



## *Arizona State Board of Nursing*

### NURSING ASSISTANT (NA) TRAINING PROGRAM APPLICATION FOR APPROVAL

#### PROGRAM INFORMATION

<b>Name of NA Training Program:</b>	<b>Program Code:</b>	<b>Consolidated Program:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>List Consolidated Program Sites Codes and Locations Only</b> (Complete a <a href="#">Consolidated Site Renewal Application Supplement Sheet</a> for each consolidated location and include the <a href="#">Program Evaluation Template</a> for <u>each</u> site.):			
Address:	City:	State:	Zip:
Mailing Address:	City:	State:	Zip:
Telephone #:	Fax #:		
Website:			

#### TYPE OF PROGRAM

<input type="checkbox"/> Nursing Facility <input type="checkbox"/> Hospital <input type="checkbox"/> Other Health Facility: _____	<input type="checkbox"/> High School <input type="checkbox"/> Community College <input type="checkbox"/> Private Post Secondary Board Approved School	<input type="checkbox"/> Private Non-Accredited School <input type="checkbox"/> Job Corps <input type="checkbox"/> Other: _____
--	---	--

**HOURS - R4-19-802(D)(1)**

A nursing assistant training program shall ensure each graduate receives a minimum of 120 hours of total instruction consisting of: a. Instructor-led teaching in a classroom setting for a minimum of 40 hours; b. Instructor-supervised skills practice and testing in a laboratory setting for a minimum of 20 hours; and c. Instructor-supervised clinical experiences for a minimum of 40 hours, consistent with the goals of the program. Clinical requirements include the following: i. The program shall provide students with clinical orientation to any clinical setting utilized. ii. The program shall provide a minimum of 20 hours of direct resident care in a long-term care facility licensed by the Department of Health Services, except as provided in subsection (iv). Direct resident care does not include orientation and clinical pre and post conferences. iii. If another health care facility is used for additional required hours, the program shall ensure that the facility provides opportunities for students to apply nursing assistant skills similar to those provided to long-term care residents. iv. If a long-term care facility licensed by the Department of Health Services is not available within 50 miles of the training program's classroom, the program may provide the required clinical hours in a facility or unit that cares for residents or patients similar to those residing in a long-term care facility. d. To meet the 120 hour minimum program hour requirement, a CNA program shall designate an additional 20 hours to classroom, skill or clinical instruction based upon the educational needs of the program's students and program resources.

*Minimum 120-Hour Program Divided Between Theory, Skill Lab & Clinical*

Total Hours (Minimum 120)	Didactic (Minimum 40)	Skills Lab (Minimum 20)	Instructor Supervised Clinical (Minimum of 40 hours with Minimum of 20 in LTC)
_____	_____	_____	_____ Clinical _____ Long Term Care (LTC)

#### STUDENT DATA

<b>Number of Students (Total for previous 2 years)</b> (Re-Approvals)	<b>Enrolled</b>	<b>Graduated</b>

#### PROGRAM PERSONNEL

**ADMINISTRATOR - OWNER**

<b>Name:</b>	
Telephone:	Email:

***NEW PROGRAMS ALSO NEED TO FILL OUT A COORDINATOR/INSTRUCTOR CHANGE FORM (with resume attached) FOR EACH PERSON LISTED BELOW. RENEWING PROGRAMS ONLY NEED TO FILL OUT THE SECTION BELOW (please add additional pages as needed)***

**COORDINATOR R4-19-802(B)(1); R4-19-802(B)(3)**

Program coordinator qualifications include: a. Holding a current, registered nurse license that is active and in good standing or multistate privilege to practice as an RN under A.R.S. Title 32, Chapter 15; and b. Possessing at least two years of nursing experience at least one year of which is in the provision of long-term care facility services. A program coordinator's responsibilities include: a. Supervising and evaluating the program; b. Ensuring that instructors meet Board qualifications and there are sufficient instructors to provide for a clinical ratio not to exceed 10 students per instructor; c. Ensuring that the program meets the requirements of this Article; and d. Ensuring that the program meets federal requirements regarding clinical facilities under 42 CFR 483.151.

