

Certified Nurse Aide (CNA) Refresher Course Instructions/Guidelines

The CNA refresher course is designed for CNAs who have not met the requirement that they have been employed to perform nursing tasks in the past 24 consecutive months.

Refresher courses may be sponsored by:

- a) an adult care home,
- c) a licensed or distinct part long-term care hospital unit, or
- d) an educational institution which is under the jurisdiction of the state Board of Regents.

Federally-imposed bans on training will not restrict an adult care home from sponsoring the course. The bans on training are not applicable under the state law KSA 39-936(c)(6) which is the authority for this course.

The instructor must meet the same requirements as those specified in KAR 28-39-166 for instructors of the 90-Hour certified nurse aide course. The instructor must be approved by the department before teaching the course.

The course consists of a minimum of five hours didactic and five hours laboratory/clinical. **The topics outlined below must all be covered in the didactic portion of the course. Items four through seven must also be covered in the laboratory/clinical portion of the course.** All of the laboratory/clinical portion of the course may be covered in a laboratory.

The Kansas Certified Nurse Aide Curriculum Guidelines (90 Hours) must be used in developing the course. The instructor should feel free to individualize each course according to the needs of the class, but should use material from the Guidelines in order to assure that the CNA is current with Kansas Adult Care Home nursing practice.

Required forms for the CNA Refresher Course are enclosed, or are available at www.kdheks.gov/hoc. The sponsor must submit a course approval application form **at least three weeks** before the start date of the course, unless the sponsor participates in the sponsorship program. In that case, the course information sheet must be **received by** Health Occupations Credentialing one week prior to the start date of the course. The sponsor must receive approval and an assigned course approval number before beginning the course.

At the conclusion of the course, the sponsor/instructor will send the Nurse Aide Continuing Education Instructor Roster to Health Occupations Credentialing, listing the certified nurse aides who successfully completed the course. The sponsor/instructor will also send the nurse aide continuing education form(s) giving the pertinent identifying information for each certified nurse aide. Once the roster and certification forms are received, the registry will be updated to show that the certified nurse aide is eligible to work.

Refresher Course Guidelines

1. The CNA's responsibility in health care delivery
2. Meeting Resident Needs: Communication
3. Meeting Resident Needs: Resident Rights, including issues involving Abuse, Neglect and Exploitation, and culture change.
4. Meeting Resident Needs: Safety, including the Heimlich maneuver
5. Meeting Resident Needs: Infection Control, including handwashing
6. Meeting Resident Needs: Basic nursing skills, including measurement and recording of vital signs
7. Meeting Resident Needs: Personal care skills, including feeding, bathing, dressing, elimination needs, skin care; transfers: positioning and turning.
8. Meeting Resident Needs: End of life care
9. Meeting Resident Needs: Care of the cognitively impaired resident
10. Meeting Resident Needs: Basic restorative services

If you have questions about the CNA refresher course, see the FAQs at HOC's website: www.kdheks.gov/hoc, or call or email the following HOC staff members:

- For questions concerning the registry, rosters or other certification issues, email or call Betty Domer at bdomer@kdheks.gov, or 785-296-1250.
- For questions concerning general course questions, or course or instructor approvals, email or call Dolores Staab at dstaab@kdheks.gov, or 785-296-6796.
- For questions concerning regulations or educational policy, email or call Mary Flin at mflin@kdheks.gov, or 785-296-0058.