NURSE REGISTRY TRAINING POLICY

Powell Supportive Services and all Independent Contractors will comply with all local and state Florida laws and Federal laws. The Contractor will be held responsible for adhering to all laws whether he reads the material or not. Information on relevant laws is provided here for convenience; however, the most current applicable laws are available on the internet and in all instances the most current laws are the final authority.

All Powell Supportive Services nursing contractors are required to complete all training in accordance with pre-hire, pre-service and in-service training requirements, including, but not limited to, requirements of AHCA, Florida law, and Powell Supportive Services, Inc. CPR, Core Assurances, and HIV/AIDS training is required BEFORE hire. Zero Tolerance and Direct Care Competency are required within 90 days of hire.

Documentation of proof of training will be maintained for all Independent Contractors, to include, but not limited to pre-hire, during an active contract, and after termination requirements. Training for all Independent Contractors includes, but is not limited to:
- Core Assurances
- CPR
- HIV/AIDS
- Zero Tolerance
- Direct Care Competency - Introduction to Developmental Disabilities and Health & Safety within 90 days of hire
- Other training topics as required by law and by Powell Supportive Services, including, but not limited to:
  - Individual Choice and Rights
  - Responsibilities of and Procedures for Maintaining Health, Safety, and Well-being
  - Recognition and Reporting of Abuse and Neglect
  - Development and Implementation of Required Documentation
  - The Medicaid Waiver Services Agreement and its Attachments
  - The Developmental Disabilities Waiver Services Coverage and Limitations Handbook and its Appendices
  - The Use of Personal Goals to establish a person-centered approach to service delivery

Certified Nursing Assistant (CNA)

Documentation is maintained in the contractor file for all training, education, and certificates.

State of Florida certification

Individuals who earn their CNA certificate in another state must contact the Florida Certified Nursing Assistant office at the Department of Health to inquire about taking the written examination prior to working as a CNA in Florida, pursuant to Part II of Chapter 464, F.S.

CPR

HIV/AIDS

Certification as an "unlicensed person".

CNA may assist with self-administration of medication as described in Section 400.488, F.S. CNA assisting with self-administered medication, as described in Section 400.488, F.S., shall have received a minimum of 2 hours of training covering the following content:

1. Training shall cover state law and rule requirements with respect to the assistance with self-administration of medications in the home, procedures for assisting the resident with self-administration of medication, common medications, recognition of side effects and adverse reactions and procedures to follow when patients appear to be experiencing side effects and adverse reactions. Training must include verification that each C.N.A. and home health aide can read the prescription label and any instructions.

2. Individuals who cannot read shall not be permitted to assist with prescription medications.

Documentation of training on assistance with self-administered medication from one of the following sources is acceptable:

1. Documentation of 2 hours of training in compliance with subsection 59A-8.0095(5), F.A.C., from a home health agency if the home health aide or C.N.A. previously worked for the home health agency;

2. A training certificate for 4 hours of training for assisted living facility staff in compliance with subsection 58A-5.0191(5), F.A.C.

3. A training certificate for at least 2 hours of training from a career education school licensed pursuant to Chapter 1005, F.S., and Chapter 6E, F.A.C., by the Department of Education, Commission for Independent Education.

In cases where a CNA will provide assistance with self-administered medications as described in Section 400.488, F.S. a review of the medications for which assistance is to be provided shall be conducted by a registered nurse or licensed practical nurse to ensure the CNA are able to assist in accordance with their training and with the medication prescription. The patient or the patient’s surrogate, guardian, or attorney in fact must give written consent for a CNA to provide assistance with self-administered medications, as required in Section 400.488(2), F.S.

The trained CNA may also provide the following assistance with self-administered medication, as needed by the patient and as described in Section 400.488, F.S.:

1. Prepare necessary items such as juice, water, cups, or spoons to assist the patient in the self-administration of medication;

2. Open and close the medication container or tear the foil of prepackaged medications;

3. Assist the resident in the self-administration process. Examples of such assistance include the steadying of the
arm, hand, or other parts of the patient’s body so as to allow the self-administration of medication;
4. Assist the patient by placing unused doses of solid medication back into the medication container.

Home Health Aid (HHA)

Documentation is maintained in the contractor file for all training, education, and certificates.
Evidence of completion of a home health aide training course
Home health aides who complete their training in another state must provide a copy of the course work and a copy of their training documentation to the nurse registry. If the course work is equivalent to Florida’s requirements, the nurse registry may refer the home health aide for contract. If the home health aide's course work does not meet Florida’s requirements, the home health aide must receive training in a school approved by the Department of Education to the extent necessary to bring the training into compliance with subsection 59A-18.0081(8), F.A.C., prior to being referred for contract.

CPR
HIV/AIDS
Medication Administration as an “unlicensed person”.

