



### Updated Candidate Handbook

Fall—2017

There are a few changes that have been made to the candidate handbook this past review.

- Key step added to the “Changing of the adult brief?”...
- Several of the steps in the candidate handbook have been broken out per your request.
- Change in the number of written test questions from each category, the test plan has been revised to meet the needs of the Nurse aide Curriculum.

All changes will be made effective as of 11/1/2017. Any candidate testing on or after this date will be tested on the information listed in this edition. Please make sure you are referring your students to our website at [www.hdmaster.com](http://www.hdmaster.com) for the most up to date testing information and requirements. Also, check the web site for an update Mock skills checklist. As you are reviewing the newest edition of the candidate handbook you will also notice some changes to

the written exam section. The subject areas have been updated along with the vocabulary list. We have also added a vocabulary worksheet (see [www.hdmaster.com](http://www.hdmaster.com)).

Please make sure you view this information in the candidate handbook.

The candidate handbook can be a very useful teaching tool as a whole so please make sure you are utilizing this tool to the fullest extent.

Many instructors will use the candidate handbook for the skills however, forget that there is useful information about the written test. Take a few minutes, check out the information on the written exam, we guarantee it will be time well spent when you see the raise in your written pass rate!

### A note from Janet Kennedy, Ohio Department of Health

#### October 2016

The Ohio Administrative Code governing TCEP continues in review this year. The proposed rules were recently presented to The Ohio Public Health Advisory Board and will soon be presented to The Joint Committee on Agency Rule Review. January 2017 is the anticipated date for final approval.

The NATCEP Unit has had several calls over the last year regarding the awarding of Certificates of Completion. Per The Ohio Administrative Code 3701-18-06.1(H) the program shall issue a document (Certificate of Completion) to each trainee who successfully completes the program. The holding of the certificates by a third party (employer) is not accounted for in the Code.

Students who make up absences should receive a certificate with their final make up day entered on the certificate. This date must be within 60 days of the original absence or the student must be dropped from the schedule. Students completing within their original schedule range should receive certificates dated with the schedule end date. This is clarification of previous guidance.

Programs are asked to please monitor closely the system generated emails for pertinent information. Emails are generated upon successful submission of EIDC requests, approval of the request, and when the request has been returned for further information. Most importantly, system generated emails entitled:

NATCEP – TRAINEES STILL IN PROCESS 7 OR MORE DAYS AFTER THEIR MISSED DATE must be addressed per 3701-18-06.1 for student updates.

If you are not receiving system generated emails please call the NATCEP Unit for assistance.

[Janet.kennedy@odh.ohio.gov](mailto:Janet.kennedy@odh.ohio.gov),

614-752-8285

#### September 2017

The updated rules and curriculum can be found on the NATCEP website. Programs are reminded per 3701-18-09 and 3701-18-18 respectively, Program Coordinators and TTT Program Administrators are responsible for assuring the program's compliance with all applicable provisions of this chapter.

Registered Nurses in Ohio are required to renew their nursing licenses no later than October 31, 2017. The Board of Nursing system does not link to the Ohio Department of Health EIDC, therefore all nursing licenses must be reviewed by the supervising nurse (PC) and manually entered into the system at the personnel tab. PC and PI requests will be returned to the programs if nursing licenses show as expired.  
<http://www.nursing.ohio.gov/>

The Advisory Panel met in August to review the state test and curriculum. The test bank has been reviewed in its entirety and will be used for testing beginning October 1, 2017. Watch for the updated Candidate Handbook on the D&S homepage. Information on Instructor Workshops can also be found on the D&S site.  
[http://hdmaster.com/testing/cnatesting/ohio/OH\\_STNA\\_Home.htm](http://hdmaster.com/testing/cnatesting/ohio/OH_STNA_Home.htm)

The current version of the CERTIFICATE OF COMPLETION will no longer be used as of NOVEMBER 1, 2017. Program Coordinators and Program Administrators will be mailed a hard copy of their new CERTIFICATE OF COMPLETION. The new certificate MUST be used beginning NOVEMBER 1, 2017. Please review your program's mailing address in the EIDC at the demographics tab and update as necessary. Students with completion dates between October 31, 2015 and October 31, 2017 who request copies of their certificates should be provided a copy of the original certificate from their student file. Per 3701-18-11 student records are to be maintained for two years. After that time they should be appropriately destroyed.



