

# Nursing Assistant Curriculum Application Process and Form

## Curriculum Application Instructions

1. Complete and submit the Curriculum Application Form.
2. Complete and submit the Curriculum Evaluation Form.
3. Submit a hard copy of the curriculum.
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](mailto:Health.nar.coord@state.mn.us)  
Information Line: 651-215-8705



## Curriculum 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)

Any substantive changes in the curriculum must be approved by Minnesota Department of Health prior to implementation.

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 Evaluation Form

## Requirements

### 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 supervised practical training  
Unit number or page \_\_\_\_\_

Office Use:

- Meets standards  
 Parts not acceptable \_\_\_\_\_

<b>Requirements</b>	<b>Number of Hours Curriculum Instruction</b>	<b>Number of Hours Supervised Practical Training</b>
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		
<b>Total</b>		

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