instruction from the ISDH curriculum standards. Clinical instruction incorporates the ISDH Resident Care Procedure Checklists. | | | | | | |
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | |
|  | Orientation -**Week 1**  Begin online chapters 1, 2, 12 a and Hand in Hand Modules  *Min. 6 hrs* |  |  | Clinical Instruction  9 a.m. – 2:00 p.m. (1/2 hour lunch)  4.5 hrs.  RCPs Covered: | Clinical Instruction  9 a.m. – 2:00 p.m. (1/2 hour lunch)  4.5 hrs.  RCPs Covered: |  | |
| All assignments and tests for chapters 1, 2, 12a and Hand in Hand Modules  **Due by 11:59 pm** | **Week 2**  Begin online chapters 3 & 4  *Min. 6 hrs* |  |  | Clinical Instruction  9 a.m. – 2:00 p.m. (1/2 hour lunch)  4.5 hrs.  RCPs Covered: | Clinical Instruction  9 a.m. – 2:00 p.m. (1/2 hour lunch)  4.5 hrs.  RCPs Covered: |  | |
| All assignments and tests for chapters 3 & 4  **Due by 11:59 pm** | **Week 3**  Begin online chapters 5, 6, & 7  *Min. 6 hours* |  |  | Clinical Instruction  9 a.m. – 2:00 p.m. (1/2 hour lunch)  4.5 hrs.  RCPs Covered: | Clinical Instruction  9 a.m. – 2:00 p.m. (1/2 hour lunch)  4.5 hrs.  RCPs Covered: |  | |
| All assignments and tests for chapters 5, 6, & 7  **Due by 11:59 pm** | **Week 4**  Begin online chapters 8, 9, & 10  *Min. 6 hrs* |  |  | Clinical Instruction  9 a.m. – 2:00 p.m. (1/2 hour lunch)  4.5 hrs.  RCPs Covered: | Clinical Instruction  9 a.m. – 2:00 p.m. (1/2 hour lunch)  4.5 hrs.  RCPs Covered: |  | |
| All assignments and tests for chapters 8, 9, & 10.  **Due by 11:59 a.m.** | **Week 5**  Begin online chapters 11 & 12 and Final Exam  *Min. 6 hrs* |  |  | Clinical Instruction  9 a.m. – 2:00 p.m. (1/2 hour lunch)  4.5 hrs.  RCPs Covered: | Clinical Instruction  9 a.m. – 2:00 p.m. (1/2 hour lunch)  4.5 hrs.  RCPs Covered: |  | |
| Finish Chapters 11 & 12 and Final Exam |  |  |  |  |  |  | |

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| **XYZ Facility-Based Online/Blended Nurse Assistant Course**  **Sample 6-Week Calendar (Indiana requires 30 hours online/classroom instruction, 45 hours clinical training)**  Online instruction uses the American Health Care Association’s *How to be a Nurse Assistant 7th Edition* textbook and supplemental instruction from the ISDH curriculum standards. Clinical instruction incorporates the ISDH Resident Care Procedure Checklists. | | | | | | |
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | |
|  | Orientation -**Week 1**  Begin online chapters 1, 2, 12 a and Hand in Hand Modules  Min. 5 hrs |  |  | Clinical Instruction  8 a.m. – 12 p.m. (dismissal at lunch) 3.75 hrs.  RCPs Covered: | Clinical Instruction  8 a.m. – 12 p.m. (dismissal at lunch) 3.75 hrs.  RCPs Covered: |  | |
| All assignments and tests for chapters 1, 2, 12a and Hand in Hand Modules  **Due by 11:59 pm** | **Week 2**  Begin online chapters 3 & 4  Min. 5 hrs |  |  | Clinical Instruction  8 a.m. – 12 p.m. (dismissal at lunch) 3.75 hrs.  RCPs Covered: | Clinical Instruction  8 a.m. – 12 p.m. (dismissal at lunch) 3.75 hrs.  RCPs Covered: |  | |
| All assignments and tests for chapters 3 & 4  **Due by 11:59 pm** | **Week 3**  Begin online chapters 5 & 6  Min. 5 hours |  |  | Clinical Instruction  8 a.m. – 12 p.m. (dismissal at lunch) 3.75 hrs.  RCPs Covered: | Clinical Instruction  8 a.m. – 12 p.m. (dismissal at lunch) 3.75 hrs.  RCPs Covered: |  | |
| All assignments and tests for chapters 5 & 6  **Due by 11:59 pm** | **Week 4**  Begin online chapters 7 & 8  Min. 5 hrs |  |  | Clinical Instruction  8 a.m. – 12 p.m. (dismissal at lunch) 3.75 hrs.  RCPs Covered: | Clinical Instruction  8 a.m. – 12 p.m. (dismissal at lunch) 3.75 hrs.  RCPs Covered: |  | |
| All assignments and tests for chapters 7 & 8  **Due by 11:59 a.m.** | **Week 5**  Begin online chapters 9 & 10  Min. 5 hrs |  |  | Clinical Instruction  8 a.m. – 12 p.m. (dismissal at lunch) 3.75 hrs.  RCPs Covered: | Clinical Instruction  8 a.m. – 12 p.m. (dismissal at lunch) 3.75 hrs.  RCPs Covered: |  | |
| All assignments and tests for chapters 9 & 10  **Due by 11:59 a.m.** | **Week 6**  Begin online chapters 11 & 12 and Final Exam  Min. 5 hrs |  |  | Clinical Instruction  8 a.m. – 12 p.m. (dismissal at lunch) 3.75 hrs.  RCPs Covered: | Clinical Instruction  8 a.m. – 12 p.m. (dismissal at lunch) 3.75 hrs.  RCPs Covered: |  | |
| Chapter 11 & 12 assignments & Final Exam due by 11:59 pm |  |  |  |  |  |  | |

**Academic Platforms Online/Hybrid CNA Training Curriculum Course Objectives**

In partnership with (INSERT TRAINING PROGRAM/FACILITY NAME)

This course will prepare the student to take the required state exam to become a Certified Nursing Assistant (CNA), a trained professional that serves as an assistant to Licensed Practical Nurses (LPN) and Registered Nurses (RN). The student will learn information and skills that will allow him/her to assist in providing basic care to the patients as well as understanding what pertinent information to relay to the nurses in charge including changes in behavior and/or condition. The student will be prepared to function in all levels of long-term care facilities as well as hospitals providing direct patient care. Responsibilities may vary slightly from long-term care facilities to acute care facilities with this course preparing the student to provide CNA services in both types of healthcare agencies.

Upon completion of this course, the student will be able to:

1. Provide competent basic patient care utilizing knowledge and skills in observation, documentation, communication, hygiene, exercise and activity, safety, nutrition, elimination, and sleep & comfort.
2. Integrate knowledge and understanding of the CNA role into their practice.
3. Apply appropriate decision-making in choosing knowledge and skills to apply in different healthcare facilities.
4. Recognize relevant patient observations and information that must be reported to the charge nurse.
5. Deliver appropriate patient care based on an understanding of patient preferences, current health status, and family needs.