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Instructional Faculty Consortium Committee (IFCC)

Nurse Aide/Patient Care Assistant IFCC Meeting Minutes

Date: December 14th, 2020

Time: 9:00 am – 12:00 pm

Location: WebEx

Meeting Facilitator: Sasha Kahiga

Recorder: Sasha Kahiga

Attendees

- 1) Sasha Kahiga- Curriculum Program Specialist, Technical College System of GA
- 2) Theresa Henry- Nurse Aide Program Director, Coastal Pines Technical College
- 3) Danielle Garner- Allied Health Program Coordinator, Atlanta Technical College
- 4) Roslynn Kuznicki- NAST Program Director, Lanier Technical College
- 5) Rebecca Alexander- VPAA, Gwinnett Technical College
- 6) Amy Howard- Allied Health Department Chair, Lanier Technical College
- 7) Dr. Deanne Collins- Dean of Allied Health, Lanier Technical College
- 8) Jennifer Colter- LPN/CNA Instructor, Coastal Pines Technical College
- 9) Dr. Katrina Walker- Dean of Health & Public Safety Technologies, Atlanta Technical College
- 10) Jessica Bishop- NAST & ALHS Instructor, West GA Technica College
- 11) Yvonne Durrant- Dean of Nursing Life Sciences, Gwinnett Technical College
- 12) Vickie Mack- Program Coordinator Nurse Aide/Patient Care Assistant, Southern Crescent Technical College
- 13) Karen Wade- LPN/CNA Instructor, Coastal Pines Technical College
- 14) Frances Hewell- CNA/Gerontology Program Chair, Central GA Technical College
- 15) Asha Anumolu- Associate Dean of Nursing, West GA Technical College
- 16) Dr. Patricia Wilkins- CNA Program Director, GA Piedmont Technical College
- 17) Theresa Snagg- Dean, GA Piedmont Technical College
- 18) Cheryl Lary- Allied Health Program Director, Columbus Technical College
- 19) Denise Grant- Executive Director of Nursing & Academic Dean, GA Northwestern Technical College
- 20) Marilyn McGlynn- CNA Coordinator, Wiregrass GA Technical College
- 21) Christy Bivens- Dean for Academic Affairs, North GA Technical College
- 22) Shannon Ferdarko- School of Nursing Dean, West GA Technical College



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- 23) Ebony Story- Practical Nursing/Nurse Aide Department Head, Augusta Technical College
- 24) Dana Roessler- Dean of Health Sciences, Southeastern Technical College
- 25) Tammy Bayto- Dean of Academic Affairs, Oconee Fall Line Technical College
- 26) Salina Woodlin- Department Head, Savannah Technical College
- 27) Dr. Faye Mathis- Academic Dean of Allied Health, Coastal Pines Technical College
- 28) Ronda Kirkpatrick- Allied Health/PCA Instructor, Southern Regional Technical College
- 29) Angela Bush- Allied Health/PCA Instructor, Southern Regional Technical College
- 30) Maxine Garnto- Nurse Aide Instructor, Southeastern Technical College
- 31) Kelly Fogle- ALHS/CNA Instructor, Coastal Pines Technical College
- 32) Saundra King- Sr. Executive AA Director, Technical College System of GA
- 33) Kerry Caron- ALHS/CNA Instructor, Lanier Technical College
- 34) Melanie Simmons- Allied Health & PCA Instructor, Wiregrass GA Technical College
- 35) Melinda Lee- Nurse Aide Instructor, Southeastern Technical College
- 36) Kathleen Amadasun- CNA Director, Gwinnett Technical College
- 37) Maria "Julietta" Reed- ALHS/CNA Instructor, Lanier Technical College
- 38) Ruth Crockett- Nurse Aide Instructor, Southern Regional Technical College
- 39) Kristy Carroll- Nurse Aide Instructor, WestGa Technical College
- 40) Kathleen Bombery- Dean of Health Sciences, Savannah Technical College
- 41) DeAnne Lindsey- Nurse Aide Coordinator, Oconee Fall Line Technical College
- 42) Sarah Worsley- Nurse Aide Instructor, West GA Technical College