HHA assisting with self-administered medication, as described in Section 400.488, F.S., shall have received a minimum of 2 hours of training covering the following content:
1. Training shall cover state law and rule requirements with respect to the assistance with self-administration of medications in the home, procedures for assisting the resident with self-administration of medication, common medications, recognition of side effects and adverse reactions and procedures to follow when patients appear to be experiencing side effects and adverse reactions. Training must include verification that each HHA can read the prescription label and any instructions.
2. Individuals who cannot read shall not be permitted to assist with prescription medications.

(b) Documentation of training on assistance with self-administered medication from one of the following sources is acceptable:
1. Documentation of 2 hours of training in compliance with subsection 59A-8.0095(5), F.A.C., from a home health agency if the HHA previously worked for the home health agency;
2. A training certificate for 4 hours of training for assisted living facility staff in compliance with subsection 58A-5.0191(5), F.A.C.;
3. A training certificate for at least 2 hours of training from a career education school licensed pursuant to Chapter 1005, F.S., and Chapter 6E, F.A.C., by the Department of Education, Commission for Independent Education.

In cases where a HHA will provide assistance with self-administered medications as described in Section 400.488, F.S., a review of the medications for which assistance is to be provided shall be conducted by a registered nurse or licensed practical nurse to ensure the HHA are able to assist in accordance with their training and with the medication prescription. The patient or the patient’s surrogate, guardian, or attorney in fact must give written consent for a home health aide to provide assistance with self-administered medications, as required in Section 400.488(2), F.S.

(e) The trained HHA may also provide the following assistance with self-administered medication, as needed by the patient and as described in Section 400.488, F.S.:
1. Prepare necessary items such as juice, water, cups, or spoons to assist the patient in the self-administration of medication;
2. Open and close the medication container or tear the foil of prepackaged medications;
3. Assist the resident in the self-administration process. Examples of such assistance include the steadying of the arm, hand, or other parts of the patient’s body so as to allow the self-administration of medication;
4. Assist the patient by placing unused doses of solid medication back into the medication container.

40 hours of training in:
(a) Communication skills
(b) Observation, reporting and documentation of patient status and the care or services provided
(c) Reading and recording temperature, pulse and respiration
(d) Basic infection control procedures
(e) Basic elements of body functions that must be reported to the patient’s registered nurse or physician
(f) Maintenance of a clean, safe, and healthy environment
(g) Recognition of emergencies and knowledge of emergency procedures
(h) Physical, emotional, and developmental characteristics of the populations served by the registry, including the need for respect for the patient, his privacy, and his property
(i) Appropriate and safe techniques in personal hygiene and grooming, including bed bath, sponge, tub, or shower bath shampoo, sink, tub, or bed; nail and skin care; oral hygiene
(j) Safe transfer techniques and ambulation
(k) Normal range of motion and positioning
(l) Adequate nutrition and fluid intake
(m) The role of the aide in the home
(n) Differences in families
(o) Food and household management
(p) Other health-related topics pertinent to home health aide services offered in the home
Homemaker/Companion
Documentation is maintained in the contractor file for all training, education, and certificates. The homemaker or companion shall have evidence of training in topics related to human development and interpersonal relationships, nutrition, shopping, food storage, use of equipment and supplies, planning and organizing of household tasks and principles of cleanliness and safety.

Massage Therapist
Documentation is maintained in the contractor file for all training, education, and certificates. Evidence of completion of massage school approved by the Board pursuant to Rule Chapter 64137-32, F.A.C with current License from the State of Florida. Proof of completion of:
* Ten (10) hours of Florida Laws & Rules for Massage Therapy
* Two (2) hours relating to prevention of medical errors
* Three (3) hours of HIV/AIDS
Evidence of completion of required continuing education for each license renewal.

Licensed Practical Nurse (LPN)
Documentation is maintained in the contractor file for all training, education, and certificates. Evidence of completion of approved school of practical nursing, currently licensed as a Licensed Practical Nurse in the State of Florida. Two (2) years of experience in home health care or related health field. Knowledge of all types of home health equipment utilized by patients as well as forms and paperwork necessary for documentation. Evidence of completion of required continuing education for each license renewal.

Registered Nurse (RN)
Documentation is maintained in the contractor file for all training, education, and certificates. Evidence of completion of approved school of registered nursing, currently licensed as a Registered Nurse in the State of Florida. Must have a public health, home health care, or hospital background. Must have at least one year clinical experience. Evidence of completion of required continuing education for each license renewal.

Administrator
The administrator of the nurse registry shall be a full time position and:
(1) Be a licensed physician, a registered nurse, or an individual with training and experience in health service administration and at least one year of supervisory or administrative experience in the health care field;
(2) Have knowledge, through training, experience or education, with the work requirements and the prerequisites for licensure or certification in each of the health care disciplines and specialties for which the registry is providing referrals;
(3) Have knowledge with the rules of AHCA and maintain them in the nurse registry;
(4) Be responsible for informing each independent contractor with the law and rules of AHCA and shall have copies of the rules available for reference;

Contractor Signature ___________________________________________ Date __________________