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POLICY AND PROCEDURE REVIEW FORM- Nurse Assistant Training Program

Name of School:

Reviewer/Date:

Instructions: Policies must address the administration and management of the NATP. A student handbook is not a policy manual. The school's policies should include the purpose, scope (who is the policy applicable to), persons responsible for the policy, and the procedural specific steps (who, what, when, where, how). The Department must be able to clearly understand all elements of the policy and make a determination of its content. The school's policy manual must be presented in a consolidated, organized fashion. This would include a "Table of Contents" page, with each policy on separate pages. All pages would be numbered and dated, and have a heading which identifies the name of the school. Any form that the school uses would be identified in a "Form Section", which would be noted on the content page, and labeled at the end of the manual. If the school must make revisions to any pages of the policy manual, the school would submit the "revised" policy manual in its entirety to the Department for review. Also, on policy resubmissions, a cover page should be presented with the policy manual, explaining which pages have been revised.

NATPs P/Ps must minimally include:

		Met	Not Met/Comments:
			Please revise to include only policies and procedures listed to the left. 1 – 13.
1.	Policies are specific and are reviewed annually. Policy explains who is responsible for the review and the procedures for updates, including the audit form that is used when policy is updated and/or reviewed.		
2.	Job Descriptions detailing qualifications, duties, responsibilities and limitations for the licensed RN Prog. Director & Instructor: a. RN Program Director b. Instructor c. Administrator/Owner-Job description of the Administrator/Owner, related to oversight of the RN Program Director and any other aspects contained in the P/P or student handbook. d. Job description of others employed at the NATP (as noted in school's handbook/P&P/ or other documents) that have duties/ responsibilities related to the NATP process.		

3.	If RN Program Director oversees multiple schools; the <u>job description</u> must detail how oversight is provided for more than one school.	
4.	If school has RN Program Director that serves multiple locations, then Dept. will review/approve on case by case basis. RN Program Director will provide <u>justification</u> of how duties are done in writing, as well as inform the Department of all current employers, titles and hours of work/per week.	
5.	Organizational chart showing the person in charge of the program, the lines of authority, responsibility, communication, staff assignments and schedules.	
6.	The method of monitoring instructor by the individual responsible for the training program. (what, when, where, who, how). This information should be included in the duty statement for: Instructor, RN Program Director, Administrator or Owner (or others if noted in the school's P/P). Minimum -instructor evaluation once during class/once during clinical.	
7.	<p>a) Ratio of students (clinical setting) not to exceed 15 students to 1 instructor.</p> <p>b) Clinical instructor will demonstrate skills in the clinical setting and have students perform a return demonstration of all skills noted on the CDPH276A (Clinical Skills Checklist) in the clinical setting. All skills will be evaluated and documented on the date that the skill was performed.</p>	
8.	<p>How student absenteeism and makeup class will be handled. All makeup must be hour for hour with the instructor present. Policy must be specific, not vague. This process must be included in the job description of the person responsible for implementing the "make-up" assignments (theory and clinical).</p> <p><u>Makeup-time must be "well defined", limited number of days. Theory make-up must occur prior to clinical. The training schedule must show the "make-up" time within the specific training schedule.</u></p>	

9.	<p>a. All students will submit a CDPH 283B application and Live Scan fingerprinting upon enrollment.</p> <p>b. The Training Program shall ensure that the application CDPH283B to CDPH (Registry-ATCS) and LiveScan are submitted upon enrollment.</p>	
10.	The training program shall not make any false or misleading claims or advertisement regarding training provided.	
11.	School will follow the Department approved Training Schedule (cdph276B).	
12.	<p>Health exam and screening requirements:</p> <ul style="list-style-type: none"> a. Medical History b. Physical Examination, within 60 days of start of clinical, including TB and/or chest x-ray within 60 days, prior to attending clinical. c. Report signed by the MD, or Nurse Practitioner "that the student does not have a health condition that creates a hazard to self or others" 	
13.	<p>List all forms that are kept/maintained related to the program, including the when, where, who and how Record Keeping is accomplished within the Training Program.</p> <ul style="list-style-type: none"> a. Person responsible for completing daily attendance theory/clinical sign-in sheets. b. Person responsible for completing student records (theory/clinical). c. Timeframe for keeping records. d. Location where stored (locked) e. Completion of student records (timely) during the course and at the completion (who, when, how). f. Student theory/clinical records are complete prior to RN Program Director signs cdph 283B. g. Process of forms submitted upon enrollment. (cdph283Bs, copy of LiveScan BCIA8016, and coversheet for student roster (cdph283I). Person resp. for submission. 	

