

# NURSE AIDE EDUCATOR

## Colorado Board of Nursing

State of Colorado *Bill Owens, Governor*  
Department of Regulatory Agencies *Tambor Williams, Executive Director*  
Division of Registrations *Rosemary McCool, Director*



Colorado Board of Nursing  
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## Headmaster Applications Clarification

The **proof of training affidavit** is the *box* on page #2 of Form 1101 – Colorado Nurse Aide (NA) Examination Application. Some questions we have received include:

### ***When does the box need to be completed?***

- First time Nurse Aides
- Revoked Nurse Aides

### ***Who fills out the box?***

- *Program Coordinator*
- In absence of Coordinator, *Instructor* may sign as follows:  
Jane Smith, LPN, Instructor  
for Jim Jones, RN, Coordinator

### ***Does the training affidavit need to be completed if...***

- I am a nursing student? ➤ No – attach transcript
- I am a nurse wanting to be a CNA? ➤ No – attach copy of license
- I am a nurse aide trained in another state without certification? ➤ No – attach proof of Nurse Aide training
- I am a previously certified CNA in Colorado with a lapsed certificate? ➤ No – attach proof of Nurse Aide training or copy of most recent certificate

### ***Where do I put the 5-digit training code # for my program?***

- In the Affidavit Box – 1<sup>st</sup> line – after Program name, then Program Code

### ***Why is my certification delayed?***

- Applications must be *complete* for processing. Enclose all necessary payment and documentation. If there is a “yes” answer to any qualifying question on Page 2 of Form 1101, a signed/dated detailed letter of explanation and copies of court/legal documents relating to crime(s), and documented evidence of completion of, or compliance with any court requirement must be submitted. Certification determination will be withheld until all documents are received. The Board of Nursing staff must review all “yes” answers and the supporting documentation. Testing may occur separately from the Board’s review process and only the Board has the final authority to issue a certificate.

### ***What if I am unable to obtain the necessary documents?***

- Send a letter to the Board of Nursing stating what you have done to try to obtain documents. If you are unable to obtain documents or the documents are no longer available, state this in your letter to avoid unnecessary delays.

# Skills Clarification

The Candidate Handbook was **last updated May 3, 2006** for **Catheter Care** clarification.

<b>Catheter Care</b> (on mannequin/pseudo-mannequin* with genitalia)	Note: Pseudo-mannequin* with genitalia (lower mannequin is acceptable if purchase of mannequin is cost prohibitive).
	May 3, 2006
Step #8	<b>Uses soap and water to carefully wash around the catheter tube where it exits the meatus. Holds catheter close to meatus to prevent pulling. Cleans 3–4 inches down the catheter tube using strokes in direction away from the meatus. Uses a clean portion of cloth with each stroke.</b>
Step #9	<b>Rinses well, using strokes only away from the meatus and uses clean portion of cloth with each stroke.</b>
Step #10	Pats dry with a clean towel.
Step #11	<b>Does not allow the catheter tube to be pulled at any time during the procedure.</b>

## Rationale

The Board of Nursing and Headmaster hope the above changes will add clarity, competence and increased success with performing this skill. By adding "**Holds catheter close to meatus to prevent pulling,**" candidate will be aware of the best method to perform this skill without dislodging catheter placement. Step # 10, "Pats dry with a clean towel," is *no longer bolded* as this step is often omitted in many texts.

\* Genitalia attached to a pseudo-mannequin works quite well when adequately secured by Velcro/glue to mannequin body. **Please NOTE: When performing Perineal Care Female – Skill #14 – a rectal area with an anus must be simulated for Steps #18–22, which include cleaning, rinsing and drying rectal area.**

Prior update was March 31, 2006 and the following was updated:

- **Hand washing** is the *last* step in all skills.
- Skill #3 – **Ambulation With Gait Belt** – Ambulates resident to wheelchair for this skill. See skill steps for clarity.
- Skill #4 – **Blood Pressure** – Wipes diaphragm then earpieces.
- Skill #14 – **Perineal Care Female – step 20 – now** reads for clarity, "**Cleans from vagina to rectal area using a clean area of a washcloth with each stroke.**"

# Felony Review Process

The mission of the Division of Registrations is “public protection through effective licensure and enforcement.” One way the Division safeguards the public is by issuing licenses to fully competent and ethical applicants. Licensure is a privilege, not a right, and to obtain the privilege, honesty on licensure application is required. Disclosure about prior discipline, arrests, charges and convictions is required. Disclosure will not automatically disqualify an applicant from licensure; the appropriate board will review and make a licensure determination.

The Division verifies subsequent conduct through annual audits of its licensing database against criminal and national disciplinary databases. All felony convictions are matched with the licensing database each year.

Nursing programs can encourage honesty in the application process. Facilities need to report to the Board of Nursing any licensees whose practice may have failed to meet the generally accepted standards, or whose conduct may be in violation of the Nurse Aide Practice Act. Reporting guidelines are available on our website by using the following link:  
[www.dora.state.co.us/nursing/rules/chapterXVIII.htm](http://www.dora.state.co.us/nursing/rules/chapterXVIII.htm).

**Coming soon to the Board of Nursing website:**

**Nurse Aide Training Competency Evaluation Program (NATCEP) Loss Report**

[www.dora.state.co.us/nursing](http://www.dora.state.co.us/nursing)

**Where can I bring students for clinicals?**

- Facilities providing learning experiences in the care of the elderly and/or chronically ill.
- Facilities must be in compliance with federal regulations governing nursing facilities and services.
- Facilities must not have been terminated from the Medicare/Medicaid programs during the past two years or have been subject to penalties that would bar them, by federal regulation, from participation.

Please ask your facilities if they have been surveyed by the Colorado Department of Public Health and Environment (CDPHE) and the outcome of the survey. Ask if they have lost their NATCEP. We plan to begin publishing on our website a list of all facilities that have lost their NATCEP. Nurse aide training cannot occur at these facilities.

Please check our website monthly for clinical facility NATCEP updates.

## Other Items of Interest

### **Mark your calendars:**

- ❑ **June 16, 2006: The 10<sup>th</sup> Annual CNA Leadership Conference – *Quality Begins With Me* – for all CNAs in all settings.**

Location: The Arvada Center

Cost: \$65

Make checks payable to the CNA Leadership Coalition. Mail to:

Sandy Tobin  
Conference Coordinator  
PO Box 1201  
Longmont, CO 80502

- ❑ **August 3–4, 2006 & November 2–3, 2006  
2006 Train the Trainer**

For more information, contact Paula Mattison at CHCA, (303) 861-8228

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### **Get involved!**

We currently have three openings for members on the  
Nurse Aide Advisory Committee

1. A licensed professional nurse who supervises certified nurse aides
2. A department of public health and environment employee
3. A consumer of home health care or nursing facility services

Call (303) 894-2438 for an application.

**Did you know...  
becoming a test site where candidates are trained  
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