



STATE OF NEW YORK DEPARTMENT OF HEALTH

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Antonia C. Novello, M.D., M.P.H., Dr. P.H.
Commissioner of Health

Dennis P. Whalen
Executive Deputy Commissioner

December 20, 2005

DAL/DQS # 05-21
Nurse Aide Training Programs
Certification and Renewal

Dear Administrator:

The New York State Department of Health has revised the nursing home nurse aide training program content curriculum. Information on these revisions was disseminated in August 2005 via DAL # 05-09.

The new nurse aide training program [NATP] is comprised of a course content outline, state mandated training program curriculum and state required clinical skills checklist. The mandated curriculum is based upon the federal nursing home nurse aide content and will standardize the training topics and lessons provided to nursing home nurse aides across the state regardless of location and or training program. Minimum training times have been identified for each training program lesson classroom and skills laboratory training time. The minimum amount of training time spent in supervised clinical training with New York State nursing home residents continues to be 30 hours. The total minimum training time for New York State nurse aides remains at 100 hours.

All programs will be required to include/integrate the mandated curriculum into their training programs. Individual training programs may supplement the mandated curriculum through additional topics or lessons added to their NATP. However, each topic and lesson contained in the mandated curriculum must be taught, regardless of the resident population of the nursing home. The required clinical skills checklist that has been developed and provided as an evaluation tool for the NATP must be completed for each nurse aide trainee.

The Department has worked with the nurse aide registry and testing contractor, Thomson Prometric, over the past year to ensure the New York State nurse aide competency evaluation program reflects the standardized mandated NATP curriculum. Nurse aide instructors and the contractor have reviewed both the clinical skills test content and the written test content. New test questions for both the clinical skills and written/oral tests have been developed and are ready for use. The revised nurse aide competency evaluation (certification test) will be implemented statewide July 1, 2006.

The following will discuss the principle changes being implemented for nurse aide training programs, and provide guidance to programs in complying with the new certification process.

NATP COURSE MATERIALS

The Department will make available the new NATP course materials on the DOH website www.health.state.ny.us and on the HPN nursing home webpage. Existing and prospective programs should download all training materials and utilize them in their training courses. The following materials will be made available in the document entitled "NYS NATP January 2006":

- NATP Process
- NATP Content Outline
- Mandated State-Approved NATP Curriculum
- NATP Clinical Skills Checklist

EXISTING NURSE AIDE TRAINING PROGRAMS

All New York State approved nurse aide training programs will be required to incorporate the mandated nurse aide training program curriculum into their existing training program for approval to continue beyond July 1, 2006. NATPs approved by the State Education Department (SED) should communicate with their respective SED contacts, as provided later in this letter, for further information on the new NATP requirements for their programs.

Nursing homes and voluntary agencies which have DOH-approved NATPs should download and review the course materials from the DOH website. The NATP program coordinator/primary instructor should compare their existing NATP curriculum to the new mandated standardized NATP curriculum, training times and the clinical skills checklist, identifying omissions or deficits and modifying the program curriculum and lessons as required.

Existing nurse aide training programs wishing to continue approval after July 1, 2006 must make whatever changes are necessary to their NATP prior to July 1, 2006. The nursing home's administrator of record (AOR) or voluntary agency's director (AOR) must attest to DOH that their NATP program complies with the revised curriculum standards, including the clinical skills checklists for nurse aide training programs. The AOR of DOH-approved NATPs must submit a Letter of Compliance attesting that their facility has reviewed the new state-approved NATP and revised their program accordingly to adopt the new mandated curriculum and associated training documents. The letter must state that their NATP includes all topics and lessons, and now meets or exceeds the required classroom, lab and clinical components required for the new NATP.

The Letter of Compliance must include submission of a revised course calendar for the NATP identifying the specific lesson(s) scheduled to be taught each day. Non-training or work days prior to the certification examination must also be identified in the calendar. The DOH must receive the attestation letter and calendar no later than COB June 30, 2006 in order to retain state approval for the program. A suggested format is included on the Department's website for this purpose.

The completed letter and revised course calendar should be submitted to:

**NEW YORK STATE DEPARTMENT OF HEALTH
BUREAU OF PROFESSIONAL CREDENTIALING
161 DELAWARE AVENUE
DELMAR, NY 12054-1393**

The revised NATP program and all NATP materials will be reviewed as part of the program's routine re-approval onsite review process.

NEW NURSE AIDE TRAINING PROGRAMS

Nursing homes and voluntary agencies seeking approval of a new onsite nurse aide training program to be offered free of charge to students, including those facilities which are applying for NATP approval following termination of their previous NATP, must complete and submit for review and approval the revised NATP application. The updated application, which will include the NATP mandated curriculum and clinical skills checklist, will be made available on the Department's website on or about January 16, 2006. DOH will accept new nurse aide training program applications in the revised format upon the posting of the information. Initial review of new NATP applications is expected to take 90 days or less from the date of receipt by the Department's Bureau of Professional Credentialing.

CERTIFIED NURSE AIDE COMPETENCY TESTING

Thomson Prometric is revising the New York State Certified Nurse Aide Certification Examination to reflect the standardized NATP curriculum. The revisions are minor in nature and do not change the structure of the competency evaluation program. It is anticipated that Thomson Prometric will provide all nursing homes and all state approved nurse aide training programs with information on the revised certification examination within the next few months. New York will begin utilizing the new examination effective July 1, 2006.

INFORMATION RESOURCES FOR NURSE AIDE TRAINING PROGRAMS

Nursing homes and voluntary agencies whose NATPs are approved by DOH, requiring assistance with the revised NATP procedures, may contact Brian Morris, Bureau of Professional Credentialing, at (518) 408-1297 or PROFCRED@health.state.ny.us. Colleges and Educational Opportunity Centers sponsoring NATPs may contact John Jozwiak or Gail Rosettie at the State Education Department (SED), (518) 486-2967 for assistance. High schools and secondary schools, including BOCES, VOTEC and VESID programs, should contact Patricia Hodgins at SED, (518) 486-1547. Proprietary training schools should contact Carole Yates at SED, (518) 474-3969.

Thank you for your cooperation.

Sincerely,



Keith W. Servis, Director
Division of Quality and Surveillance
for Nursing Homes and ICFs/MR