



*CNA Training Program
Approval*
RESOURCE PACKET

**4104 Patterson Avenue
Baltimore, MD 21215-2254
*Maryland Board of Nursing***

Approval Guidelines Regulations for CNA Training Programs

.04 Administration & Organization

1. Facility Approval
2. Equal Opportunity Employment Compliance
3. Financial Support & Resources

.05 Faculty

1. Course Instructor Qualifications
2. Responsibilities

.06 Resources, Facilities, & Service

1. Educational Facilities
2. Instructional Resources
3. Clinical Facilities

.07 Training Program

1. Instruction: 100 Hours; 60 *Didactic*/40 *Clinical* Ratio
2. Curriculum:
 - A. Role of the Certified Nursing Assistant
 - B. Infection Control
 - C. Safety/Environment
 - D. Mobility/Positioning
 - E. Elimination
 - F. Data Collection
 - G. Hygiene
 - H. Treatments
 - I. Communication
 - J. Legal/Ethical Considerations
 - K. Core Knowledge & Skills: (Basic A &P, Hierarchy of Needs, Life Span G&D, Medical Terminology & Abbreviations, Measurements, Basic Math, Disease Process, Basic Nutrition, ADLs)
3. 16-Hour Pre-Clinical Requirement: CNA Role, Infection Control, Safety/Heimlich Maneuver, Environment, Communication, Legal/Ethical Considerations.

08. Evaluation

1. Grading/Successful Program Completion Criteria
2. Final Examination
3. Skills Inventory (Include all skills on the Maryland Skills Listing).

Maryland Board of Nursing
Application for Nursing Assistant Training Program Approval
Application Resource Summary

Title 10

Department of Health and Mental Hygiene
Subtitle 39 Board of Nursing Certified Nursing Assistants

Please Note: The following is provided as a resource only. This document is for completing the Board of Nursing's *Application for Nursing Assistant Training Program Approval*. Applicants are expected to read the Department of Health and Mental Hygiene's COMAR 10:39:02 in its entirety and to comply with its requirements.

03 Training Program Approval

1. All training programs must be approved by The Board of Nursing.
2. Programs must also be approved by MHEC except: -
 - a. Programs conducted by individuals, firms, corporations, or other organizations exclusively for their own employees.
 - b. Apprenticeship and other training offered by unions for their members.
 - c. Individual instructors who go to various places to offer instruction to not more than one individual.
3. The approval process must be completed before the training program is offered.
4. An organization wishing to offer a Training Program must submit a proposal ("Application") demonstrating compliance with the requirements stated in this chapter.

.04 Administration and Organization

1. The facility offering the training program must be accredited or approved by the appropriate agency and have a statement of equal opportunity.
2. The controlling agency shall provide financial support and resources needed to operate a program which meets legal and educational requirements of the Board and fosters achievement of program objectives.

.05 Faculty

1. Each course instructor must be:
 - a. An RN licensed in Maryland.
 - b. Have a minimum of 2 years nursing experience, at least 1 year of which was in caring for the elderly or chronically ill in the past 5 years.
 - c. Complete a course with a minimum of 16 hours of instruction in the principles of adult education (such as Train the Trainer); or have a minimum of 2 years teaching experience.
2. Each program shall have an RN instructor who has overall supervisory responsibility for the operation of the program.
3. The course instructor shall be responsible for
 - a. Participating in development/evaluation of the training program
 - b. Implementing the approved training program.
 - c. Supervising classroom laboratory experiences.
 - d. Evaluating student performance in the classroom
 - e. Providing supervision and clinical evaluation of each trainee at the clinical training site.
4. Supplemental health professionals may teach selected portions of the curriculum that relate to their area of expertise.

.06 Physical Facilities

1. The education facilities must include the following:
 - a. Adequate space for privacy of faculty with student conferences.
 - b. Classrooms, laboratories, and conference rooms.
 - c. Space for equipment and instructional materials.
2. Instructional resources shall be/have:
 - a. Current, accessible, and relevant to the role of the CNA.
 - b. A publication date not older than 5 years.
3. Clinical facilities shall include the following:
 - a. Approval by the appropriate governmental authorities. (Facilities with conditional or provisional approval status may not be used for student learning experiences).
 - b. Approval from the Board prior to the use of each clinical facility for student experience.
 - c. A minimum of 1 instructor for 8 students in the clinical area.
 - d. A sufficient number and variety of clients to provide adequate training experiences.
 - e. A sufficient number of RNs/other nursing personnel to ensure safe and continuous care of clients
 - f. Conformance with accepted standards of nursing care and practice.
4. The training program must have a written agreement with any clinical facility that is not a part of the controlling institution. Written agreements shall be:
 - a. Developed jointly with the clinical facility.
 - b. Be reviewed periodically.
 - c. Include provision for adequate notice of termination.
 - d. Specify the responsibility of the training program to the facility and the responsibility of the facility to the training program.
 - e. Facility to the training program.
 - f. Identify functions /responsibilities of the parties involved.

