

Instructor Credentials

Nurse Aide Training Program Application

Darla R. Neff RN, BSHA

EDUCATION: College of St. Francis

Bachelor of Science in Health Arts 1989

Clinton Community College

Associate of Applied Science, RN 1982

Clinton Community College

Associate of Applied Science, LPN 1979

Maquoketa High School Diploma 1978

EMPLOYMENT: 2008 – present *The Alverno* (LTC Facility) Director of Education

2007 – 1979 *Mercy Medical Center* Staff Nurse

1990 – present *EICCD* Adjunct Faculty for Nurse Aide and ADN courses

1977 – 1979 *Crestridge Nursing Home* (LTC Facility) CNA then LPN

CONTACT INFORMATION:

The Alverno

Darla Neff RN, BSHA

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Clinton IA 52732

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Office: 563/244-2617

FAX: 563/243-3016



EASTERN IOWA COMMUNITY COLLEGES
CLINTON ♦ MUSCATINE ♦ SCOTT

This is to Certify that

Darla R Neff

has successfully completed
CNA Instructor Trainer

and received 12.00 Continuing Education Hours

and 1.20 Continuing Education Units

for participation in the program

Start Date: 07/14/2008

End Date: 07/15/2008

Section Number: 55030

Professional Lic No.: 66864

I, Nursing Approved Provider/Iowa Board of Nursing - Provider #8, Iowa Board Respiratory Care Provider #28, Iowa Board of Examiners, Nursing Home Administrators Provider #AP96-2, Social Work: this course is eligible for continuing education in Iowa. Consult your governing rules to determine if appropriate subject matter criteria will apply to credit hours. This certificate must be retained by the licensee for 4 years for proof of attendance

Donald S. Doucette

Donald S. Doucette, Ph.D.
Chancellor

Joan L. Kindie

Joan L. Kindie, Ed.D.
Vice Chancellor
Education & Training

License Verification

Personal Information

Name: DARLA R NEFF

License Information

License No:	066864	License Type:	Registered Nurse
License Status:	Active	Original Iowa Issue Date:	03/11/1982
Nurse License Compact Status:	Multi State	Issue Date for Current License:	08/31/2015
		Expiration Date:	09/15/2018

License No:	P17954	License Type:	Licensed Practical Nurse
License Status:	Inactive	Original Iowa Issue Date:	11/16/1979
Nurse License Compact Status:	N/A	Inactive Date:	

Discipline Information

No Discipline Information.

Disclaimer

The JCAHO considers on-line status information as fulfilling the primary source requirement for verification of licensure in compliance with their respective credentialing standards. The above was extracted from the Iowa Board of Nursing's live data base, and is current as of today's date, November 03, 2017 at 13:38 CDT

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Date: March 1, 2011

Position: Director of Education

Job Family: D **FLSA:** Exempt

Report To: Administrator/Executive Director/Designee

POSITION PURPOSE

The primary purpose of your job position is to plan, organize, and direct all in-service educational programs throughout the community in accordance with current applicable state, federal and local standards, guidelines and regulations, and as may be directed by the Administrator/Executive Director to ensure that the highest degree of quality resident care can be maintained at all times.

Disclaimer: The following statements are intended to describe the general nature and level of work assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the individual in this position. Other duties may be assigned as deemed necessary or appropriate by management.

ESSENTIAL FUNCTIONS

1. Know, understand, incorporate, and demonstrate the Mission, Vision, Values and Guiding Behaviors of Trinity Health and Trinity Senior Living Communities in behaviors, practices, and decisions.
2. Consistently demonstrate (leads by example) Sanctuary Values to all internal and external customers (residents, visitors, volunteers, and employees.) Create and maintain an atmosphere of warmth, propagating a calm environment throughout the facility. Actively participates / intervenes with direct care as needed and as a role model in ongoing Sanctuary Training of personnel.
3. Execute assignments in a culture that is shared and collaborative across all divisions within TSLC.
4. Establish and/or maintain departmental procedures that support the necessary operational functions for the Education Department.
5. Maintain department budget, place orders for equipment and supplies as necessary.
6. Monitor department work hours (including vacation and holiday schedules), personnel (if applicable), work assignments, etc., to ensure proper work flow and adequate staffing levels in compliance with state minimum regulations and sanctuary budgeted PPD hours
7. Assist in the recruitment, interviewing, and selection of personnel for the community as requested.
8. Evaluate, develop, mentor, coach, counsel and discipline department staff. Supports community personnel from other departments through coaching and mentoring to help achieve optimum standard of excellence. Addresses issues of concern through courageous conversation and notifies department manager of any interactions requiring attention.