## Testing Registration

Testing fees will be changing please watch the web site at [hdmaster.com](http://hdmaster.com) click on Ohio STNA for the effective date.

They are as follows:

- Written- \$26.00 (was \$24)
- Oral- \$36.00 (was \$34)
- Skill- \$78.00 (was \$76)

All other fees such as reschedules, faxing fees, express fees, etc will remain. Please make sure you are conveying the price change to your candidates. Any applications received without the appropriate payment amount will be re-

turned

Things to remember:

- All applications must be received in our office 10 business days prior to the test date excluding Sundays and Holidays to avoid any additional fees.
- All applications received less than 10 business days from the test date will incur express/overnight fees for late registration ranging from \$15.00 (electronic testing locations) to \$34.50 (paper testing locations)
- If you are registering your students less than 10 days from the test date, keep in mind that you must have your students scheduled no less than 5 days from paper testing and no less than 2 business days for electronic testing. Any applications received after this date will need to choose a different date.
- A student can request a paper test at any testing site location. The application must be marked (PAPER) and submitted 10 days prior to the test date excluding Sundays and holidays.

## Workshops

If you haven't already attended a workshop for 2017, we would highly recommend you do so. During these workshops will we go over the latest testing trends, mock skill testing, preparing your students for the exam, and much more. **Please visit our website at [hdmaster.com](http://hdmaster.com) for the most up to date listings for dates and locations.**

Additional workshops have been added check the web site at [hdmaster.com](http://hdmaster.com) click on Ohio STNA for a complete listing of upcoming instructor and interface workshops.

COMPANIONS OF ASHLAND 1247 East Main Street Ashland, Ashland OH	<b>Thursday, September 7th</b> 9:00-12:00 Instructor WS <b>12:30-2:30 Interface WS</b>	
Columbus State Columbus, OH Union Hall Room 425 (Instructor WS) Workforce Development Room 206 (Interface WS)	<b>Friday, Sept 8th</b> 9:00-12:00 Instructor WS <b>12:30-2:30 Interface WS</b>	
Butler Tech & Career School 3603 Hamilton Middletown Rd Fairfield, OH 45011	Saturday, September 9 9:00-12:00 Instructor WS <b>12:30-2:30 Interface WS</b>	
Shaw High School 15320 Euclid Ave Cleveland, OH	Saturday, September 23 9:00-12:00 Instructor WS <b>12:30-2:30 Interface WS</b>	
Windsor Resource Center 1321 Churchill-Hubbard Rd Youngstown, OH	<b>Thursday, September 28</b> 9:00-12:00 Instructor WS <b>12:30-2:30 Interface WS</b>	
BARBERTON HIGH SCHOOL 555 BARBERTON RD, BARBERTON, OH 44203 ROOM T163 (Attendees should enter E12 door)	<b>PENDING Sept 29th</b> 9:00-12:00 Instructor WS <b>12:30-2:30 Interface WS</b>	
Mount Vernon Nazarene College Hunter Hall, Room 109 Mount Vernon, OH 43050	<b>Monday, October 9</b> 9am-12pm Instructor <b>12:30-2:30 Interface</b>	
Four County Career Center 22-900 Route 34, Archbold, OH	<b>Monday, October 16</b> 9am-12pm Instructor <b>12:30-2:30 Interface</b>	
Cincinnati State WDC 10100 Reading Rd. Evendale, Ohio 45241. Room #3	<b>Wednesday, October 18</b> 9am-12pm Instructor <b>12:30-2:30 Interface</b>	
Ohio Institute of Allied Health 6455 Old Troy Pike, Huber Heights, OH	<b>Friday, October 20</b> 9am-12pm Instructor <b>12:30-2:30 Interface</b>	
Cuyahoga Valley Career Adult Ed 8001 BRECKSVILLE RD Brecksville, OH 44141	<b>TO BE ANNOUNCED</b> 9am-12pm Instructor <b>12:30-2:30 Interface</b>	



## Note from Janet– NATCEP UPDATES CONT'D

### September 2017

As many of you are aware The Ohio Administrative Code governing TCEP is in review this year. The proposed amendments have been posted for comment through September 24, 2016. They can be reviewed at <http://www.odh.ohio.gov/rules/drafts/drafts.aspx>

- Facility based NATCEPs are reminded that LPN licenses are in renewal this year. Please enter the EIDC/Gateway to review and update PI nursing licenses as needed. This is done at the personnel tab.
- Programs using guest lecturers (GL) are requested to please review 3701-18-09 (I) for guidance on remaining in compliance when using a GL for their program. New submissions for (new) GLs must state the program objectives that will be covered and supporting documentation showing the GL is qualified in their field. 3701-18-09(I) can be reviewed at:

<http://www.odh.ohio.gov/-/media/ODH/ASSETS/Files/rules/final/3701-10-TO-19/3701-18/3701-18-09>.

## Hdmaster.com web site

On our website we offer many choices that can make your life easier as an instructor. You will find the testing forms, the most up to date candidate handbook, fluid intake worksheets, vocabulary lists, test results, exam notification, online training reports and much more...

We have also added some new features to our site. Once you are on hdmaster.com, click on Ohio STNA. Now locate the first column to the left side of the screen. You will see a new heading labeled as "Candidate Tutorials".

Here you will find a video clip to assist students on how to schedule the STNA test online. There is also a tutorial on how current STNA's can check their Registry

Status. Please make sure you show both of these new features to your students as this will be very helpful to them in the upcoming feature.

Another useful tool that has been added can be found in the second column from the left labeled as "Ohio STNA Testing Checklist". This checklist has been designed to help get your students prepared for testing day and what to do after testing. We recommend you give each student a copy to make the test prep as simple as possible!



Candidate Forms	Test Site Forms
On-line Test Results	Test Site Agreement 1502
Candidate Log-in	Test Site Equipment List 1503
When Am I Scheduled to Test?	<b>WebETest © On-line Testing</b>
Testing Application Form 1101	WebETest © Start Page
Testing Application Form 1101(Backside)	
Rate Structure Form 1402	<b>Training Program Forms</b>
Test Schedule	Ideas for helping students prepare for testing
ADA Accommodation 1404	Mock Skill Testing Checklist
Replacement STNA Card Request Form 1999	<b>Ohio STNA Testing Checklist</b> ★
VA Benefits Reimbursement Forms	Training Program Interface- Easy Steps
	Candidate Handbook Order Form
<b>Candidate Handbook Effective Aug. 1, 2016</b>	120 Fluid Intake Practice Sheet
<b>Candidate Handbook Effective October 1st, 2017</b>	240 Fluid Intake Practice Sheet
	Sample Patient Diet Cards
<b>Candidate Tutorials</b>	Intake & Output Recording Sheet
★ How to Schedule Your STNA Test Online	On-line Training Program Reports
Checking Your Registry Status ★	Select above for any of these training program reports, available the day after grading

## A friendly reminder...

When you are scheduling testing with your observer rather it be a fixed date or flexible, you are not permitted to schedule **NO MORE THAN 7 SKILLS PER TESTING FLIGHT**, no exceptions! All testing events must have at least 4 hours between time slots (example: 8 a.m. testing time, the next flight can not start until at least 12 p.m.). Failure to abide by this policy will result in cancellation of your testing date.

Test observers/actors/written test proctors are not able to disclose any information on how your students performed during testing. ALL questions relating to testing/test results must be directed to D&S.

Absolutely no testing events are allowed to be video taped/recorded.

Due to the growing technology, students are **not** permitted to wear a watch for testing. There will be a clock in the testing area and a watch will be provided for any skill

that would require timing.

Also, no member of the testing team can have any affiliation with the facility where the students were trained for testing (example: A test observer could not use the secretary from the training facility as a written test proctor).

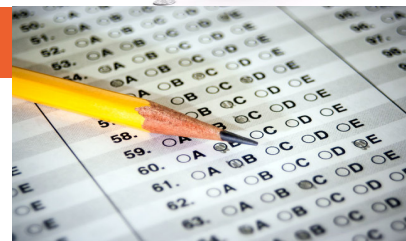


## Testing

Due to new policies going into effect with the latest edition of the candidate handbook. All testing facilities (Fixed & Flexi-

ble) will need to complete the updated 1502 & 1503 forms. These forms can be mailed, faxed, or emailed to the atten-

tion of Carolyn. Failure to return these forms can result in removal of test site approval status.





# Note from Janet Kennedy from the Ohio Department of Health

**February 2016** As many of you are aware The Ohio Administrative Code governing TCEP is in review this year. Please monitor The Ohio Department of Health’s website at the “rules” link for the opportunity to comment.

□ A revised Application for Initial Approval for NATCEP has recently been posted to the NATCEP webpage. Please access the website for the most recent application if you are applying for a new program.

