

Classroom Observation Tool

Nurse Aide Training and Competency Evaluation Program (NATCEP)

Objective: Determine whether a NATCEP meets State and Federal requirements.

Name of NATCEP: _____

Instructor being observed: _____

Classroom Requirements	Met	Not Met	Not Observed	Comments
A minimum of 30 hours of the required 100 hours must be spent in the classroom				
16 hours prior to direct contact with residents/clients the following must be taught: (check any area that was observed)				
1. Communication and interpersonal skills				
2. Infection control				
3. Safety/emergency procedures including the Heimlich Maneuver				
4. Understanding and promoting resident's independence				
5. Respecting resident's rights				
The remaining 30 hours can include, but is not limited to the following: (check any area that was observed)				
1. Basic nursing skills, including recognition or abnormal changes in body function and the importance of reporting such changes to a supervisor				
2. Personal care skills				
3. Mental health and social service needs				
4. Care of cognitively impaired residents				
5. Basic restorative services				
Other classroom activities shall include but shall not be limited to: (check any area that was observed)				
Introduction to the health care delivery system in Hawaii with special emphasis on agencies and facilities that care for the aged				
Appropriate professional conduct as a nurse aide				
General preventive health care with emphasis on controlling the spread of infections				

Basic information about human bodily functions				
Interpersonal skills including time and stress management, teamwork, developing relationships with residents, and coping with death and dying				
Basic medical terminology				
Instructor Classroom Review				
1. Classroom instructor is on the topic of the day based on submitted curriculum and schedule.				
2. Instructor is prepared and knowledgeable of the subject topic.				
3. Students are interactive and understanding the topic being discussed.				
4. Testing (oral or written)				
5. Attendance Records, including tardiness and absentees				
6. Skills checks for trainees				
7. Trainee competency evaluation				
Check which instructional techniques were observed: _____ Lecture _____ Written Assignments _____ Audiovisual aids _____ Role Playing				

Corrective Action Plan to be issued

No Corrective Action Plan necessary, all items met on day of observation

Reviewed By: _____ Date Reviewed: _____

Instructor Comments/observations: