Indiana Department of Health

Eric J. Holcomb
Governor

Kristina M. Box, MD, FACOG
State Health Commissioner

ORDER TO EXPEDITE CERTIFIED NURSE AIDE TRAINING FOR PERSONAL CARE ATTENDANTS AND TEMPORARY NURSE AIDES DURING THE COVID-19 PUBLIC HEALTH EMERGENCY

Pursuant to the "Declaration of Public Health Emergency for Coronavirus Disease 2019 Outbreak" issued by Governor Eric Holcomb on March 6, 2020 as extended and supplemented (the "Governor's Declaration") and IC 4-21.5-4-1, and as authorized by IC 16-28-1-10 and the September 18, 1991 resolution of the Executive Board of the Indiana Department of Health (the "Department"), the State Health Commissioner hereby **ORDERS** as follows:

1. Any person (a "candidate") who

   a. became a registered Personal Care Attendant ("PCA") under the Department's March 21, 2020 "Emergency Order Authorizing Temporary Personal Care Attendant Positions and Training for Nursing Homes" as amended, extended, and ultimately reissued September 23, 2020, or under the Department's March 23, 2020 "Emergency Order Authorizing Temporary Personal Care Attendant Positions & Training for Residential Care Facilities" as amended, extended, and ultimately reissued September 23, 2020; or

   b. became a registered Temporary Nurse Aide ("TNA") under the Department's April 18, 2020 "Sixth Emergency Order Granting Temporary Blanket Waivers for Comprehensive Care Facilities" as extended and ultimately reissued September 23, 2020, or under the Department's April 20, 2020 "Fifth Emergency Order Granting Temporary Blanket Waivers for Residential Care Facilities as extended and ultimately reissued September 23, 2020;

   may fulfill the training to become a Certified Nurse Aide ("CNA") on an expedited basis as set forth and described in this Order.

2. A candidate may fulfill the 75 hours of training currently required[1] to become a CNA by completing an expedited CNA training course as follows:

[1] See the Indiana Department of Health's October 24, 2020 "Order to Facilitate Certified Nurse Aide Training During the Covid-19 Public Health Emergency."

a. The candidate will be credited eight (8) hours for the training completed to become a PCA, which training is deemed to provide basic proficiency in 34 of 72 "Resident Care Procedure" ("RCP") skills required for CNAs in Indiana.

b. The candidate must complete eighteen (18) hours of additional training, consisting of fifteen (15) hours of classroom instruction and three (3) hours of clinical and competency checkoffs. This training must follow the "Expedited CNA Training for PCAs and TNAs" outlined in Appendix A to this Order and keyed to the existing Indiana Nurse Aide Curriculum approved by the Department. Completion of these eighteen (18) hours will be deemed to provide basic proficiency in the remaining 38 RCP skills required for CNAs and adequate preparation for the final CNA testing and skills examination.

c. When the candidate has (i) completed all the foregoing training and (ii) accrued at least 49 hours of facility-based work experience as a registered PCA, the candidate will be deemed to have completed 75 hours of training as currently required to become a CNA. The candidate must present sufficient documentation that all training has been completed and all required hours worked before the candidate may attempt the final CNA testing and skills examination.

2. Pursuant to paragraph 13(B) of the Governor's March 19, 2020 Executive Order 20-05, the waivers and actions authorized by this Order shall expire no earlier than the date the Governor's Declaration is withdrawn or expires, including any extensions thereof.

SO ORDERED as of the date set forth below.

Kristina Box, MD, FACOG
State Health Commissioner

By: _____
Matthew Foster, Assistant Commissioner
Consumer Services & Health Care Regulation

Date: October 24, 2020

Expedited CNA Training for PCAs and TNAs

Approved by emergency order on October 24, 2020

CONTENTS

Lesson/Content	***Curriculum Pages***
Lesson 1 **Introduction to the Role of the Nurse Aide** [45 minutes] I. Introduction to Long Term Care II. The Role of the Nurse Aide III. The Care Team and the Chain of Command IV. Communication and Interpersonal Skills V. Resident-Centered Care (Person-Centered Care)	1-9
Lesson 2 **Resident Rights** ***Covered in initial PCA/TNA training***	
Lessons 3&4 **Infection Prevention and Control – COVID-19 Focus** [2 hours] I. Reintroduction to Infection Control II. Hand Hygiene III. Personal Protective Equipment (PPE) IV. Precautions V. Infectious Disease/Infectious Condition VI. Infection Control Practices VII. CDC/CMS/IDH Guidance, Rules, and Regulations	15-25
Lesson 5 **Medical Concerns/Emergency Procedures** [30 minutes] I. Accidents II. Falls III. Choking IV. Burns/Scalds V. Poisoning VI. Medical Emergency VII. Safety Measures/Prevention Strategies *RCP#9 Seizures**	26-31

APPENDIX A

Lesson/Content ***Curriculum Pages***

Lesson 6 32-36
Fire Safety and Other Resident Safety Concerns [15 minutes]

I. Fire Safety
II. Side rails/Entrapment
III. Resident Elopement
IV. Smoking

RCP#10 Fire
RCP#11 Fire Extinguisher

Lesson 7 37-40
Basic Nursing Skills (Vital Signs, Height and Weight) [60 minutes]

I. Initial Steps
II. Final Steps
III. Vital Signs
IV. Measuring and Recording Height and Weight

RCP#14 Pulse and Respirations
RCP#15 Blood Pressure
RCP#16 Height
RCP#17 Weight

Lesson 8
Activities of Daily Living (Positioning/Turning, Transfers)
Covered in initial PCA/TNA training