	<p>List the requirements and criteria for the following.</p> <ol style="list-style-type: none"> 1. Student receipt of Certificate of satisfactory Completion requirements. 2. Attendance and participation in graduation ceremony 		<p>Please develop policy and submit</p>
Other or Forms:	<p>Any form that is listed in the student handbook or P&P, related to student/instructor evaluation, health exam, sign-in sheets (etc.) must be provided as part of the P&P review. Information in documents must be current.</p>		

CDPH POLICY AND PROCEDURE SAMPLE FORMAT

SCHOOL NAME

Policy Title: Organizational Chart Policy		Approved Date: 1/15/15
Applicable Standard: CCR, Title 22, 71828	Prepared by: RN Program Director	Effective Date: 3/15/15
	Approved by: Administrator	Revision Date: 5/17/15

Policy: The Nurse Assistant Training Program (NATP) will develop and maintain an organizational chart to include all personnel who perform NATP related duties.

Purpose: The purpose of the organization chart is to identify NATP personnel, their job titles and lines of authority.

Scope: All NATP personnel

Responsibility: The NATP Administrator is responsible for the content development and distribution of the organizational chart and Policy.

Procedure:

1.0 The organizational chart will include the following elements:

1.1 Information blocks including titles and names of personnel showing lines of authority and communication for all personnel associated with the training.

1.2 Each block of information will include the job title and name of the individual currently assigned to that job and lines of authority.

2.0 The organizational chart will be reviewed and up-dated annually each July, or as necessary due to

personnel changes, job title changes or lines of authority.

3.0 Each time there is a change in personnel, job titles or lines of authority, the NATP administrator will update

the document and re-distribute to staff.

4.0 A copy of the organizational chart will be placed in the Policy and Procedure manual with this policy.

Differences between policies and procedures

Policies and procedures go hand-in-hand to clarify what an organization wants to do and how to do it.

Policies are clear, simple statements of how an organization intends to conduct its services, actions or business (rules). The policies provide a set of guiding principles to help with decision making. Policies don't need to be long or complicated – a couple of sentences may be all that is needed for each policy.

Procedures describe how each policy (rule) will be put into action. Each procedure should outline:

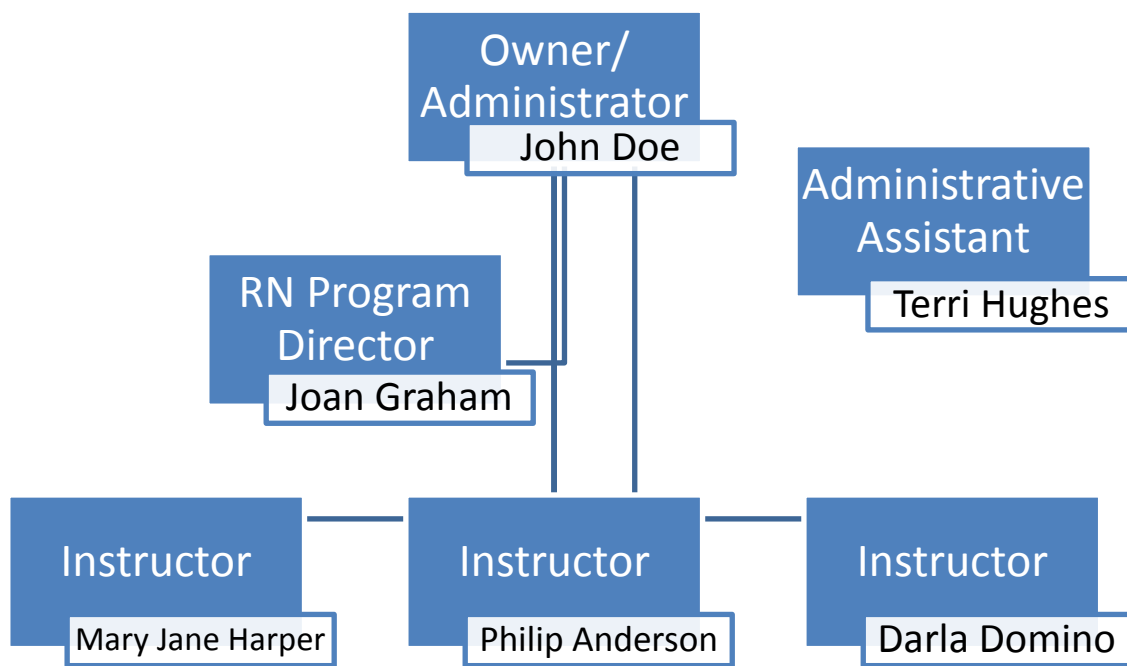
- Who will do what
- What steps they need to follow
- Which forms or documents to use

