

AGC CAREGIVER & ADMINISTRATOR TRAINING REQUIREMENTS

CAREGIVERS – EMPLOYEE THAT PROVIDE CARE TO RESIDENTS	1ST Year of employment	2ND Year of employment & beyond
Caregiver Requirements Initial Training 1. NRS 449.093: Elder Abuse training –All new employees that will provide care to residents receive training to recognize and prevent the abuse of older persons <u>before</u> the employee provides care to a person and annually thereafter.	1a. Employees that will provide care to residents must receive Elder Abuse training <u>before</u> they begin providing care to residents in the facility	1b. Re-training during the 2nd and subsequent years of employment based on hire date. Elder abuse training hours can be counted toward the 8 hours of annual caregiver training requirement.
2. Y1001 NAC 449.2758 – Facilities that provide care to elderly & disabled persons – At least 4 hours of training in providing care to elderly and disabled residents within 60 days after hire	2a. 4 hours initial training related to providing care to elderly and disabled residents within 60 days after hire.	
3. Y0070: NAC 449.196(1)(f) - Caregiver Qualifications. Caregivers must receive annually not less than 8 hours of training related to providing for the needs of the residents		3b. Complete at least 8 hours of training related to providing care for the needs of residents within the 2 nd and subsequent years of employment based on the hire date.
4. Y0450: NAC 449.231 - First aid and CPR training – Within 30 days after hire, caregiver must be trained in first aid and CPR and obtain certificate. (Online CPR training does not qualify unless complete hands-on training with a proctor)	4a. 1 st aid and CPR training – Time for 1 st aid and CPR training cannot be counted toward initial caregiver training requirements in 1a, 2a, 5a, 6a, 7a, 8a, 11a or 13a. <i>On-line First Aid training courses are not acceptable. For On-line CPR courses to be accepted, the caregiver must complete “hands-on” training with a CPR trainer who then issues the CPR certification.</i>	4b. Recertification training based on expiration date on 1 st aid & CPR cards. Time for 1 st aid and CPR training cannot be counted toward annual training requirements in 1b, 3b, 10b or 12b. <i>On-line First Aid training courses are not acceptable. For On-line CPR courses to be accepted, the caregiver must complete “hands-on” training with a CPR trainer who then issues the CPR certification.</i>
5. Y1006: NAC 449.2762(2) – Facilities endorsed to provide care for adults with mental retardation and related disorders. Employees providing care must receive at least 4 hours of training related to care of these residents within 60 days of being employed.	5a. If facility has MR endorsement, 4 hours of initial training within 60 days after hire. These hours are in addition to the 4 hours required in 2a.	5b. No annual training requirement, but encourage facilities to include training related to MR residents within the 8 hours of required annual caregiver training in 3b.
6. Y1011: NAC 449.2766(2) - Facilities endorsed to provide care and protective supervision for adults with mental illnesses. Employees providing care must receive at least 8 hours of training related to care and protective supervision of these residents within 60 days of being employed.	6a. If facility has MI endorsement, 8 hours of initial training within 60 days after hire. These hours are in addition to the 4 hours required in 2a.	6b. No annual training requirement, but encourage facilities to include training related to MI residents within the 8 hours of required annual caregiver training in 3b.

<p>7. Y1021: NAC 449.2764(2) – Facilities endorsed to provide care for persons with chronic illnesses and debilitating diseases. Employees providing care must receive at least 4 hours of training related to care for these residents and in the actions necessary to control infections within 60 days of being employed.</p>	<p>7a. If facility has CI endorsement, 4 hours of initial training within 60 days after hire. These hours are in addition to the 4 hours required in 2a.</p>	<p>7b. No annual training requirement, but encourage facilities to include training related to CI residents within the 8 hours of required annual caregiver training in 3b.</p>
<p>8. Y1035: NAC 449.2768 - Residential facility which provides care to persons with Alzheimer’s disease. 1a(1) Employees providing care must receive within the first 40 hours of working at the facility after he is initially employed at the facility, at least 2 hours of training in providing care, including emergency care, to a resident with any form of dementia, including, without limitation, Alzheimer’s disease, and providing support for the members of the resident’s family.</p>	<p>8a. If facility has Alzheimer’s disease/dementia endorsement, 2 hours of training within first 40 hours of working in a small facility, or working in a memory care unit in a large facility. +</p>	
<p>9. Y1036: 1a(2) In addition, within 3 months after such an employee is initially employed at the facility, at least 8 hours of training in providing care to a resident with any form of dementia, including, without limitation, Alzheimer’s disease.</p>	<p>9a. An additional 8 hours of training completed within 90 days of hire = 10 hours within 90 days +</p>	
<p>10. Y1038: 1a(3) Complete at least 3 hours of training in providing care to a resident with dementia, which must be completed on or before the anniversary date of the first date the employee was initially employed at the facility.</p>	<p>10a. 3 hours before the end of the first year employed in the memory care facility or unit = 13 total hours within first year *These hours can be counted toward the initial 4 hour training requirement in 3a.</p>	<p>10b. Complete at least 3 hours of training in providing care to residents with Alzheimer’s disease/dementia during the second and subsequent years of employment in facilities endorsed to only care for persons with Alzheimer’s disease/dementia, based on hire date or based on the date began working in the memory care unit in a large assisted living facility. These 3 hours can be counted as part of the required 8 hours of annual caregiver training in 3b.</p>
<p>11. Y0065: NAC 449.196(3). Caregiver Medication Training. Per NRS 449.0302(6)e, if a caregiver assists a resident in the administration of any medication, including, without limitation, an over-the-counter medication or dietary supplement, the caregiver must: (a) Before assisting a resident in the administration of a medication, receive at least 16 hours of training in the management of medication, no less than 12 hours of classroom training and not less than 4 hours of practical training, and obtain a certificate acknowledging the completion of such training. (Pharmacists, Registered Nurses (RN) and Licensed Practical Nurses (LPN) working in the facility who assist with medication or oversee the facility’s medication administration program must also complete initial training)</p>	<p>11a. If the employee will assist residents with medication, complete 16 hours initial medication management training from a HCQC approved trainer and pass the HCQC approved exam prior to assisting residents with medication. *These hours are specific toward medication management and cannot be counted toward hours required for 1a or 3a. <i>(Initial medication training does not expire. See annual training</i></p>	

