

iv. Post-mortem care of the patient.

(e) Written approval of the Board of Nursing is required prior to commencement of the training program, which approval shall be granted for a 12-month period.

(f) At the discretion of the Board, program approval may be contingent upon a visit to the program site by a representative of the Board.

(g) The Board may deny or revoke program approval if the program sponsor does not meet the standards set forth in this subchapter.

Amended by R.2002 d.220, effective July 15, 2002.

See: 34 N.J.R. 2241(a), 34 N.J.R. 2462(a).

Substituted a new paragraph (b) for the old one.

Amended by R.2002 d.220, effective July 15, 2002.

See: 34 N.J.R. 2241(a), 34 N.J.R. 2462(a).

Substituted a new paragraph (d).

Amended by R.2002 d.220, effective July 15, 2002.

See: 33 N.J.R. 2241(a), 34 N.J.R. 2462(a).

In (b), inserted "covered topics outlined in (d) below and N.J.A.C. 13:37-14.5" following "settings"; rewrote (d).

13:37-14.5 Home care and hospice care training programs

(a) In addition to the curriculum training requirements of N.J.A.C. 13:37-14.4(d), the training program for a homemaker-home health aide in home care or hospice care shall include instruction in:

1. The role of the homemaker-home health aide, including:

- i. Settings utilizing homemaker-home health aides;
- ii. Role of the homemaker-home health aide; and
- iii. Legal and ethical considerations for the homemaker-home health aide;

2. The foundations for working with the home care client, the family and significant others of the home care client and home care team members, including:

- i. Communication with the client and the client's family and significant others;
- ii. Barriers to communication;
- iii. Communication with the home care team; and
- iv. Maintaining relationships with the client and the client's family and significant others;

3. Foundations for a safe client environment, including:

- i. General home safety;
- ii. Fire safety;
- iii. Personal safety and body mechanics;
- iv. Infection control;
- v. Emergencies; and

vi. Assistance with medications;

4. Home care considerations, including:

- i. Food;
- ii. Housekeeping;
- iii. Use and care of medical equipment in the home;
- iv. Cultural diversity; and
- v. Death and dying;

5. Infant and child care, including:

- i. Introduction to infant and child care; and
- ii. Family dynamics; and

6. The responsibility of an agency to the homemaker-home health aide, including:

- i. The supervision to be provided by a registered professional nurse;
- ii. The agency's responsibility to comply with Federal and State employment laws;
- iii. Mandatory taxes to be withheld by the agency;
- iv. In-services provided to the homemaker-home health aide;
- v. Job descriptions provided by the agency;
- vi. Personnel policies of the agency;
- vii. Service policies and procedures of the agency; and
- viii. Agency policies on patient and family confidentiality.

New Rule, R.2002 d.220, effective July 15, 2002.

See: 33 N.J.R. 2241(a), 34 N.J.R. 2462(a).

Former N.J.A.C. 13:37-14.5, Program sponsor; responsibilities, reclassified to N.J.A.C. 13:37-14.6.

13:37-14.6 Program sponsor; responsibilities

(a) The program sponsor shall provide an appropriately equipped classroom and skills laboratory with sufficient equipment and resources to provide for efficient and effective theoretical and clinical learning experiences.

(b) The program sponsor shall submit the following to the Board of Nursing at least two months prior to the commencement of the training program:

- 1. A Board of Nursing application for program approval. The application form requests the name and address of the agency or school, course offering dates and location, tentative number of trainees and name and address of program coordinator. Two supplemental forms which must accompany the application are a faculty approval application which requests the name of the instructor assigned to each session and an instructor

personnel record which requests brief biographical and educational information for each instructor;

2. The annual program approval fee for each location at which the program will be offered, as set forth in N.J.A.C. 13:37-12.1(c)1; and

3. Resume(s) of nursing instructor(s). The resume shall include the instructor's name, address, education (institution, type of degree or diploma, month and year of graduation), work experience (employer's name and address, dates of employment, including month and year, job title, whether full-time or part-time), and New Jersey license or certification number, as appropriate.

(c) The program sponsor shall not, without prior notice to and approval by the Board, make additions to or deletions from a training program which has been approved by the Board of Nursing.

(d) The program sponsor shall notify the Board of Nursing, at least two weeks prior to each program session, of the location and the beginning and ending dates of the program session.

(e) Except in an emergency situation, the program sponsor shall notify the Board of Nursing in writing of any program session cancellation or change, such as a change in location, nursing instructor or dates, at least one week prior to any such cancellation or change. No cancellation or change shall be implemented without the written approval of the Board.

