



Jim Doyle  
Governor

Karen E. Timberlake  
Secretary

**State of Wisconsin**  
Department of Health and Family Services

DIVISION OF QUALITY ASSURANCE  
1 WEST WILSON STREET  
P O BOX 2969  
MADISON WI 53701-2969

Telephone: 608-266-8481  
FAX: 608-267-0352  
TTY: 608-266-7376  
www.dhfs.state.wi.us

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**To:** Nurse Aide Training Programs NATP – 02  
Nursing Homes NH – 10

**From:** Shari Busse, Director  
Office of Caregiver Quality

Paul Peshek, Director  
Bureau of Nursing Home Resident Care

**cc:** Otis Woods, Administrator  
Division of Quality Assurance

**Wisconsin Nurse Aide Training Clinical Site Responsibilities**

The purpose of this memo is to provide nursing homes with information regarding their role and responsibilities when agreeing to serve as a clinical site for an approved nurse aide training program. This memo contains important information on the following topics:

- Office of Caregiver Quality Role;
- Nurse Aide Training Program Approval;
- Clinical Site Responsibilities; and
- Nurse Aide Training & Testing Resources.

**Office of Caregiver Quality Role**

The Division of Quality Assurance, Office of Caregiver Quality (OCQ), approves and oversees the standardized training and testing programs for feeding assistants, medication aides, and nurse aides. The Department also maintains the Nurse Aide Registry, which lists the names of the nurse aides and medication aides who, through training, testing, and experience; meet federal and/or state requirements to work in Wisconsin.

**Nurse Aide Training Program Approval**

The goal of a nurse aide training program is to provide a basic level of both knowledge and demonstrable skills for individuals who provide nursing or nursing-related services to residents in a skilled nursing facility (SNF) or nursing facility (NF), and who are not licensed health professionals or volunteers who provide services without monetary compensation. Nurse aide training programs offered through correspondence or on-line services are not approved nurse aide training programs in Wisconsin. All nurse aide training programs must be approved by OCQ prior to providing instruction. Only the programs

listed at <http://dhfs.wisconsin.gov/caregiver/pdf/files/NAtrgProgs.pdf> are approved by OCQ to provide nurse aide training.

*Application Process:*

When an individual or agency expresses an interest in being approved to have a nurse aide training program (NATP), an application packet is provided, which includes the following information:

- Nurse Aide Instructional Program Application, OQA-2220
- Nurse Aide Training Program Primary Instructor Application, OQA-2610
- Guidelines for Nurse Aide Training Program Approval
- Recommended Class/Lab Equipment Supply List
- WI Stats. 146.40 and Administrative Rule HFS 129
- Chapters 1 and 2 of the WI Nurse Aide Training Program Manual
- Chapter 2 of the WI Caregiver Program Manual
- Background Information Disclosure, HFS-64

The applicant returns the prerequisite items and application form to DHFS for review. Wisconsin Administrative Code HFS 129.07 requires that every nurse aide training program consist of a minimum of seventy-five (75) hours. To approve a program, the Department currently looks for courses to include fifty-nine (59) hours of classroom instruction and skills practicum, and a minimum of sixteen (16) hours of clinical experience in an appropriate clinical setting in each of the following six areas:

- Interpersonal Communication and Social interaction
- Basic nursing skills
- Personal care skills
- Basic restorative services
- Rights of clients
- Dementias

In addition, the applicant must obtain verification that clinical facilities proposed to be used in the training of nurse aide students are in good standing with DHFS, i.e., that the licensure status of the facility is current, and that the facility is in compliance with all regulatory mandates. Obtaining this verification is the responsibility of the applicant. An applicant must have documented verification in its files, and this must be available during the evaluation process.

If all of the application criteria are met, a notice of preliminary approval is mailed to the director/coordinator or owner of the program. An on-site evaluation is scheduled during the clinical portion of a class. DHFS reserves the right to conduct unannounced evaluations of its certified NATPs. The State Operations Manual 02-92 states that the approval of an NATP may be withdrawn if the program refuses to permit unannounced state visits.

### **Clinical Site Responsibilities**

The Office of Caregiver Quality (OCQ) recommends that, prior to entering into a clinical site agreement, a facility contact OCQ to verify that the entity requesting to bring students to the nursing home is in the process of seeking formal approval as a nurse aide training program.

A long term care facility should be aware of the following responsibilities prior to agreeing to serve as a clinical site:

1. The LTC facility will provide space for the instructor(s) and students to store personal effects before and after conferences.
2. The LTC facility will assign a liaison/contact person to assist the program coordinator/instructor in the coordination of the student's clinical rotation.
3. The LTC facility is responsible for notifying the staff of the rotation of students and the arrival of the OCQ evaluator(s).
4. The LTC facility will allow the OCQ evaluator(s) to review the residents' charts prior to the evaluation, and to observe the students' performance of resident care, with the residents' approval.
5. Students are using the LTC facility for a learning experience and should not be used to, or requested to, render care to unassigned residents.
6. The LTC facility will specify limitations with regard to the conduct of the nurse aide students during clinical rotation, e.g., no access to resident charts.
7. The LTC facility will designate the appropriate forms/flow sheets used for documentation by students with instructor supervision.
8. The facility must maintain compliance with the mandates of regulatory agencies and DQA/OCQ to qualify as a clinical training site for any state-approved NATP.
9. The LTC facility is to maintain responsibility for the overall care of residents during all clinical rotations.

Please see the Nurse Aide Training Program Application webpage at <http://dhfs.wisconsin.gov/caregiver/NATD/NATPapplict.htm>. The "Guidelines for Nurse Aide Training Program Approval" document includes a list of clinical contract suggestions for both the nurse aide training program and the long term care facility. If you are interested in starting a Nurse Aide Training Program, either for your Wisconsin facility, or for nurse aides to work anywhere in Wisconsin, please contact:

Cindy Hintze, Nurse Consultant  
Office of Caregiver Quality  
PO Box 2969  
Madison, WI 53701-2969  
(608) 261-8328  
[HintzCL@dhfs.state.wi.us](mailto:HintzCL@dhfs.state.wi.us)

### **Nurse Aide Training and Testing Resources**

Please access the website at <http://dhfs.wisconsin.gov/caregiver/NATD/NrsAidTrgPrgInf.HTM> for more information, including nurse aide forms, rules and regulations, and contact information. There are a variety of useful tools on the Nurse Aide website including:

- Nurse Aide Training Program & Registry Manual  
<http://dhfs.wisconsin.gov/caregiver/publications/NATDMan.htm>
- Testing Information <http://dhfs.wisconsin.gov/caregiver/NATD/NrsAidTrgPrgInf.HTM#testing>
- Frequently Asked Questions  
<http://dhfs.wisconsin.gov/caregiver/NATD/NAcompRegisFAQs.HTM>
- Wisconsin Caregiver Misconduct Registry <http://dhfs.wisconsin.gov/caregiver/misconduct.HTM>

If you have any questions, you may also contact the Office of Caregiver Quality at (608) 261-8319, or [Caregiver\\_Intake@dhfs.state.wi.us](mailto:Caregiver_Intake@dhfs.state.wi.us).