	<i>requirement at 12b)</i>	
<p>12. (b) Receive annually at least 8 hours of training in the management of medication and provide the residential facility with satisfactory evidence of the content of the training and his or her attendance at the training; <i>(Annual retraining may be provided by an HCQC approved medication management training provider, by the facility the caregiver works in or by other sources such as on-line training. The facility must maintain documentation of the caregiver's training such as a certificate from the HCQC approved medication management trainer, or in-service training records that include the caregiver's name, the instructor's name, title of the training, an out-line of the subject covered, date the training occurred, length of time - either number of hours attended or start and ends times of the training.)</i></p>		<p>12b. Employees that assist residents with medications must receive at least 8 hours annual training related to medication management during their 2nd and subsequent years after becoming a medication technician based on their initial training date. <i>(These 8 hours of annual medication management training hours are <u>in addition</u> to the 8 hours annual caregiver training requirement in 3b. A caregiver that is also a medication technician would need at least 16 hours of annual training.)</i></p>
<p>13. (c) Complete the training program developed by the administrator of the residential facility on the facility's Medication Plan per NAC 449.274(1)(e). NAC 449.2742 1 (e) Develop and maintain a training program for caregivers of the residential facility who administer medication to residents, including, without limitation, an initial orientation on the plan for managing medications at the facility for each new caregiver and an annual training update on the plan. The administrator shall maintain documentation concerning the provision of the training program and the attendance of caregivers.</p>	<p>13a. Employees who assist residents with their medications must complete an Orientation on the facility's Medication Management Plan developed by the facility administrator. This training time is in addition to the 16 hour initial training course in 11a. There must be evidence of this training in the employee's file which can be documented on in-service training forms or a certificate created by the facility.</p>	<p>13b. Employees that assist residents with medications must receive annual training related to the facility's medication plan including any updates to the plan. The time spent on annual re-orientation can be counted toward the employee's 8 hours of annual medication administration training in 12b. *If the caregiver attends an 8 hour medication management training provided by a HCQC approved trainer, the facility must provide additional update training specific to the facility's medication management plan. There must be evidence of this training in the caregiver's file which can be documented on in-service training forms or a certificate created by the facility.</p>
<p>14, Y0073 (d) NAC 449.196(3). Annually pass a HCQC approved examination relating to medication management provided an HCQC approved medication trainer</p>		<p>14b. Medication administration exam certificates expire annually. Employees that assist residents with their medications must retake and pass the medication administration examination prior to the expiration date on their initial training and testing certificate. (Initial medication training does not expire. Annual training must be complete by the end of the 2nd and subsequent years of employment)</p>
ADMINISTRATOR TRAINING REQUIREMENTS:	1ST Year of employment	2nd Year of employment and beyond
<p>15. NRS 449.093: Elder Abuse training –Requires administrators to receive training to recognize and prevent the abuse of older persons <u>before</u> beginning work in a facility that provides care to a person and annually thereafter. (The law did not establish</p>	<p>15a. Administrators must receive training prior to working in the facility. Facility must provide</p>	<p>15b. Re-training during the 2nd and subsequent years of employment based on hire date must be documented in the</p>

<p>minimum hours for this training. Provide documentation of the training in the Administrator’s facility file.)</p>	<p>evidence of completed training.</p>	<p>administrator’s facility file.</p>
<p>16. Y0872 NAC 449.2742(1)(f): Administrator Medication training requirements: Within first year of employment as an administrator, must receive, from a program approved by the Bureau, at least 16 hours of training in the management of medication consisting of not less than 12 hours of classroom training and not less than 4 hours of practical training and obtain a certificate acknowledging completion of such training.</p>	<p>16a. New facility administrators must complete a 16 hours initial med training from a HCQC approved trainer and pass the HCQC approved exam prior to assisting with medication within the first year of employment based on their hire date. * If the administrator designates oversight of the facility medication administration program to another member of staff, that designee must complete initial medication training and pass the HCQC approved examination prior to taking responsibility for the program. (Initial medication training does not expire. See annual training requirement at 17b)</p>	
<p>17. Y0872 NAC 449.2742(1)(f): Administrator Medication training requirements: (g) After receiving the initial training required by paragraph (f), receive annually at least 8 hours of training in the management of medication and provide the residential facility with satisfactory evidence of the content of the training and his or her attendance at the training.</p>		<p>17b. Administrators must complete at least 8 hours annual training related to management of medication during their 2nd and subsequent years of based on the date they completed initial training. * If the administrator designates oversight of the facility’s medication administration program to another member of staff (such as a Care Coordinator), that designee must complete at least 8 hours of annual training related to management of medication based on the date they completed initial training.</p>
<p>18. Y0872 NAC 449.2742(1)(f): Administrator Medication training requirements: (h) Annually pass an examination relating to the management of medication approved by the bureau.</p>		<p>18b. Medication administration exam certificates expire annually. Administrators that have taken Medication Administration training and passed the initial exam must retake and pass the medication management examination prior to the expiration date on their initial testing certificate. (Initial medication training does not expire. Annual</p>

		training must be complete by the end of the 2 nd and subsequent years of employment)
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