.07 Training Program

1. The training program must provide a minimum of 100 hours of instruction: 60 hours devoted to didactic instruction and 16 hours of classroom lab practice and 40 hours to clinical paining experiences.
2. The Curriculum must include the following components:
 - a. Role of the CNA
 - b. Infection Control
 - c. Safety aid environment
 - d. Mobility and positioning
 - e. Elimination
 - f. Data Collection
 - g. Hygiene
 - h. Treatments
 - i. Communication
 - j. Legal/ethical considerations
 - k. Core knowledge and skills as identified by the Board: basic A & P, basic human needs/hierarchy, life span growth/development, medical terminology/abbreviations, measurements, basic math, and basic understanding of disease process and chronic vs. acute illness, basic nutrition, and ADL's. (Included in the Application Resource Packet)

3. The training program must provide at least 16 hours of classroom lab training prior the first clinical rotation which shall include the following:
 - a. Role of the CNA
 - b. Infection Control
 - c. Safety and environment including Heimlich Maneuver/Mobility and Positioning/Data Collection /Hygiene/Treatments
 - d. Elimination
 - e. Communication; observation, recording, and reporting
 - f. Legal/ethical considerations
4. The unit objectives and performance indicators for each of the areas above are identified in the training criteria by the Board (Included in the Application Resource Packet) The Curriculum should be submitted for approval in a manner that identifies unit objectives, expected learning outcomes, and performance indicators. (A Sample is provided in the Application Resource Packet.)

.08 Student Evaluation

1. Each program shall state the criteria for successful program completion including the required passing standard on the final examination (.03, C, 2).
2. A final examination shall be given.
3. Students will be evaluated on their ability to also meet program objectives in the Skills lab and clinical setting. A Skills Inventory for each student is recommended as a record of meeting clinical skills requirements. (A sample inventory (checklist) has been provided in the Application Resource Packet) Please assure that the required Maryland skills are included in your checklist. (This list is provided in the Application Resource Packet).

**Maryland Board of Nursing
CNA Training Programs
CURRICULUM INVENTORY**

Regulation 07: Training Program

Section A: The training program shall provide a minimum of **100 hours** of instruction.

Section B: 60 Hours shall be devoted to didactic instruction and classroom Laboratory practice. **40 Hours** shall be devoted to clinical training experiences in a clinical facility. Note: **16 Hours of LAB shall be taught before the clinical experience See Below for required subjects.**

Section C: Curriculum: Training Guidelines, Learning Objectives, & Performance Indicators.

THE FOLLOWING CONTENT AREAS SHALL FORM THE FRAMEWORK OF THE CURRICULUM:

- A. Role of the CNA
- B. Infection Control
- C. Safety & Environment
- D. Mobility & Positioning
- E. Elimination
- F. Data Collection
- G. Hygiene
- H. Treatments
- I. Communication: Observing, Recording, Reporting, & Interpersonal Relations
- J. Legal/Ethical Considerations
- K Core Knowledge & Skills (Basic A&P, Hierarchy of Needs, Human Growth and Development, Medical Terminology & Abbreviations, Measurements, Basic Math., Disease Process, Basic Nutrition, Activity of Daily Livings)

16 HOURS OF CLASSROOM LABORATORY TRAINING

*Shall be provided prior to a trainee's direct assignment to client care.
The instruction shall include the following topics:*

- Role of Certified Nursing Assistant
- Infection Control
- Safety & Emergency Procedures
- The Environment
- Communication, Observe ,record, report
- Interpersonal Relationships
- Ethical/Legal Considerations

REQUIRED SKILLS TO BE TAUGHT SHALL BE FROM THE MARYLAND SKILLS LIST.

Program Completion Achievement Awards Guidelines

1. Please place the name of the Program Facility and address at the top of the *Award*.
2. Please title program completion awards as “Achievement Awards.” Do not use the terms certificate and or certified on the award.
3. All graduate names and dates of presentation must be typed in by the Program Facility.
4. A minimum of two signatures are required and up to four may be used: Administrator, Instructor, Director of Nursing and/or Program Director signatures may constitute the signatures.
5. The Award must include the statement: *This Achievement Award does not constitute a Maryland State certification from the Board of Nursing. This Award signifies that the above named candidate is eligible to apply to become a Certified Nursing Assistant and to sit for the Geriatric Nursing Assistant Examination pursuant to the State of Maryland regulations.*
6. The Award must carry an official embossed facility seal and/or be printed on security paper.
7. The Achievement Award may be required to be submitted to the American Red Cross when applying to test for the GNA certificate.
8. The Award must carry an official embossed facility seal and/or be printed on security paper.

COMPASSIONATE CARE NURSING HOME
3204 High View Street
Mt. Pleasant, Maryland

ACHIEVEMENT AWARD

Is presented to
Susan E. Smith

In recognition of successful completion of the
Compassionate Care Nursing Home
Nursing Assistant Training Program

Presented on this day of **December 7, 2016**

Administrator

Director of Nursing

Instructor

Program Coordinator

This Achievement Award does not constitute a Maryland State certification from the Board of Nursing. This Award signifies that the above named candidate is eligible to apply to become a Certified Nursing Assistant and to sit for the Geriatric Nursing Assistant Examination pursuant to the State of Maryland regulations.



Maryland Skills Listing

1. Hand Hygiene
2. Measures and records weight of ambulatory client
3. Provides Oral Hygiene
4. Dresses client with affected right arm
5. Transfers client from bed to wheelchair
6. Assists client to ambulate
7. Cleans and stores dentures
8. Performs passive range of motion (ROM) for one shoulder
9. Performs passive range of motion (ROM) for one knee and one ankle
10. Measures and records urinary output
11. Assist client with use of bedpan
12. Provides perineal care for incontinent client
13. Provides catheter care (not tested)
14. Takes and records oral temperature
15. Takes and records radial pulse, and counts and records respirations
16. Takes and records client's blood pressure (one-step procedure)
17. Takes and records client's blood pressure (two-step procedure) (not tested)
18. Puts one knee-high elastic stocking on client
19. Makes an occupied bed
20. Provides foot care
21. Provides fingernail care
22. Feeds client who cannot feed self
23. Positions client on side
24. Gives modified bed bath (face and one arm, hand and underarm)
25. Shampoos client's hair in bed (not tested)