How to Get Nursing Assistants into your Workforce

The following are the next steps to get NAs into your workforce after the CDPH 280A approval:

- ➡ Pre-hire requirements and process.

- ➡ Orientation requirements and process.

- ➡ Student enrollment application process.

- ➡ Training required prior to direct patient care.

- ➡ Documentation and record retention.

Only the following persons may be employed by a skilled nursing facility or intermediate care facility as a nurse assistant:

- ➡ A certified nurse assistant.

- ➡ A nurse assistant hired on a temporary basis who has been employed less than a maximum total of three months in skilled nursing facilities or intermediate care facilities, including the current period of employment.

- ➡ A nurse assistant who, within three months of the date of employment, is enrolled in an approved certification training program which requires completion not more than six months from the date of employment. An extension is allowed on a limited basis.*

*Please see HSC 1337.5(b)(3)for full details.

Pre-hire requirements:

Are facility specific and must be in accordance with state and federal regulations. The pre-hire requirements should correspond with the facility's new employee hiring practices. Examples of pre-hire steps may include:

- ➡ Review job application.

- ➡ Check references.

- ➡ Complete facility background check.

- ➡ Facility drug screen.

- ➡ Job offer and acceptance.

Orientation requirements and process:

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All facilities must provide 16 hours of new employee orientation for all nurse assistant employees per 22 CCR, §71833(e).

- • New employee orientation must occur separate from and occurs prior to any NATP training.

Follow the Department-approved Orientation Program as per CDPH 278A form.

- • The orientation shall be completed during the first 40 hours of employment.

- • The first 8 hours must take place on Employment Day 1 and prior to providing direct-patient care.

- • The remaining 8 hours must take place during the next 32 hours of employment.

- ➡ Health Exam - Prior to patient contact(22 CCR, §71835(f))

  - • Medical history and physical exam.

  - • Test for tuberculosis infection.

  - • Report by a physician, physician assistant, or nurse practitioner indicating that the student/employee does not have any health conditional that would create a hazard to himself, fellow employees or patients.

- ➡ Fingerprinting for Criminal Background Clearance – BCIA 8106 Request for Live Scan Service (HSC 1338.5(a)(2).

  - • SAMPLE found at: https://www.cdph.ca.gov/CDPH%20Document%20Library/ControlledForms/BCIA8016sample.pdf

- ➡ CDPH 283B Certified Nursing Assistant Initial Application

  - • Sections I-IV at time of enrollment.

Student enrollment application process:

Upon enrollment and prior to training, send COPIES of the following forms to CDPH CNA Registry Unit at the address or fax number listed on the top right hand corner of the CDPH forms:

- ➡ CDPH 283B Certified Nursing Assistant Initial Application

  - • Sections I-IV at time of enrollment.

- ➡ CDPH 283i – Transmittal for Criminal Background Clearance

- ➡ BCIA 8016 - Request for Live Scan Service

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Once you have mailed in the required forms. Frequently (weekly) check and document response- Registry Unit Interactive Voice Response (IVR) line at (916) 327-2445 to verify application receipt, acceptance and back ground clearance.

Training required prior to direct patient care.

Per 42 CFR 483.152(b), the curriculum of the nurse aide training program must include:

"(1) At least a total of 16 hours of training in the following areas prior to any direct contact with a resident:

(i) Communication and interpersonal skills;

(ii) Infection control;

(iii) Safety/emergency procedures, including the Heimlich maneuver;

(iv) Promoting residents' independence; and

(v) Respecting residents' rights."

CDPH considers this requirement met through the completion of theory training in Modules 1,2,3,4,5,6,12 and 14.

Documentation and record retention.

All records regarding the program shall be kept available for the Department's inspection for a period of four years from the date the Department approves it. All records pertaining to individuals who have successfully completed the program shall be available for the Department's inspection for period of four (4) years from the date of enrollment. Records of students who have not successfully completed the program may be discarded.

PROGRAM RECORDS

- ➡ NATP Application (CDPH 276F)
- ➡ Sample Lesson Plans (see CDPH 276F, page 2)
- ➡ Skills Checklist (CDPH 276A)
- ➡ Training Program Schedule (CDPH 276B)
- ➡ Individual Student Record (CDPH 276C)
- ➡ Instructor application (CDPH 279)

STUDENT RECORDS

- ➡ Health Exam -

- Medical history

- Physical exam record

- Test for tuberculosis infection

- Medical Report

➥ BCIA 8106 Request for Live Scan Service (HSC 1338.5(a)(2)

➥ Transmittal for Criminal Background (CDPH 283I)

➥ Certified Nursing Assistant Initial Application

Testing:

There are 2 authorized competency testing vendors.

➥ Please see the Department's website for details:
https://www.cdph.ca.gov/Programs/CHCQ/LCP/Pages/CNA-Testing-Vendors.aspx

Verify the following information with the testing vendor as this information is subject to change:

➥ Students are allowed to take the test up to 3 times; if they don't pass, they are required to retake the training program.

➥ Tests #2, and #3 require payment of additional fees.

➥ The training presenter recommends that students schedule the test date and location at the same time that they schedule the class!

Break down:

Complete facility Pre-hire process.

Day one (DOH)-8 hours of facility required orientation

Day two-8 hours of facility required orientation. Total 16 hours required facility orientation.

Day three- Complete the certified Assistant Initial Application and send them for fingerprinting. Have them return finger print form to you and they keep one copy. Mail required forms to CDPH-keep a copy for facility.

Day four- 8 hours of class required content (day one of class).

Day five-8 hours of class required content (day two of class). Total 16hours of required class content prior to any direct contact with a resident.

Day 6-Can have direct contact with a resident and orientate on the floor and count in NA hours.