

Nursing Assistant Curriculum Revision Process and Form

Curriculum Revision Application Instructions

1. Complete and submit the Curriculum Revision Application Form.
2. Complete and submit the Curriculum Revision Evaluation Form.
3. Submit hard copy of the curriculum revision(s).
4. If the curriculum is an online curriculum, provide a login and password so the curriculum can be viewed.
5. Mail all materials to the address below.

All data submitted with this form shall be public once approved. Please email if you have questions.

Nursing Assistant Registry
Health Regulation Division
PO Box 64501
St Paul, MN 55164-0501
Health.nar.coord@state.mn.us
Information Line: 651-215-8705



Curriculum Revision Application Form

Applicant Name _____

Address _____

Contact Person _____ Phone _____

Email _____

Online curriculum, if applicable:

Login _____ Password _____

Policy

An approved nursing assistant curriculum must contain at least the federal minimum curriculum requirements. Federal regulations have specific training and testing requirements for nursing assistants in long-term care facilities. The state may also specify additional areas to be included. Federal regulations may be found at:

[CMS – Medicare and Medicaid Programs; Reform of Requirements for Long-Term Care Facilities \(https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/GuidanceforLawsAndRegulations/Nursing-Homes\)](https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/GuidanceforLawsAndRegulations/Nursing-Homes)

[State Operations Manual Chapter 4 - Program Administration and Fiscal Management \(PDF\) \(https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/Downloads/som107c04pdf.pdf\)](https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/Downloads/som107c04pdf.pdf)

Significant revised curriculum content must be submitted and approved by the Minnesota Department of Health prior to implementation.

Identify revised portions of the curriculum on the Curriculum Revision Evaluation Form and submit hard copies. Provide login and password if the curriculum is online.

Minnesota approved curriculums that meet the federal and state requirements can be found at [Nursing Assistant Training Curriculum \(https://www.health.state.mn.us/facilities/providers/nursingassistant/curriculum.html\)](https://www.health.state.mn.us/facilities/providers/nursingassistant/curriculum.html)

Curriculum Revision Evaluation Form

Requirements - Identify only the revised portions

Training before any direct resident contact

1. Core Curriculum
 - a. Communication and interpersonal skills
Unit number or page _____
 - b. Infection prevention and control
Unit number or page _____
 - c. Safety and emergency procedures including clearing obstructed airway on conscious person
Unit number or page _____
 - d. Promoting resident independence
Unit number or page _____
 - e. Respecting resident's rights and facility responsibilities
Unit number or page _____
 - f. Activities that constitute abuse, neglect, and exploitation
Unit number or page _____
 - g. Procedures for reporting abuse, neglect, exploitation, and misappropriation of resident property
Unit number or page _____
 - h. Dementia management and resident abuse prevention
Unit number or page _____

Office Use:

- Meets standards
 Parts not acceptable _____

2. Basic Nursing Skills
 - a. Hand hygiene
Unit number or page _____
 - b. Personal protective equipment
Unit number or page _____
 - c. Standard precautions
Unit number or page _____
 - d. Transmission based precautions
Unit number or page _____

- e. Handling, storing, and transporting of linens
Unit number or page _____
- f. Identification of changes in resident condition and the importance of reporting such changes to a supervisor. Must include but not limited to: shortness of breath, rapid respirations, fever, coughs, chills, chest pain, blue color to lips, abdominal pain, nausea, vomiting, drowsiness, excessive thirst, sweating, pus, blood or sediment in urine, difficulty in urinating, frequent urination in small amounts, pain or burning upon urination and urine has dark color or strong odor
Unit number or page _____
- g. Caring for resident when death is imminent
Unit number or page _____
- h. Measure and record routine vital signs
Unit number or page _____
- i. Pain recognition and management
Unit number or page _____
- j. Measure and record weight and height
Unit number or page _____
- k. Caring for the resident environment
Unit number or page _____
- l. Measuring and recording fluid and food intake and output
Unit number or page _____

Office Use:

- Meets standards
- Parts not acceptable _____

3. Personal Care Skills

- a. Bathing
Unit number or page _____
- b. Grooming, including mouth care
Unit number or page _____
- c. Dressing
Unit number or page _____
- d. Toileting
Unit number or page _____
- e. Assisting with eating and hydration, including proper feeding techniques
Unit number or page _____
- f. Skin care
Unit number or page _____

- g. Transfers, positioning, and turning
Unit number or page _____

Office Use:

- Meets standards
- Parts not acceptable _____

4. Behavioral Health and Social Service Needs

- a. Person-centered care
Unit number or page _____
- b. Cultural competency
Unit number or page _____
- c. Modifying aide's behavior in response to residents' behavior
Unit number or page _____
- d. Awareness of developmental tasks associated with the aging process
Unit number or page _____
- e. How to respond to resident behavior
Unit number or page _____
- f. Allowing residents to make personal choices and receive services with reasonable accommodation of needs and preferences
Unit number or page _____
- g. Utilizing resident's family as a source of emotional support
Unit number or page _____

Office Use:

- Meets standards
- Parts not acceptable _____

5. Care of Cognitively Impaired Residents

- a. Techniques for addressing the needs and behaviors of individuals with dementia (Alzheimer's and others)
Unit number or page _____
- b. Communicating with cognitively impaired residents
Unit number or page _____
- c. Understanding the behavior of cognitively impaired residents
Unit number or page _____
- d. Appropriate responses to the behavior of cognitively impaired residents, understanding that resident expressions or indications of distress are often attempts to communicate an unmet need, discomfort, or need
Unit number or page _____

- e. Methods of reducing the effects of cognitive impairments
Unit number or page _____

Office Use:

- Meets standards
- Parts not acceptable _____

6. Basic Restorative Services

- a. Training the resident in self-care according to the resident's abilities
Unit number or page _____
- b. Use of assistive devices in ambulation, eating and dressing
Unit number or page _____
- c. Maintenance of range of motion
Unit number or page _____
- d. Proper turning and positioning both in bed and chair
Unit number or page _____
- e. Bowel and bladder incontinence, and restorative/management programs
Unit number or page _____
- f. Care and use of prosthetic and orthotic devices
Unit number or page _____

Office Use:

- Meets standards
- Parts not acceptable _____

7. Residents' Rights

- a. Providing privacy and maintenance of confidentiality
Unit number or page _____
- b. Promoting the resident's right to make personal choices to accommodate their needs
Unit number or page _____
- c. Giving assistance in resolving grievances and disputes
Unit number or page _____
- d. Providing needed assistance in getting to and participating in resident and family groups and other activities
Unit number or page _____
- e. Maintaining care and security of the residents' personal possessions
Unit number or page _____
- f. Providing care that maintains the resident free from abuse, neglect, exploitation, or misappropriation of resident property, and reporting any instances to appropriate facility staff
Unit number or page _____

- g. Avoiding the need for restraints in accordance with professional standards

Unit number or page _____

Office Use:

Meets standards

Parts not acceptable _____

Unit Objectives

1. Training program must have behaviorally stated objectives for each unit of instruction

Unit number or page _____

2. Each objective must state measurable criteria that serve as the basis for competency evaluations

Unit number or page _____

Office Use:

Meets standards

Parts not acceptable _____

Integration of Psychosocial Concepts

1. Identify how the curriculum teaches students to integrate the following behaviors:

- a. Form a relationship, communicate and interact competently on a one-to-one basis with the residents

Unit number or page _____

- b. Demonstrate sensitivity to residents' emotional, social, and mental health needs through skillful, directed interactions

Unit number or page _____

- c. Assist residents in attaining and maintaining independence

Unit number or page _____

- d. Exhibit behavior to support and promote residents' rights

Unit number or page _____

- e. Demonstrate observational and documenting skills needed in the assessment of residents' health, physical condition, and well-being

Unit number or page _____

Office Use:

Meets standards

Parts not acceptable _____

Minnesota Legislation

1. Health Care Bill of Rights (Minnesota Statute 144.651)
Unit number or page _____
2. Bill of Rights Notice (Minnesota Statute 144.652)
Unit number or page _____
3. Reporting of Maltreatment (Minnesota Statute 626.557)
Unit number or page _____

Office Use:

- Meets standards
 Parts not acceptable _____

Program hours

1. The program must be a total of at least 75 clock hours (curriculum instruction/supervised practical training)
Unit number or page _____
2. At least 16 clock hours of supervised practical training in a laboratory or other setting in which the trainee demonstrates knowledge while performing tasks on an individual (live person) under the direct supervision of a registered nurse or licensed practical nurse
Unit number or page _____
3. At least 59 clock hours of curriculum instruction
Unit number or page _____
4. Time allowed for meal breaks not included in clock hours
Unit number or page _____
5. Time allowed for supervised practical training site orientation cannot be included in the minimum 16 hours of clinicals supervised practical training
Unit number or page _____

Office Use:

- Meets standards
 Parts not acceptable _____

Requirements	Number of Hours Curriculum Instruction	Number of Hours Supervised Practical Training
Core Curriculum (minimum 16 hours)		
Basic Nursing Skills		
Personal Care Skills		
Behavioral Health & Social Service Needs		
Basic Restorative Services		
Resident Rights		
Care of the Cognitively Impaired Residents		
Total		

The following general content must be covered in each training program:

- Nursing assistants will learn and practice skills competency in supervised practical training with all persons regardless of gender identification.
- Each nursing assistant will learn about the use of the “team” approach to resident care and the nursing assistant’s role on the team.
- Each nursing assistant will learn about the use of individualized person-centered resident care plan.
- Each nursing assistant will learn how to make observations of residents and learn when and how to report usual and unusual observations.
- Each nursing assistant will learn checklist charting for basic nursing skills, personal care skills, and basic restorative services.

Evaluation

1. Individual performance record listing skills, satisfactory/unsatisfactory performance, date, and instructor signature
Unit number or page _____
2. Reading ability determined for job-related information
Unit number or page _____
3. Competency established by demonstration of skill, performance of knowledge objectives in written tests, and implementation of person-centered individualized care plan
Unit number or page _____

Office Use:

- Meets standards
 Parts not acceptable _____

Updating of Content

1. Identify plan for updating material
Unit number or page _____

Office Use:

- Meets standards
 Parts not acceptable _____

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8/2020

To obtain this information in a different format, call: 651-215-8705.