9. Participate in community surveys and when necessary develop a plan of correction for department deficiencies. Identifies issues through survey results that warrant ongoing education/in-services for staff.
10. Plan, develop, direct, evaluate and coordinate educational and on-the-job training programs for all community employees and volunteers.
11. Maintains or works in conjunction with the infection control nurse to follow up with appropriate education when/where necessary.
12. Create or Incorporate commercially produced instruction material and training aides into existing in-service programs as deemed necessary.
13. Instrumental in organizing, developing and conducting new hire orientation introducing newly hired personnel to their position, the community's policies and procedures, resident rights, responsibilities, etc.
14. Secure, develop and maintain records, reports, instructional manuals, reference materials, etc. pertinent to in-service educational records.
15. Perform administrative requirements such as completing necessary forms, reports, class attendance, subject records, etc.

16. Collaborates with all departments to assess educational needs of staff and implement needed in servicing and education.
17. Direct the preparation, scheduling and selection of instructional material, equipment and training aids to ensure that a modern, meaningful in-service program is provided.
18. Participates in MDQI to have knowledge of identified trends and needs for action plans that may require education.
19. Develop, direct and schedule refresher training, as necessary, for assigned staff and licensed professional personnel, based upon core competencies.
20. Assist licensed personnel in obtaining in-service training to keep their license current in accordance with state law. Provide training as necessary/required.
21. Ensure that all personnel attend and participate in OSHA, CDC in-service training programs for hazard communication, TB management, infection control and blood borne pathogen standards.
22. Prepare annual in-service training calendar that includes all mandatory in-services required by regulations, policies and procedures.
23. Instrumental in learning key computer programs to be a resource or support person for training
24. Leads new hire orientation and makes sure all new hires complete competencies within allotted timeframe.
25. Monitor and ensure that all nurse aides obtain required CEU's annually.
26. Must function independently, make independent decisions, demonstrate flexibility, personal integrity and ability to work effectively with residents and personnel.
27. Report occupational exposures to blood, body fluids, infectious materials, and hazardous chemicals in accordance with the community policies and procedures.
28. Maintains a working knowledge of applicable Federal, State, and local laws and regulations, TSLC Corporate Integrity Program, Code of Ethics, as well as other policies and procedures in order to ensure adherence in a manner that reflects honest, ethical and professional behavior.

MINIMUM QUALIFICATIONS

1. Bachelor's degree or Current Registered Nurse with a valid license current, unencumbered and active to practice as a Registered Nurse in this state.
2. Must be or willing to obtain a certificate to train staff members in CPR.
3. Must be eligible or willing to obtain qualifications to coordinate a State Approved Certified Nurse Aide Training program.
4. Comfortable with Media Equipment
5. Minimum 1 year in a teaching or instructor position with experience planning and developing new programs
6. Previous experience working in long-term care or with the geriatric population preferred
7. Supervisory experience preferred.
8. Must lead by example and possess superior customer service skills and professionalism
9. Flexibility to adapt to ongoing change and work in a fast-paced, customer driven environment.
10. Interpersonal skills to drive collaboration, commitment and productivity when working with cross-functional teams, customers and end users.
11. Self-starter, highly motivated with high energy level.
12. Demonstrates superior written and verbal communication and presentation skills.
13. Comprehensive to expert proficiency with Microsoft product suite (MS Word, Excel, Power Point, etc.); basic knowledge and experience with electronic mail and calendaring system in PC LAN environment. Ability to type with speed and accuracy.

14. Possesses a high degree of personal accountability, responsibility and independent decision making abilities with the skills to plan, organize, develop, implement and interpret programs, goals, objectives, policies and procedures of the organization.
15. Position requires minimal travel (less than 10%) within the Community's geographic region and to home office in Livonia, MI.

PHYSICAL AND MENTAL REQUIRMENTS AND WORKING CONDITIONS

1. Must be able to adapt to frequently changing work parameters.
2. Must be able to see, hear and smell or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.
3. Primarily works inside with frequent kneeling, crouching, reaching, lifting, sitting, walking, bending and lifting. Must be able to push, pull, move and or lift a minimum of 25 pounds to a minimum height of 3 1/2 feet and be able to push, pull, move and or carry such weight a minimum distance of 10 feet. May be necessary to assist in the evacuation of residents in emergency situations.
 - Physical mobility that includes movement from place to place.
 - Physical agility, that includes ability to maneuver body while in place.
 - Dexterity of hands and fingers.
 - Coordination, including eye-hand, hand-foot.

Must possess the above ability with or without the use of prosthetics that will enable adequate functionality so that the requirements of this position can be fully met.