(f) The program sponsor's responsibilities shall include, but not be limited to, the following:

1. Establishing and implementing policies and procedures for the coordination of instruction, including designating a responsible program manager;

2. Maintaining on file a copy of the lesson plan for the curriculum;

3. Establishing methods or provisions to ensure that an absent student receives the required classroom and/or clinical instruction missed;

4. Establishing and maintaining records for each student. The student record shall include, at a minimum, the following:

i. The beginning and ending dates of the program session;

ii. An attendance record, including the dates of any makeup sessions; and

iii. Evaluation of the student's performance by the classroom instructor and by the registered professional nurse who supervised the student's clinical instruction; and

5. Developing, implementing and maintaining on file a plan for evaluating the effectiveness of the program. The evaluation plan shall include, at a minimum, the following:

i. The name of the person responsible for implementing the evaluation plan;

ii. An annual written training program evaluation report, including findings, conclusions and recommendations;

iii. A written evaluation of instructor(s) performance;

iv. Program, faculty and student data, which shall include, at a minimum, the following:

(1) The beginning and ending dates of each program session;

(2) The number of students enrolled;

(3) The number and percentage of students who satisfactorily completed the program;

(4) The number and percentage of students who failed the program;

(5) The number and percentage of students in each program who passed the New Jersey Homemaker-Home Health Aide Certification Examination; and

(6) The number and percentage of students in each program who failed the New Jersey Homemaker-Home Health Aide Certification Examination.

(g) The program sponsor shall not use the homemaker-home health aide training program as a substitute for staff orientation or staff continuing education programs.

Recodified from N.J.A.C. 13:47-14.5 by R.2002 d.220, effective July 15, 2002.

See: 33 N.J.R. 2241(a), 34 N.J.R. 2462(a).

Former N.J.A.C. 13:47-14.6, Program coordinator; responsibilities, recodified to N.J.A.C. 13:47-14.7.

13:37-14.7 Program coordinator; responsibilities

(a) The homemaker-home health aide training program shall be coordinated by a registered professional nurse licensed in New Jersey with:

1. A minimum of a bachelor's degree in nursing; and

2. At least two years of full-time or full-time equivalent experience as a registered professional nurse within the five-year period immediately preceding application, one year of which shall have been in community health, public health or home care.

(b) The program coordinator's responsibilities shall include, but not be limited to, the following:

1. Ensuring that the curriculum is coordinated and implemented in accordance with this subchapter.
2. Establishing job descriptions indicating the responsibilities of each instructor;
3. Ensuring that each instructor meets the qualifications specified in N.J.A.C. 13:37-14.8;
4. Ensuring that the program sponsor has available the resume of each instructor;
5. Ensuring that each student is supervised by a registered professional nurse during the student's clinical experience;
6. Ensuring that the registered professional nurse supervising the student evaluates the student's clinical performance and transmits the results of the evaluation to the classroom nursing instructor; and
7. Ensuring that patient care provided during the training period by the student is provided in a safe and competent manner and that the tasks and procedures delegated to the student in accordance with N.J.A.C. 13:37-6.2 do not exceed the tasks and procedures which the student has satisfactorily demonstrated as documented by the registered professional nurse.

(c) Program coordinators who do not have a bachelor's degree in nursing but who are otherwise bachelor's or master's prepared and who began their employment on or before June 6, 1994 may qualify for an exemption from the requirements of subsection (a) subject to Board approval.

Recodified from N.J.A.C. 13:47-14.6 and amended by R.2002 d.220, effective July 15, 2002.

See: 33 N.J.R. 2241(a), 34 N.J.R. 2462(a).

In (b)3, amended the N.J.A.C. reference. Former N.J.A.C. 13:47-14.7, Program instructor; responsibilities, recodified to N.J.A.C. 13:47-14.8.

13:37-14.8 Program instructor; responsibilities

(a) Except as set forth in (c) below, classroom instruction shall be provided by:

1. A registered professional nurse licensed in New Jersey with at least two years of full-time or full-time equivalent experience as a registered professional nurse within the five-year period immediately preceding application, one year of which shall have been in community health, public health or home care; or
2. A registered professional nurse who meets the qualifications set forth in (a)1 above and a multidisciplinary team of individuals which may include, but not be limited to, a registered dietician, licensed social worker, licensed psychologist, licensed physical therapist, mental health consultant, licensed speech-language pathologist, public health nurse, home economist, occupational therapist, and/or member of the clergy.

(b) Except as set forth in (c) below, supervised clinical experience shall be provided to the student by a registered professional nurse with:

1. At least two years of full-time or full-time equivalent experience as a registered professional nurse within the five-year period immediately preceding application, one year of which shall have been in community health, public health or home care; and
2. At least six months of full-time or full-time equivalent experience in the supervision of homemaker-home health aides.

(c) Program instructors who began their employment on or before June 6, 1994 and who have been previously approved by the Board may qualify for an exemption from the requirements of (a) and (b) above.

(d) The program instructor's responsibilities shall include, but not be limited to, the following:

1. Developing a lesson plan for each content area prior to the starting date of the program. The lesson plan shall include:
 - i. The behavioral objective(s) of the lesson;
 - ii. The content of the lesson;
 - iii. A description of clinical activities for each lesson;
 - iv. The hours of instruction; and
 - v. Method(s) of presentation and teacher strategies;
2. Developing and implementing criteria for evaluating the classroom and clinical performance of students; and
3. Developing and implementing criteria to determine whether a student has satisfactorily completed the training program.

Recodified from N.J.A.C. 13:47-14.7 by R.2002 d.220, effective July 15, 2002.