Agenda Topics/Discussion

Welcome

Sasha Kahiga welcomed all participants and asked everyone to sign-in using the WebEx chat to ensure their attendance is captured and recorded. Sasha introduced herself and asked each participant to introduce themselves. Sasha provided a few housekeeping points and provided a PowerPoint overview, explaining how to navigate the WebEx button options. Since this was newly created IFCC, Sasha thought it was important for the group to have a detailed overview of the meaning of an IFCC- Instructional Faculty Consortium Committee and its purpose. She provided the group with the Nurse Aide/Patient Care Assistant Listserv email address.

NA/PCA Listserv: NAPC-L@list.tcsg.edu

She also discussed the Academic Affairs (AA) webpage as a point of reference for instructors. She explained that the AA link is where instructors can locate the AA Team's contact information, links to the curriculum database (KMS), faculty training opportunities, IFCC agenda, and meeting minutes. She will provide the link within the minutes of the meeting.

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AA Webpage Link: http://teched.tcsg.edu/academic_affairs.php

Selection of IFCC Officers

Sasha explained that before she can continue with the meeting, they needed to vote in their IFCC officers, only if they had more than one volunteer for each position. She explained her email before the meeting provided the IFCC guidelines. Sasha stated that the officers' duties were outlined within those guidelines, and a commitment timeframe of 2 years is required. She asked for IFCC Chairperson volunteers. Rosylinn Kuznicki from Lanier Technical College volunteered as the Chair, and Dr. Patricia Wilkins from GA Piedmont Technical College volunteered as the Co-Chair.

Sasha thanked the ladies for their time and asked that they take notes and review the chat throughout the meeting. Sasha told the group that she would provide the group with the IFCC guideline link within the meeting's minutes.

IFCC Webpage Link: http://teched.tcsg.edu/all_forms/aa_IFCCGuides.pdf

Curriculum-Database Informational Review

Sasha continued to review the PowerPoint and explained the importance of understanding how the KMS standards are displayed and the TCSG definitions of course categories before reviewing the courses.

Sasha used this explanation as a segway into the TCSG definitions of a regular and other lab. She stated the following,

- A regular lab is any learning activity that is not explicitly designated as a lecture.
 - The teacher assists in learning activities require a little out-of-class preparation by the student and may require out-of-class practice assignments
- Other-lab is defined as either a practicum, internship, or clinical
 - Practicum is an instruction that emphasizes structured activities requiring the application and practice of occupational competencies.
 - Internship/Clinical is an instruction that emphasizes supervised work-experience activities requiring the application of occupational competencies.

Sasha further explained that based on the TCSG policy manual, a disclaimer states that a lab activity assignment is at the course developer's discretion. Sasha noted that based on that information, when using regular lab hours as the faculty, they could determine which activities they want to assign for the allocated regular lab hours.

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She further explained that these laboratory activities might be designed differently for each program, but they have the academic freedom while using professional judgment on which activities they will utilize during their regular lab hours. She continued the PowerPoint and began explaining the hour calculation for a lecture, regular lab, and other lab. She stated the following,

- Lecture
 - 1:1 Ratio
 - 750 minutes = 15 contact hrs = 1 credit hr

- Regular Lab
 - 2:1 ratio
 - 1500 minutes = 30 contact hrs = 1 credit hr

- Other Lab
 - 3:1 ratio
 - 2250 minutes = 45 contact hrs = 1 credit hr

After completing the review, Sasha asked the group if there were any questions or concerns, and there were none.