<b>Name (as it appears on license):</b>	RN License #:
Telephone:	Email:

**INSTRUCTOR R4-19-802(C)(1)**

Program instructor qualifications include: a. Holding a current, registered nurse license that is active and in good standing under A.R.S. Title 32, Chapter 15 and provide documentation of a minimum of one year full time or 1500 hours employment providing direct care as a registered nurse in any setting; and b. At a minimum, one of the following: i. Successful completion of a three semester credit course on adult teaching and learning concepts offered by an accredited post-secondary educational institution, ii. Completion of a 40 hour continuing education program in adult teaching and learning concepts that was awarded continuing education credit by an accredited organization, iii. One year of full-time or 1500 hours experience teaching adults as a faculty member or clinical educator, or iv. One year of full time or 1500 hours experience supervising nursing assistants, either in addition to or concurrent with the one year of experience required in subsection (C)(1)(a).

*Please provide the following information for each instructor.*

<b>Name (as it appears on license):</b>	RN License #:
Telephone:	Email:

*Instructor has had 1500 hours or one year full time employment as an RN providing direct care (R4-19-802(C)(1))     Yes     No*

<b>Name (as it appears on license):</b>	RN License #:
Telephone:	Email:

*Instructor has had 1500 hours or one year full time employment as an RN providing direct care (R4-19-802(C)(1))     Yes     No*

<b>Name (as it appears on license):</b>	RN License #:
Telephone:	Email:

*Instructor has had 1500 hours or one year full time employment as an RN providing direct care (R4-19-802(C)(1))     Yes     No*

<b>Name (as it appears on license):</b>	RN License #:
Telephone:	Email:

*Instructor has had 1500 hours or one year full time employment as an RN providing direct care (R4-19-802(C)(1))     Yes     No*

<b>Name (as it appears on license):</b>	RN License #:
Telephone:	Email:

*Instructor has had 1500 hours or one year full time employment as an RN providing direct care (R4-19-802(C)(1))     Yes     No*

**USE ADDITIONAL PAGES AS NEEDED**

**CLINICAL AGENCIES**

Copies of cooperating agency agreements must be included in your application and remain on file with the Arizona State Board of Nursing. (Non-Facility Programs Only)

Name of Agency:	Telephone:	Fax:	
Type of Agency: <input type="checkbox"/> Nursing Facility <input type="checkbox"/> Hospital <input type="checkbox"/> Medicare Certification Status _____ <input type="checkbox"/> Other _____			
Name of Contact Person:			
Facility Address:	City:	State:	Zipcode:

Name of Agency:	Telephone:	Fax:	
Type of Agency: <input type="checkbox"/> Nursing Facility <input type="checkbox"/> Hospital <input type="checkbox"/> Medicare Certification Status _____ <input type="checkbox"/> Other _____			
Name of Contact Person:			
Facility Address:	City:	State:	Zipcode:

Name of Agency:	Telephone:	Fax:	
Type of Agency: <input type="checkbox"/> Nursing Facility <input type="checkbox"/> Hospital <input type="checkbox"/> Medicare Certification Status _____ <input type="checkbox"/> Other _____			
Name of Contact Person:			
Facility Address:	City:	State:	Zipcode:

**USE ADDITIONAL PAGES AS NEEDED**

**PROGRAMS MUST MEET THE FOLLOWING CRITERIA TO RECEIVE APPROVAL FOR CONSOLIDATION  
(Consolidated Applicants Only)**

<b>Programs</b> to be consolidated are in the same department on the organizational chart	<input type="checkbox"/> Yes <input type="checkbox"/> No
A <b>single</b> RN administrator or coordinator has authority and responsibility for all sites, instructors and the coordinator, if the administrator is not the coordinator and has a major role in hiring, retention and evaluation of all instructors	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Curriculum</b> and policies are identical for all sites	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>The</b> hour-for-hour breakdown for didactic, laboratory, and clinical are identical for all sites	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>The</b> sites are comparable in terms of classroom, lab facilities and supplies	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Student</b> records for this site will be stored in a central location* with all other records.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>*Please provide the name and location of the main site:</i>	

