

INITIAL LNA PROGRAM APPROVAL EXEMPLAR

Nur 704.03 Initial Approval.

1. Any sponsoring institution planning to offer a program designed to educate nursing assistants shall initially submit documents to the board for approval at least 12 months prior to the implementation of the program.
2. The initial application should include a proposed timeline for program implementation.
3. Board approval shall be received by the sponsoring institution prior to initiating a program and shall be based upon compliance with Nur 704.04 through Nur 704.10.
4. Documents to be submitted for program approval shall include the following:
 - a. A comprehensive feasibility study that shall address at least the following:
 - i. Documentation of the need and demand for such a program in New Hampshire.
This should include at a minimum:
 1. A statement of need with supported local and or state data/statistics.
 2. Explanation of why the program is a good match for the institution.
 3. Identify how the need for the program was determined. What is the method for assessing the sustainability of the program?
 4. The projected impact the program would have on existing programs in the region where the program is being proposed. This should include at a minimum:
 - a. A comparative analysis for having an in-house program versus utilizing an outside agency or other provider.
 - b. What geographic area will the program support?
 5. A hiring plan for qualified program administrators, faculty, and staff.
 - a. What is the availability of qualified personnel?
 - b. Hiring a program director with expertise in curriculum development is vital to the success of a new program.
 - c. How will faculty be recruited and retained?
 6. The sources and number of potential students;
 - a. What is the anticipated student population?
 - b. How will potential students find out about the program?
 - c. Can the clinical community continue to absorb the number of expected graduates?
 7. The names of proposed cooperating agencies, including evidence of their intent to contribute to the achievement of the clinical objectives of the program.
 - a. If utilizing off-site facility for clinical; the program coordinator must verify that the cooperating facility completed and attested to the requirements listed under "Clinical Facility Site Visit Criteria," which is available on the Board web-site:
<https://www.oplc.nh.gov/nursing/documents/lna-facility-site-visit-criteria-attestation.pdf>
5. Provide name and credentials of the program coordinator.
 - a. Refer to Nur 704.04 for Program Coordinator qualifications.
 - b. Refer to Nur 704.05 for Program Coordinator responsibilities.
6. List all the names and credentials of the instructors.
 - a. Refer to Nur 704.06 for instructor qualifications.
 - b. Refer to Nur 704.07 for instructor responsibilities to include:

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- i. Classroom and clinical teaching.
 - ii. Implementation and distribution of written policies to each student that address:
 - 1. Class attendance
 - 2. Academic achievement
 - 3. Theoretical and clinical competence; and other programs policies affecting students (e.g. Policies on substance abuse, discrimination/bullying, professionalism, code of conduct, ethical standards, etc.)
 - c. The student-to-instructor ratio shall not exceed 8:1 in the clinical setting
 - d. The instructor shall have no other work responsibilities while instructing clinical and classroom sessions
 - e. Qualified resource people from the health-care field (e.g. dieticians, etc.) who are appointed by the program coordinator may participate in instruction. These persons should be identified along with their credentials
 - f. The instructor assigning learning activities to students shall determine whether they are qualified to perform nursing-related activities
 - g. Instructor shall ensure that students are responsible and accountable for the activities assigned; and that they do not perform nursing-related activities for which they are not theoretically and clinically prepared
 - h. Instructor shall ensure that students are clearly identified as acting in the student role. (how the student is identified should be described). **PLEASE PROVIDE THE WRITTEN POLICY THAT ADDRESSES 6 a-h IN THE INITIAL PROPOSAL**
7. Provide the program admission standards (refer to Nur 704.08);
- a. Each applicant for admission to a nursing assistant program shall document the ability to read, comprehend, write, and communicate in English, relative to job-related activities. (Refer TO Nur 302.01 for General Qualifications for All licensure applicants).
 - i. A pre-entrance examination is one method for assessing this and other student qualifications. **PLEASE PROVIDE AN EXAMPLE OF THE ASSESSMENT IN THE INITIAL PROPOSAL.**
 - b. Each applicant for admission to a nursing assistant program shall not have been convicted of a crime constituting any of the following unless such conviction was annulled by a court of competent jurisdiction:
 - i. Murder or manslaughter
 - ii. Robbery
 - iii. Felonious theft
 - iv. Felonious assault
 - v. Sexual crime involving a child
 - vi. Kidnapping, and
 - vii. Endangering the welfare of a child or incompetent person. (refer to Nur 302.01 for General Qualifications for All applicants seeking licensure and Nur 301.05 for all applicants seeking licensure as an LNA-this includes submission of a criminal background check). **PLEASE PROVIDE THE METHOD/POLICY THAT INDICATES HOW THIS IS DETERMINED IN THE INITIAL PROPOSAL.**
8. Provide the philosophy of the educational program with expected student outcomes;
- a. Each LNA program shall develop and maintain a clearly written statement of the LNA program's philosophy, reflecting the mission statement of the sponsoring institution,

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which defines the organization's beliefs regarding the concepts identified as foundational to the program.

