



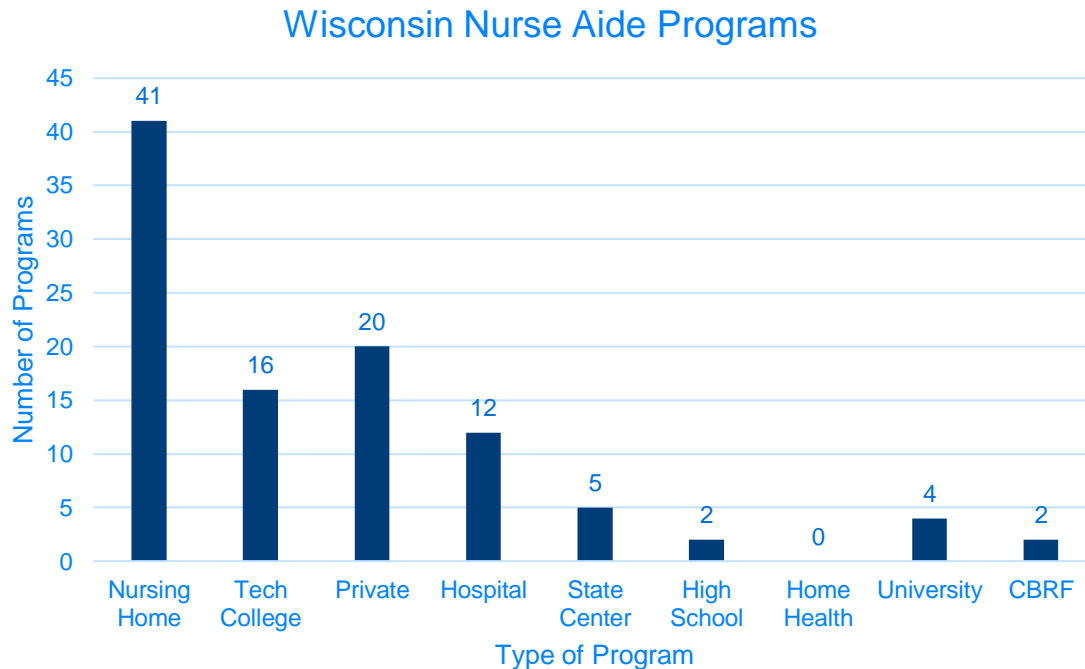
WISCONSIN DEPARTMENT  
*of* HEALTH SERVICES

# 2024 WI Nurse Aide Forum DHS Updates

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# Nurse Aide Programs

102 “parent”  
programs



# Substantial Change Requests

**DHS129.05(2)(c)(3)** The program designee shall submit for approval any substantial change in the program to the department in writing. A program may not implement the proposed change in the program without the department's written approval. In this subdivision, “substantial change” means a change in the program designee under s. [DHS 129.05 \(1\) \(c\)](#), primary instructor under s. [DHS 129.06 \(1\)](#), training course for primary instructors under s. [DHS 129.06 \(3\)](#), curriculum under s. [DHS 129.07 \(1\)](#), or program site under s. [DHS 129.07 \(2\) \(a\)](#) or [\(c\)](#).

[Notice of Substantial Change Form, F-62224](#)

# Primary Instructor Requirements

## **42 CFR 483.152(a)(5)**

- Registered nurse (RN) who possesses a minimum of two years of nursing experience, at least one year of which must be in the provision of *long-term care* facility services.
- Must have completed a course in teaching adults or have experience in teaching adults or supervising nurse aides.

# Primary Instructor Requirements

## DHS 129.06(1)(a)-(g)

- Registered nurse (RN) with two years experience, of which, one year of experience in a *nursing home*.
  - Training program conducted by hospital must have one year of experience in hospital setting.
  - Home health-based program must have one year of experience working in home health.
- Resume documenting the instructor's education and clinical experiences.
- Attend a training course that has been pre-approved by the department.
- Remain affiliated with an approved course.
- Complete and submit [nurse aide training program primary instructor application, F-62610](#).

# Program Trainer Requirements

## DHS 129.06(2)(a)-(c)

- Person licensed in health care and public health fields (I.E. RN, LPN, pharmacists, dietitians, social workers, registered sanitarians, fire safety experts, health care administrators, gerontologists, psychologists, physical and occupational therapists, activity therapists, speech and language pathologists, audiologist, and high school instructors approved to teach health occupation courses.
- One year of work experience in the area of training trainer will be providing.
- Work under the general supervision of the primary instructor.
- Submit application for [nurse aide training program trainer application, F-62687](#).

# Program Trainer Requirements

## **42CFR483.152(a)(5)(iv)**

- Other personnel from the health professions may supplement the instructor, including, but not limited to, registered nurses, licensed practical/vocational nurses, pharmacists, dietitians, social workers, sanitarians, fire safety experts, nursing home administrators, gerontologists, psychologists, physical and occupational therapists, activities specialists, speech/language/hearing therapists, and resident rights experts. Supplemental personnel must have at least one year of experience in their fields.

