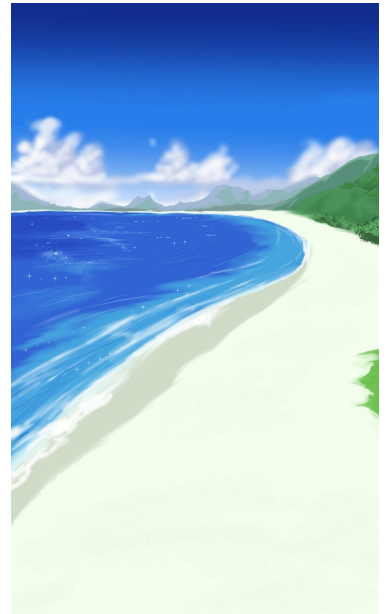


Instructor Newsletter

Summer 2015



Changes to Skills Testing

Handwashing

Step 11. Turns off faucet with a clean dry paper towel. **(Cannot use a previously used paper towel to turn off the faucet.)**

Emptying a Urinary Drainage Bag

No step changes but clarification to the contamination of the antiseptic wipe.

Step 9. **Wipes the drain with uncontaminated antiseptic wipe.**

The wipe can not be placed on the barrier opened. If the wipe is opened prior to placement on the barrier, it will be marked as contaminated for this step which will result in a failure of the key step.

Mouth Care

Step 7. Wets brush and applies **a small amount of cleaning solution.**

Mouth Care Comatose Resident

Step 8. Uses swabs and/or toothbrush and **a small amount of cleaning solution (NO TOOTHPASTE).**

New Candidate Handbooks version 11

The new candidate handbook version 11 will be in effect October 1, 2015. All candidates tested from that day forward will be tested based on the updates in the new version. When ordering handbooks please specify when your candidates will be testing so that we can send the version that will be applicable for them. Also, please remind your candidates that the handbooks usually change every six months, March and October. They should watch the website for updates.

Social Security Cards and Government Issued ID's



On testing day the candidates are required to bring the following ID's to testing: their Social Security Card and a Non-expired, US Government issued, signed, photo ID. The allowable government issued ID's are: drivers license, state ID, passport, handgun carry permit or military ID.

- Government issued ID's must be from the US and must have all of the required items to be eligible. The temporary Driver's license that is now issued until your actual license is mailed to you, may be used for testing as long as all items are present.
- The actual social security card is required for testing. If you request a new card, it will take approximately two weeks to receive that card in the mail. Most offices will no longer issue the letter with the name and social security number on it. Please do not schedule candidates for testing until they have the required ID's for testing.



Data Entry and the Verification Form

Please be careful when entering your candidate information into the database. We are seeing an increase in names that are entered incorrectly. Be aware that entering a name incorrectly will result in the name not matching the ID and the candidate will be considered a no show for testing.

- To avoid this from occurring, make sure that you have the candidates bring their ID's to class the day that you have them sign the verification form. That way you can verify that they have the required ID's and that the information matches.
- As a reminder, the verification form is required to be completed for all candidates that complete your training course. You must keep them on record at your facility. These forms can be requested by D&S or TDH at any time.

Student Self Scheduling

Your students have the opportunity to schedule themselves for testing on the internet. When they complete the training course, please print the Scheduling Directions. This form is printed from the same drop down that you use to print the Training Certificate and the Verification Form.

D&S Diversified Technologies
Select Candidate's Record

You may EDIT a candidate by clicking on the link to their ID.
To SEARCH for candidate(s) enter partial name(s) and/or ID(s) in this edit >
For any candidate UNCHECK Not Released.
Training program search notes:
^mm/dd/yyyy = find candidates with this training start date
=mm/dd/yyyy = find candidates with this training completion date

All training programs must print the verification form for each of the candidates in their program. The candidates must review the entered information, answer the abuse and neglect questions on the form and sign their name. This form will be kept on file at your facility.

YOU WILL NOT BE ABLE TO PRINT THE CERTIFICATE UNTIL THE VERIFICATION HAS BEEN PRINTED AND THE OBTAINED BY INFORMATION IS ENTERED IN THE CANDIDATE RECORD!

At the beginning of the candidate entry process instead of using the search button to check if the candidate's information is all ready in the system, please use the **DUPLICATES** button for that search.

Select/deselect all candidates.

Click here for TN WebE Test® Main Menu

Status	ID (Edit)	Name	Include	Test Choice #1	Test Choice #2	Trn. Start	Trn. Comp.
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Written Test Practice Exams

If your program is having low pass rates on the written test, we have two suggestions to increase that rate:

1. Have the candidates practice with the free 10 question test on our website.
2. Purchase the full length practice test online with questions specific to Tennessee.

By having candidates practice with these two items, they are exposed to the types of questions they will find on their actual written test. If they are testing at a WebE Test site, this also makes them familiar with the software they will use during testing.

