ILLINOIS DEPARTMENT OF PUBLIC HEALTH

BASIC NURSING ASSISTANT TRAINING PROGRAM

HYBRID (ONLINE) FORMAT POLICY

Title 77 of the Illinois Administrative Code, Section 395 identifies the requirements for the Basic Nursing Assistant Training Program (BNATP). The purpose of this policy is to delineate the requirements of a Hybrid BNATP as identified by the Illinois Department of Public Health (Department). A Hybrid Program is a combination of online (distance) learning and face-to-face instruction. Skills practice in the lab setting is typically the only face-to-face requirement. In order to provide continuity in the training of nursing assistants and thereby maintain consistency in the education received by nursing assistants throughout the state, the following requirements must be met by any Hybrid BNATP.

A BNATP can be conducted in a traditional face-to-face format or a hybrid format. The hybrid format is a combination of online (distance) education and face-to-face training. Typically, up to 60 hours of online education can be provided while 20 hours of face-to-face (lab or skills) training is provided.

Prior to conducting a BNATP, a program sponsor must submit for approval from the Department. A traditional face-to-face BNATP and a Hybrid BNATP are considered two separate programs. Each program type must be approved and have been granted a BNAT program number from the Department. *Vocational (private business) programs must have approval from the Illinois Board of Higher Education before the Department can review the program application. The IBHE Certificate of Approval is part of the program application requirement.*

Any program sponsor that would like to conduct such a class must submit information to the Department at least 90 days prior to initial offering to assure the course meets the teaching requirements as outlined in section 395 of the Illinois Administrative Code 77 and Department policy. Any future changes to program content must be submitted 30 days prior to the programs offering.

<u>BNATP Requirements of Traditional Face-to-Face and Hybrid BNATP</u>

• Minimum requirement of no less than 120 program hours (80 hours theory, 40 hours clinical).
• Program content, in accordance with IL Admin Code 77, Section 365.300, must be included.
• A model program approved by the Illinois Department of Public Health is available.
• An approved BNATP Instructor and Approved Evaluator must meet the requirements according to IL Admin Code 77, section 395.160 and section 395.162.

• Reference Program Coordinator Guide located on www.nurseaidetesting.com (Program Coordinator & Instructor, Forms).

<u>HYBRID BNATP</u>

In addition to the above requirements a Hybrid BNATP must also include the following:

<u>STUDENT SELECTION</u>

1) A student must meet the BNATP host site admission requirements for its traditional program.

2) The BNATP shall describe the method to be used in determining student suitability for participation in a hybrid program.

3) The BNATP must state what equipment and Internet requirements must be met by the student if the program does not furnish equipment and WiFi hotspots.

4) Testing of the student's equipment and Internet connection must take place before the start of classes.

5) A policy that includes all four points above must be included as part of the application for a hybrid program.

<u>COURSE SCHEDULE</u>

1) Face-to-face and online hours must be delineated on the Master Schedule. A notation on page 1 of the master schedule noting what content will be delivered remotely is sufficient. A program may note face-to-face hours with an "F" (for face-to-face) or an "L" (for lab) may be placed on the calendar pages.

<u>Face-To-Face Component</u>

The hybrid BNATP must include a face-to-face orientation session.

1) Three to five hours are suggested for the orientation session. This can include a clinical orientation, but the clinical orientation can be separate and conducted just prior to the clinical experience. This is in addition to the minimum required BNATP hours. Orientation time does not count toward academic or clinical time.
2) Participants must have computer access to include hands on experience with the learning management system to be used.
3) It is recommended that a member of the BNATP host site Information Technology staff be available to troubleshoot computer access issues.
4) *It is recommended that the course syllabus be reviewed with emphasis placed on necessary components for participant success (required assignments, discussion participation, online etiquette, etc.)*

5) The Allocation of Hours must be followed regarding face-to-face hours. There is no minimum face-to-face requirement, but typically 20 hours of face-to-face skills/lab training is provided in addition to the orientation time.

6) Skills testing must be in the face-to-face format unless previously arranged with the Department. *This will usually not be approved except in extreme or emergent situations.*

Online Component

1) The online course must be well organized and easily navigated.
2) The instructor is responsible to communicate with students in a timely manner. Typically, responses should occur within 24 to 48 hours.
3) Instructor feedback regarding a student's performance on assignments is recommended.
4) Technological support from the host sit must be available to the online students throughout the course. The hours of online technological support availability must be part of the program's policies. Technological support should be available for all hours that a student is expected to be online.
5) The syllabus must include clear policies defining student online participation.
6) The instructor will ensure student access to pertinent course information documents.

TESTING

A final examination administration plan must be approved by the Department. The format of the examination may be either face-to-face or online, but a statement of how the BNATP will ensure testing integrity for online testing must be provided before the program will be approved. *It is recommended that all testing be done via computer rather than paper and pencil! There is a 15% higher first-time fail rate on the certification exam for students who test on paper in their BNATP and on the certification exam.*

Course Completion Requirements

An Official Class Roster must be submitted online to the Department within 30 working days after course completion.