Arizona State Board of Nursing

TO: Applicants for Initial/Renewal Approval of Nursing Assistant Training Programs

FROM: Arizona State Board of Nursing Education Department

RE: Instructions for Completing a Nursing Assistant *Training Program* Application

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Thank you for your interest in establishing or renewing a Nursing Assistant (NA) Training Program in the state of Arizona. The application and checklist require documents that pertain to state and federal requirements for nursing assistant training programs. Consolidated programs need to fill out an application for the main program as well as a "Consolidated Site Renewal Application Supplement Sheet" for each site that has *already* been consolidated. Resources and forms that are available on our website to assist with the application process include: Article 8 of the Nurse Practice Act (Nursing Assistant Rules), Sample of a NA Curriculum, Sample of a NA Skill List, Sample of a Supply List, Long Term Care (LTC) Affidavit (for LTC Based Programs Only), Bond Form (for Private Programs Without PPSBE Approval Only), Student Clinical Documentation Form, Template For NA Program Evaluation, Coordinator - Instructor Change Form *(NEW Programs must fill out (and submit with the application) a form for each instructor and the coordinator),* as well as other documents you may find helpful.

There are many references to rules from Article 8 in the application. If there is a reference to a rule it will be shown as "R4-19" The R means it is a rule, "4" refers to Title 4 (Professions and Occupations) "19" means it is in Chapter 19 (the Board of Nursing). The last 3 numbers are the rule number. The first digit of the last number refers to the article. Therefore, R4-19-801 would refer to the first rule in Article 8 of the Arizona State Board of Nursing Nurse Practice Act. The Nurse Practice Act can be downloaded from our website. It is the expectation of the Arizona State Board of Nursing that you are aware of the information contained in these documents, as they will assist you in meeting the requirements for a Nursing Assistant Training Program.

> **In order to expedite your application we ask that you submit the application in the following order:**
> - ✓ **1 Electronic Copy (on a flash drive or readable disc). Placed in an envelope labeled with the main program name and the words "Electronic Copy"**
> - ✓ ***1 Paper copy numbered sequentially (bottom right corner of page) starting on the page following the checklist***
>   - • **Unbound, single sided, no dividers. Please NO notebooks**
>   - • **The paper copy should be organized as follows:**
>   - ✓ **Application on Top**
>   - ✓ **Application Checklist (page numbers for docs must be listed on the checklist)**
>   1. **Policies**
>   2. **Misc. Program Requirement Documents**
>   3. **Evaluations Docs**
>   4. **Syllabus**
>   5. **Standardized Curriculum**
>   6. **Documents for Initial Programs Only (if applicable)**

APPLICATIONS MUST INCLUDE THE FOLLOWING DOCUMENTS
(PLEASE REFER TO R4-19-801, R4-19-802, R4-19-804)

(Please follow organization as listed above)

Please send documents unbound, unstapled and copied on one side only. Again, please **do not** send notebooks or tabulated items.

- o Completed Nursing Assistant Application <u>and</u> Checklist
- o Tuition and fees* and related policies (R4-19-801(A)(5)) *All required expenses to the student need to have the associated costs itemized
- o Notification of licensure requirements related to legal residency and criminal background prior to collecting tuition or fees
- o Admission Requirements
- o English language, reading and math skills necessary to comprehend course materials and perform duties safely. (The Board does require this)
- o Criminal background, health and drug screening either required by the program or necessary to place a student in a clinical agency (Note: the Board does not require these however, if the program requires them or the clinical agency requires them, they need to be in the admission requirements).
- o Student attendance policy: ensuring that a student receives the hours and types of instruction as reported to the Board in the course description including absences and make up hours and content
- o Final examination policy for <u>both</u> written and skill performance consistent with R4-19-801 (B)(3)(c)
- o Copy of skills checklist
- o Student and program record maintenance policy consistent with R4-19-801(D) that includes the location where records are kept, retention period and procedure for students to obtain their records
- o Student conduct policies for expected and unacceptable conduct in both classroom and clinical settings;
- o Clinical supervision policy consistent with R4-19-801(C)(10) and 802
- o Dismissal and withdrawal policies
- o Student grievance policy that includes a chain of command for grade disputes and ensures that students have the right to contest program actions and provide evidence in support of their best interests including the right to a third party review by a person or committee with no stake in the outcome of the grievance
- o Program progression and completion criteria.
- o Please only include copies of **CURRENT, SIGNED AND DATED** contracts with **ALL** clinical agencies. **{Programs that are NOT offered by a long-term care facility: List all clinical sites on Page 3 of the application under the "Clinical Agencies" section}**
- o Affidavit executed by program coordinator of a Medicare or Medicaid certified long term care facility affirming that the program does not require a student to pay a fee for any portion of the program including testing. (**Long-Term Care Facility Programs ONLY**)
- o Copy of the front page of the required surety bond or insurance and fire inspection as required in R4-19-802 (A)(2) (**For independent non-accredited programs ONLY**)
- o Textbook author, name, year of publication, and publisher consistent with R4-19-801(C)(6) including the year the textbook has been published
- o List of current resource materials
- o Copy of name badge
- o Copy of 1 (one) <u>redacted</u> student record
- o Copy of student course evaluation policy <u>and</u> blank student course evaluation form
- o Copy of Program Evaluation Plan consistent with R4-19-801(A)(10)
- o Syllabus with Course Description that contains total hours, breakdown of hours in didactic, skill practice and clinical and the amount of long term care clinical hours; and a topical schedule
- o A current copy of the curriculum, consistent with R4-19-801(C) and 802 (a sample curriculum is available on our website). Programs are not required to adopt the Board approved curriculum, but may choose to adopt it in whole or part. Programs <u>must add</u> instructional activities and hours and days/times of instruction to the curriculum.
- o Advanced placement policy (R4-19-802 (A)(5)) (if applicable)

INITIAL PROGRAMS also need to submit the following:
- o Initial training programs must submit an application packet to the Board at least 90 days before the expected start date of the program
- o Coordinator and Instructor forms with resume attached for each applicant
- o Classroom facilities and equipment list
- o Implementation plan and timeline for starting the initial course
- o Blank Program Evaluation Plan

Did You Remember these frequently missed items???

*1. Did you **Review** Article 8 of the Nurse Practice Act?*

*2. Did you **Organize** supporting documents per layout above?*

*3. Did you **Number** each page of documentation sequentially starting with the first page?*

*4. Did you **Fill Out** the checklist and verify you have the correct page numbers for each item listed?*

*5. Did you **Include** the Coordinator and Instructor applications (with resumes) for each person (NEW PROGRAMS ONLY)*

*6. Did you **Include** your Program Evaluation?*

*7. Did you **Review** and **Sign** the application and checklist?*

*8. Did you remember to **Include** your electronic copy of the signed application and all documents submitted?*

GREAT!

Please submit your completed application to:
Nursing Assistant Training Programs,
Arizona State Board of Nursing
1740 W. Adams Street, Suite 2000
Phoenix, AZ 85007

Within 30 days of arrival in our office, your application will be reviewed for administrative completeness and checked for deficiencies. If no significant deficiencies are noted, a more substantive review will be conducted over the following 90 days where you will be contacted to set up a time for a site visit or requested to provide more information. Following the site visit, the program will be reviewed by the Executive Director for a decision on a two-year approval. For more information on the time frame rules see A.A.C. R4-19-102. If you need any assistance during the application process, please contact Cindy George at (602) 771-7857, cgeorge@azbn.gov or Lyn Ledbetter at lledbetter@azbn.gov