**By signing, I verify this information is complete and true to the best of my knowledge and that I have read the rules in [Article 8](#) of the Arizona Nurse Practice Act associated with this application.**

\_\_\_\_\_  
Program Administrator Name (Print)

\_\_\_\_\_  
Program Administrator Signature

\_\_\_\_\_  
Date



**Arizona State Board of Nursing**  
**NURSING ASSISTANT (NA) TRAINING PROGRAM**  
**APPLICATION CHECKLIST**

<b>Program Name:</b>	<b>Code:</b>
----------------------	--------------

**R4-19-804(A) Initial Approvals of Training Programs**

An applicant for initial training program approval shall submit an application packet to the Board at **least 90 days before** the expected starting date of the program. An applicant shall submit application documents that are unbound, typed or word processed, single-sided, and on white, letter-size paper plus one electronic copy of the entire packet. The Board does not accept notebooks, spiral bound documents, manuals or books.

**R4-19-804(D)(1) Re-Approvals of Training Programs**

A training program applying for re-approval shall submit a **paper** and **electronic** application with accompanying materials to the Board **before expiration\*** of the current approval. The applicant program shall ensure that all documents submitted are **unbound**, typed or word processed, **single-sided**, and on white, **letter-size paper**. The Board **does not accept** notebooks, spiral bound documents, manuals or books. A program **or** site of a consolidated program that did not hold any classes in the previous approval period is **not** eligible for renewal of approval.

**\*R4-19-804(B)**

*The Board may impose disciplinary action including denial on any training program that has advertised, conducted classes, recruited or collected money from potential students before receiving Board approval or after expiration of approval except for completing instruction to students who enrolled before the expiration date.*

**1. POLICIES**

**R4-19-801(B)(1)** A training program shall promulgate and enforce written policies and procedures that comply with state and federal requirements, and are consistent with the policies and procedures of the parent institution, if any. The program shall provide effective and review dates for each policy or procedure. **R4-19-801(B)(2)** A training program shall provide a copy of its policies and procedures to each student on or before the first day the student begins the program.

Rule Citation	Document	Location in Packet (Page# ONLY)
<b>R4-19-801(A)(5)</b> a. Make all program costs readily accessible on the school's website with effective dates, b. Publically post any increases in costs on the school's website 30 days in advance of the increase; c. Include in the cost calculation and public posting, all fees directly paid to the program including but not limited to tuition, lab fee, clinical fee, enrollment fee, insurance, books, uniform, health screening, credit card fee and state competency exam fee; and d. Provide a description of all program costs to the student that are not directly paid to the program.	<b>Fees and Financial Aid Policy</b> Effective and Review Dates on Policy	
<b>R4-19-801(A)(6)</b> Before collecting any tuition or fees from a student, a training program shall notify each prospective student of Board requirements for certification including legal presence in the United States, criminal background check requirements, and ineligibility for certification under A.R.S. § 32-1606 (B) (17).	<b>Notification of Board Requirements</b> Effective and Review Dates on Policy	
<b>R4-19-801(B)(3)</b> Admission requirements including: i. Criminal background, health and drug screening either required by the program or necessary to place a student in a clinical agency; and ii. English language, reading and math skills necessary to comprehend course materials and perform duties safely.	<b>Admission Requirements Policy</b> Effective and Review Dates on Policy	

