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| FORM 5: Site Visit Evaluation Self-Study | | | | | |
| The following sample evaluation is provided to assist in preparation for the site visit by representatives of the NYSED. During the on-site visit you will be asked to produce evidence of compliance with the regulations (e.g., a copy of each student’s performance record). The evaluator will review the items found in the following checklist to assess the program’s compliance. This form is for your use and should not be submitted with your application or to the NYSED CTE Office. | | | | | |
| Program Content | | Yes | | No | |
| If there have been recent changes to your program, have the necessary accompanying documents ready to provide evaluator at time of visit. A copy of your **most current Form 1** is to be provided to the evaluator at start of site visit.  A copy of the curriculum is to be maintained and provided to evaluator indicating; total number of hours with a breakdown of theory (class/lab) and supervised clinical hours; highlighted NYSDOH curriculum and NYSED health science core (National Health Science Standards [NHSS]); and highlighted specialized area of instruction if a clinical site is used which provides care for specialized populations (e.g., memory care, etc.).   1. The **high school** program must include a minimum 216 hours health science core, 108 of NA theory (class/lab) for **324 class hours**, and **108 supervised nursing home clinical** hours for the **minimum 432** total hours.  Not applicable   The **adult** program must include a minimum **90 hours** of classroom/lab instruction and **30 hours** of supervised nursing home clinical experience for the minimum **120 total** hours. Both secondary and adult programs are required to include the NYSDOH nurse aide curriculum and NYSED required health science core.  Not applicable | |  | |  | |
| 1. Program uses **State** curriculum and reflects both NYSDOH-nurse aide curriculum and NYSED health science core (National Health Science Standards [NHSS]).   Program uses **Local** curriculum and reflects both NYSDOH-nurse aide curriculum and NYSED health science core (National Health Science Standards [NHSS]). **Secondary level programs are “Local”** as they must be longer than the NYSDOH State required hours. | |  | |  | |
| 1. Total number of hours identified in the curriculum match that which is documented on the Form 1 under *Section B. Course Details*. | |  | |  | |
| 1. Instruction reflects the curriculum as evidenced by daily lesson plans, expanded outlines and/or classroom observations. | |  | |  | |
| 1. Evidence is provided that the nurse aide student only assumes specific duties involvingdirect patient care after completing at least 16 hours of core classroom instruction and only performs duties for which previous instruction has been given. | |  | |  | |
| 1. Program affiliates with clinical site which serves special population (e.g., dialysis, rehab, dementia unit) and the curriculum has been supplemented to address the needs of such population.  Not applicable | |  | |  | |
| Coordinator Qualifications (see Form 2) | | Yes | | No | |
| 1. The coordinator on file with the NYSED is a currently registered professional nurse. Most current copy of the NYS RN license is current and on file. 2. The coordinator has at least two years of RN experience, one of which must be in a nursing home caring for the elderly and/or chronically ill (**please** highlight this experience on the resume). | |  | |  | |
| 1. The coordinator meets at least one of the following criteria: | |  | |  | |
| * has certification to teach nurse aide, or | |  | |  | |
| * has licensure as a trade school teacher of nurse aides, or | |  | |  | |
| * has two years of experience teaching nursing or nursing related programs to adults in an academic setting approved by the NYS Commissioner of Education, or | |  | |  | |
| * has two years of experience teaching nurse aides in a nursing home facility, or | |  | |  | |
| * has completed a professionally recognized course in teaching adult learners. | |  | |  | |
| Instructor Qualifications (see Form 3) | | Yes | | No | |
| 1. The instructor on file with the NYSED is a currently registered professional nurse. Most current copy of the NYS RN license is current and on file. 2. The instructor has at least two years of RN experience, one of which must be in a nursing home caring for the elderly and/or chronically ill (**please** highlight this experience on the resume). | |  | |  | |
| C. The instructor meets at least one of the following criteria: | |  | |  | |
| * has certification to teach nurse aide, or | |  | |  | |
| * has licensure as a trade school teacher of nurse aides, or | |  | |  | |
| * has two years of experience teaching nursing or nursing related programs to adults in an academic setting approved by the NYS Commissioner of Education, or | |  | |  | |
| * has two years of experience teaching nurse aides in a nursing home facility, or * has completed a professionally recognized course in teaching adult learners.   **\*Proof of teacher certification is required for secondary level programs. A copy of the teacher certification (or application printed from the TEACH account for new instructors) is required to be submitted with the evaluation.** | |  | |  | |
| Records | Yes | | No | |
| 1. There is a program record on file which includes the following:  * a current, **dually signed** affiliation agreement **for each agency** listed on Form 1; and * proof of **current** liability insurance; and * the names of all students admitted to the program and their actual dates of attendance for current academic year, to date; and * a record of prior year’s program completers |  | |  | |
| 1. There are individual student performance records on file (completed and reviewed by the student):  * Two examples of student clinical evaluation (the evaluation tool used in the clinical setting to identify student skill performance with instructor feedback). * NYSDOH required skills performance checklist is in use (one on file for a student completer from the prior full academic year and one on file for an enrolled student which has been completed to date). * Written objectives and evaluation instruments used in the supervised clinical experience reflect the curriculum and the skills performance are a minimum of those prescribed by the NYSDOH. |  | |  | |

