

Health Care Facility

Certified Nursing Assistant Program

Course Syllabus and Handbook

Course Syllabus

The Alverno will be utilizing the AHCA on-line program provided by CNA Solutions powered by Academic Platforms.

75 hour program: 38 classroom with on-line learning hours, 15 lab hours, 30 clinical hours

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| --- | --- | --- | --- | --- |
| Day 1 | Day 2 | Day 3 | Day 4 | Day 5 |
| **Your Health Care Career**▪ Where you work▪ Starting your Job▪ Understanding your team5.5 hours | **Communication and Customer Service**▪ Communication▪ Customer Service▪ Documentation▪ Resident Interview5 hours | **Maintaining Quality of Life**▪ Resident Rights▪ Quality of life▪ Family5.5 hours | **Preventing Infection While Providing Personal Care**▪ Infection Control with skills check off5.5 hours | **Personal Safety and Emergency Care**▪ Safety body mechanics and skills check off5.5 hours |
| Day 6 | Day 7  | Day 8 | Day 9 | Day 10 |
| **Documentation and Core Nursing Skills**▪ Vital signs with skills and check off5.5 hours | **Positioning, Moving, and Restorative Care**▪ With skills check off▪ Skin integrity▪ Restorative care5.5 hours | **Nutrition and Elimination**▪ Meal Set up▪ Feeding▪ Dining Environment5.5 hours | **Aging and Chronic Disease Management**▪ Changes throughout the life cycle▪ Chronic care management5.5 hours | **Advanced and Specialty Care Environments**▪ Alzheimers▪ Other Population5.5 hours |
| Day 11 | Day 12 | Day 13 | Day 14 |  |
| **Comfort Care and End of Life**▪ Death and dying▪ Comfort sleep and pain5.5 hours | **Ethics, Law, Regulatory Guidelines**▪ Understanding the survey process▪ Your role in survey▪ Legal reporting of abuse and neglect5.5 hours | **Clinical Skills Final Check**5 hours | **Final Exam** 5 hours |  |
| **Clinical** **8 hours – ½ hour lunch** | **Clinical****8 hours – ½ hour lunch** | **Clinical****8 hours – ½ hour lunch** | **Clinical****8 hours – ½ hour lunch** |  |

Certified Nurse Aide Instructor

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**COURSE DESCRIPTION**

The course is designed to provide the student with the knowledge and skills necessary to perform basic care services for a patient (acute care setting) or resident (long-term care setting). It prepares the student to function in the role of nursing assistant under the supervision of a registered nurse (RN) or licensed practical nurse (LPN). This course is designed to meet the curriculum requirements of the state of Iowa. The basic nursing assistant proficiency examination is the State-approved competency evaluation, with both written and manual skills components. The course requires the student to complete 75 hour course with 38 hours of classroom,15 lab hours, perform 30 hours in a clinical setting, and successfully demonstrate patient/resident care skills. Satisfactory completion of the course provides eligibility to take the established competency written examination for State certification as a certified nursing assistant.

**Nature of Work:** Nursing assistants perform routine duties in caring for patients or residents. Care tasks delegated by the nurse to the assistant include: transferring a patient/resident from the bed to a chair or wheelchair; walking or performing range of motion exercises; bathing, showering, shaving or providing oral hygiene for a patient/resident; feeding; changing bed linens; and maintaining cleanliness of the patient/resident’s general surroundings. The nursing assistant is proficient in taking a temperature, respiratory rate, blood pressure and other patient/resident vital measurements, and reporting the results back to the nurse. The practice of good hand hygiene and patient/resident safety is expected at all times in the clinical setting.

**COURSE OBJECTIVES**

Upon successful completion of this course, the student will be able to:

1. Describe the organization of healthcare facilities and the roles of the interdisciplinary healthcare team.

2. Identify the responsibilities of the registered nurse, licensed practical nurse and nursing assistant in a variety of settings.

3. Apply nursing assistant theoretical knowledge in providing basic healthcare services.

4. Perform essential nursing assistant clinical skills.

5. Use accurate and appropriate communication with members of the healthcare team.

6. Employ ethical and moral behaviors, and the characteristics of honesty, responsibility and caring in the provision of patient/resident care.

