



State of New Hampshire
 OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION
 DIVISION OF HEALTH PROFESSIONS

Board of Nursing
 7 Eagle Square Concord, N.H. 03301
 Telephone 603-271-2323 · Fax 603-271-2856



**NURSING ASSISTANT EDUCATIONAL PROGRAM LNA
 REQUEST FOR SURVEY**

Programs should complete and submit this form via email to board.questions@nh.gov or fax to: 271-6605 or mail to address listed above. Please do not send any additional forms or information unless specifically requested to do so.

Program Name:	
Program Address:	Date of Report:
Coordinator Name:	Initial Coordinator Approval Date:
Coordinator Telephone:	Coordinator Fax:
Coordinator E-mail Address:	Initial Program Approval date:
<p>All NA Education Programs must comply with the rules and regulations of the New Hampshire Higher Education Commission, the state entity responsible for Career School Review and licensing. (If you have questions about this process, please contact Dept. of Education at 271-6443.) Documentation of completion of the NH Higher Education Commission Pre-Application process (or a copy of the program's current NH Higher Education Commission License is on file at the program):</p> <p style="text-align: center;">Yes No</p>	
<p>NUR 704.06 Board Approved Instructor(s): Please list all board approved instructors:</p>	
Instructor Name:	Date of initial board approval:
Instructor Name:	Date of initial board approval:
Instructor Name:	Date of initial board approval:
Instructor Name:	Date of initial board approval:
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NUR 704.07(e)

Qualified Resource Persons: The coordinator may appoint qualified persons to participate in the instructional experience (under the direct supervision of the coordinator or instructor).
 List the name(s) and expertise of all persons who have been appointed in this capacity (for example, in some programs/facilities, the Human Resources Department participates in the curriculum by instructing students about the Federal HIPPA regulations):

Name:	Area of Expertise:

NUR 704.10 Program Facilities and Resources

Cooperating Agency/Agencies: Programs that do not have the appropriate educational facilities may contract with a cooperating agency/institution for classroom and/or clinical facilities. Please complete the following information for each cooperating agency:

Cooperating Agency/Clinical Facility Name: Date of most recent contract review: Confirmation that contract is current: Yes No	Cooperating Agency/Clinical Facility Name: Date of most recent contract review: Confirmation that contract is current: Yes No
Cooperating Agency/Clinical Facility Name: Date of most recent contract review: Confirmation that contract is current: Yes No	Cooperating Agency/Clinical Facility Name: Date of most recent contract review: Confirmation that contract is current: Yes No

If the program is facility based and there are no cooperating agencies, check here:

Education Programs are required to provide a minimum of 60 hours of clinical learning activities. Each program must either be based within a facility that provides sufficient care-recipients and material resources to meet this requirement or contract with a Cooperating Agency to provide for clinical learning activities.



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Please describe the clinical experiences available to students within the facility or Cooperating Agency:

NUR 704.08 Admission Standards

Please describe how applicants are evaluated to determine the ability to read, comprehend, write and communicate in English relative to job-related assignments before being admitted to the program:

1. **Number of programs conducted since last board assessment:**
2. **Number of candidates tested:**
3. **Number of candidates successfully completing the program:**

NUR 704.09 Curriculum

Please indicate “yes” or “no” in response to each question:

Any changes in curriculum and/or program objectives since the most recent review have been submitted to and approved by the board:

YES* NO N/A



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***If yes, please describe the changes:**

Prior to direct care with care-recipients, students receive 16 hours of instruction including: orientation to the role, holistic approach to care throughout the lifespan, communication skills, safety and emergency procedures including the Heimlich Maneuver and protection of care-recipients rights, dignity and confidentiality:

YES NO

Students must achieve a grade of 70% or higher on the course examination and a grade of “pass” on skills test:

YES NO

The student to board-approved instructor ratio does not exceed 8:1 in the clinical setting:

YES NO

The instructor has no other work responsibilities while instructing clinical and classroom learning experiences:

YES NO

Students are clearly identified as acting in the student role

YES NO

The program consists of a minimum of 100 hours of instruction and, of this time, 40 hours of theory and 60 hours of clinical instruction are provided:

YES NO

Please complete:



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Actual Number of Hours of Theoretical Instruction provided:	Actual Number of Hours of Clinical Instruction provided:
Please indicate the text(s) used (include book title, author name(s), publisher and copyright date):	
Textbook:	
Workbook:	

NUR 704.10 Program Facility and Resources: Classroom and Laboratory Facilities

Classroom and laboratory facilities must be adequate to meet the needs of the program, the number of students and the instructional staff.

Please describe the physical facilities and educational materials available to students that provide for a clean, safe environment with comfortable temperatures, adequate lighting and audio-visual or simulated equipment necessary for care demonstrations in the:

Classroom:

Laboratory:

Competency Testing Company Name:

Tester Name:

Records

Please indicate “yes” or “no” in response to each question:

Records include, at a minimum, student name, address, date of birth, telephone number, date of program completion, dates of initiation and termination of program, contracts, tests, grades and course documents.

YES

NO

Security of student records is maintained

YES

NO



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NUR 704.05 Coordinator Responsibilities

The Program Coordinator conducts and is responsible for program evaluation and maintenance of course documents including documentation of course completion and issuance of a certificate of completion to students.

YES NO

The Program Coordinator submits to the board names and contact information for persons successfully completing the nursing assistant program within 30 days of program completion.

YES NO

Nur 704.09 Curriculum Evaluation

Please describe how the program coordinator evaluates the following:

Instructional Methods:

Student Progress:

Effectiveness of Instructors:

Suitability of Cooperating Agencies:

Appropriateness of Course Content:

Graduate Performance on Tests:

Program Coordinator Comments:



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Board of Nursing Comments:	
Board of Nursing Signature:	Date: