

FORMAT FOR THE SUBMISSION OF THE WRITTEN NATP CURRICULUM

The curriculum must be submitted with the request of the Nurse Aide Training Programs (NATP) to be certified. The curriculum **MUST BE TYPED**. The following format **MUST** be strictly followed. If any requested information is missing, the curriculum will be returned with a check list of missing elements.

SECTION I

- Name of the NATP;
- Address where the classroom training will be held. (Street address, city, and island);
- Address(es) where the supervised practical training will be held. (If location is a facility, provide the name of the facility.);
- Telephone number;
- Fax number (optional);
- E-mail address (optional);
- Name of the registered nurse instructor;
- Hawaii State License Number for the registered nurse;
- State years of experience in nursing and in a long term care facility;
- Telephone number;
- Name(s) of supplemental instructors and degrees (i.e., L.P.N., P.T., O.T., etc.); and
- Hawaii State License Number for each supplemental instructor listed.

SECTION II

Brief description of the NATP to include at a minimum:

- Number of years in operation;
- Estimate of the number of graduates; and
- Number of trainees per training cycle.

SECTION III

Curriculum details for classroom instruction:

Minimum requirement:

Thirty (30) hours or more must be spent in classroom activities.

REQUIRED RESPONSE

- List each required curriculum area, describe clearly and concisely the teaching technique(s), textbooks, instructional materials, etc., that will be employed in the unit and the time (in hours and minutes) devoted to the unit. If handouts are used, include a copy of the handout in Section VII—Instructional materials given to trainees.
- If additional areas of instruction are covered, list them after the required areas have been addressed and clearly mark these as optional, briefly describe them and the teaching technique(s), etc., employed and the time (in hours and minutes) dedicated to them.

SECTION IV

Assessment of trainee's performance in classroom instruction:

REQUIRED RESPONSE

- Briefly describe how the trainee's performance and competency will be evaluated. Describe any assessment tools and forms that are used and rating scale. Include how the NATP evaluates the trainee's suitability for caring for vulnerable populations.
- Briefly explain how the NATP assists trainees that are having difficulty with classroom instruction.
- Attach copies of all assessment forms used.

SECTION V

Curriculum details for supervised practical training:

Minimum requirement:

Seventy (70) hours or more of which the following minimum hours apply:

- *Basic nursing skills—30 hours.*
- *Basic personal care skills—30 hours.*
- *Basic restorative services—10 hours.*

REQUIRED RESPONSE

- List each required curriculum area and the specific required skills in the area. Describe clearly and concisely each skill taught and the time devoted to it—including follow-up training in hours and minutes. Also, describe clearly how the instructor determines that the trainee is competent to perform each skill.
- If additional skills are covered, list them after the required skills and clearly indicate that these are optional. Briefly describe them and the teaching technique(s), etc., employed and the time (in hours and minutes) dedicated to them.

SECTION VI

Assessment of trainee's performance in supervised practical training:

REQUIRED RESPONSE

- Briefly describe how the trainee's performance, understanding, and competency in each of the skills are evaluated. Describe any assessment tools and forms that are used and rating scale. Include how the NATP evaluates the trainee's overall performance and his/her suitability for caring for vulnerable populations.
- Briefly explain how the NATP assists trainees that are having difficulty in performing any given skill instruction.
- Attach copies of all assessment forms used.

SECTION VII

Instructional materials given to trainees:

REQUIRED RESPONSE

This section must be organized in two (2) parts:

1. Part I—Instructional material used in the classroom:
 - Attach copies of handouts;
 - If no handouts are given and instructions are solely from lectures, audio-visual aides, books, etc., clearly state this and give a list of the books, etc., used; and
 - If the handouts total more than 100 pages, submit copies of the first page of each handout and a description of the areas covered in each handout.
2. Part II—Handouts used in supervised practical training:
 - Attach copies of handouts;
 - If no handouts are given clearly state this; and
 - If the handouts total more than 100 pages, submit copies of the first page of each handout and a description of the areas covered in each handout.