□ Program coordinators and primary instructors are reviewed and approved based on submitted supporting documentation. Letterhead verification of work experience is required. When the work experience occurred at a facility that is no longer in operation and letterhead statements are not obtainable, notarized statements are acceptable. Two notarized statements from licensed persons that the prospective PC or PI worked with will serve. Or, one statement of either the administrator or the director of nursing is also acceptable. Notarized statements from the prospective PC or PI themselves will not be accepted.

□ Please access the NATCEP website at:

<http://www.odh.ohio.gov/odhprograms/dc/natrg/na1.aspx>

## May 2016

TTT programs reviewing prospective primary instructors for enrollment who are relying on hospital experience (rather than home care or long term care) are asked to please request a **letterhead** statement from the prospective primary instructor’s supervisor that clearly shows the nurse provided or supervised the same care that is to be taught in the NATCEP curriculum.

□ When submitting new clinical sites, instructors, or anything that requires supporting documentation, please consider uploading the supporting documentation at the same time you are entering the submission in the Gateway. If faxing is most convenient for your program please send the fax with the supporting documentation the same day that you enter the Gateway submission. In short, send the supporting documentation the same day the submission is entered.

□ Please remember to always attach the completed PC/PI List if you are paying your re-approval fee by mail. This ensures the payment is delivered to the correct department and program.

## Most Frequently Missed Skills July 2016-Sept 2017

### Bedpan/Fracture Pan and Output 79% pass rate

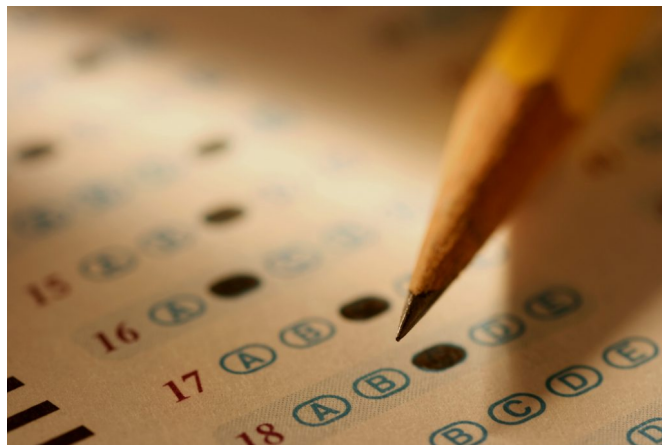
Most frequently missed skill step:

- Upon returning, candidate lowers head of bed 77%
- Washes residents hands with a wet wash cloth 82%
- Dries resident’s hands with a dry towel 81%

### Positioning Resident on Side 80% pass rate

Most frequently missed skill step:

- From working side of bed moves upper body 78%
- From working side of bed moves middle body 78%
- From working side of bed moves lower body 76%



### For Knowledge Test the following categories are below 80%

- Infection Control 77%
- Mental Health 78%
- Personal Care 75%
- Care impaired 76%



**D&S Diversified Technologies LLP**

**Headmaster LLP**



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## Attention Testing Sites, Policy Change

**Change in policy for test sites, as of today all testing sites MUST have call lights attached to the bed, portable call lights are not acceptable. Testing students must move the resident back to the bed area for the call light. Also, folding privacy curtain are not acceptable and must be replaced immediately!!! Attached in this mailing NO VIDEO SURVALLANCE OR RECORDING IS PERMITTED IN THE SKILL AND/OR WRITEN TESTING ROOMS. THOSE IN VIOLATION OF THIS POLICY WILL LOSE ALL TESTING RIGHTS.**

## *WANTED RN TESTORS.....*



D&S Diversified Technologies are in need to Test Observer in the following areas:

- Archbold, OH
- South east quadrant of Ohio

If you are an RN or know someone who is please send them our way! They can mail or email their resume to [hdmastereast@hdmaster.com](mailto:hdmastereast@hdmaster.com) Attention Jennifer.

To be eligible to become a test observer the individual must be an RN, his/her license must be in good standings with the registry, have a least 1 year paid long term care experience in a nursing home setting, and is able to devote a couple hours every now and then to maintain their test observer status.

In order to become a test observer please send a copy of your RN license and a resume outlining your long term care experience to:

D&S DT  
Attn: Jennifer Underwood  
PO Box 418  
Findlay, OH 45839-0418