**1. POLICIES cont.**

Rule Citation	Document	Location in Packet (Page# ONLY)
<p><b>R4-19-801(B)(3)(b)</b> Student attendance policy, ensuring that a student receives the hours and types of instruction as reported to the Board in the program's most recent application to the Board and as required in this Article. If absences are permitted, the program shall ensure that each absence is remediated by providing and requiring the student to complete learning activities that are equivalent to the missed curriculum topics, clinical experience or skill both in substance and in classroom or clinical time.</p>	<p align="center"><b>Attendance Policy</b> Effective and Review Dates on Policy</p>	
<p><b>R4-19-801(B)(3)(c)</b> A final examination policy that includes the following provisions; i. Require that its students score a minimum 75% correct answers on a comprehensive secure final examination with no more than one re-take. The program may allow an additional re-take following documented, focused remediation based on past test performance. Any re-take examination must contain different items than the failed exam, address all course competencies, and be documented with score, date administered and proctor in the student record.</p>	<p align="center"><b>Final Exam Policy</b> Effective and Review Dates on Policy</p>	
<p><b>R4-19-801(B)(3)(c)(ii)</b> ii. Require that each student demonstrate, to program faculty, satisfactory performance of each practical skill as prescribed in the curriculum before performance of that skill on patients or residents without the instructor's presence, direct observation, and supervision.</p> <p><b>R4-19-801(C)(8)(e)</b> Require satisfactory performance of all critical elements of each skill under R4-19-802 (H) for nursing assistant and R4-19-803(D)(4) for medication assistant before allowing a student to perform the skill on a patient or resident without the instructor's presence at the bedside.</p> <p><b>R4-19-802(H)</b> Skills: A nursing assistant instructor shall verify and document that the following skills are satisfactorily performed by each student before allowing the student to perform the skill on a patient or resident without the instructor present: 1. Hand hygiene, gloving and gowning; and 2. Skills in subsection (F)(7), (8) and (11)(a), (c), (d), (f), and (g).</p>	<p align="center"><b>Skill Exam Policy</b> Effective and Review Dates on Policy</p> <hr/> <p align="center"><b>Skill Exam Checklist</b></p>	
<p><b>R4-19-801(B)(3)(d)</b> Student record maintenance policies consistent with subsection (D) including the retention period, the location of records and the procedure for students to access to their records.</p> <p><b>R4-19-801(D)</b> A training program shall maintain the following program records either electronically or in paper form for a minimum of three years for CNA programs and five years for CMA programs: a. Curriculum and course schedule for each admission cohort; b. Results of state-approved written and manual skills testing; c. Documentation of program evaluation under subsection (A)(10); d. A copy of any Board reports, applications, or correspondence, related to the program; and e. A copy of all clinical contracts, if using outside clinical agencies.</p> <p>2. A training program shall maintain the following student records either electronically or in paper form for a minimum of three years for CNA programs and five years for CMA programs: a. A record of each student's legal name, date of birth, address, telephone number, e-mail address and Social Security number, if available; b. A completed skill checklist containing documentation of student level of competency performing the skills in R4-19-802(F) for nursing assistant, and in R4-19-803 (D)(4) for medication assistants; c. An accurate attendance record, which describes any make-up class sessions and reflects whether the student completed the required number of hours in the course; and d. Scores for each test, quiz, or exam and whether such test, quiz, or exam was retaken.</p>	<p align="center"><b>Student Record Maintenance Policy</b> Effective and Review Dates on Policy</p>	
<p><b>R4-19-801(B)(3)(f)</b> Student conduct policies for expected and unacceptable conduct in both classroom and clinical settings.</p>	<p align="center"><b>Student Conduct Policy</b> Effective and Review Dates on Policy</p>	

## 1. POLICIES cont.

Rule Citation	Document	Location in Packet (Page# ONLY)
<p><b>R4-19-801(B)(3)(e)</b> Clinical supervision policies consistent with clinical supervision provisions of this Section, and: i. R4-19-802 (C) and (D) for CNA programs, or ii. R4-19-803 (B) and (C) for CMA programs.</p> <p>Also, <b>R4-19-801(C)(10)</b> A qualified RN instructor shall supervise any student who provides care to patients or residents by: a. Remaining in the clinical facility and focusing attention on student learning needs during all student clinical experiences; b. Providing the instructor's current and valid contact information to students and facility staff during the instructor's scheduled teaching periods; c. Observing each student performing tasks taught in the training program; d. Documenting each student's performance each day, consistent with course skills and clinical objectives; e. During the clinical session, engaging exclusively in activities related to the supervision of students; and f. Reviewing all student documentation.</p>	<p><b>Clinical Supervision Policy</b> Effective and Review Dates on Policy</p>	
<p><b>R4-19-801(B)(3)(g)</b> Dismissal and withdrawal policies</p>	<p><b>Withdrawal and Dismissal Policies</b> Effective and Review Dates on Policy</p>	
<p><b>R4-19-801(B)(3)(h)</b> Student grievance policy that includes a chain of command for grade disputes and ensures that students have the right to contest program actions and provide evidence in support of their best interests including the right to a third party review by a person or committee that has no stake in the outcome of the grievance.</p>	<p><b>Student Grievance Policy</b> Effective and Review Dates on Policy</p>	
<p><b>R4-19-801(B)(3)(i)</b> Program progression and completion criteria</p>	<p><b>Program Progression &amp; Completion Policy</b> Effective and Review Dates on Policy</p>	

