

1. 10001 - Definition of:
 - abuse
 - approved setting
 - certified nurse aide
 - trainee
2. 10015 – Training Curriculum/Program Approval
 - mandated state approved curriculum
 - facility and non-facility based programs shall provide at least 16 hours of instruction prior to a trainee’s direct involvement with a resident
 - requires application for approval of NAT Program (completed in its entirety)
 - application shall identify the physical location used for classroom instruction and clinical instruction
 - NAT providers shall maintain a current address, phone number, fax number, and e-mail address. Any changes shall be reported within 5 working days of the change.
3. 10019 – Training Program Responsibilities
 - ❖ Trainees shall:
 - be at least 16 years old
 - clearly identified as a “trainee” during clinical instruction (identification shall be recognizable to everyone)
 - be given at least 4 hours of orientation (above the required 80 hours for the program) of the clinical site
 - facility/school shall conduct a statewide background check or “right of review” (applicable to trainees under age 17)
 - shall complete training and test within 60 days of hire; if enrolled in a facility based program

 - ❖ Providers shall:
 - maintain a class roster for classroom and clinical instruction which includes the beginning and ending dates of each training classroom and clinical instruction; it shall be available for review by the department, at all times
 - issue a certificate of completion to each trainee
 - within 30 days of completion of the course, report to the Nurse Aide Registry the results of the training and competency evaluation of all individuals who have satisfactorily completed the exam
 - develop a performance record of duties/skills taught which shall verify the proficiency attained by each trainee
 - provide a copy of the performance record to the nurse aide and the employer upon completion of the program
4. 10023 – Compliance with State and Federal Regulations
 - ❖ Providers shall:

- have at least one employee on duty, at the business location, during the hours of operation reported to the department
 - programs which are not accessible or refusing to permit unannounced visits by DHH shall be terminated
 - programs which have not conducted training or certified students to the registry within a 2 year period shall be closed
 - maintain a current, operational phone, e-mail address and fax number and inform the department of any changes within the prescribed time frames
- 5. 10025 – Nurse Aide Responsibilities
 - Nurse aides shall be responsible for notifying the registry of current contact information: address, phone and e-mail address
 - Nurse aides who do not have proof of at least 8 hours of paid employment in an approved setting, in a 24-month period which is needed for recertification may retest within the 2 years immediately following the expiration.
 - If the nurse aide fails to retest during the time frame allotted; they shall retrain.
- 6. 10035 – Certification by Reciprocity
 - Added A. 7 through 9 requires the aide to provide:
 - their e-mail address
 - a copy of their social security card
 - a copy of official Louisiana ID (driver’s license, identification card, etc.)
- 7. 10045 – Employer Responsibilities
 - A person shall not be employed as a nurse aide or a nurse aide trainee, by a nursing home or hospital based skilled unit (SNF), for more than 60 days unless he/she has satisfactorily completed an approved training and competency evaluation program.
 - The employer shall complete and send the appropriate form or approved electronic submission to the registry to verify employment or termination within 5 working days of the action.
 - If a request for verification is received after the change of ownership, the current owner/administrator is responsible for submitting the information.
 - The employer shall maintain documentation to verify compliance.
 - When a change of ownership (CHOW) occurs, the new owner or administrator/designee is responsible for ensuring that all reporting of employment and termination is current.
 - The administrator/designee is responsible for reporting employment and termination to the registry for nurse aides employed through staffing agencies. This shall be done at least monthly.
 - The Administrator/designee for facility based programs shall reconcile the nurse aides who are employed or have been terminated, with the registry, at least monthly. Failure to maintain current data on the registry shall result in adverse action against the provider.