4. Subject to exposure to noise, infectious waste, diseases, conditions, etc. including TB, HIV, HEP B viruses. May be subject to the handling of and exposure to hazardous chemicals.
5. Must be able to speak, read and write the English language in an understandable manner.
6. Must be able to relate to and work with ill, disabled, elderly, emotionally upset and at times hostile individuals within the community. Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public.
7. Must not pose a direct threat to the health or safety of other individuals in the work place.
8. Must be able to cope with the mental and emotional stress of the position.
9. Must meet the general health requirements set forth by the policies of this community, which include a medical and physical examination.
10. May be required to work beyond normal working hours, on weekends and other positions temporarily when necessary and may be subject to call back during emergency conditions. May be required to work on shifts other than those which originally hired.

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of Director of Education and agree to perform the identified essential functions in a safe manner and in accordance with the community's established policy and procedures. I understand as a result of my employment, I may be exposed to blood, body fluids, infectious diseases, air contaminants, and bazardous chemicals and the community will provide me instruction on how to prevent and control such exposures. I further understand I may also be exposed to Hepatitis B Virus and that the community will make available to me, free of charge, the Hepatitis B Vaccination.

Associate Signature

Date

Iowa Department of Inspections and Appeals

Health Facilities Division

Application for Nurse Aide Training Program

Reason for Application

Initial Application

Renewal

Training Site Change

<small>Print or Type</small>			
Applicant Organization The Alverno Health Care Facility		Street Address 849 13th Ave. No.	
City/State Clinton, Iowa		Zip 52732	Phone () 563-242-1521
Website Address thealverno.com		FAX Number 563-243-3016	Email Address n1e1setme@mercyhealth.com
Program Coordinator Theresa Nielsen		Curriculum Title & revision date Blended online education	Date 6-8-17

PHYSICAL FACILITIES

The information requested below refers to all possible locations for classroom and clinical training.

Note: State Regulations require that classrooms have adequate space for students, adequate lighting, temperature controls, and equipment to simulate resident care situations and audio-visual equipment as needed. Classrooms/labs cannot be in areas routinely used by residents. Training is prohibited in any facility prohibited from conducting nurse aide training for a two-year period.

Attach additional sheets as needed

LOCATION - CLASSROOM

Building: Street Address: City/State/Zip: Room Name or #:	Building: Street Address: City/State/Zip: Room Name or #:
Building: Street Address: City/State/Zip: Room Name or #:	Building: Street Address: City/State/Zip: Room Name or #:
Building: Street Address: City/State/Zip: Room Name or #:	Building: Street Address: City/State/Zip: Room Name or #:
Building: Street Address: City/State/Zip: Room Name or #:	Building: Street Address: City/State/Zip: Room Name or #:

LOCATION - CLINICAL TRAINING

Facility Name: Street Address: City/State/Zip:	Facility Name: Street Address: City/State/Zip:
Facility Name: Street Address: City/State/Zip:	Facility Name: Street Address: City/State/Zip:
Facility Name: Street Address: City/State/Zip:	Facility Name: Street Address: City/State/Zip:
Facility Name: Street Address: City/State/Zip:	Facility Name: Street Address: City/State/Zip:

Check off all resident care equipment available for classroom use below.

<input checked="" type="checkbox"/>	Over the bed table	<input checked="" type="checkbox"/>	Bed	<input checked="" type="checkbox"/>	Bed linens
<input checked="" type="checkbox"/>	Catheter/Drainage bags	<input checked="" type="checkbox"/>	Wheelchair	<input checked="" type="checkbox"/>	Wash & emesis basins
<input checked="" type="checkbox"/>	Gait belts	<input checked="" type="checkbox"/>	Stethoscope	<input checked="" type="checkbox"/>	Towels & washcloths
<input checked="" type="checkbox"/>	Bedpan	<input checked="" type="checkbox"/>	Sphygmomanometer	<input checked="" type="checkbox"/>	tiny manometer male/female
<input checked="" type="checkbox"/>	Urinal	<input checked="" type="checkbox"/>	Thermometers		

Textbook Used: "How to be a Nurse Assistant" ebook
 Competency Testing Entity Used: The local Community College online

Date: 6/12/17
 Date: 6/8/17

Theresa Nielsen RN.
 Program Coordinator Signature
 Tobey Goodman
 Administrator's Signature

Name(s) of instructor(s)	RN License Number	Work Experience: Have the instructor(s) had experience in teaching adults, supervising nursing assistants, or had a course in teaching adults.	
Dark Neff	066864	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name of Program Coordinator	RN License Number	Work Experience: Has the Supervising RN had at least two years of nursing experience with at least one year in long-term care facility services?	
Theresa Nielsen	095387	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Comments:
 We had been an approved training/classroom site in the past.