7. Carry out and follow up on patient/resident care tasks as delegated by the nurse.

**METHOD OF INSTRUCTION**

1. Discussion

2. On-line Learning

4. Return demonstration

5. Clinical experience

6. Skills lab

**MANDATORY CLINICAL REQUIREMENTS PRIOR TO START OF CLASS:**

1. Criminal Background Check

2. Medical history/Physical exam (primary physician, nurse practitioner or other approved healthcare provider)

3. Urine drug screen

4. Two-step tuberculosis (TB) skin test (if positive result for TB, chest x-ray report is required)

5. Influenza (flu) vaccine (required October through May)

**CRIMINAL BACKGROUND CHECK**

The Alverno will complete a criminal background check on all persons who wish to register for the certified nurse assistant course. Students are required to complete the paperwork for the background check at the time of registration. Criminal convictions or documented history of abuse will delay and could prevent students from participating in clinical training.

**PROHIBITION OF CHARGES**

Chapter 81.16(3)c(1): No nurse aide who is employed by, or who has received an offer of employment from, a facility on the date on which the aide begins a nurse aide training and competency evaluation program may be charged for any portion of the program including any fees for textbooks or other required evaluation or course materials.

Chapter 81.16(3)c(2): If a person who is not employed, or does not have an offer to be employed, as a nurse aide becomes employed by, or receives an offer of employment from, a facility not later than 12 months after completing a nurse aide training and competency evaluation program, the facility shall reimburse the nurse aide for costs incurred in completing the program or competency evaluation on a pro rata basis during the period in which the person is employed as a nurse aide. The formula for paying the nurse aides on a pro rata basis shall be as follows:

1. Add all costs incurred by the aide for the course, books, and tests.
2. Divide the total arrived at in No. 1 above by 12 to prorate the costs over a one-year period and establish a monthly rate.

**PERSONAL CONDUCT POLICY**

Each student is expected to conduct him/her self in a manner expected of all members of the healthcare team in respect to standards of ethics, morals and integrity. Student expectations include active participation and a positive attitude. Practices that indicate a lack of commitment to quality work or classroom/clinical interaction will impact a student’s grade.

**STUDENT INJURY**

Nurse Assistant students sustaining personal injury or illness while in the classroom or clinical setting for the Nurse Assistant class are responsible for the cost of any medical expenses.

**SUBSTANCE ABUSE**

Any student attending class who is suspected of being under the influence of drugs or alcohol may be asked to leave at the discretion of the instructor. Students will be required to submit to a drug test at the student’s expense whenever actions, statements or appearance cause reasonable suspicion that the student is under the influence of illegal drugs, controlled substances or alcohol. Reasonable suspicion would occur when one of the following factors are noted: odor of alcohol, psychotic, irrational behavior, over-aggressive behavior. Other factors may cause the instructor to suspect alcohol or drug abuse and the instructor will call the Program Coordinator in these cases. When reasonable suspicion occurs, the student will be asked to leave the class or clinical and obtain a drug screen immediately in the Emergency Department of a local hospital. The instructor will report observations to the Program Coordinator immediately by phone and follow up with written documentation later the same day. The documentation will be placed in the student’s file. The student is suspended from the course and clinical until the results of the drug screen are obtained and reported to the Program Coordinator. The student has the right to refuse testing. If this occurs, the student will be asked to leave the class or clinical immediately. The Program Coordinator will be notified of the refusal and the instructor will document interactions with the student leading up to the conclusion.

**ATTENDANCE POLICY**

Students must complete at least 38 hours of the on-line learning,15 lab hours and all 30 hours of the clinical to successfully complete the course and be awarded a certificate. If a student is absent from any part of the clinical, The Alverno will not issue a certificate and the student will need to repeat the entire class. Students will need to pay the tuition to retake the class.

**CELL PHONE AND TEXTING POLICY**

ALL cell phones must be turned off in classroom and in the clinical setting. No texting is allowed during while working on the on-line education or in the clinical setting. Students may not carry cell phones with them while in clinical but they may check their calls and return calls during break.

