

Nurse Aide Training Benchmarks for all KCTCS Monitored Programs

Benchmarks for Students to Pass the Class:

A student shall pass a minimum of three (3) written or oral tests throughout the classroom course with an average score of at least seventy (70) percent to be eligible for the state competency evaluation. If more than three (3) tests are given, ALL test scores must be included in the average and included in the student's classroom records to be reviewed during the annual on-site review.

The following cannot be counted towards passing the class or factored into the seventy (70) percent requirement:

1. Open book tests
2. Take home tests
3. Extra credit
4. Workbook completion/activities
5. Repeating the same test to increase score
6. Any other graded activity within the classroom/clinical setting

Benchmarks for Programs to Remain in Good Standing*

*Note: Benchmarks are subject to change based on regulatory or process changes.

1. Programs are required achieve a seventy (70) percent **first attempt** pass rate on the Nurse Aide Training and Competency Evaluation Program (NATCEP). Only the first attempt counts toward the pass rate. Retakes may not be factored into achieving a seventy (70) percent pass rate.
2. Programs must pass their annual on-site visit with no cited deficiencies.
3. Programs must submit annual data on training and testing accurately and on-time by June 30th of each year.

Program Impacts for Failure to Meet Program Benchmarks

Year 1 Infraction

1. Program Coordinator/Instructor is required to complete a Plan of Correction/Improvement Plan to address all failed benchmarks within 30 days of notification.
2. Program designation is changed from “In Good Standing” to “On Plan of Correction/Improvement Plan”.
3. Program may submit documentation of successful completion of mitigation strategies on the Plan of Correction/Improvement plan prior to the annual site visit. If no documentation is submitted, the Plan of Correction/Improvement Plan will be reviewed during the annual on-site review.
4. Successful completion of a Plan of Correction/Improvement Plan will result in the program designation being changed to “In Good Standing”.
5. Unsuccessful completion of a Plan of Correction/Improvement Plan will result in the program moving into the “Year 2 Infraction” phase.

Year 2 Infraction

1. Program Coordinator/Instructor is required to complete a new Plan of Correction/Improvement Plan to address why the program failed to improve based off the Year 1 Plan of Correction/Improvement plan within 30 days of notification. In addition, it should address any new failed benchmarks that occurred.
2. Program designation is changed from “On Plan of Correction/Improvement Plan” to “On Probation”.

3. Program Coordinator/Instructor will meet with KCTCS designated program representative(s) to develop remediation strategies. If program is a secondary program, the meeting will also include Kentucky Department of Education designate representative(s).
4. A mid-year on-site or virtual online review may be scheduled to review progress on the Plan of Correction/Improvement Plan mitigation strategies. The type of mitigation strategies identified will determine whether the mid-year review will be on-site or virtually/online.
5. Program may submit documentation of successful completion of mitigation strategies on the Plan of Correction/Improvement plan prior to the annual site visit. If no documentation is submitted, the Plan of Correction/Improvement Plan will be reviewed during the annual on-site review.
6. Successful completion of a Plan of Correction/Improvement Plan will result in the program designation being changed to “In Good Standing”.
7. Unsuccessful completion of a Plan of Correction/Improvement Plan will result in the program moving into the “Year 3 Infraction” phase.

Year 3 Infraction

1. Program Coordinator/Instructor is required to complete a new Plan of Correction/Improvement Plan to address why the program failed to improve based off the Year 2 Plan of Correction/Improvement plan within 30 days of notification. In addition, it should address any new failed benchmarks that occurred.
2. Program designation is changed from “On Probation” to “In Jeopardy”.
3. Program Coordinator/Instructor will meet with KCTCS designated program representative(s) to develop remediation strategies.

- a. KCTCS programs: The meeting will include the Dean over the program, as well as any other designated/identified Administration personnel at the local and System Office level. It may include the College President if necessary.
 - b. Secondary programs: The meeting will include the local KCTCS KNAT Coordinator, Kentucky Department of Education designated representative(s), local school Principal, as well as any other designated/identified local Administration personnel or Kentucky Department Education representatives. It may include the District Superintendent if necessary.
4. At a minimum, a mid-year on-site review may be scheduled to review progress on the Plan of Correction/Improvement Plan mitigation strategies. The type of mitigation strategies identified will determine if additional on-site reviews are necessary.
5. Program may submit documentation of successful completion of mitigation strategies on the Plan of Correction/Improvement plan prior to the annual site visit. If no documentation is submitted, the Plan of Correction/Improvement Plan will be reviewed during all on-site reviews. Final determination of successful completion will be determined at the final one-site annual review.
6. Successful completion of a Plan of Correction/Improvement Plan will result in the program designation being changed to "In Good Standing".
7. Unsuccessful completion of a Plan of Correction/Improvement Plan will result in the program designation being changed to "Suspended".

Suspended Programs

1. Programs designated as suspended will be allowed to finish any classes that have already held their first class and are "in-progress".
2. No additional classes may be started.

3. Scheduled classes will be cancelled.
4. Program is required to re-apply as a new program. The approval process will require a review of all previous Plans of Corrections/Improvement Plans.
5. Program Coordinator/Instructor will need to identify why they failed to successfully implement mitigation strategies and improve outcomes before approval will be granted.
6. Programs that were designated "In Jeopardy" but were approved to re-start will be designated as "Conditionally Approved".
7. Programs that meet the benchmarks in the year following their program designation of "Conditionally Approved" will have their program designation changed to "In good Standing".
8. Programs that fail to meet benchmarks in the year following their program designation of "Conditionally Approved" will have their program designation changed to "On Probation" and will move through the Plan of Correction/Improvement process as outlined above.