

Nursing Education Self-Paced Training Module Guide

Recommendations for self-paced training

While using this module, you will be creating your own content outline with dates which you will submit to [Teri James \(Teri.James@tn.gov\)](mailto:Teri.James@tn.gov) at the Tennessee Department of Health along with the other required paperwork for registering your program.

Table of Contents

The table of contents is set up for either block or traditional schedule to assist you with pacing regardless of the type of schedule your school uses.

Nursing Education Teacher and Program Requirements, slides 5-8

This section includes important information about registering your new CNA program. Notice the program **MUST** be registered 30 days BEFORE the first day of class. Other requirements included:

- a. Teacher eligibility
- b. Teacher training
- c. Program hours
- d. Student attendance
- e. Student-teacher ratio
- f. Pass rates

Nursing Education Teacher and Program Requirements: Student Eligibility, slide 10

WBL policies #6 and #36 are clear about student readiness. Students **must** exhibit work readiness attitudes and skills **as determined by the teacher and employer**, consistent with the WBL Policy Guide, before beginning a WBL experience such as Nursing Education clinical rotations. The Employability Skills Checklist is only a guide to assist the teacher and employer with describing work readiness attitudes and skills. It is incumbent upon both the teacher and employer to rigorously vet each student before allowing any patient contact. Once the teacher and employer agree that the placement is appropriate for a student, they must both sign the work-based learning agreement document. If this document is not signed, the student **MUST NOT** participate in Nursing Education clinical rotations.

At Least One Semester Prior to Teaching the Course, slide 10

This slide outlines options for selecting students for the course. Your school may already have a student selection plan/process in place, or your principal may not allow you to select specific students for the class. At the minimum, nursing education students should have had the pre-requisite courses outlined in the Nursing Education program of study and the clinical site administrator **must** approve each student and sign the work based learning agreement document.

Before the End of the Semester Prior to Teaching the Course, slides 12-14

Pay close attention to the directions for registering your program and updating paperwork. Having your paperwork in order and submitted to Teri James (Teri.James@tn.gov) **30 days before the first day of class** is non-negotiable. Do not wait until the last minute to contact Teri to get the required paperwork started. Signatures from your administration and the long-term care facility administrators are required, so plan accordingly.

First 1-2 Days of Class: D&S Diversified Technologies Registration, slides 17-19

If you have any questions regarding the registration process or printing verification sheets, do not hesitate to contact [Sheri Butterbaugh](#) at D&S. She is always happy to help.

First Month of Class: Planning for Testing, slide 24

Testing may take place at your school or another site. Since D&S data shows students are typically more successful when they test at their own school, you may want to consider becoming a recognized test site. For more information, [click here](#). For questions, contact [Sheri Butterbaugh](#) at D&S. If your students need to test at a site other than your school, they will be given the opportunity to choose another site and date for their test when they submit their testing fee.

Before the End of the Semester, slides 31-32

Although the required attendance hours for this course is 100 hours, for reporting purposes you may enter training hours on the D&S website when your students have completed 75 hours. Be sure to enter the end of program data **not less than ten days** before the scheduled test date. Also, training certificates **MUST** be printed **BEFORE** the test date.

