

Health Education Center, LLC
Online SRNA Training Course
User's Guide



March
2016

Getting Started:

- log onto the website at www.healtheducationcenter.us.
- Scroll down the page and locate Clinical instructor. You must have a User ID and Password to access the Clinical Instructor section. This will be assigned to you by Judy Bowman.
- Under the Clinical Instructor section you will find the following:
 6. Instructor login
 7. Register New Students
 8. Complete Skills Checklist
 9. Complete Clinical Checklist
 - S. Enter Hand-Written Final Exam Score
 6. Issue Certificate of Completion
- To login choose "Instructor Login" and enter your User Id and your password. You will then be able to perform any of the above tasks #2 - #6 listed above. Once you are logged in, you will be able to choose any of the above functions from the tabs on the screen.
 - There are 2 "bubble tabs" for Instructors where you can see what the students do. "Video Library" and Online Test Dashboard" enable the MOI to see the Modules and tests so, if desired, the MOI can know and discuss the material taught to reinforce the learning.

Registering New Students:

- You will log onto the website, choose [Instructor Login](#), and then enter your user ID and password.
- Go to [Register New Students](#).
- Enter the information and be sure to answer all questions. (All questions should be answered "yes" for the student to be eligible to enroll in the course.)
- Click "Submit".
- HEC will automatically be notified of the new registration and the student will have immediate access.

Be sure to provide the student with the textbook, Mosby's Textbook for Long Term Nursing Assistant Seventh Edition and specific instructions on how you wish for them to complete the course. You will also need to instruct them to print all test scores as they complete their tests online and have them submit them to you for monitoring purposes. Some facilities use this as their method to track student progress for payroll purposes. Be sure to stress to the students that all video lectures must be viewed in their entirety in order to complete the course and that the website tracks their viewing time. Students who fail to view all videos will receive an incomplete for the course and the clinical instructor will not be able to issue a certificate of completion.

A minimum of three (3) multiple choice tests are required to be passed. ALL tests must be averaged with a 70% minimum average. Of course, this minimum may give a challenge to passing the State Test. It is good to monitor the students and if they fail a test or do poorly, have them review the Module and perhaps have a discussion of the material covered.

Complete Skills Checklist:

Check the student off on all required skills from the skills guide. Be sure the student performs the skill accurately and understands the critical elements as identified with an () by the step.*

- You will then log onto the website, choose Instructor Login, and then enter your user ID and password.
- Go to Complete Skills Checklist.
- Locate the specific student and click "Details" under "Skills Checklist".
- Click the box labeled "Date of Satisfactory Demonstration" and enter the date the student satisfactorily demonstrated all skills.
- Scroll down to the bottom of the page and then click "Submit".
- All fields should automatically populate with the chosen date.

Complete Clinical Checklist:

Be sure the student receives 2 days of supervised clinical experience (for a total of 16 hours).

Remember, the supervision must be from an MOI Instructor.

- You will then log onto the website, choose Instructor Login, and then enter your user ID and password.
- Go to Complete Clinical Checklist.
- Choose either "Clinical Day 1" or "Clinical Day 2".
- Locate the specific student and click on "Details".
- Enter the date the student completed that clinical day and then click "Submit".
- Scroll down to the bottom of the page and click "Submit".
- All fields should automatically populate with the chosen date.

Be sure to complete this for clinical day 1 and clinical day 2.

Enter Hand-Written Final Exam Score:

Each student must be given a hand-written final exam prior to clinical. You do not need to keep this exam, but be sure to destroy it so that no one else has access to the exam questions. Grade the exam and then enter the score. The student must have completed all modules-in order to take this final exam. The website will not allow you to enter a final exam score if the student has not completed all modules.

- Log onto the website, choose Instructor Login, and then enter your user ID and password.
- Go to Enter Hand-Written Final Exam Score.
- Locate the specific student and click on "Details" under Exam Score.
- Enter the score percentage and then click "Submit".

Issue Certificate of Completion:

Once the student has completed all components of the course and the documentation is up-to-date, you may issue a certificate of completion for the course. If any documentation is incomplete, the system will not allow you to issue a certificate.

- Log onto the website, choose Instructor Login, and then enter your user ID and password.
- Go to Issue Certificate of Completion.
- Locate the specific student.
- Enter the information.
- Save and print certificate.

It is recommended that you print the certificate on certificate paper for the student.

The student is now ready to take the State Test. You will pick a date and location. You will complete the TEST ROSTER and fax to the Testing site as required.

The cost of the State Test is not included in the HEC tuition. You will pay and register the students according to the directions of the Testing site.

If the student fails the State test: 1) no waiting period to take it again 2) They can take it 3 times up to 1 year 3) They only take the part they failed. 4) They pay according to what part they need to take.

Please contact us with any questions or suggestions!

Thank you for all you do!

Best Regards,

Judy Bowman
contact@healtheducationcenter.us
 502-762-5151 (p)
 502-425-5694 (f)
 Office Manager
 HEC LLC

KENTUCKY MEDICAID NURSE AIDE TEST ROSTER

Revised 10/25/02

For Office Use Only

Health Care Facility <u>Health Education Center, LLC</u> Address <u>3903 Vantage Pl</u> <u>Louisville, KY 40299</u> Phone <u>502-762-5151</u> Contact Person <u>Judy Bowman</u> Requested <input checked="" type="checkbox"/> Actual <input type="checkbox"/> Test Date _____ Test Date _____ Test Center Name _____	Facility No. <u># 724</u> Written Test Form _____ Performance Test Form _____ Testing Region No. _____
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TRAINING DOCUMENTATION

I certify that the individuals listed on this roster have successfully completed a state-approved Nurse Aide Training Program, that the training approval number for that program is listed, and that appropriate documentation is on file. I certify that the individuals submitted for testing with an impairment (reading, sight, hearing, or language) have been assessed by this facility and deemed capable of performing the job duties of a Nurse Aide.

Facility Administrator Signature

Patricia A. Phillips, RN
 Program Coordinator

Test Candidates	Last Name ✓	First Name ✓	Social Security Number ✓	ID (✓)	Training Completion Date ✓	Signature On Test Date	Training Provider Approval Number	Cand. Status	Cost
1.							0406031		
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									

TEST CANDIDATE RELEASE STATEMENT

I acknowledge that I have read the Medicaid Nurse Aide Testing Procedures Manual and agree to abide by the rules and conditions in the manual as attested by my signature, above.

Test Administrator Signatures _____

Regional Test Coordinator
Signature

CANDIDATE STATUS
 1-Written & Performance
 4-Retake Written
 5-Retake Performance