**STUDENT RESPONSIBILITIES**

The student is expected to:

1. Utilize critical thought and effort during theory, laboratory and clinical experiences. .

2. Arrive to clinical site prepared and ready to participate.

3. Be supportive and non-judgmental of peers.

All assignments are due on the dates designated in the syllabus, or as set by the instructor.

**PERSONAL APPEARANCE AND BEHAVIOR**

The following requirements are to ensure a safe patient/resident environment, and to meet the standard of appearance and behaviors of a member of the healthcare team. A student who does not follow or is unable to meet these requirements will be asked to leave the clinical setting and will incur a clinical absence.

**UNIFORM**

1. A clean uniform is worn for each clinical experience and for activities as specified by the facility. The uniform consists of a scrub top and scrub pants.

2. Personal hygiene is expected at all times, including no offensive body and/or breath odors.

**SHOES AND HOSIERY**

White nursing shoes or all athletic shoes, as approved by the clinical site, are required. Backless shoes or shoes with cutouts or mesh are not acceptable. It is essential that hosiery, shoes and shoe laces be clean and in good repair.

**HAIR**

Hair must be clean, neatly arranged and away from the face and neck. Hair below shoulder length must be pinned or tied back securely and off the collar. Hair ribbons or ornate hair decorations are not allowed. Males must be clean shaven or have neatly trimmed mustaches or beards.

**NAILS AND NAIL POLISH**

The Centers for Disease Control (CDC) sets strict requirements regarding healthcare workers and the spread of disease. Nails should be kept no longer than tips of fingers. No nail polish is allowed. Sculptured, artificial and/or tipped nails are not permitted.

**JEWELRY AND UNIFORM ACCESSORIES**

A wedding and/or engagement ring may be worn when in uniform. Any other jewelry is inappropriate with the uniform except one pair of post earrings, which are to be worn only in the earlobe. Any other *visible* facial or body piercings must be removed or covered with a band aide. Potentially offensive tattoos or body art are to be covered by the uniform . Perfumes and colognes are not to be used when in the clinical setting. A watch with second hand and a name badge are considered essential accessories to the uniform when in the clinical site.

**PERSONAL BEHAVIOR**

It is the expectation that all students enrolled in the program will act in a respectful manner towards other people and patients/residents at all clinical sites and within the facility.

A student who behaves or engages in undesirable behaviors, as outlined in this handbook and The Alverno Employee Handbook, will be administratively withdrawn from the program.

Situations that warrant immediate withdrawal from the program include (but are not limited to):

1) Theft of supplies or possessions from clinical sites, patients/residents, other students or employees.

2) Destruction of property or possessions of patients/residents, other students or employees

3) Falsifying documentation

4) Engaging in disorderly conduct or creating a disturbance on clinical sites.

5) Jeopardizing the safety of patients/residents, students, or employees through neglect of duty or through disregard for others.

6) The use, sale, or possession of alcohol, drugs or controlled substances or being under the influence of alcohol or drugs within the facility.

7) Any refusal or intentional failure to follow direct instructions from the facility instructor or a person in authority at the facility.

8) Any challenge to obstruct, abuse or interfere with patient/resident care.

9) Use of or possession of guns, knives, explosives or other weapons within the facility.

10) Harassment of an individual based on race, gender, age, national origin, religion, physical or mental disability within the facility.

11) Violation of Health Insurance Portability Accountability Act (HIPAA) policies and procedures in all clinical settings related to copying and/or disclosure of patient/resident information.

12) Physical and or verbal abuse of an individual, employee, resident, or family.

13) Inappropriate use of social media (e.g., Facebook, Instagram, Snapchat, Twitter, blogs, list serves, etc.) for posting content that exhibits undesirable or disruptive behaviors or conduct.

**STUDENT RECORDS**

Student records will be kept and stored at the facility for a period of 7 years and will only be released with the student’s written permission.

Records to be maintained include:

Attendance records, course certificate, skill performance records, course syllabus, course evaluations and any testing

**COURSE EVALUATION BY THE STUDENT**

Each student is invited to fill out an evaluation form on the Nurse Assistant program and Nurse Assistant Instructor at the end of the course clinical.

