

KANSAS DEPARTMENT for AGING & DISABILITY SERVICES  
HEALTH OCCUPATIONS CREDENTIALING

**Guidelines for Aide Training via Distance Learning Technologies**

(The medication aide update course is not included in these guidelines. It is included in the guidelines for continuing education.)

The first two courses provided by a system of linked telecommunication and live audiovisual connectivity with multiple sites will be under pilot status which will require proposals to be written to include and describe the items listed below. Health Occupations Credentialing will evaluate the test results and the summary of the evaluations for each of the two pilot courses and may observe class one or more of the sessions. If the two courses are deemed successful (based upon a passing rate which is comparable to traditional courses of similar size and generally acceptable evaluations), the sponsor is taken off pilot status and may continue to offer courses via distance learning technologies following the normal course approval process. Information will be required as follows.

1. Locations where the sessions will be held, number of instructors, names and locations for clinical instructors, name and responsibilities of the primary instructor.
2. A plan for timely coordination of handouts, tests, or films at the sites and for the clinical sessions in advance of the use of such materials.
3. A plan for assuring that clinical instructors know if the material outlined in the teaching plan has or has not been covered in the didactic session/s so that anything covered in clinical has been covered in didactic.
4. Designation of backup instructor/s to cover in cases of emergency, illness, etc.
5. A requirement that all regular and backup instructor/s complete training on the distance learning technology in advance of the start date of the course.
6. A contingency plan for difficulties; for example, what happens if the instructor is ill? What happens in the event of equipment failure? What happens if a student misses a class?
7. A plan for evaluation, to include the following:
  - A. A pre-instruction survey administered to the students, to determine if any of the students have had experience with distance learning, interactive computer programs, video games, computers, etc.
  - B. Student evaluations, a summary of which is sent to HOC. Suggested questions for inclusion in student evaluations: Were you comfortable asking questions of the didactic instructor in the distance learning setting? Did you learn in the didactic sessions what you practiced in clinical?
  - C. At the conclusion of the training, evaluations from those involved to determine what, if any, changes you would make based on this experience to a future course offering via distance learning. Targeted participants would be didactic and clinical instructors, facility administration, students, proctors of the didactic sessions, technicians, Department for Aging and Disability Services staff.

8. Role/responsibilities of the proctor and method for informing the proctor of role/responsibilities. Will the proctor verify attendance? If not, who will?
9. In addition, an application for a course to be delivered via distance learning may be submitted as a regular course application or as part of a sponsorship program. All requirements for aide courses will apply, as follows:

#### REQUIREMENTS FOR ALL AIDE COURSES

Each instructor for the aide courses must be approved by the Kansas Department for Aging and Disability Services, Health Occupations Credentialing. RN licensure must be current.

- A. Each regular course application must be submitted to HOC for approval at least three weeks prior to the start date of the course. Each sponsorship course information sheet must be submitted one week prior to the start date of the course. If a facility to be used as a clinical site for nurse aide training has a ban on training, a waiver of the ban on training must be requested at least four weeks before the start date of the course.
- B. Each aide training course must meet the minimum number of hours as set by regulation.
- C. The course sponsor and the clinical site must be eligible to hold the aide training course.
- D. The training course application must list each instructor for that course, and, if there are two or more instructors, it must also designate one of the listed instructors as the primary instructor. The primary instructor is responsible for the following activities:
  - 1) Coordinate the clinical portion with the didactic portion of the course,
  - 2) Submit the nurse aide and home health aide rosters to HOC for test scheduling within the first week of the course,
  - 3) Submit the medication aide course rosters and certification forms to HOC at the conclusion of the course.
  - 4) Provide students of the nurse aide or 90-hour home health aide course with their successfully completed skills checklist at the end of Part I of the course,
  - 5) Submit any other required paperwork to HOC, such as any required evaluations,
  - 6) Distribute the AApproval to Test@ notices to each student in the nurse aide or home health aide course. These notices give the student the test location, date and time.
    - a) It is important to note that if a student is late, they will not be allowed to take the test. They will have to submit a rescheduling form with the appropriate fee.
    - b) If the students name does not appear on the list submitted to the proctor by HOC, the proctor cannot allow them to take the test.
  - 7) Notify HOC if any students in a nurse aide or home health aide course drop out or do not pass the course, so their name/s can be removed from the roster.
  - 8) Notify HOC of all changes: change of instructor, dates of course, etc.

#### MISCELLANEOUS

The following issues/problems were encountered with a previous distance learning pilot project. How do you plan to address these issues?

- A. The students were intimidated by the distance learning technology and were uncomfortable asking questions. The group would stop listening to the didactic instructor and discuss their questions among themselves. What can be done to encourage open interaction between the students and the instructor? (Perhaps exercises early in the presentation to get students comfortable with the technology)
- B. Visual aides were not legible. What will be done to assure that they are legible or that they are not used if not legible?
- C. Instructor was not always at ease with the technology nor accommodating for student's special needs. What will be done to track these types of issues?