- b. The LNA program's anticipated outcomes shall be grounded in the philosophy and the organizing framework and shall serve to evaluate student performance as well as criteria for selecting learning activities.
9. Provide the curricular organization/program structure (refer to Nur 704.09);
- a. The program shall consist of a minimum of 100 hours of instruction. Of this time, there shall be 40 hours of theory and 60 hours of concurrent clinical experience.
 - b. The philosophy of the program shall be written and clearly reflect the sponsoring institution's beliefs regarding care-recipients, care-providers, care-characteristics, environment within which care shall be provided, and educational preparation for providing nursing-related activities.
 - i. This should include the course objectives, learning outcomes, graduate attributes, core competencies, etc.
 - ii. Indicate text(s) used in the curriculum. This should include the book title, author name(s), publisher and copyright date. The text should be the latest edition and not greater than five years.
 - iii. Indicate student workbooks used, if applicable.
 - c. Course and unit objectives should reflect learning outcomes. The successful graduate should have the ability to;
 - i. Form a relationship, communicate and interact effectively with individuals and groups;
 - ii. Demonstrate comprehension related to individuals' emotional, mental, physical and social health needs through skillful, direct nursing-related activities;
 - iii. Assist individuals to attain and maintain functional independence in a home or health-care facility;
 - iv. Exhibit behaviors supporting and promoting care-recipients' rights;
 - v. Demonstrate observational and documenting skills required for reporting of people's health, safety, welfare, physical and mental condition, and general well-being; and
 - vi. Provide safe nursing-related activities under the supervision of a registered or licensed practical nurse.
 - d. Course outlines should describe course content;
 - i. Course content, learning activities, and objectives shall be offered at the educational level appropriate to the applicants. Indicate how this is assessed.
 - ii. Content shall include the following information;
 1. Pathological, physical, psychological, social, cultural and religious influences related to the life cycle and the aging process.
 2. End of life issues; and legal, ethical and moral issues involved when providing nursing-related activities.
 - iii. Provide a narrative indicating that students will receive 16 hours of instruction prior to direct care with care-recipients. This shall include the following:
 1. Orientation to the role;
 2. Holistic approach to care throughout the lifespan;
 3. Communication skills;
 4. Safety and emergency procedures including the Heimlich maneuver; and

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5. Protection of care-recipients' rights, dignity and their confidentiality.
- iv. Theoretical and clinical experiences shall include assisting care-recipients with nursing related activities in the following areas:
 1. Personal hygiene including bathing, grooming, dressing;
 2. Ambulation, and movement including range of motion, turning, positioning, transferring;
 3. Nutrition and elimination including feeding and hydration, toileting, bowel and bladder training;
 4. Environmental and personal safety involving housekeeping concerns, adaptive devices, special clothing;
 5. Emotional support including appropriate responses and techniques used with the cognitively impaired and demented, the aging process, identification of resources, preservation of dignity, assuring freedom from fear and reprisal;
 6. Comfort, rest, and activities including privacy, physical and occupational skills; and
 7. Emergency situations including appropriateness of action or non-action, fire drills, security of the environment, resources available.
 - e. Schedule of instruction indicating classroom and clinical hours, examinations. **SAMPLE SCHEDULE(S) SHOULD BE INCLUDED IN THE PROPOSAL.**
 - f. Provide a description of the types of instructional materials/methods used, such as:
 - i. Lecture/Discussion
 - ii. Textbook/student workbook
 - iii. PowerPoint presentation
 - iv. Video/DVD/You-Tube
 - v. Demonstration
 - vi. Handouts
 - vii. Group discussion, interactive demonstrations, individual presentations
 - viii. Methods used in the laboratory setting such as simulation laboratory, hands-on use of mannequins, anatomical models, etc.
 - ix. Case study discussions
 - x. Clinical experience
 - xi. Provide any reference material(s) used
 - g. Describe how students will be evaluated;
 - i. Provide the criteria needed to pass both the theory and clinical/laboratory skills. Pursuant to Nur 704.09, a grade of 70%, or greater in examinations testing for theoretical content is required; and a grade of "pass" is required on the skills test. **PROVIDE QUIZZES, EXAMS, KEYS, AND SKILLS CHECK LISTS IN THE INITIAL PROPOSAL.**
 - ii. Instructors shall prepare and give to each student at the successful completion of the program a performance record of nursing-related activities that includes but is not limited to:
 1. Skill(s) performed
 2. Date(s) of skill performance
 3. Satisfactory or unsatisfactory performance; and
 4. Instructor signature and date of performance evaluation
 5. Are tutoring/remediation offered? If so, provide policy.

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AN EXAMPLE OF THE PERFORMANCE RECORD SHOULD BE INCLUDED IN THE INITIAL PROPOSAL.

- iii. Describe how the course grade is determined.
 1. Identify how the exams, homework, quizzes, etc. are weighed into the overall grade.
10. Upon successful completion of the program, the coordinator shall provide to the successful candidate a certificate indicating the following:
 - a. Student name
 - b. Name of sponsoring agency
 - c. Hours of clinical and theoretical instruction
 - d. Date of program initiation and successful completion, and
 - e. Signature of program coordinator. **AN EXAMPLE OF THE CERTIFICATE OF COMPLETION SHOULD BE INCLUDED IN THE INITIAL PROPOSAL.**
11. Program Facilities and Resources /Clinical experiences shall be addressed in the initial proposal (refer to Nur 704.10). This shall include;
 - a. If applicable, provide written narrative/policy/agreement confirming the physical facilities and educational materials meet the needs of the program, the number of students, and the instructional staff. Identify if the program will be self-contained (i.e. both classroom and skills lab/site are on the premise). The sponsoring agency shall indicate in the proposal that they are able to provide for clean, safe environmental conditions with comfortable temperatures; adequate lighting and audio-visual or simulated equipment necessary for care demonstration.
 - b. If the sponsoring agency does not have the appropriate educational facilities, they may contract with cooperating agencies to provide clinical and classroom facilities PRIOR to student placement. This agreement shall delineate roles, responsibilities and time frames pertinent to the program.
 - c. If a sponsoring agency chooses to use a cooperating agency, an attestation form shall be submitted 3 months prior to placement of students within the cooperating agency. Complete and submit the attestation along with the initial proposal and update as needed:
 - d. <https://www.oplc.nh.gov/nursing/documents/lna-facility-site-visit-criteria-attestation.pdf>