



## Knox Technical Center

### Nurse Aide Training and Competency Evaluation (NATCEP/CNA) Program Plan

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#### I. GENERAL INFORMATION

- A. Adult Education Vision Statement: To prepare students for success.
- B. Adult Education Mission Statement: The mission of the Knox Technical Center is to provide cutting-edge programs that prepare adults with career and lifelong learning skills.
- C. Director of Adult Education:  
Kim Williams  
740-393-2933, ext. 1106  
[kwilliams@knoxcc.org](mailto:kwilliams@knoxcc.org)
- D. Nursing Program Administrator:  
Angela Chadwick, MSN, RN  
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[achadwick@knoxcc.org](mailto:achadwick@knoxcc.org)
- E. Disability Accommodations. Any learner needing special accommodation on the basis of any disability must advise the instructor prior to beginning the program. Reasonable and necessary accommodations will be made upon presentation of relevant certification, presented in a timely manner. For detailed KCCC Bylaws & Policies pertaining to Reasonable Accommodation, see Section 2260.01-Section 504 – ADA Prohibition Against Discrimination Based on Disability located on the website at [www.knoxcc.org](http://www.knoxcc.org).

- F. Equal Opportunity. It is the policy of the Knox County Career Center School District that employment, educational programs, and activities are provided without regard to race, color, national origin, sex or disability. Refer to the KTC Adult Education Student Handbook for additional information.

## II. RATIONALE FOR PROGRAM

- According to the United States Department of Labor’s Occupation Outlook Handbook obtained from (<http://www.bls.gov/ooh/healthcare/nursing-assistants.htm>) the outlook for NATCEPs is as follows:
  - Employment of NATCEPs is projected to grow much faster than average, with an estimated employment of approximately 1,564,200 positions across the nation and will grow by 9% in the year 2028; much faster than average for all occupations, in response to the long-term care needs of an increasing elderly population.
  - Demand for NATCEP is driven by the increase in the share of the older population and the health care needs associated with the aging population.
  - Predicted growth in employment in long-term care facilities and in-home health will occur as care delivery is needed for the care of elderly with chronic illnesses.
- As of August 6, 2025, approximately 193 positions relating to NATCEP within 75 miles of KTC were posted on the Ohio Means Jobs website ([www.ohiomeansjobs.com](http://www.ohiomeansjobs.com)).
- According to O-NET, projected growth in the NATCEP field through 2028 is 23% nationally ([www.careerinfonet.org](http://www.careerinfonet.org)).
- State Testing – First Time Pass Rates: 3-year average 90%

## III. PROGRAM DESCRIPTION

The program provides 76 hours of instruction. The curriculum includes classroom and laboratory instruction and skill verification, as well as clinical experience. The program content is consistent with requirements as established by Ohio Department of Health for Nurse Aide Training and Competency Evaluation Programs (NATCEP).

## IV. PROGRAM MISSION:

The Nurse Aide Training and Competency Evaluation Program operates under the mission of the Knox Technical Center Adult Education department. Upon completion of a structured program of study, the student is equipped to achieve success in the occupational field of the CNA (Certified Nurse Aide).

## V. PROGRAM OUTCOMES

After the completion of the Nurse Aide Training and Competency Evaluation (NATCEP) program, a learner will be able to:

1. Identify the following as it relates to the Nurse Aide Training and Competency Evaluation (NATCEP) Program overview
  - a. Purpose of the NATCEP;
  - b. Role and responsibilities of the trainer and Nurse Aide (NA);
  - c. Purpose of the NATCEP conducted by the director;
  - d. Requirements for being placed and maintained on Ohio’s NA Registry;
  - e. Issues related to abuse, neglect and misappropriation of resident property; and
  - f. Differences between state tested and certified.
2. Differentiate the roles and responsibilities of the nursing assistant in the work environment and the following:
  - a. Governing body;
  - b. Administrator;
  - c. Medical director;