## 2. Misc. Program Requirements

Rule Citation	Document	Location in Packet (Page# ONLY)
<p><b>R4-19-801(A)(4) - NON LTC FACILITY PROGRAMS</b> A training program that uses external clinical facilities shall execute a written agreement with each external clinical facility that: a. Provides the program instructor the ability to assign patient care experiences to students after consultation with facility staff, and b. Contains a termination clause that provides sufficient time for enrolled students to complete their clinical training upon termination of the agreement.</p>	<p><b>Clinical Contracts (Non-Facility Programs)</b></p>	
<p><b>R4-19-802(J) - LTC FACILITY PROGRAMS <u>ONLY</u></b> A Medicare or Medicaid certified long-term care facility-based program shall provide in its initial and each renewal application, a signed, sworn, and notarized document, executed by the program coordinator, affirming that the program does not require a nursing assistant student to pay a fee for any portion of the program including the initial attempt on the state competency exam.</p>	<p><b>Long-Term Care Facility Affidavit (LONG TERM CARE PROGRAMS ONLY)</b></p>	
<p><b>R4-19-802(A)(2)(a) - PRIVATE PROGRAMS WITHOUT PPSBE APPROVAL <u>ONLY</u></b> Hold a surety bond from a surety company with a financial strength rating of "A" or better by Best's Credit Ratings, Moody's Investors Service, Standard and Poor's rating service or another comparable rating service as determined by the Board in the amount of a minimum of \$15,000. The program shall ensure that: i. Bond distributions are limited to students or former students with a valid claim for instructional or program deficiencies; ii. The amount of the bond is sufficient to reimburse the full amount of collected tuition and fees for all students during all enrollment periods of the program; and iii. The bond is maintained for an additional 24 months after program closure.</p>	<p><b>Surety Bond (PRIVATE PROGRAMS WITHOUT PPSBE APPROVAL ONLY)</b></p>	
<p><b>R4-19-802(A)(2)(b) - PRIVATE PROGRAMS WITHOUT PPSBE APPROVAL <u>ONLY</u></b> Upon initial use and remodeling, provide the Board with a fire inspection report from the Office of the State Fire Marshall or the local authority with jurisdiction, indicating that each program classroom and skill lab location is in compliance with the applicable fire code.</p>	<p><b>Fire Inspection Report (PRIVATE PROGRAMS WITHOUT PPSBE APPROVAL ONLY)</b></p>	

## 2. Misc. Program Requirements cont.

Rule Citation	Textbook / Reference Materials	Location in Packet (Page# ONLY)
<b>R4-19-801(C)(6)</b> A training program shall utilize an electronic or paper textbook corresponding to the certification level of the course that has been published within the previous five years. Unless granted specific permission by the publisher, a training program shall not utilize copies of published materials in lieu of an actual textbook.	<b>Textbook, Author, Publisher and Year (copy of the front of book &amp; copyright pg)</b>	
<b>R4-19-801(C)(7)(a)</b> A training program shall provide, to all program instructors and enrolled students, access to the following instructional and educational resources: a. Reference materials, corresponding to the level of the curriculum.	<b>List of Current Reference Materials</b>	
<b>R4-19-801(C)(1)</b> During clinical training sessions, a training program shall ensure that each student is identified as a student by a name badge or another means readily observable to staff, patients, and residents.	<b>Name Badge (copy)</b>	
<b>R4-19-804(D)(2)(i)</b> Copies of the redacted records of one program graduate	<b>Redacted Student Record</b>	