Curriculum Review & Updates

After providing the overview, Sasha transitioned into the curriculum review by reiterating the meeting's purpose and providing the potential outcome. Sasha explained that currently, the state is suffering from a shortage of CNAs, and TCSG has been tasked to help increase the training for CNAs within a short-time frame. Sasha stated that she needed help from the IFCC to create a standard TCC that a traditional student can take within one semester, preferably eight weeks, and the program's integrity remains.

Sasha further explained that this newly created TCC would be a standard program within the curriculum database that colleges can adopt if they prefer and run it simultaneously with their current Nurse Aide program if they choose to do so. She reiterated that this new TCC would not replace the current Nurse Aide programs that colleges are currently using, and it is an option for them to adopt if they prefer.

Sasha stated that the primary purpose of developing this TCC is to provide an option for students to complete the Nurse Aide program faster and begin working within the field to meet the nurse aide shortage the state is experiencing. Sasha used the NAE1: Nurse Aide Essentials TCC

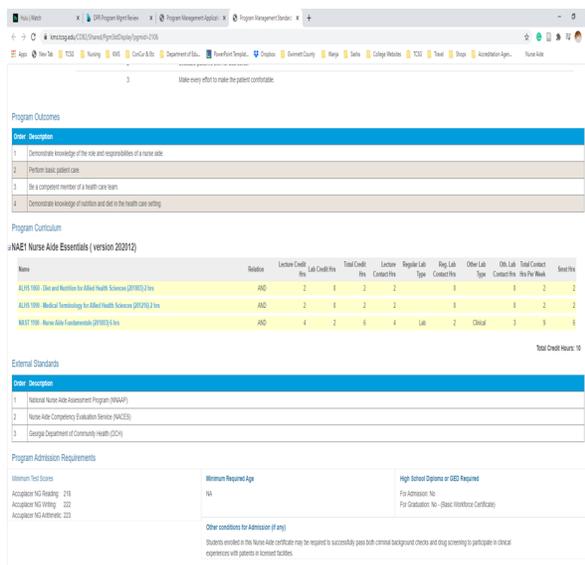
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program belong to Central GA Technical College as an example of a shorter Nurse Aide program within the curriculum database.

Nurse Aide TCC

NAE1: Nurse Aide Essentials



Program Outcomes

1. Demonstrate knowledge of the role and responsibilities of a nurse aide.
2. Perform basic patient care.
3. Be a competent member of a health care team.
4. Demonstrate knowledge of infection and safety in the health care setting.

Program Curriculum

NAE1 Nurse Aide Essentials (version 202012)

Name	Relative	Location	Credits	Lab Credits	Total Credits	Location	Regular Lab	Prog. Lab	Other Lab	On Lab	Off Lab	Total Contact	Seat/Hr
ALHS 1060: Diet and Nutrition for Allied Health Sciences (2019) 2 hrs	AND		2	0	2	2			0	0	0	2	2
ALHS 1090: Medical Terminology for Allied Health Sciences (2019) 2 hrs	AND		2	0	2	2			0	0	0	2	2
NAST 1100: Nurse Aide Fundamentals (2019) 6 hrs	AND		4	2	6	4	Lab	2	Clinical	3	3	6	6

Total Credit Hours: 10

External Standards

1. National Nurse Aide Assessment Program (NNAAP)
2. Nurse Aide Competency Evaluation Service (NACES)
3. Georgia Department of Community Health (DCH)

Program Admission Requirements

Minimum Test Scores	Minimum Required Age	High School Diploma or GED Required
Accuplacer NG Reading: 218	18	For Admission: No
Accuplacer NG Writing: 102		For Graduation: No (Basic Workforce Certificate)
Accuplacer NG Math: 102		

Other conditions for Admission (if any)

Students enrolled in this Nurse Aide certificate may be required to successfully pass both criminal background checks and drug screening to participate in clinical experiences with patients in licensed facilities.