- d. Nurse staff including the NA;
  - e. Regulatory and survey agency persons;
  - f. Director of nursing;
  - g. Volunteers;
  - h. Resident's private physician; and
  - i. Operations support staff
3. Explain the roles and responsibilities of the nursing assistant as it relates to the following:
    - a. Activities of daily living (ADLs);
    - b. Nourishment;
    - c. Record keeping and communication duties;
    - d. Promoting residents' rights; and
    - e. Maintenance of confidentiality.
  4. Describe the purpose and use of the policy and procedure manual
  5. Identify acceptable standards for professional behaviors and dress
  6. Describe effective communication and interpersonal skills as it relates to the following:
    - a. Attitudes and behaviors that promote effective communication;
    - b. Factors that promote, as well as block, effective communication with residents, the resident's family, friends and immediate supervisor;
    - c. Procedures on answering the resident's call light; and
    - d. Use of the LTCF (long-term care facility) telephone and intercom.
    - e. Vision, hearing, speech and/or physically impaired;
    - f. Confused, depressed, agitated or restless clients; and
    - g. Patients demonstrating withdrawn or combative behaviors
  7. Explain the nursing assistant's role in Resident Comprehensive Assessment, Care Plan and Care Conference including:
    - a. The purpose of the resident comprehensive assessment, care plan and care conference;
    - b. The role the NA plays in the care planning process; and
    - c. The role the NA plays in gathering and documenting information on the worksheet.
  8. Verbalize the legal responsibilities of the NA role as it relates to:
    - a. Legal aspects of working as an NA including neglect and confidentiality;
    - b. Definition of abuse and neglect as found in Chapter 3701-64 of the OAC;
    - c. Incident and accident reports; and
    - d. Responsibility for own actions.
  9. Identify information pertaining to the medical record including:
    - a. Purpose of the medical record;
    - b. How the NA can contribute to the medical record;
    - c. Common medical abbreviations; and
  10. Proper methods of documentation.
  11. Describe the basics of infection control and factors that promote the growth and spread of pathogenic microorganisms.
  12. Demonstrate practices that prevent the growth and spread of pathogenic microorganisms including:
    - a. Proper hand washing techniques;
    - b. Methods to control or eliminate pathogenic microorganisms on supplies and equipment;
    - c. Concepts of clean, contaminated and sterile as applied to microorganisms;
    - d. Basic concepts of standard precautions;
    - e. Terminology associated with standard precautions; and
    - f. Use of barrier precautions including gloves, masks, gowns and eye protection as appropriate

13. Identify signs and symptoms of infections
14. Explain and/or demonstrates general safety measures including:
  - a. reasons why safety is important in the LTCF; techniques and precautions NAs can take to prevent residents from falling;
  - b. techniques aimed at preventing residents from being burned by hot liquids or by smoking cigarettes, etc.; and
  - c. techniques to prevent residents from choking or ingesting harmful substances and the procedures to use should a resident choke or ingest a harmful substance.
15. Describe general use and safety measure surround the use of oxygen therapy including:
  - a. Modes of oxygen delivery;
  - b. Presentations and demonstrations of safety precautions the NA must follow when performing tasks near oxygen equipment that
  - c. is in use and oxygen equipment that is being stored; and
  - d. Observation techniques to identify unsafe oxygen equipment that must be reported for repair or maintenance
16. Identify fire prevention and procedures to follow in case of fire disaster including:
  - a. Potential causes of fires;
  - b. Measures the NA can use to help prevent the occurrence of fires;
  - c. Actions to take when a fire is discovered;
  - d. Proper methods to report hazardous/unsafe conditions; and
  - e. Devices used to contain or limit fires in an LTCF.
17. Describe procedures contained in an LTCF's emergency plan including:
  - a. Safety measures to take when there is the threat of a tornado or other disaster;
  - b. Resources available in LTCFs in case of power failure; and
  - c. The NA's role in a tornado or other disaster.
18. Explain principles of ergonomics, body mechanics and body alignment
19. Describe alternative to restrain use and safe restrain use including:
  - a. Safe use and purpose of restraints;
  - b. Guidelines to follow for the safe application of restraints;
  - c. Examples of various types of commonly used restraints in the LTCF; and
  - d. Observations to make of a resident in restraints.
20. Demonstrate mobility and ambulation techniques including:
  - a. Safety techniques to use when walking a resident;
  - b. Safety measures to be used with wheelchairs and geriatric chairs;
  - c. Types and purposes of lifts;
  - d. General safety rules to be used while operating lifts; and
  - e. Safe use of walkers, canes and crutches.
21. Verbalize measures to promote resident independence including:
  - a. the physical and psychosocial losses that affect independence;
  - b. aspects of independent living that a resident of a long-term care facilities (LTCF) loses upon admission to the facility; and
  - c. techniques an NA can use to promote the resident's independence including the types of choices that may be available to a resident for gaining the highest level of independence possible.
22. Identify specific rights enumerated by the Ohio Resident Bill of Rights (ORBR) for residents of LTCFs
23. Describe the observational skills that are important in the role of the NA including:
  - a. The importance of observations to collect information about the resident;
  - b. Techniques of observation that include the use of the senses (see, feel, hear, smell); and
  - c. How to report and record observations.