## 3. EVALUATIONS

Rule Citation	Document	Location in Packet (Page# ONLY)
<b>R4-19-801(A)(9)</b> A training program shall provide each student with an opportunity to anonymously and confidentially evaluate the course instructor, curriculum, classroom environment, clinical instructor, clinical setting, textbook and resources of the program.	<b>Student Evaluation Policy Effective and Review Dates on Policy</b>	
	<b>Blank Student Evaluation Form</b>	
<b>R4-19-801(A)(10)</b> A training program shall provide and implement a plan to evaluate the program that includes the frequency of evaluation, the person responsible, the evaluative criteria, the results of the evaluation and actions taken to improve the program. The program shall evaluate the following elements at a minimum every two years: a. Student evaluations consistent with subsection (A)(9); b. First-time pass rates on the written and manual skills certification exams for each admission cohort; c. Student attrition rates for each admission cohort; d. Resolution of student complaints and grievances in the past two years; and e. Review and revision of program policies.	<b>Program Evaluation Plan with Outcomes (RENEWING PROGRAMS ONLY)</b>	

## 4. SYLLABUS

Rule Citation	Document	Location in Packet (Page# ONLY)
<b>R4-19-801(C)(4)</b> A training program shall provide, in either electronic or paper format, a written curriculum to each student on or before the first day of class that includes a course description, course hours including times of instruction and total course hours, instructor information, passing requirements, course goals, and a topical schedule containing date, time and topic for each class session.	<b>Syllabus with Course Description, Course Objectives, Instructor Information, Passing Requirements, Hours &amp; Times of Instruction, and Topical Schedule</b>	
<b>R4-19-801(C)(5)</b> For each unit or class session the program shall provide, to its students, written: a. Measurable learner-centered objectives, b. An outline of the material to be taught, and c. The learning activities or reading assignment.	<b>Curriculum Including: Unit objectives, Unit outline, Learning activities and Hours of instruction for each unit of instruction - May use Board template with activities and hours completed by the program.</b>	
<b>R4-19-801(C)(8)</b> a. Plan each learning experience; b. Ensure that the curriculum meets the requirements of this Section; c. Prepare written course goals, lesson objectives, class content and learning activities; d. Schedule and achieve course goals and objectives by the end of the course; and e. Require satisfactory performance of all critical elements of each skill under R4-19-802 (H) for nursing assistant and R4-19- 803(D)(4) for medication assistant before allowing a student to perform the skill on a patient or resident without the instructor's presence at the bedside.		

## 5. STANDARDIZED CURRICULUM

R4-19-802(F) A nursing assistant training program shall provide classroom and clinical instruction regarding each of the following subjects

<b>*Minimum 16 Hours Class Prior to Patient Contact</b>	Location in Packet (Page# ONLY)
<b>R4-19-802(G)</b> Curriculum sequence: A nursing assistant training program shall provide a student with a minimum of 16 hours instruction in the subjects identified in subsections (F)(1) through (F)(6) before allowing a student to care for patients or residents.	
<b>Communication*</b>	
<b>Interpersonal Skills*</b>	
<b>Documentation*</b>	
<b>Infection Control*</b>	
<b>Safety/Emergency Procedures; CPR – Abdominal Thrusts*</b>	
<b>Resident's Independence*</b>	
<b>Resident's Rights*</b>	
<b>Confidentiality*</b>	
<b>Privacy*</b>	
<b>Free from Neglect/Abuse*</b>	
<b>Personal Choices*</b>	
<b>Obtain Assistance in Resolving Grievances*</b>	
<b>Security of Personal Property*</b>	
<b>Restraint Free*</b>	
<b>Need to Report Abuse, Mistreatment and Neglect*</b>	
<b>Basic NA Skills</b>	
TPR	
BP	
Measuring and Recording	
Height and Weight (Using standing, wheelchair and bed scales)	
Maintaining Resident's Environment	
Observing and Reporting pain	
Assisting with Diagnostic Tests/Obtaining Specimens	
Care of Residents with Drains and Tubes	
Recognizing and Reporting Abnormal Changes to Supervisor	
Applying Clean Bandages	
Providing Peri-Operative Care	
Admitting, Transferring and Discharging Residents	
<b>Personal Care Skills</b>	
Bed Baths and Bathing	
Dressing the Resident	
Oral/Denture Care	
Shampoo & Hair Care	
Skin Care	