New Standard Nurse Aide TCC

- Completed in 1 semester (8 wks)
- Optional standard program
- Design to meet CNA shortage
- Traditional Students

Sasha explained that the NAE1: Nurse Aide Essential TCC has a total of 10 credit hours and has the following courses are listed,

- ALHS 1060: Diet and Nutrition for Allied Health Sciences (2)
- ALHS 1090: Medical Terminology for Allied Health Sciences (2)
- NAST 1100: Nurse Aide Fundamentals (6)

Sasha asked the group if there were any questions, and the group asked if the NAE1 TCC is currently being used at Central GA. Sasha stated that she was using them as an example of what a shorter Nurse Aide program may look like but did not believe that Central GA is completing the entire program within eight weeks because there were too many classes. She asked if someone from Central GA could elaborate, but they were not available at the time to discuss the program in detail.

In furthering the conversation, Sasha expressed that one of the courses will need to be removed to complete within 8 weeks. Using this point, Sasha reported to the group the suggestions made from the October 2019 Nurse Aide program review she conducted. Based on discussions from multiple industry representatives, Nurse Aide program directors & college

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administrators, she stated that a shorter Nurse Aide program was developed from that meeting. That newly developed program was only to offer the following courses,

- ALHS 1090: Medical Terminology (2)
- NAST 1100: Nurse Adie Fundamentals

Sasha further explained that the NAST 1100 course was going to be reviewed and credit hours increased to achieve the minimum 9 credit hour requirement for TCCs. She stated that since the program reviews were placed on hold, the group could not move forward with making those changes.

Sasha pointed out that the task at hand has somewhat been completed for the group, and she wanted to continue the discussion on what courses a shorter Nurse Aide program may consist of. Sasha opens the floor for discussion by asking the group what they envision this program to look like.

- Dr. Patricia Wilkins from GA Piedmont stated that they utilized a program very similar to the NAE1 TCC. She noted that the CN31: Nurse Aide program consists of ALHS 1011: Structure & Function of the Human Body (5), ALHS 1090: Medical Terminology for Allied Health Sciences (2), and NAST 1150: Patient Care Fundamentals (7). The NAST 1150: Patient Care Fundamentals course had a total of 7 credit hours and would be an example for the IFCC to consider when trying to complete the program within 8 weeks. Dr. Wilkins stated that as of Fall 2020, GPTC began utilizing the CN21 program instead of the CN31.
- Sasha thanked Dr. Wilkins for the suggestion and presented the NAST 1150 course to the IFCC. The group stated that the new TCC should have a NAST and the ALHS 1090 course listed. Sasha explained that if the group chooses the NAST 1150 course and ALHS 1090, these two courses will meet the 9 hr requirement for a TCC.
- Cheryl Larry from Columbus Technical College pointed out that the students are being asked many PPE, CPR, and First Aid questions on the written test for the state certification exam. This information is generalized within the NAST course and is usually covered in detail within the ALHS 1040 course. She proposed that these topics be added to the NAST course. A few members disagreed due to the amount of time and some of their clinical sites not requiring BLS as a hiring or clinical rotation requirement.
- In response, Frances Hewell from Central GA Tech stated that within her NAST course, she teaches BLS. This allows her students to earn 75 cents more an hour when hired. Furthermore, BLS is required in facilities where Medicare and Medicaid are accepted for payment.
- Another instructor stated that having to teach the course in 8 weeks will be challenging, and adding BLS will be more difficult.

