

## Nursing Facility Competency Certification Program Participation Agreement

### I. Program Purpose

The purpose of this project is to provide nursing facilities with competency-based training for improved patient care per the updated CMS Requirements of Participation for nursing facilities that became effective in November of 2017. Of the many changes required, this project addresses the need for documented evidence of nursing services staff competency. Facilities, therefore, are now tasked with validating that each nursing services staff person is competent in their assigned position. The CMS State Operations Manual Appendix PP “Guidance to Surveyors for Long Term Care Facilities” outlines the requirements at <https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/GuidanceforLawsAndRegulations/Downloads/Appendix-PP-State-Operations-Manual.pdf>.

### II. Project Summary

The project is specifically designed to develop and implement a train-the-trainer certification series for nursing facility leadership, i.e. MDS Coordinators, Staff Development Coordinators, and/or Directors of Nursing. Participants will gain the skills needed to design, implement, and assess their own individual nursing facility competency-based training program in order to serve the care needs of their resident population. The project developed by [Proactive Medical Review \(PMR\)](#) will consist of two consecutive days of in-person training on designing and implementing a competency-based program in a nursing facility. The initial two-day training is followed by a 90-day practice implementation period during which the participants return to their facilities and implement at least one competency program area for the nursing staff. Additionally, an individual one-hour consultation call will be provided to each participating facility during the 90- day practice implementation period, with a PMR consultant, to assist with each participating facility's program development and implementation. During the 90-day period, there will be twelve on-demand training webinars offered on twelve competency topic areas, of which a minimum of three must be completed. The competency webinars are accompanied by a train-the-trainer resource toolkit for each topic focused on a specific quality risk area intended to provide expert guidance on the design and implementation of staff competency development in the facility. Webinar/toolkit topics include:

- Abuse Prevention and Reporting
- Activities of Daily Living (ADL)
- Behavioral Health/Person Centered Care through Non-Pharmacological Approaches
- Cultural Competency
- Dementia Care
- Fall Prevention & Response
- Identifying Changes in Condition
- Infection Control/Prevention Basics
- Medication Administration
- Pressure Ulcer Prevention
- Restorative Nursing
- Trauma Informed Care.

Each webinar includes training on the designated topic and a review of best practices for implementing a competency-based staff development program in that area and is followed by a post test. Each toolkit includes staff development resources including but not limited to PowerPoint slides and a quick reference

inservice handout, instructor guidance, a competency assessment tool and posttest. Participants will select at least one of these topics to implement in the facility during this phase of the project based on their specific needs and risks. A risk prioritization guide will be provided as a resource to participants. A self-assessment will be completed following implementation of the initial competency module to identify performance improvement opportunities, needs and potential barriers to success.

The program is funded by a grant through the Ohio Department of Medicaid. Travel expenses including overnight rooms, meals, etc. are at the participants own expense. A complimentary light breakfast will be provided on each live workshop day and participants will be dismissed for lunch on their own.

### **III. Participant Requirements**

- Participants should be current full-time staff members of a licensed, certified Ohio Nursing Facility. Based on the program goals to develop trainers, preferred selection to participate is given to nursing staff serving in staff development or leadership roles in the facility.
- Participants must commit to complete the full train-the-trainer program on behalf of their current facility and assist the facility in implementing the program
- Participation is limited to no more than two staff members per facility

### **IV. Support of the Program Goals and Objectives**

- The Participant agrees to attend all of the program Meetings and Events;
- The Participant agrees to complete assigned follow up activities and submit information requested (i.e. self-study webinars, competency module implementation in the facility, and self-assessment etc.), in their entirety, at the time they are requested;
- The Participant agrees to commit to attend mandatory workshop days (3) and has the support of the Administrator to be out of the facility on these days.
- The Participant agrees to communicate to Proactive any issues related to program completion, attendance, or project implementation in the facility.
- The Participant agrees to participate in Certification testing offered on the final live workshop day
- The Participant and Participating Facility agrees to fully participate in all data collection and program evaluation efforts by submitting all requested information and materials by scheduled due dates, participating in periodic remote assessment and monitoring activities to sustain the program in the facility and follow up consultation by phone in the event of survey deficiencies related to staff training/competency areas.

### **V. Benefits**

The Participant and partner nursing facility will receive the following benefits:

- The Program will provide up to 2 full time members up to 28 hours of Ohio Nurses Association approved training. 16 hours of live workshop hours will be provided over 3 days and 12 hours of on-demand webinars are available (3 webinar hours are required; 9 hours are optional.)
- The Program will develop the skill of Participants to advance competency-based staff development in partner facilities.
- Proactive Consultants will be available to address the questions or concerns of Participants or partner facilities; opportunities for ongoing support and communication will be offered including group Q&A conference call session and individual facility phone consults to support implementation and sustainability of the program in the facility outside of the live workshop days.
- The Program will provide Competency toolkits for 12 critical staff development topics and adjunctive on-demand webinars which may be used to assist in the implementation of competency-based training in partner facilities. Other resources are provided to assist in program implementation including a policy template, consumer guide, nursing skills workbook, and staff and department competency checklist template.

### **VI. Disclosures:** There is no conflict of interest for anyone with the ability to control content of this activity. This nursing continuing professional development activity is pending approval by the ONA, an accredited approver by the American Nurses Credentialing Center's Commission of Accreditation (OBN-001-91)



## Nursing Facility Competency Certification Program Participation Agreement

Criteria for successful completion:

- Credit awarded commensurate with participation in training program and completion/submission of project evaluation form
- Achieving passing score of 80% on post-test

### Authorization

The Participant(s) and facility Administrator hereby acknowledge by their signatures that they have read, understand, and agree to all the terms and conditions of this agreement.

\_\_\_\_\_  
Facility Name

\_\_\_\_\_  
Participant #1

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
(OPTIONAL) Participant #2

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Facility Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

For PMR Office Use Only:

Contract accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Training Location: \_\_\_\_\_