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| Nurse Aide Student | Yes | No |
| 1. Evidence is provided that the nurse aide student is identified as such during the supervised clinical portion of the program. All program information/advertisement has been reviewed and it is verified all program information indicates Nurse Assistant or Nurse Assisting Student and NOT “Certified” as a student does not become certified until successful completion of the Prometric exam. |  |  |
| **At the time of visit, present a student badge.** The badge is to identify the student as such (e.g., “Student Nurse Assistant” or “SNA”). Make a copy of this badge in advance, provide this copy at time of site visit to the evaluator for submission to NYSED. |  |  |
| 1. The nurse aide student is supervised by an approved RN nursing instructor in a health care facility. Provide copy of letter/correspondence *indicating* dates and times of clinical experience, location/nursing unit(s) while at facility, supervising RN(s), student roster (listing names of students) assigned to instructor. Evidence may also be in the way of a completed clinical assignment sheet which is posted by the instructor at a facility. |  |  |

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| Physical Facilities | Yes | No |
| Classroom and the skills training laboratory provide the following:   * clean and safe conditions; * adequate room size\*, lighting and ventilation, sufficient number and placement of electrical outlets, tables and chairs to accommodate all students with an environment conducive to learning; * supplies and equipment as would be found in a residential facility and necessary to deliver the required skills, and storage for supplies and records; and * the presence of a sink with running water (in skills lab area). |  |  |

\*Each student is to have approximately 12-20 square feet of space in the classroom setting and 30 square feet of space in the clinical laboratory setting. Training space can be flexible in nature, meaning used for formal classroom instruction and rearranged for clinical laboratory instruction.

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| Arrange program binder in order - to facilitate the operational re-approval process while **highlighting and/or tabbing** the artifacts of which the evaluator will specifically be looking for as outlined above. For example, the order for each program number may be tabbed according to the headers found on the Form 5 and then organized within as formatted above.    Reminder – (Continuity Form – Form 6) to be submitted in the off-year prior to July 1st, as well as throughout the operational approval cycle, as outlined in the NATP Guide.    Lastly, information pertaining to records retention is being provided to assist you should you need it. These are the guidelines as per New York State and are that which the operational evaluators follow.    **“f” would be considered the report card, employability profile, skills checklists** **and clinical** **evaluations (*permanent*) and then the** **items used to determine what is on the** r**eport card would be “g” (so, six years for those records) and 1 year for tests.**    c. Examination (including Regent’s examination) test results, papers and answer sheets, and duplicate copies of report cards when information regarding subjects taken and final grades received is posted to the pupil's cumulative achievement record:  **RETENTION:**  1 year after end of school year     1. Cumulative achievement record maintained by BOCES, including information on: credits, grades, attendance, instructors' comments, employability profile, skills performance sheets and clinical performance records:   **RETENTION:** Permanent     1. Other student records maintained by BOCES, including annual and periodic progress reports, from which information is posted to cumulative achievement record:   **RETENTION:**  6 years after student graduates or would normally have graduated from high school |