Mock Skills Testing

To improve the pass rate for your skills test and to better prepare your candidates for the skills test, please utilize the mock skills testing materials offered on the Tennessee page.

1. Print off the mock skills sheets from our webpage and select 5 skills for each candidate.
2. Read the instructions for skills testing to them and have them complete Handwashing and any four randomly selected skills.
3. Review the results with them at the end of the test.

Important Reminders from the Tennessee Department of Health

**CNA Certifications will be
suspended for:**

- Failure to pay student assistance loans.**
- Failure to pay child support.**

Remember



It is always good practice to check the certification status of your employees at least once a quarter.


Facilities will NOT be notified of employee's who's CNA certification is expiring. It is the facilities responsibility to check the employee's certification status quarterly.

From Wanda King



**TENNESSEE DEPARTMENT OF HEALTH
DIVISION OF HEALTH LICENSURE AND REGULATION
OFFICE OF HEALTH CARE FACILITIES
665 Mainstream Drive
Nashville, TN 37243
Telephone (615) 532-5171
Fax (615) 248-3601**

TO: All Nursing Homes

FROM: Vincent L. Davis, Director
Office of Health Care Facilities 

RE: Nurse Aide Training and Employment

This notification and subsequent attachments are being sent in response to queries regarding charging for nurse aide training and employment of nurse aides before they are certified. If you have questions, please contact Wanda King, Program Manager, Nurse Aide Registry at Wanda.King@tn.gov

The Tennessee Department of Health appreciates nurse aides and want to ensure their best opportunities for successful training and employment.

Code of Federal Regulations, Title 42, Volume 3, Part 483**REQUIREMENTS FOR STATES AND LONG TERM CARE FACILITIES**

75(e)(2)(ii)(A) A facility must not use any individual working in the facility as a nurse aide for more than 4 months, unless: . . . That individual has completed a training and competency evaluation program. . .approved by the State . . .

Rules of Tennessee Department of Health, Board for Licensing Health Care Facilities, Division of Health Care Facilities, Chapter 1200-8-06**STANDARDS FOR NURSING HOMES****1200-08-06.01 Definitions**

(8) Certified Nurse Aide or Certified Nursing Assistant. An individual who has successfully completed an approved nursing assistant training program and is registered with the department.

(41) Nurse Aide or Nursing Assistant Training Program. A specialized program approved by the Department to provide classroom instruction and supervised clinical experience for individuals who wish to be employed as Nurse Aides or Nursing Assistants.

1200-08-06-.15(3) A nursing home must not use any individual working in a facility as a nurse aide for more than four (4) months unless that individual's name is included on the Nurse Aide Registry. A facility must not use on a temporary, per diem, leased or any basis other than permanent, any individual who does not meet the requirements of training and competency testing.

1200-08-06-.15(2)(d) Each program coordinator shall be responsible for ensuring that the following requirements are met:

3. The provision of direct individual care to residents by a trainee is limited to appropriately supervised clinical experiences; a program instructor must be present or readily available on-site during all clinical training hours including direct patient care for the seventy-five (75) hour training program. All activities of daily living (ADL) skills, including but not limited to bathing, feeding, toileting, grooming, oral care, and perineal care, must be taught prior to student performing direct patient care. . .

RECOMMENDATION: The four (4) months begins on the date the nurse aide candidate is enrolled in a training program. During this four month period, it is the intention of the regulations that a nurse aide be enrolled in a training program, receiving classroom instruction and any work that they perform is considered supervised clinical experience. The regulations require that the program instructor be present on-site during all clinical training hours.

In order to ensure that a candidate has successfully been placed on the Nurse Aide Registry before the four months has expired, we recommend that they be scheduled for testing as quickly as possible after completion of the training program. A candidate is allowed three attempts to pass both portions of the test. If they fail one or both portions, they should be offered a refresher course and scheduled again for the test. We do not recommend waiting until the four months has almost expired to schedule the first exam.

During this four month period, the candidate should be considered still enrolled in the training program and should never work unsupervised. The instructor should be present when the candidate is present.

**If you have any questions
about the certification
suspensions or the 120 day rule, please
contact the
Tennessee Department of Health at
615-532-5171.**

Welcome



Please welcome
Sheri Butterbaugh
to the TN team!!!

Your TN Team

Kelly Buerger, Program Manager

Sheri Butterbaugh, Program Manager

Amber Shurts, Program Coordinator

P.O. Box 418
Findlay, OH 45839
Phone: 877-201-0758
Fax: 419-422-7395
E-mail: bdmastereast@bdmaster.com

“Time,
balance
and quality
of life are as
necessary
as air, food
& water.”

Upcoming Instructor Workshops

Instructor workshops will be held in Jackson and Nashville in January 2016.

West Tennessee Business College, Jackson, TN. 1/8/16

Bordeaux Long Term Care, Nashville, TN. 1/11/16

Sign up sheets are available on the website.

We look forward to seeing you there!