24. Identify the physical changes in body systems including:
  - a. Vision: describing changes, diseases and ways to change the resident's environment to promote safety;
  - b. Hearing: warning signs of hearing impairment, changes in hearing, ways to enhance communication for the resident with a
  - c. hearing loss, use and care of hearing aids;
  - d. Loss of taste, smell and/or touch: warning signs and ways to aid the resident;
  - e. Gastrointestinal: changes and special care for the resident with digestive disorders;
  - f. Reproductive: female changes including vaginitis and male changes including benign prostatic hypertrophy; and
  - g. Musculoskeletal system: changes including osteoporosis and arthritis.
25. Describe physiologic changes associated with select body systems, possible consequences of those changes, nursing care and the importance of reporting such changes to a nurse.
26. Explain the concepts of LTC as a home including:
  - a. significant items in the resident's environment (over bed table, bedside stand, bed and bedside rails); and
  - b. ways to keep the resident's environment comfortable and properly maintained.
27. Describe bed-making techniques and methods used to keep residents comfortable if they remain in bed for long periods of time.
28. Identify techniques an NA can use to assist a resident during admission or discharge procedures.
29. Discuss ways to promote a positive atmosphere at mealtime by:
  - a. Identifying devices and techniques to assist a resident to maintain independence while eating;
  - b. Identifying proper techniques for feeding residents; and
  - c. Discussing ways to identify and demonstrate ways to intervene with choking victims and residents with dysphasia and aspirations.
30. Describes nutritional and fluid needs of the resident in LTC
31. Demonstrate techniques for accurate height and weight measurement
32. Identify the NA role in observing and measuring resident vital signs including:
  - a. normal causes in variation of body temperatures, types of thermometers and their care, demonstrate procedures for
  - b. taking temperatures correctly and recording and reporting this information accurately;
  - c. normal and variations in pulses, sites for taking pulse (radial and apical), demonstrate procedure for counting pulses
  - d. correctly and recording and reporting this information accurately;
  - e. normal and variations in respirations; demonstrate methods for counting respirations correctly and reporting this information accurately; and
  - f. normal and abnormal blood pressure readings and the equipment used for taking blood pressure. The NA's role in measuring and recording of blood pressure shall be determined by the policy of the LTCF
33. Demonstrate techniques for the completion and/or assistance with completion of oral hygiene, bathing and/or showering and other personal care skills
34. Identifies risk factors for alternations of and measures for the promotion of skin integrity
35. Explain concepts and skills associated with the age of the client with alterations in urinary elimination including:
  - a. The structures and function of the urinary system, variations in the urinary system of the aged;
  - b. The terms – urine, urinate and void;
  - c. Signs and symptoms of urinary tract infection;
  - d. Normal and abnormal appearance of urine;
  - e. The function of the urinary catheter;

- f. The care of the catheter, tubing and collection bag;
  - g. How to maintain a closed system; and
  - h. Care of the resident who is incontinent of urine including application and care of external catheters.
36. Demonstrate correct procedures for assisting a resident with safe use of bedpans, urinals, commodes and toilets.
  37. Verbalize the knowledge and demonstrate the skills associated with intake and output measurement including:
    - a. The importance of fluid balance and reasons to measure fluid intake and output;
    - b. Methods to measure and record intake and output correctly; and  
The meaning of the following terms: intake and output (I & O), force fluids, restrict fluids and non per os (NPO).
  38. Explain concepts associated with bowel elimination including:
    - a. Characteristics of normal and abnormal bowel eliminations;
    - b. The effects of aging on the lower intestinal tract;
    - c. Signs that may indicate a resident is constipated;
    - d. Measures to help alleviate constipation;
    - e. The NA's role in helping prevent impaction; and
    - f. Care of the resident who is incontinent of feces.
    - g. Bowel and bladder programs
  39. Describe common misconceptions of the elderly
  40. Discuss concepts related to meeting the emotional needs of residents
  41. Identify strategies for the promotion of resident sleep and rest
  42. Discuss concepts of sexuality as it relates to care of the elderly and its influences on care delivery
  43. Describe concepts relating to care of the special needs population including:
    - a. Definitions of mental health, mental illness, developmental disability and intellectual disability;
    - b. methods to identify and utilize the resident's strengths as a means to reinforce appropriate behavior; reduce or eliminate
    - c. inappropriate behavior; and
    - d. role and responsibility of NA when caring for residents with mental illness or ID/DD.
  44. Identifies care responsibilities relating to death of a client
  45. Explain techniques necessary for working with clients who are immobile and to the prevention of complications of immobility
  46. Verbalize the purpose and care of residents with prosthetic devices
  47. Explore information pertaining to the NA role in promotion and protection of legal rights for residents.
  48. Demonstrate proficiency in the following skills:

#### **Required Demonstrations and Skills Standard**

- 1. Applying an Anti-Emboic Stocking to One Leg**
- 2. Assist a Resident to Ambulate using a Gait Belt**
- 3. Assist a Resident to Ambulate With a Walker using a Gait Belt**
- 4. Assisting a Resident with a Bedpan, Measure and Record Output with Hand Washing**
- 5. Bed Bath (partial)- Whole Face and One Arm, Hand and Underarm**
- 6. Changing a Male Resident's Brief, Provide Perineal Care with Hand Washing**
- 7. Denture Care – Clean a Resident's Upper or Lower Denture**
- 8. Donning (put on) PPE (Gown, Gloves, Goggles or Face Shield), Empty a Urinary Drainage Bag, Measure and Record Output, Remove PPE with Hand Washing**
- 9. Donning (put on) PPE (Gown, Gloves), Provide Catheter Care for a Female Resident, DOFF (Remove) PPE, with Hand Washing**

10. Dressing a Bedridden Resident with an Affected (Weak) Side
11. Feed a Dependent Resident in Bed
12. Hair Care for a Resident
13. Make an Occupied Bed
14. Mouth Care- Brush a Resident's Teeth
15. Nail Care for a Resident
16. Perineal Care for a Female with Hand Washing
17. Position a Resident in Bed on Their Side
18. Range of Motion for a Resident's Hip and Knee
19. Range of Motion for a Resident's Shoulder
20. Stand and Pivot-Transfer Resident from Their Bed to Wheelchair using a Gait Belt
21. Vital Signs- Take and Record a Resident's Pulse and Respirations

Program objectives and skill requirements are determined by the Ohio Department of Health for Training and Competency Evaluation Programs for NATCEPs

### STATE TESTING

Upon successful completion of the NATCEP, and having met all program requirements, students of the NATCEP program are eligible to take the state nursing assistant exam. Candidates that have successfully completed the state testing requirements are then listed in the Ohio Nurse Aide Registry.

### VI. TARGET POPULATION

Individuals 16 years of age and older interested in caring for others through compassion and patience while assisting with daily activities and serving a vital role on the healthcare team.

### VII. PROGRAM MODEL

- A. 76 hours of instruction
  - A. 60 hours in classroom and skills lab
  - B. 16 clinical hours

### VIII. ASSESSMENT STRATEGIES

- C. Throughout Program
  - Homework
  - Topic quizzes
  - Topic exams
  - Skills validations
  - Clinical performance evaluation
- D. Completion
  - Achieve a minimum cumulative grade average of 75% in the course of study
  - Demonstrate satisfactory performance in all nursing laboratory and clinical experiences
  - Meet all program objectives
  - Meet all financial obligations of the program
  - Attended all program hours of curriculum
  - State Testing – upon successful completion of the program

### IX. EVALUATION PLAN TO DETERMINE PROGRAM EFFECTIVENESS

- Learner evaluation of instructors, with each course at end of program
- Meetings with Advisory Committee at least twice a year
- Meetings with Faculty at least twice a year

## X. TRAINING PATHWAYS

A career pathway system is a series of connected educational and training programs and support services that prepare and enable individuals, often while they are working, to secure a job and advance over time to successively higher levels of education and employment in a specific industry/field. Pathway goals are to increase access, awareness, affordability, resources, and alignment for high school students, adult learners, and the current workforce.

### A. Before program start:

The Knox Technical Center NATCEP program is an entry-level program designed for learners with little to novice experience in the healthcare field, those who already work in the field of basic care delivery and wish to enhance their skills, or those who simply wish to enter a health care career pathway.

Prior to admission potential learners must have the following:

- Completed Registration form with a \$25 registration fee, call 740-393-2933 to pay with a credit card
- Work Keys Test, scheduled when registration fee paid
- Valid Driver's License/Picture ID
- Social Security Card
- BCI/FBI Background Check
- Completion of clinical requirements
  - KTC medical release form
  - TB (Two-step, Annual one-step, or Quantiferon. Chest x-ray accepted for *history of positive test ONLY*)

Once accepted into the program, students are required to purchase uniforms, black shoes and a watch with a second hand prior to start of class. Enrollment requirements must be completed one month before the first day class.

### B. After program completion:

- C. **Take the Certification Exam:** Pass the certification exam to become a Certified Nurse Aide (CNA). This exam typically includes both a written and a practical skills test. This test is scheduled by KTC following each course offering.
- D. **Start Job Hunting:** With your certification in hand, you can begin applying for CNA positions. Common employers include hospitals, nursing homes, assisted living facilities, and home healthcare agencies. Update your resume to reflect your training and certification.
- E. **Consider Further Education:** If you're interested in advancing your career, you might explore additional certifications or training programs. Many CNAs return to school to become licensed practical nurses (LPNs) or registered nurses (RNs).
- F. **Maintain Certification:** Confirm that your employer(s) have submitted the required verification forms each year to keep your certification active.
- G. **Join Professional Organizations:** Consider joining professional organizations like the National Association of Health Care Assistants (NAHCA) or the American Association of Nurse Aides (AANA) for networking and professional development opportunities.