



Nurse Aide Training Program and Test Site Informational Call

Nurse Aide Registry
September 11, 2023

Tennessees Warning

- **The Minnesota Department of Health is hosting this informational call to inform nurse aide training programs and testing sites of processes and updates.**
- **Your comments, questions and image, which may be private data, may be visible during this event.** You are not required to provide this data, and there are no consequences for declining to do so.
- **The informational call may be accessible to anyone** who has a business or legal right to access it. By participating, you are authorizing the data collected during this presentation to be maintained by MDH. MDH will be posting this on YouTube with a nonpublic link. The posting will be available for 90 days.
- **To opt out of the presentation, please exit now.**

- Nurse aide testing final date, 1135 waiver
- Survey findings
- Results of Test advisory panel (TAP)
- Updated Candidate Handbook
- Curriculum and supervised practical training hours in TMU
- In-facility testing update
- Follow up questions from August NAR call
- Resources



- Attendees are muted. During the Q&A portion, please raise your hand and we will unmute you.
- You can also submit comments or questions in the chat feature.

CMS 1135 Waiver Ended May 11, 2023



Active on the Registry by September 11, 2023



- Nurse aides who worked between March 2020-May 11, 2023
- If wish to continue working, must be active on the registry no later than September 11, 2023

Survey Findings



Students Entered in TMU with Incorrect Code

- Instructors may be affiliated with different training programs in TMU
- When instructors enter students, they must choose the correct training program in which they are training under
- Training program coordinators must routinely review list of students trained for accuracy of program code

Example of Choosing Program Code

CHOOSE TRAINING PROGRAM *

✓ Choose Training Program

Super Minnesota College (12345) (TP)

Minnesota 1135 Waiver Option (8888) (TP)

Choose Instructor

Students Completed in TMU

- Instructors must ensure a total of at least 75 clock hours, including 16 hours of supervised practical training, is documented and completed
- Training programs are responsible to retain all required documentation
- The documentation must be accessible upon survey visit

Customize Training Hours in TMU

- RN instructors can customize curriculum and supervised practical training hours in TMU

Enter the date that the training was completed in the “Ended” date field. Enter the number of “Classroom” and “Clinical” hours and then click “Complete Trainings”:

The screenshot shows a web form for completing training. The form is titled "TRAINING" and contains the following fields:

- TRAINING:** A dropdown menu with "Nursing Assistant" selected.
- STARTED:** A date field containing "01/17/2022".
- ENDED *:** An empty date field with a yellow background.
- CLASSROOM HOURS *:** An empty numeric input field with a yellow background.
- CLINICAL HOURS *:** An empty numeric input field with a yellow background. A large blue arrow points to this field.

Below the input fields, there is a section for "Blues, Elwood" and "Minnesota 1135 Waiver Option (8888) (TP)". At the bottom right of the form, there is a blue button labeled "Complete Trainings" with a red arrow pointing to it.

- Program found to enter student as completing a program, when only skills training was provided, no curriculum instruction

Results of Skills Test Advisory Panel (TAP)



Skills Test Advisory Panel (TAP)

- Skills TAP completed on Wednesday, July 19
- A total of 82 applicants
- 13 chosen
 - RN Test Observers
 - Nurse Aide Instructors
 - Education Specialist
 - ESL Instructor
- Minor changes made
- Follow infection control standards of practice
- Process completed in 3.5 hours

Polling Completed in August



Polling Question

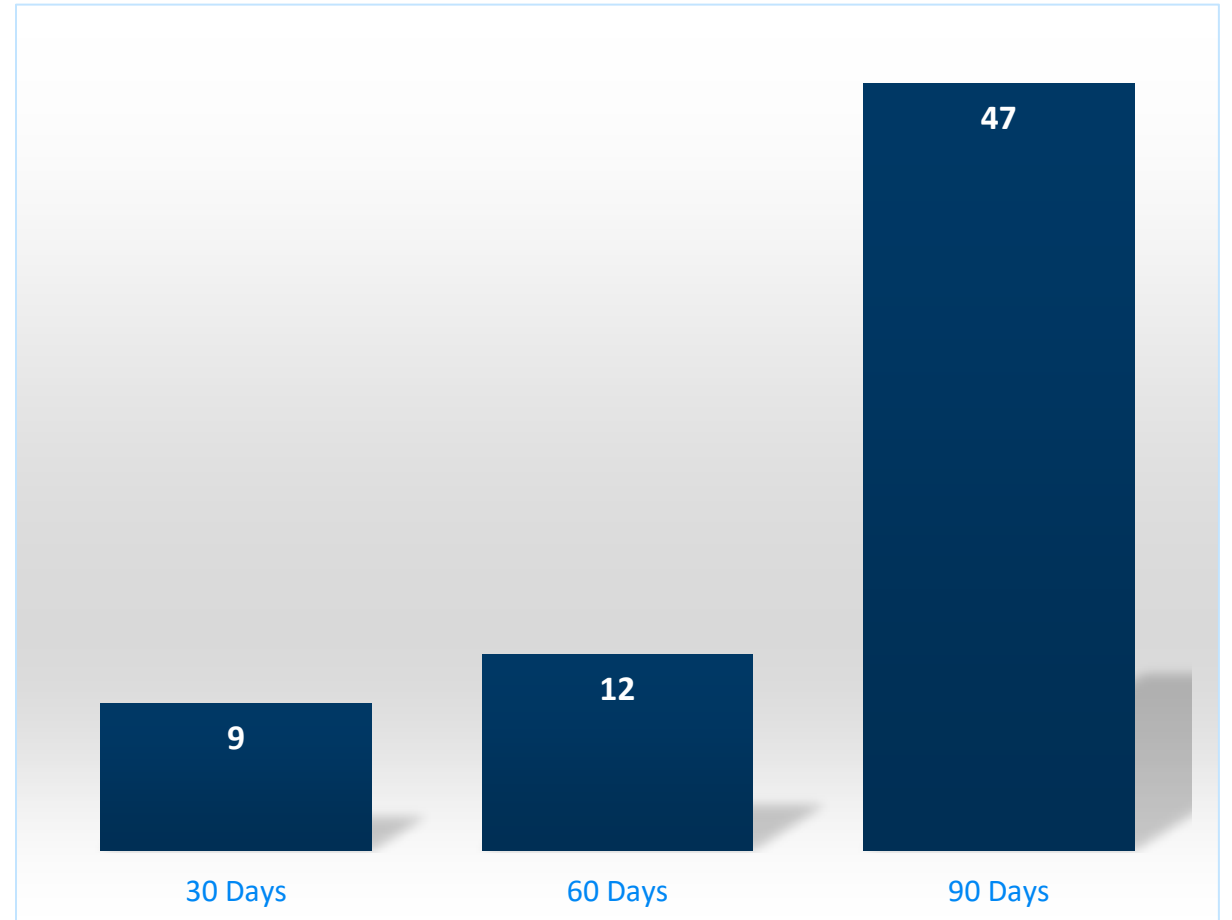
The candidate handbook and mock skills will be updated to reflect changes to the nurse aide skills exam, as a result of the test advisory panel (TAP). In addition, skills that were suspended due to the public health emergency (PHE) will be added which include mouth care, feeding, and modified bed bath. After these changes are announced, please identify a timeframe that nurse aides would be ready to test for these skills?

1) 30 Days

2) 60 Days

3) 90 Days

- 30 days- 13% (9)
- 60 days- 18% (12)
- 90 days- 69% (47)



Overview of Skill Changes



Nurse Aide Candidate Handbook

[D&S - Minnesota Nurse Aide \(hdmaster.com\)](https://hdmaster.com)



Headmaster LLP



Headmaster is honored to be approved by the Minnesota Department of Health. We look forward to working with everyone involved with Certified Nurse Aide Training.

Candidates	Training Programs - Test Sites
TestMaster Universe (TMU©)	Minnesota Recording Form
MN State Login TMU©	Minnesota Mock Skills
In-Facility TMU© Login	Test Site Agreement Form 1502MN: Fill online and SUBMIT
Minnesota Candidate Handbook Version 5.1 Update Effective May 10, 2023 - Version 5.1	Test Site Equipment List Form 1503MN: Fill online and SUBMIT
	Large Lab Waiver Submission Tips and Attachments



Ambulate with Gait Belt

ASSIST RESIDENT TO AMBULATE USING A GAIT BELT

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub hands together until hands are completely dry.
2. Provide for privacy.
3. Explain the procedure to the resident. (Speak clearly, and directly, maintaining face-to-face contact whenever possible.)
4. Obtain a gait belt for the resident.
5. Adjust the bed height to ensure that the resident's feet are flat on the floor when the resident is sitting on the edge of the bed BEFORE assisting to stand.
6. Assist resident to put on non-skid shoes/footwear BEFORE ~~assisting to standing~~
7. Lock bed brakes to ensure resident's safety BEFORE assisting to stand.
8. Lock wheelchair brakes to ensure resident's safety.
9. Bring resident to a sitting position.
10. Place gait belt around resident's waist to stabilize trunk.
11. Tighten gait belt.
12. Check gait belt for tightness by slipping fingers between gait belt and resident.

NEW STEP ORDER DENOTED

Assist with Bedpan

ASSISTING RESIDENT WITH THE USE OF A BEDPAN, MEASURE AND RECORD URINE OUTPUT WITH HAND WASHING

(One of the possible first mandatory tasks.)

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub hands together until hands are completely dry.
2. Explain the procedure to the resident. (Speak clearly, and directly, maintaining face-to-face contact whenever possible.)
3. Provide for privacy.
4. Put on gloves.
5. Position resident on bedpan/fracture pan safely and correctly. (Pan not upside down, is centered, etc.)
6. Remove gloves turning inside out as they are removed and dispose.
7. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub hands together until hands are completely dry.
8. AFTER positioning resident on bedpan/fracture pan and removing gloves, raise head of bed to comfortable level.
9. Leave tissue within reach of resident.
10. Leave call light or signaling device within reach of resident.
11. Step behind privacy curtain to provide privacy for resident.
12. When the RN Test Observer indicates, candidate returns.
13. Put on gloves. **(NOTE: 2nd glove change required.)**
14. Lower the head of the bed BEFORE gently removing bedpan.
15. Hold the bedpan for the RN Test Observer while an unknown quantity of liquid is poured into bedpan.

CATHETER CARE FOR A FEMALE RESIDENT WITH HAND WASHING

(One of the possible first mandatory tasks.) [DEMONSTRATED ON A MANIKIN]

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub hands together until hands are completely dry.
2. Explain the procedure to the resident/manikin. (Speak clearly, and directly, maintaining face-to-face contact whenever possible.)
3. Provide for privacy.
4. Fill basin with comfortably warm water.
5. Put on gloves.
6. Expose area surrounding catheter, only exposing resident between hip and knee.
7. ~~Hold catheter at the meatus.~~ **REMOVE THIS STEP HERE AND REWORDED IT TO STEP 9**
8. Use water and soapy washcloth.
9. **Hold catheter at the meatus and does not allow to be pulled or tugged at any time. KEY STEP**
10. ~~While holding catheter at the meatus,~~ Wash at least 4 inches away from the meatus down the catheter (wash with strokes only away from the meatus). **NO LONGER A KEY STEP**
11. ~~Use a clean portion of the washcloth for each stroke.~~ **REMOVE THIS STEP HERE AND REWORDED IT TO STEP 13**
12. ~~While holding catheter at the meatus,~~ Rinse at least 4 inches away from the meatus down the catheter (rinse with strokes only away from the meatus). **NO LONGER A KEY STEP**
13. **Rinse using a clean portion of the washcloth for each stroke. Reworded to: —> While washing and rinsing, use a clean portion of the washcloth for each stroke.**
14. While holding the catheter at the meatus, dry at least 4 inches away from meatus using a dry towel/washcloth.
15. ~~Do not allow the tube to be tugged/pulled at any time during the procedure.~~ **REMOVED STEP, COMBINED ABOVE WITH STEP 9**
16. Replace top cover over resident.

DRESSING A RESIDENT WITH AN AFFECTED (WEAK) SIDE

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub hands together until hands are completely dry.
2. Explain the procedure to the resident. (Speak clearly, directly, maintaining face-to-face contact whenever possible.)
3. Provide for privacy.
4. Raise bed height.
5. Keep resident covered while removing gown.
6. Remove gown from unaffected side first.
7. Place soiled gown in designated laundry hamper.
8. Dress the resident in a button-up shirt. Insert hand through the sleeve of the shirt and grasp the hand of the resident.
9. **When dressing the resident in a button-up shirt, always dress from the affected (weak) side first.**
10. Assist the resident to raise her/his buttocks or turn the resident from side-to-side and draw the pants over the buttocks and up to the resident's waist.
11. **When dressing the resident in pants, always dress the affected (weak) side leg first. NO LONGER A KEY STEP**
12. Put on the resident's socks. Draw the socks up the resident's foot until they are smooth.
13. Leave the resident comfortably/properly dressed.
14. Lower bed.

MODIFIED BED BATH- FACE AND ONE ARM, HAND AND UNDERARM

23. Assist resident/manikin to put on a clean gown.
24. Empty equipment.
25. Rinse equipment.
26. Dry equipment.
27. Return equipment to storage.
28. Place soiled linen in designated laundry hamper.
- ~~29. Lower bed.~~
30. Remove gloves turning inside out as they are removed and dispose.
31. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub hands together until hands are completely dry.
- 32. Lower bed. MOVED STEP 29 HERE**
33. Place call light or signaling device within easy reach of the resident.
34. Maintain respectful, courteous interpersonal interactions at all times.

TRANSFER RESIDENT FROM BED TO WHEELCHAIR USING A GAIT BELT

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub hands together until hands are completely dry.
2. Provide for privacy.
3. Explain the procedure to the resident. (Speak clearly, and directly, maintaining face-to-face contact whenever possible.)
4. Obtain a gait belt for the resident.
5. Adjust the bed height to ensure that the resident's feet are flat on the floor when the resident is sitting on the edge of the bed BEFORE assisting to stand.
6. Assist resident to put on non-skid shoes/footwear BEFORE assisting to standing.
7. Lock bed brakes to ensure resident's safety BEFORE assisting to stand.
8. Lock wheelchair brakes to ensure resident's safety BEFORE assisting to stand.

NEW STEP ORDER DENOTED

VITAL SIGNS – COUNT AND RECORD RESIDENT’S RADIAL PULSE AND RESPIRATIONS

1. Perform hand hygiene.
 - a. Cover all surfaces of hands with hand sanitizer.
 - b. Rub hands together until hands are completely dry.
2. Explain the procedure to the resident. (Speak clearly, and directly, maintaining face-to-face contact whenever possible.)
3. Locate the resident’s radial pulse by placing fingertips on the thumb side of the resident's wrist.
4. Count resident’ radial pulse for one full minute, **or thirty (30) seconds and then double your recording.**
 - a. *Tell the RN Test Observer when you start counting and tell them when you stop counting.*
5. Record your radial pulse rate reading on the previously signed recording form.
6. **Candidate’s recorded radial pulse rate is within 4 beats of RN Test Observer's recorded rate.**
7. Count resident’s respirations for one full minute, **or thirty (30) seconds and then double your recording.**
 - a. *Tell the RN Test Observer when you start counting and tell them when you stop counting.*
8. Record your respiration reading on the previously signed recording form.

