

Checklist for Partnership with Nebraska Health Care Learning Center (NHC-LC)

This checklist is to provide assistance only. It does not need to be returned to NHC-LC.

Name of Facility _____

1. Room size is large enough to accommodate _____ students.
2. Square footage of room where majority of teaching to be conducted is _____.
3. The building, workspace and equipment comply with local fire, building, health and safety requirements. Please include a copy of **inspection certificate**.
4. Please provide a **list of major equipment** available for student/instructor use. Please include year, make, and model with respect to state of the art equipment. Example (laptop, projector, medical bed, blood pressure cuffs)
5. Instructors can **qualify** in several ways: with two years of trade or professional experience in the subject to be taught; with a baccalaureate or associate degree in that subject; or by providing a contingency plan to be approved by the department of education (with a progress report to be submitted yearly) whereby the minimum requirements will be met within three years. Instructors who teach the Basic Nursing Assistant program also need to be aware of the following:
 - Training must be preformed under the supervision of a registered nurse who possesses a minimum of two years nursing experience and one year in long term care.
 - The instructor must have completed a course in teaching adults, have experience teaching adults, or have experience supervising nursing assistants.
 - Other personnel from health professions may supplement material and training.
 - The instructor must have a minimum of one year experience.
6. An **instructor qualification form** must be completed for any instructor teaching more than 5% of the program. These forms must be submitted to the Learning Center and will be forwarded to the Department of Education and Health and Human Services as required. They will be kept on file at the Learning Center. (Instructor qualification form included)
7. A copy of the **catalog** must be freely available to each student as desired and is available through NHC-LC or may be downloaded at www.nehca.org.
8. **Enrollment information** including registration information and financial information including tuition shall be sent to NHC-LC upon receipt from students within seven days.

9. **Records**--attendance, completion, and grade must be sent to NHC-LC as soon as possible upon completion of the program within five working days. This may be transmitted by mail, fax or email. Please do not email sensitive student information such as SSN. NHC-LC 3900 NW 12 Suite 100, Lincoln NE 68521, 402-435-3551, fax- (402) 475-6289) Email nhclc@nehca.org.
10. Forward all student **employment information** within 30 days after completion of class to NHC-LC (Employment information form included).
11. **Transcripts** will not be released or sent to the department of Health and Human services for nursing assistant testing and registry data unless tuition has been paid in full.
12. **Advertising** must be approved by NHC-LC in advance.
13. **Instructor to student ratio** on the clinical site is a maximum of 1/12.
14. Must meet the requirements of **Title 175 Chapter 13 Regulations and standards governing the Approval of Training programs for Nursing Assistants**.
15. The current **approved curriculum** for Basic Nursing Assistant Training through NHC-LC is *Nebraska Health Care Basic Nursing Assistant Training Third edition 2003*.
16. The current **approved curriculum** for Medication Aide Training through NHC-LC is *Nebraska Health Care Medication Aide Training*.
17. Students are responsible for textbooks and workbooks. The satellite site may choose to purchase materials for students to buy or refer them to NHCA to buy individually as desired.
18. Upon successful completion of the training program, the registered nurse administering the training shall provide the student with a **certificate of completion** (included in the instructor text materials or available through the Learning Center)
19. Please use **email** as much as possible. Electronic copies of the majority of these forms are available if you would send your email to the Learning Center nhclc@nehca.org. You will need to return a signed copy of the instructor form that will then be forwarded to the appropriate state agencies.
20. A **signed agreement** between the facility and NHC-LC shall be kept on file at NHC-LC and given to the facility with any additional documentation required.
21. Please provide a general idea on **how often** the facility would like to teach a program.

22. Please provide a *schedule* at least six weeks in advance so that it can be sent to the Web site, recorded, sent to the state board of education and health and human services as appropriate. This information will also be included in newsletters.
23. Please notify NHC-LC of any *changes in schedule or instructors* immediately.
24. If someone is willing to serve on a committee to evaluate texts and curriculum for particular subject areas, please notify NHC-LC.