Lesson 9 48-50
Activities of Daily Living (Devices Used for Transfer) [30 minutes]

I. Using Mechanical Lifts
II. Transfer Resident to Stretcher/Shower Bed
III. Transfer – Two Person Lift

RCP#29 Assist with Cane
*RCP#30 Transfer to Stretcher/Shower Bed**
*RCP#31 Transfer: Two Person Lift**

Lesson 10 51-53
Activities of Daily Living (Bathing, Shampoo, Perineal Care) [30 minutes]

I. Shower/Shampoo/Drape-Undrape/Bed Bath/
Perineal Care/Back Rub/Catheter Care/Whirlpool

RCP#32 Shower/Shampoo
RCP#34 Backrub
*RCP#35 Bed Shampoo**

Lesson/Content ***Curriculum Pages***

Lesson 11 54-57
Activities of Daily Living (Oral Care, Grooming, Nail Care) [45 minutes]

I. Grooming/Personal Hygiene

RCP#37 Oral Care for Unconscious
RCP#38 Denture Care
RCP#39 Electric Razor
RCP#40 Safety Razor
RCP#41 Comb/Brush Hair
RCP#42 Fingernail Care
RCP#43 Foot Care

Lesson 12 58-62
Activities of Daily Living (Dressing, Toileting) [45 minutes]

I. Dressing
II. Toileting

RCP#44 Change Gown
*RCP#47 Bedside Commode**
RCP#48 Bedpan/Fracture Pan
*RCP#50 Empty Urinary Drainage Bag**
*RCP#51 Urine Specimen Collection**
*RCP#52 Stool Specimen Collection**

Lesson 13
Resident Environment
Covered in initial PCA/TNA training

Lesson 14 67-75
Activities of Daily Living (Nutrition/Hydration) [30 minutes]

I. Promoting Proper Nutrition and Hydration
II. Promoting the Use of Proper Feeding Technique/Assisting a Resident with Special Needs
III. Caring for a Resident with a Tube Feeding and the Resident at Risk for Aspiration

RCP#56 Thickened Liquids
RCP#58 Feeding

Lesson 15 76-82
Skin Care/Pressure Prevention [45 minutes]

I. Understanding the Integumentary System and Basic Skin Care
II. Risk Factors for Skin Breakdown
III. Development
IV. Prevention

RCP#60 Inspecting Skin
RCP#62 Bed Cradle

Lesson/Content	***Curriculum Pages***

Lesson 16 83-86
Physical Restraints [15 minutes]

Lesson 17 87-90
Rehabilitation/Restorative Services [45 minutes]

I. Rehabilitation
II. Restorative Services
III. Devices which May be Applied per Restorative Nursing Program

RCP#63 Passive Range of Motion
RCP#68 Palm Cones

Lesson 18 91-94
Oxygen Use [15 minutes]

Lesson 19 95-98
Devices/Interventions [15 minutes]
Prosthetics, Hearing Aids, Artificial Eye, Eyeglasses, Dentures, Compression Stockings

I. Purpose of a Prosthetic Device
II. Types of Prosthetic Devices
III. Role of CNA regarding Amputations and Prosthetic Care
IV. Role of CNA regarding Hearing Aids
V. Role of CNA regarding Artificial Eye and Eyeglasses
VI. Role of CNA regarding Dentures
VII. Role of CNA regarding Elastic/Compression Stockings

*RCP#64 Splint Application**
*RCP#65 Abdominal Binder**
*RCP#66 Abduction Pillow**
*RCP#67 Knee Immobilizer**
RCP#71 Elastic/Compression Stocking Application

Lesson 20 99-102
Special Care Needs [15 minutes]
Intravenous Fluids, Non-Pharmacologic Pain Interventions

I. Purpose of IV or PICC
II. Role of CNA in caring for IV/PICC
III. Infection Control
IV. Pain Factors
V. Role of CNA related to Pain

Lesson/Content	***Curriculum Pages***

Lesson 21 103-113
Cognitive Impairment/Dementia/Alzheimer's Disease [45 minutes]

I. Conditions
II. Behaviors, Causes and Interventions
III. Methods/Therapies to Reduce Behaviors
IV. Tips to Remember when Dealing with Cognitively Impaired Residents
V. Communication Strategies
VI. Techniques to Handle Difficult Behaviors
VII. Behavior Interventions

Lessons 22-26 114-120
Combined Review of Mental Health & Body Systems [3 hours]

Lesson 27 139-141
Admission/Transfer/Discharge [15 minutes]

I. Admitting a New Resident to the Facility
II. Assisting to Transfer a Resident to a Hospital (i.e., Care Transition)
III. Assisting a Resident to Discharge Home or to Another Facility

Lesson 28 142-145
End of Life [30 minutes]

I. Advance Directives
II. Role of Hospice
III. Care of the Dying Resident
IV. Signs/Symptoms of Impending Death
V. Post-Mortem Care
VI. Disposition of Personal Belongings

RCP#72 Post-Mortem Care

Lesson 29 146-148
Daily Responsibilities [15 minutes]

I. Day to Day Time Management/Resident Care
II. Interdisciplinary Care Plan Meetings

Lesson 30 149-153
Protecting Your Profession [15 minutes]

I. Reducing Stress/Burnout
II. Abuse/Neglect/Misappropriation
III. Nurse Aide Testing/Certification