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Title 22@ Social Security

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Division 5@ Licensing and Certification of Health Facilities, Home Health Agencies, Clinics, and Referral Agencies

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Chapter 2.5@ Certified Nurse Assistant Program

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Article 2@ Administration

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Section 71828@ Administrative Policies and Procedures

71828 Administrative Policies and Procedures

(a)

Each nursing facility, agency or public educational institution providing nurse assistant training shall develop and implement written administrative and management policies to govern the administrative and management of the training program, the director of staff development and instructors. Such policies shall be reviewed annually and revised as often as the nursing facility, agency or public educational institution determines necessary. A copy of the written policies shall be made available upon request to the Department.

(b)

Policies shall include but not be limited to: (1) Job descriptions detailing qualifications, duties, responsibilities, and limitations for the licensed nurse program director and the instructors. (2) An organizational chart showing the person in charge of the program, the lines of authority, responsibility, communication, staff assignments, and schedules. (3) The method of monitoring instructors by the individual responsible for the training program. (4) The ratio of students to instructor(s) for the clinical training, not to exceed a ratio of one (1) instructor to fifteen (15) students. (5) How student absenteeism and makeup classes will be handled.

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licensed nurse program director and the instructors.

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The ratio of students to instructor(s) for the clinical training, not to exceed a ratio of one (1) instructor to fifteen (15) students.

(5)

How student absenteeism and makeup classes will be handled.

(c)

No nursing facility shall permit students to practice their clinical skills training or have contact with patients unless they have been screened and there is no indication they have been convicted of crimes defined in sections 220, 243.4, 261, 264.1, 273a, 288, 289, and 368 of the Penal Code.

(d)

No nursing facility, agency, or public institution shall make or disseminate false or misleading statements or advertisements regarding training provided.

(e)

No nursing facility, agency, or public institution shall make a claim that completion of their program may lead to a student receiving a nurse assistant certification unless the nursing facility, agency, or public institution provides a nurse assistant training program approved by the Department.