**CERTIFICATE OF COMPLETION**

Each student will receive a Certificate of Completion upon successful completion of the course within 30 days of the last class period (81.16(3)e(5). Certificates will not be awarded if the student did not meet the attendance policy as listed above. Duplicate certificates are available at a cost of $10.

**NURSE AIDE STATE AND WRITTEN SKILLS EXAM**

Nurse Aide State Written and Skills Exams are offered at Eastern Iowa Community College. Test registrations forms for the [Written](http://www.iwcc.edu/continuing_education/health_occupations/files/CNAOnlineTestReg.pdf) and [Skills](http://www.iwcc.edu/continuing_education/health_occupations/files/CNASkillsTestRegistration.pdf) Exam are available on our website and must be completed and returned into the facility instructor. Written instructions are given to the student at the time. Successful completion of these exams is required by Federal Legislation to work in a long-term care facility. Successful completion of the course requires the student to meet grade and attendance requirements for both the on-line learning, lab section and 22 hours of clinical. (81.16(3)a(6)

**CONTINUING EDUCATION REQUIREMENT**

 If a Nurse Assistant does not work for 24 consecutive months, he/she must retake and successfully pass the written and skills competency tests.

**NOTIFICATION OF PROGRAM CHANGES AND OR CLASS OFFERINGS**

**The facility provided Certified Nurse Aide** **Instructor** will be responsible for:

1. Notifying the state of all dates of classroom (on-Line learning) and clinical sessions as well as the location before each course begins and if the course is canceled.

2. Provide each nurse aide a record of skills for which the nurse aide has been found competent during the course and which may be performed before completion of the competency evaluation.

3.Complete a lesson plan for each unit which includes behavioral objectives, topic outline and student activities and experiences.

**The Director of** **Nursing** will be responsible for:

1. Notifying the state when the Certified Nurse Aide training course will no longer be offered at the facility and if the program coordinator is hired or terminates employment.

2.Will keep a list of faculty members and their qualifications available for department review. (81.16(3)e(1)1-3.

**INSTRUCTOR TO STUDENT RATIO**

The ratio of qualified trainers to students shall not exceed one instructor for every ten

Students in the clinical setting (81.16(3)e(3)

**PROGRAM COORDINATOR AND PROGRAM INSTRUCTOR QUALIFICATIONS AND ONGOING PERFORMANCE EVALUATION**

1. The training of nurse aides shall be performed by or under the general supervision of a registered nurse who possesses a minimum of two years of nursing experience, at least one year of which shall be in the provision oflong-term care facility services.

2. Instructors shall be registered nurses and shall have completed a course in teaching adults or have experience teaching adults or supervising nurse aides.

3. In a facility-based program, when the director of nursing is a registered nurse, the training of nurse aide may be performed under the general supervision of the director of nursing for the facility. The director of nursing is prohibited from performing the actual training.

4. Other personnel from the health professions may supplement the instructor. Supplemental personnel shall have at least one year of experience in their fields. **81.16(3)a(5)1-5**

**NON-CERTIFIED NURSING ASSISTANT STUDENT UNIT ASSIGNMENTS**

All non-certified nursing assistant students will be required to have completed at least 15 hours of laboratory experience, 30 hours of classroom (on-line learning) instruction (the first 16hours of which must occur before the nurse aide has resident contact) and 30 hours of supervised clinical training. Supervised clinical training means training in a setting in which the trainee demonstrates knowledge while performing tasks on a resident under the general supervision of a registered nurse or licensed practical nurse.

The facility will ensure that students do not independently perform any services for which they have not been trained and found proficient by the instructor. It shall also ensure that students who are providing services to residents are under the general supervision of a licensed nurse or a registered nurse.