# Program Trainer vs Primary Instructor

- [DHS129.07\(2\)\(c\)](#) Before a student performs any client-related services, the RN primary instructor shall determine that the student has been trained and found proficient in providing those services
- [DHS129.07\(2\)\(c\)1.d](#) Before a student begins a clinical rotation, the primary instructor shall evaluate and document that the student successfully demonstrated the ability to perform a task
- [DHS129.07\(2\)\(e\)2](#) On the list of skills, the primary instructor shall verify, by initialing and dating each individual skill, that the student has satisfactorily performed that skill.



# Program Trainer vs Primary Instructor

## Primary Instructor:

- Responsible for supervising the clinical performance of LPN trainer. DHS 129.07(2)(c)2.h.
- Shall not be involved in more than one role while supervising students in clinical area. DHS 129.07(2)(d)
- Responsible for ensuring students are trained and found proficient in providing services prior to client related services in clinical. DHS 129.07(2)(c)

## Program Trainer:

- Works under the general supervision of the primary instructor. DHS 129.06(2)(c)
- Provides specialized training about that field to NAs. DHS 129.03(40)

# Program Trainer vs Primary Instructor

## **Primary Instructor:**

- Before clinical rotation, shall evaluate and document that the student successfully demonstrated the ability to perform a skill. DHS 129.07(2)(c)1.d.
- Adequate number of instructors in clinical to provide safe and effective supervision and assistance of students. 129.07(2)(c)2.
- Makes all student clinical assignments with health care provider. DHS 129.07(2)(c)2.d.

# Program Trainer vs Primary Instructor

## **Primary Instructor:**

- Initial/date each individual skill indicating satisfactory performance as well as completed all required skills and competencies. DHS 129.07(2)(e)2
- Provides a copy of the student's performance record to the student at the conclusion of the training. DHS 129.07(2)(e)3
- Cannot be the director of nursing in a NH. DHS 129.07(2)(d)

# Trends from On-Site Reviews

- Tracking attendance
- Clinical site agreements
- All skills need to be completed in lab- on an individual and dated and initialed when demonstrated to an instructor
- Be sure to have policies and update and review as needed

# Student File Requirements

- Skills checklist
  - Attendance tracking
  - Performance Record
  - Course evaluation
  - Health requirements complete
  - Background checks complete
- 
- **Retain records for minimum of 3 years- follow your policy**



# Clinicals and Prohibition

- If the facility under NATCEP prohibition **does not** have a training program, they do not need to request a waiver for instructional and/or clinical training to be conducted at their facility by a third party.
- If the facility under NATCEP prohibition **does** have an approved training program, then **they must request a waiver** to allow a third party to come in and conduct the training.



# Program Success Trending

- Program Hour Requirements
- Curriculum
  - OER Feedback?

# Frequently Asked Questions

- **Blood Pressure**

- Not in federal or state curriculum requirements
- Can teach it but would need to add time to program (75 hours must be dedicated to required curriculum)

- **Mechanical Lift Operation**

- [FIELD ASSISTANCE BULLETIN NO. 2011-3 | U.S. Department of Labor \(dol.gov\)](#)

- **Part-time requirement for student nurse aides**

- Only applies to Skilled Nursing Facilities
- [42 CFR 483.35\(e\)\(3\)](#) and [42 CFR 483.35\(e\)\(4\)](#)



# Student Funding Options

## Nursing Home Based Programs Charging Students

- **42CFR483.152 (c)** Prohibition of charges.

(1) No nurse aide who is employed by, or who has received an offer of employment from, a facility on the date on which the aide begins a nurse aide training and competency evaluation program may be charged for any portion of the program (including any fees for textbooks or other required course materials).

# Student Funding Options

(2) If an individual who is not employed, or does not have an offer to be employed, as a nurse aide becomes employed by, or receives an offer of employment from, a facility not later than 12 months after completing a nurse aide training and competency evaluation program, the State must provide for the reimbursement of costs incurred in completing the program on a pro rata basis during the period in which the individual is employed as a nurse aide.

# Student Funding Options (cont.)

- WisCaregiver
  - [WisCaregiver Careers | CNA Training & Careers in Wisconsin \(wiscaregivercna.com\)](http://wiscaregivercna.com)
- DWD Programs
  - Wisconsin FoodShare Employment and Training (FSET):  
<https://www.dhs.wisconsin.gov/fset/index.htm>
  - Job Center of Wisconsin – WIOA and TAA participants may be able to access funds to attend NA training:  
<http://wisconsinjobcenter.org/training/>

# Important Reminders

- Please sign up for notifications via the [GovDelivery service](#) (request DQA Nurse Aide Training and Testing updates) which will help you stay up-to-date on the latest news regarding nurse aide training and registry topics.
- In addition, a Facebook group has been formed by your colleagues for the purpose of sharing information about operating nurse aide training programs. The searchable Facebook group name is **Wisconsin State Nurse Aide Instructor Networking Group** (not affiliated with any state agency).