Implementation of Skills on Hold



Skills Resuming for Testing



- Mouth Care- Brushing Resident's Teeth
- Feeding a Dependent Resident
- Modified Bed Bath –Face and One Arm, Hand and Underarm

GovDelivery to be Sent



Candidate Handbook, Mock Skill Changes

- Communication will be sent via GovDelivery three times prior to implementation of revised candidate handbook
- Revised candidate handbook will be posted on the Headmaster website along side the current approved handbook
- Posting the revised candidate handbook for 90 days will allow training programs to assist in preparing students for competency testing
- Effective date **December 11, 2023**

Follow up Questions from August NAR Call



Question from August Call

- Before the PHE, two candidates were testing at a time with each playing the role of the client only once. With one actor being used for all skills tests within the same day, they are likely going to be subjected to multiple instances of the mouth care skill in the same day. This is a major concern for many of our older actors who have sensitive teeth and gums. Is there any limit being placed on the number of skills tests within a day that will include this skill?

In-Facility Testing Update



In-Facility Test Site Update




- Applications accepted 7/10/23 through 7/31/23
- MDH reviewed the applications, process completed 8/31/23
- 12 sites chosen
- MDH sent email, identifying application been approved for In Facility Test site
- Headmaster coordinating training for each new test site
- Stay tuned for next application period


Resources Available



MDH Nurse Aide Registry Home Page

[Nursing Assistant Registry - MN Dept. of Health \(state.mn.us\)](#)

 DEPARTMENT OF HEALTH  MENU I am looking for... 

[Home](#) ▶ [Health Care Facilities, Provide...](#) ▶ [Provider Certifications, Licens...](#) ▶ [Nursing Assistant Registry](#) 

NURSING ASSISTANT REGISTRY

- [NAR Home](#)
- [Nurse Aide Registry Search](#)
- [Nurse Aide Resources](#)
- [Nurse Aide Testing](#)
- [Training Program Calls](#)
- [Training Program Test Data](#)
- [Contact Us](#)

Nursing Assistant Registry

The Nursing Assistant Registry lists nursing assistants who have met Minnesota training and/or testing standards to work in nursing homes and certified boarding care homes. The registry also has information about nursing assistants who have substantiated findings of abuse, neglect, and theft.

This is an online registry. Nursing assistants, employers, and others can check the registry



Training Program Test Data



- Second quarter test data available
- Training Program Test Data - MN Dept. of Health (state.mn.us)

Available to Training and Testing Programs

- NAR home page under employer and training program resources
- Use as reference tool

[Federal Nurse Aide Training and Competency Evaluation Program Resource \(state.mn.us\)](#)

[NATCEP Survey Worksheet \(state.mn.us\)](#)

[Nurse Aide Competency Test Site Survey Form \(state.mn.us\)](#)

- ✓ Nurse aides working during PHE on registry by **9/11/23** to continue working
- ✓ Survey findings
- ✓ Results of TAP
- ✓ Updated candidate handbook
- ✓ Curriculum and SPT hours in TMU
- ✓ In-Facility update
- ✓ Follow up questions from August call



- Next scheduled call is October 9th
- Check the [NAR Calls website](#) for call details and GovDelivery

Questions?



Program Contact Information

Training Program Questions:

Health.NAR.coord@state.mn.us

Nursing Assistant Registry Questions:

Health.FPC-NAR@state.mn.us

NAR Home Page:

<https://www.health.state.mn.us/nar>

Contact Information

Liz Silkey, Regional Operations Supervisor,
elizabeth.silkey@state.mn.us

Brenda Fischer, Regional Operations Manager,
brenda.fischer@state.mn.us