



RECORD KEEPING

REPORTING OBLIGATIONS PROGRAM RECORDS

The school and/or health care agency sponsoring the program must develop a record system. The following must be kept on file ad infinitum:

- a. Pennsylvania Nurse Aide Training Report.
- b. Certificates of completers.
- c. Copy of Performance Checklist with final Theory & Clinical Grade for each completer.

The following records shall be kept a minimum of three years:

- Anecdotal Concerning Trainees or Course
- Attendance Record
- CHRI Report
- Course Calendar/Syllabus
- Grades
- Instructor Evaluations by Trainees
- Instructor Schedules
- Location of Graduates
- Program Evaluations by Trainees

REPORTING GRADUATES FOR COMPETENCY EVALUATION

Registration of the candidate for the competency evaluation must be completed according to the instructions of the testing contractor. (Refer to nurse aide candidates' handbook from the testing vendor.) Nurse Aide Candidate Handbook may be acquired by calling American Red Cross, subcontractor of Person Vue.

Only individuals that have met the nurse aide training requirements will be scheduled for the competency evaluation.