 The curriculum of the nurse aide training program shall include at least a total of **16 hours of training** in the following areas prior to any direct contact with a resident:

*1.* *Communication and interpersonal skills.*

*2. Infection control.*

*3. Safety and emergency procedures including the Heimlich maneuver.*

*4. Promoting residents’ independence.*

*5. Respecting residents’ rights.*

**Basic Nursing Skills:**

1. Taking and recording vital signs
2. Measuring and recording height and weight
3. Caring for the resident's environment
4. Recognizing abnormal changes in body functioning and the importance of reporting these changes to the nurse supervisor.
5. Caring for residents when death is imminent

**Personal Care skills, including, but not limited to:**

1. Bathing.
2. Grooming, including mouth care.
3. Dressing.
4. Toileting.
5. Assisting with eating and hydration.
6. Proper feeding techniques.
7. Skin care.
8. Transfers, positioning, and turning.

**Mental health and social service needs:**

1. Modifying aide’s behavior in response to residents’ behavior.
2. Awareness of developmental tasks associated with the aging process.
3. How to respond to resident behavior.
4. Allowing the resident to make personal choices, providing and reinforcing other behavior consistent with the resident’s dignity.

 e. Using the resident’s family as a source of emotional support.

**Care of cognitively impaired residents:**

a.Techniques for addressing the unique needs and behaviors of persons with dementia (Alzheimer’s and others).

b. Communicating with cognitively impaired residents.

c. Understanding the behavior of cognitively impaired residents.

d. Appropriate responses to the behavior of cognitively impaired residents.

e. Methods of reducing the effects of cognitive impairments.

  **Basic restorative services:**

a. Training the resident in self-care according to the residents' ability.

b. Use of assistive devices in transferring, ambulation, eating and dressing.

c. Maintenance of range of motion.

 d. Proper turning and positioning in bed and chair.

 e. Bowel and bladder training.

 f. Care and use of prosthetic and orthotic devices.

 **Residents’ rights:**

 a. Providing privacy and maintenance of confidentiality.

 b. Promoting the residents’ rights to make personal choices to

accommodate their needs.

c. Giving assistance in resolving grievances and disputes.

d. Providing needed assistance in getting to and participating in resident and family groups and other activities.

e. Maintaining care and security of residents’ personal possessions.

f. Promoting the residents’ rights to be free from abuse, mistreatment, and neglect and the need to report any instances of this type of treatment to appropriate facility staff.

g. Avoiding the need for restraints in accordance with current professional standards. **(81.16(3)a(3) & (4) and 81.16(3)b(1)1-5)**

**PROCTORING AND ADMINISTRATION OF THE CERTIFIED NURSE AIDE**

**COMPETENCY EVALUATION AT THE STATE TESTING SITE**

Facility proctoring of the competency evaluation. Ch 81, p.64 Human Services[441] IAC 10/30/13

1. The competency evaluation may, at the nurse aide’s option, be conducted at the facility in which the nurse aide is or will be employed unless the facility is prohibited from being a competency evaluation site.

2. The department of inspections and appeals may permit the competency evaluation to be proctored by facility personnel if the department of inspections and appeals finds

that the procedure adopted by the facility ensures that the competency evaluation program:

a. Is secure from tampering.

b. Is standardized and scored by a testing, educational, or other organization approved by the department of inspections and appeals.

c. Requires no scoring by facility personnel.

3. The department of inspections and appeals shall retract the right to proctor nurse aide competency evaluations from facilities in which the department of inspections and appeals finds any evidence of impropriety, including evidence of tampering by facility staff. **(81.16(4)d)**

**NOTIFICATION OF COMPETENCY TESTING SITE**

Eastern Iowa Community College

Urban Center

306 West River Drive

Davenport, Iowa

Phone: 1-800-850-5440

Call to set up a testing time.

**EVALUATING STUDENT PERFORMANCE AND INSTRUCTOR EFFECTIVENESS**

Student performance and instructor effectiveness will be evaluated through written and oral skills testing. 81.16(3)a(6)

 **CERTIFIED NURSE AIDE COMPETENCY COMPONENTS INCLUDE**

**Nurse aide competency evaluation**. A competency evaluation program shall contain a written or oral portion and a skills demonstration portion.

a. Notification to person. The department of inspections and appeals shall advise in advance any person who takes the competency evaluation that a record of the successful completion of the evaluation will be included in the state’s nurse aide registry.

 b. Content of the competency evaluation program.