See: 33 N.J.R. 2241(a), 34 N.J.R. 2462(a).

Former N.J.A.C. 13:47-14.8, Homemaker-home health aides; training programming requirement, recodified to N.J.A.C. 13:47-14.9.

13:37-14.9 Homemaker-home health aides; training program requirement

Every applicant for certification as a homemaker-home health aide in this State shall be required to complete a training program approved by the Board of Nursing, except as provided in N.J.A.C. 13:37-14.12 and 14.14. The applicant shall have completed the training program no later than four months after commencing the program.

Recodified from N.J.A.C. 13:47-14.8 and amended by R.2002 d.220, effective July 15, 2002.

See: 33 N.J.R. 2241(a), 34 N.J.R. 2462(a).

Amended N.J.A.C. references. Former N.J.A.C. 13:47-14.9, Application for certification; documents required, recodified to N.J.A.C. 13:37-14.10.

13:37-14.10 Application for certification; documents required

(a) An applicant for certification as a homemaker-home health aide shall submit the following to the Board:

1. Evidence of satisfactory completion of a homemaker-home health aide training program approved by the Board;
2. Evidence in such form as the Board may prescribe that the applicant is of good moral character, is not a habitual user of controlled substances and has never been convicted of or pleaded nolo contendere, non vult contendere or non vult to an indictment, information or complaint alleging violation of a Federal or state law; and
3. The application fee as set forth in N.J.A.C. 13:37-5.8(b)1.

Amended by R.1999 d.49, effective February 1, 1999.

See: 30 N.J.R. 3602(a), 31 N.J.R. 443(a).

In (a)3, changed N.J.A.C. reference.

Recodified from N.J.A.C. 13:47-13.9 by R.2002 d.220, effective July 15, 2002.

See: 33 N.J.R. 2241(a), 34 N.J.R. 2462(a).

Former N.J.A.C. 13:47-13.10, Competency examination, recodified to N.J.A.C. 13:47-13.11.

13:37-14.11 Competency examination

(a) Upon successful completion of an approved training program, the applicant shall register for the next scheduled administration of the competency examination administered by the Board or a Board-approved testing service.

(b) The applicant may be employed by a home health care agency under the supervision of a registered professional nurse while waiting to take the next scheduled administration of the competency examination.

(c) The competency examination shall be an examination administered by the Board of Nursing or a Board-approved testing service at least four times a year.

(d) The passing score on the examination shall be established and reviewed annually by the Board.

(e) An individual who fails the competency examination may retake the examination provided that he or she registers for the next scheduled administration of the examination.

(f) An individual awaiting the next scheduled administration of the examination in accordance with (e) above may continue to be employed by a home health care agency under the supervision of a registered professional nurse.

(g) If the individual fails in the second attempt to pass the examination, he or she shall successfully complete another homemaker-home health aide training program approved by the Board before taking the examination again. This individual shall not be employed as a homemaker-home health aide until he or she passes the examination.

(h) Upon application to the Board, an individual may satisfy the examination requirement for certification as a homemaker-home health aide by passing an oral competency evaluation in English or Spanish.

Recodified from N.J.A.C. 13:47-14.10 by R.2002 d.220, effective July 15, 2002.

See: 33 N.J.R. 2241(a), 34 N.J.R. 2462(a).

Former N.J.A.C. 13:47-14.11, Waiver of training program requirement, recodified to N.J.A.C. 13:47-14.12.

13:37-14.12 Waiver of training program requirement

Current nursing students who have successfully completed a course in fundamentals/basic nursing may take the competency examination without first completing an approved training program.

Recodified from N.J.A.C. 13:47-14.11 by R.2002 d.220, effective July 15, 2002.

See: 33 N.J.R. 2241(a), 34 N.J.R. 2462(a).

Former N.J.A.C. 13:47-14.12, Initial certification and renewal, recodified to N.J.A.C. 13:47-14.13.

13:37-14.13 Initial certification and renewal

(a) An individual who passes the competency examination may be eligible for certification by the Board as a homemaker-home health aide.

(b) Certification shall be renewed on a biennial basis unless disciplinary action against the certified person has been instituted by the Board.

Recodified from N.J.A.C. 13:47-14.12 by R.2002 d.220, effective July 15, 2002.

See: 33 N.J.R. 2241(a), 34 N.J.R. 2462(a).

Former N.J.A.C. 13:47-14.13, Certification by endorsement, recodified to N.J.A.C. 13:47-14.14.

13:37-14.14 Certification by endorsement

(a) An individual certified as a homemaker-home health aide in another state who can verify successful completion of an equivalent homemaker-home health aide program and competency examination may be eligible for certification by endorsement.

(b) An individual who applies for certification by endorsement shall also submit an initial certification fee and an application for certification by endorsement fee as set forth in N.J.A.C. 13:37-5.8.

Amended by R.1999 d.49, effective February 1, 1999.

See: 30 N.J.R. 3602(a), 31 N.J.R. 443(a).

Designated the former section as (a); and added (b).

Recodified from N.J.A.C. 13:47-14.13 by R.2002 d.220, effective July 15, 2002.