

**Supervised Practical Training Observation Tool**  
**Nurse Aide Training and Competency Evaluation Program (NATCEP)**

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

**Name of NATCEP:** \_\_\_\_\_ **Time of Observation:** \_\_\_\_\_

**Name of Instructor(s) Observed:** \_\_\_\_\_

**Observation conducted at: Facility Site:** \_\_\_\_\_ **Laboratory Setting:** \_\_\_\_\_

**Practical Training: A minimum of 70 hours must consist of supervised practical training.**

(Supervised practical training means training in a laboratory or other setting in which the trainee learns & demonstrates knowledge and proficiency while performing tasks on an individual under the direct supervision of a RN)

Observation	Met	Not Met	Verbal from Trainee	Not Observed	Comments
Instructor is observing and instructing trainees					
Instructor is readily available to trainees for questions or assistance					
Instructor appears familiar with the training environment					
Skill Observation					
Basic Nursing Skills (taught by a RN) minimum of 30 hours					
1. Taking and recording vital signs					
2. Measuring & recording height & weight					
3. Caring for the residents environment					
4. Recognize abnormal body functioning & the importance of reporting such changes to a supervisor.					
5. Caring for residents when death is imminent.					
Is there evidence that the trainee has the understanding and ability to perform each skill correctly?					
Personal Care Skills (taught by RN or LPN under the supervision of a RN) minimum of 30 hours					
1. Bathing					
2. Grooming, including mouth care					
3. Dressing					
4. Toileting					
5. Assisting with eating & hydration					
6. Proper feeding techniques					
7. Skin Care					
8. Transfers, positioning & turning					

Is there evidence that the trainee has the understanding and ability to perform each skill correctly?					
Basic Restorative Services (taught by a licensed or certified therapist) minimum of 10 hours If practical training is done in a facility, facility therapists may teach trainees.					
1. Training resident in self care according to resident's abilities					
2. Use of assistive devices in transferring, ambulation, eating & dressing.					
3. Maintenance of range of motion					
4. Proper turning & positioning in bed & chair					
5. Bowel & Bladder re-training					
6. Care & use of prosthetic & orthotic device					
Prior to any direct contact by trainees with residents, a minimum of 16 hours should have been spent on the following areas. If direct contact is observed, are trainees following proper procedures in the following areas?					
Communication and interpersonal skills <ul style="list-style-type: none"> <li>Professional communication is occurring between trainees, instructor, residents and facility staff when applicable</li> </ul>					
Infection Control					
Safety/emergency procedures, including Heimlich maneuver					
Understanding and promoting resident's independence					
Respecting resident rights					
1. Providing privacy and maintenance of confidentiality					
2. Promoting the residents' right to make personal choices to accommodate their needs					
3. Giving assistance in resolving grievances and disputes					
4. Providing needed assistance in getting to and participating in resident and family groups and other activities					
5. Maintaining care and security of resident's personal possessions					
6. Promoting the residents' right to be free from abuse, mistreatment, and neglect and the need to report any instances of such treatment to appropriate facility staff					
7. Avoiding the need for restraints in accordance with current professional standards					
Basic bodily functions					

When Training is conducted in a Nursing Facility the following will be observed:					
Trainees are not performing any services to residents for which the trainee has not been trained and found proficient by the RN instructor					
Trainees are providing services to residents under the general supervision of a RN					
Facility CNAs are not instructing trainees					
Trainees are wearing name tags					
Instructor appears familiar with the laboratory or facility environment					
Are any supplemental personnel from other health professions being utilized to instruct trainees such as but not limited to: Activities Specialist, Dieticians, Fire Safety Experts, Gerontologists, LPNs, Nursing Home Administrators, Pharmacists, Psychologists, PTs, OTs, Physicians, RNs, Resident Rights Experts, Sanitarians, Social Workers, and SLPs					
If the NATCEP is a facility-based program, is the training of nurse aides being performed under the general supervision of the Director of Nursing? The DON is prohibited from performing the actual training.					

Additional Observation/Comments:

- Corrective Action Plan to be issued
- No Corrective Action Plan necessary, all items met on day of observation

Reviewed by \_\_\_\_\_ Date Reviewed: \_\_\_\_\_