**Written or oral examinations**. The competency evaluation shall:

a. Allow an aide to choose between a written and oral examination.

b. Address each of the course requirements listed in 81.16(3)“b.”

c. Be developed from a pool of test questions, only a portion of which is used in any one examination.

d. Use a system that prevents disclosure of both the pool of questions and the individual competency evaluations.

e. If oral, be read from a prepared text in a neutral manner.

f. Be tested for reliability and validity using a nationally recognized standard as determined by the department of education.

g. Be in English, unless the prevailing language used in the facility where a nurse aide will be working is other than English.

 **Demonstration of skills**. The skills demonstration evaluation shall consist of a demonstration of randomly selected items drawn from a pool consisting of tasks generally performed by nurse aides. This pool of skills shall include all of the personal care skills listed in 81.16(3)“b”(3). c.

**Administration of the competency evaluation**.

1. The competency examination shall be administered and evaluated only by an entity approved by the department of inspections and appeals, which is neither a skilled nursing facility that participates in Medicare nor a nursing facility that participates in Medicaid.
2. Charging nurse aides for competency testing is prohibited in accordance with 81.16(3)“c.”
3. The skills demonstration part of the evaluation shall be performed in a facility or laboratory setting comparable to the setting in which the person will function as a nurse aide and shall be administered and evaluated by a registered nurse with at least one year’s experience in providing care for the elderly or the chronically ill of any age.
4. Facility proctoring of the competency evaluation. Ch 81, p.64

4.1 The competency evaluation may, at the nurse aide’s option, be conducted at the facility in which the nurse aide is or will be employed unless the facility is prohibited from being a competency evaluation site.

4.2 The department of inspections and appeals may permit the competency evaluation to be proctored by facility personnel if the department of inspections and appeals finds that the procedure adopted by the facility ensures that the competency evaluation program:

a. Is secure from tampering.

b. Is standardized and scored by a testing, educational, or other organization approved by the department of inspections and appeals.

c. Requires no scoring by facility personnel.

The department of inspections and appeals shall retract the right to proctor nurse aide competency evaluations from facilities in which the department of inspections and appeals finds any evidence of impropriety, including evidence of tampering by facility staff.

**Successful completion of the competency evaluation program**.

1. A score of 70 percent or above is passing for both the written or oral and skills demonstration parts of the test.

2. A record of successful completion of the competency evaluation shall be included in the nurse aide registry within 30 days of the date the person is found to be competent.

3. The competency testing entity shall inform the nurse aide of the test score within 30 calendar days of the completion of the test and shall inform the nurse aide registry of the nurse aide’s scores within 20 calendar days after the test is administered.

 **Unsuccessful completion of the competency evaluation program**.

1. If the person does not complete the evaluation satisfactorily, the person shall be advised in writing within ten working days after the test is scored:

* 1. Of the areas which the person did not pass.
	2. That the person has three opportunities to take the evaluation.

 Each person shall have three opportunities to pass each part of the test. If one part of the test is failed, only that part need be taken a second or third time. If either part of the test is failed three times, the 75-hour course shall be taken or retaken before the test can be taken again. **(81.16(4)**

**CERTIFIED NURSE AIDE REGISTRY**

**Registry of nurse aides**

**Establishment of registry**. The department of inspections and appeals shall establish and maintain a registry of nurse aides that meets the following requirements.

**The registry:**

1. Shall include, at a minimum, the information required in 81.16(5)“c.”

2. Shall be sufficiently accessible to meet the needs of the public and health care

providers promptly.

3.Shall provide that any response to an inquiry that includes a finding of abuse neglect, mistreatment of a resident or misappropriation of property also include any statement made by the nurse aide which disputes the finding.

 **Registry operation**:

1. Only the department of inspections and appeals may place on the registry findings of abuse, neglect, mistreatment of a resident or misappropriation of property.

2. The department of inspections and appeals shall determine which persons:

a. Have successfully completed a nurse aide training and competency evaluation program or nurse aide competency evaluation program.

**b.** Have been deemed as meeting these requirements

**c.** Do not qualify to remain on the registry because they have performed no nursing or nursing-related services for monetary compensation during a period of 24 consecutive months.

The department of inspections and appeals shall not impose any charges related to registration on persons listed in the registry. The department of inspections and appeals shall provide information on the registry promptly.

**Registry content.**

The registry shall contain at least the following information on each person who has successfully completed a nurse aide training and competency evaluation program or competency evaluation program which was approved by the department of inspections and appeals or who may function as a nurse aide because of having been deemed competent:

1. The person’s full name.

2. Information necessary to identify each person.

3. The date the person became eligible for placement in the registry through successfully

completing a nurse aide training and competency evaluation program or competency evaluation or by being deemed competent.

4. The following information on any finding by the department of inspections and appeals of

abuse, neglect, mistreatment of residents or misappropriation of property by the person: documentation of the department of inspections and appeals’ investigation, including the nature of the allegation and the evidence that led the department of inspections and appeals to conclude that the allegation was valid; the date of the hearing, if the person chose to have one, and its outcome; and a statement by the person disputing the allegation, if the person chooses to make one. This information must be included in the registry within ten working days of the finding and shall remain in the registry permanently, unless the finding was made in error, the person was found not guilty in a court of law, or the department of inspections and appeals is notified of the person’s death.

5. A record of known convictions by a court of law of a person convicted of abuse, neglect,

mistreatment or misappropriation of resident property.

 **Registry Removals:**

The registry shall remove entries for persons who have performed no nursing or nursing-related services for monetary compensation for a period of 24 consecutive months unless the person’s registry entry includes documented findings or convictions by a court of law of abuse, neglect, mistreatment or misappropriation of property.

**Disclosure of information:** The department of inspections and appeals shall:

1.Disclose all of the information listed in 81.16(5)*“c”*(1), (3), and (4) to all requesters and may disclose additional information it deems necessary.

2.Promptly provide persons with all information contained in the registry about them when adverse findings are placed on the registry and upon request. Persons on the registry shall have sufficient opportunity to correct any misstatements or inaccuracies contained in the registry.

*3.* Placement of names on nurse aide registry. The facility shall ensure that the name of each person employed as a nurse aide in a Medicare- or Medicaid-certified nursing facility in Iowa is submitted to the registry.

Nurse Aide Registry,

 Lucas State Office Building

Des Moines, Iowa 50319-0083

Phone: (515)281-4963.

5. Persons employed as nurse aides shall complete Form 427-0496, Nurse Aide Registry

Application, within the first 30 days of employment. This form shall be submitted to the department of inspections and appeals. Form 427-0496 may be obtained by calling or writing the nurse aide registry.

6. A nurse aide who is not employed may apply for inclusion on the registry by submitting a copy of completed Form 427-0496 to the nurse aide registry.

7.When the registry has received a signed application and entered the required training and testing information on the registry, a letter will be sent to the nurse aide that includes all the information the registry has on the nurse aide. A nurse aide may obtain a copy of the information on the registry by writing the nurse aide registry and requesting the information. The letter requesting the information must include the nurse aide’s social security number, current or last facility of employment, date of birth and current mailing address and must be signed by the nurse aide. **(81.16(5) 81.16(6)**

**Hearing***.* When there is an allegation of abuse against a nurse aide, the department of

inspections and appeals shall investigate that allegation. When the investigation by the department of inspections and appeals makes a finding of an act of abuse, the nurse aide named will be notified of this finding and the right to a hearing. The nurse aide shall have 30 days to request a hearing. The request shall be in writing and shall be sent to the department of inspections and appeals. The hearing shall be held pursuant to department of inspections and appeals rules 481—Chapter 10. After 30 days, if the nurse aide fails to appeal, or when all appeals are exhausted, the nurse aide registry will include a

notation that the nurse aide has a founded abuse report on record if the final decision indicates the nurse aide performed an abusive act. **81.16(7)**

**Appeals***.* Adverse decisions made by the department of inspections and appeals in

administering these rules may be appealed pursuant to department of inspections and appeals rules 481 – Chapter 10.