Procedures might be a few bullet points or instructions. Sometimes they work well as forms, checklists, instructions or flowcharts. Policies and their accompanying procedures will vary between workplaces because they reflect the values, approaches and commitments of a specific organization and its culture.

See reference: [What's the difference between policies and procedures](http://www.volunteer.vic.gov.au/manage-your-volunteers/policies-and-procedures/whats-the-difference-between-policies-and-procedures)

(<http://www.volunteer.vic.gov.au/manage-your-volunteers/policies-and-procedures/whats-the-difference-between-policies-and-procedures>)

Sample Organizational Chart



SCHOOL

Policy Title: Annual Review of Policies & Procedures		Approved Date: **/**/****
Applicable Standard: CCR, Title 22, Div 5, Ch 2.5 71828(a)	Prepared by: RN Program Director	Effective Date: **/**/****
CCR, Title 5, Division 7.5, Chapter 3, Article 1, 71730(c)	Approved by: Administrator	Revision Date: n/a

Policy: The Nurse Assistant Training Program (NATP) will develop an educational program in the training of Nurse Assistants, per CCR Div. 5, Chapter 2.5, Title 22, Section 7128.

Purpose: To identify policy administration

Scope: All NATP personnel

Responsibilities: The Nurse Assistant Training Program (NATP) policy development, implementation, and administration is the responsibility of the Administrator, in conjunction with the Registered Nurse Program Director (PD), Nursing Assistant Instructor (NA Instructor), Director of Nurses (DON) and Director of Staff Development.

The DON and DSD are responsible to ensure training and staff knowledge of all Policy and Procedures, and updates, within the Facility.

Annual Review of NATP Policies & Procedures will be conducted each April by the Administrator.

The annual review will be documented by the Administrator on the Annual Review form.

DATE

SCHOOL will review the Nursing Assistant Training Program Policy and Procedures Manual, and will revise as necessary. The *SCHOOL* employee who conducts the review will sign their name, job title and date below after each annual review has been completed. Annual reviews will be conducted in *MONTH* of each year.

[illegible]

SCHOOL

Policy Title: Job Descriptions		Approved Date: **/**/****
Applicable Standard: CCR, Title 22, Div 5, Ch 2.5 71828(b)(1)	Prepared by: RN Program Director	Effective Date: **/**/****
CCR, Title 5, Division 7.5, Chapter 3, Article 1, 71730(b)	Approved by: Administrator	Revision Date: n/a

Policy: *SCHOOL* will maintain job descriptions for all positions, detailing qualifications, duties and responsibilities for each administrative and faculty position.

Purpose: To ensure rules, regulations and approvals are met.

Scope: All NATP personnel

Responsibilities: The RN Program Director and NATP Instructor(s) will meet the California Code of Regulation, Title 22, Section 71829 requirements at all times. This includes State approvals and license requirements.

The NATP Instructor(s) will be responsible solely for the NATP Program. All other duties will be reassigned for the duration of the NATP program.

The ratio of student to instructor(s) for the clinical portion of the Program will not exceed a ratio of one (1) instructor to fifteen (15) students. (1:15)

Administrator/Owner will conduct annual performance review of Director of Nursing Services (DON).

DON will conduct annual performance review of NATP Instructor(s).

DON will oversee all NATP Instructor duties.