5. STANDARDIZED CURRICULUM – R4-19-802(F) Cont.	Location in Packet (Page# ONLY)
Fingernail Care	
Toileting	
Perineal Care	
Ostomy Care	
<b>Nutrition: I&amp;O</b>	
Feeding and Hydration	
Measuring and Recording I&O	
Assistive Devices	
<b>Age Specific, Mental Health, and Social Service Needs</b>	
Modifying the nursing assistant's behavior in response to patient or resident behavior	
Demonstrating an awareness of the developmental tasks and physiologic changes associated with the aging process	
Responding to patient or resident behavior	
Allowing the resident or patient to make personal choices and providing and reinforcing other behavior consistent with the individual's dignity	
Providing culturally sensitive care	
Caring for the dying patient or resident	
Using the patient's or resident's family as a source of emotional support for the resident or patient	
<b>Care of the Cognitively Impaired Patient or Resident</b>	
Understanding and addressing the unique needs and behaviors of patients or residents with dementia or other cognitive impairment	
Communicating with cognitively impaired patients or residents	
Reducing the effects of cognitive impairment	
Appropriate responses to the behavior of cognitively impaired individuals.	
<b>Skills for Basic Restorative Services</b>	
Body mechanics	
Resident self-care	
Assistive devices used in transferring, ambulating and dressing	
Range of motion exercises	
Bowel and bladder training	
Care and use of prosthetic and orthotic devices	
Turning and positioning a resident in bed, transferring a resident between bed and chair and positioning a resident in a chair.	
<b>Misc.</b>	
Health Care Team Member Skills Including Time Management and Prioritizing Work	
Body Structure and Function/Common Diseases of the Elderly	
<b>5. STANDARDIZED CURRICULUM – R4-19-802(F) Cont.</b>	Location in Packet (Page# ONLY)

## Legal Aspects of Nursing Assistant Practice

Board-prescribed requirements for certification and re-certification including criminal background checks, testing, Board application, felony bar under A.R.S. § 32-1606 (B)(17), proof of legal presence, allotted time to certify and practice requirement for re-certification	
Delegation of nursing tasks	
Ethics	
Advance directives and do-not-resuscitate orders	
Standards of conduct under R4-19-814	

### ***6. THIS SECTION IS FOR INITIAL PROGRAMS ONLY***

Rule Citation	Document	Location in Packet (Page# ONLY)
<b>R4-19-804(C)(3-4)</b> Name, license number, telephone number, e-mail address and qualifications of the program coordinator as required in R4-19-802; 4. Name, license number, telephone number, e-mail address and qualifications of each program instructor including clinical instructors as required in either R4-19-802 for NA programs or R4-19-803 for CMA programs	<b>Coordinator and Instructor Forms</b>	
<b>R4-19-804(C)(9)(b)</b> List and description of classroom facilities, equipment, and instructional tools the program will provide.	<b>Classroom Facilities and Equipment</b>	
<b>R4-19-804(C)(9)(i)</b> An implementation plan including start date and a description of how the program will provide oversight to ensure all requirements of this Article are met.	<b>Implementation Plan</b>	
<b>R4-19-801(A)(10)</b> A training program shall provide and implement a plan to evaluate the program that includes the frequency of evaluation, the person responsible, the evaluative criteria, the results of the evaluation and actions taken to improve the program. The program shall evaluate the following elements at a minimum every two years: a. Student evaluations consistent with subsection (A)(9); b. First-time pass rates on the written and manual skills certification exams for each admission cohort; c. Student attrition rates for each admission cohort; d. Resolution of student complaints and grievances in the past two years; and e. Review and revision of program policies.	<b>Blank Program Evaluation Plan</b>	

**By signing, I verify this information is complete and true to the best of my knowledge. I have read the rules associated with this document. *I have also verified that each document provided corresponds with the page number in the right hand column of this checklist.***

\_\_\_\_\_  
**Program Coordinator Name (Print)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**