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- In response, it was stated that the course is significantly shorter with the American Heart Association's new requirements. The course now allows students to take the written portion online and complete skills with an instructor. This new format will decrease the time usually spent on BLS by 4 to 6 hrs, allowing more time to be spent on other skills needed to be taught and practiced within the NAST course.
- While acknowledging BLS & First Aid's importance as a requirement, Sasha asked if requiring the students to have the certification in place before starting the class is an option?
- In response, Frances Hewell from Central GA Tech stated that could be an option, but typically students are charged higher cost when taking a CPR course outside of the program or the ALHS 1040 course. She furthered explain that this could be costly for students coming into an entry-level position within healthcare.
- Acknowledging Ms. Hewell's points, Sasha stated that it seemed the IFCC was not entirely in agreeance with adding BLS and First Aide to the NAST course, and if added, the competency must be taught. She suggested that leaving the course requirement will allow colleges the ability to remain flexible with their time and, if needed, could always teach above the standards. The group was in agreeance.
- An instructor asked where the IFCC should increase the credit hours? This began discussion if additional hours are needed in lecture, lab, or clinical. Sasha stated that they should create a new NAST course to arrange the hours as they see fit.
- An instructor pointed out that when teaching a shorter Nurse Aide program, it is imperative to keep the focus on what's required by the state to ensure all elements are included, and students have acquired those skills. The point made had validity, and the IFCC agreed with the comments.
- In response, Sasha asked the group if taking the NAST 1100 course and revising the course to have additional credit hours would be the best approach. The group agreed because the state has approved that course to present quality of training & education and state requirements are present throughout the course.
- Sasha presented the group with the NAST 1100 course and discussed how they would like to revise it. She reiterated that to develop a new TCC, it must consist of 9 credit hours. If the group chooses to use ALHS 1090, they must add 1 additional credit hour to the NAST course, creating a new NAST course. If the group decides to use ALHS 1040, they will not have to add any additional hours to the NAST course and potentially use the current NAST 1100 course.
- After much discussion, the group as a whole was uncertain of which ALHS course to use within the new TCC. Sasha informed the group that a vote would need to be taken and captured utilizing the chat option. She asked for each member to type either 1040 or 1090 within the chat. The vote was reviewed and accepted by the Chair & Co-Chair. The chairs informed the IFCC that the ALHS 1090 was the highly voted course. Sasha took note and announced that the ALSH 1090 course would be the course alongside the new NAST course.

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- Sasha stated that since ALHS 1090 is the required course, the group must create a new NAST course using the NAST 1100 course as a carbon-copy. Sasha asked the group how they envision the hour arrangement within the course.
- The group stated that overall the state requires a total of 85 hrs. Twenty-four of those hours are required for clinical. They requested to decrease the clinical hours and increase the hours within lecture and lab. Sasha stated that due to the 3:1 ratio for other lab, the minimum clinical hours is 3 contact hrs per week at 15 weeks is 45 total contact hours for the semester, which is equivalent to 1 credit hour. She explained that putting anything less than that will provide a decimal point for credit hours, and it's best to stay from decimal points to decrease confusion. The IFCC agreed and stated that the clinical hours could remain as it is currently.
- After much discussion, the group was indecisive; instead, the additional hours should be placed within the lecture or lab. Sasha informed the group that a vote will need to be taken and will be captured utilizing the chat option. She asked for each member to type either lecture or lab within the chat. The vote was reviewed and taken by the Chair & Co-Chair. The chairs informed the IFCC that lecture was the highly voted category. Sasha took note and announced once more that the additional credit hour would be added to the new NAST course's lecture category.
- The group further discussed the course name and number. The group decided on the following,
 - NAST 2100: Nurse Aide Accelerated
 - Lecture: 5 contact hrs/week
 - Regular Lab: 2 contact hrs/week
 - Other Lab: 3 contact hrs/week
 - Total of 7 credit hrs/semester
- After further discussion, the IFCC agreed that the course's competencies and learning outcomes need to be reviewed thoroughly and ensure that it aligns with state requirements if updated within the last few years.
- Sasha explained that this would be a task for the next meeting and asked for volunteers to work together to review the KMS standards alongside the state requirements to make the necessary revisions. During the next meeting, the volunteers will present the modifications to the IFCC for review and discussion.
- Roslynn Kuyznick, Danielle Garner, and Frances Hewell graciously volunteered to tackle the task and present for the next meeting.

Conclusion/Action Items

Sasha informed the group that the meeting has come to an end. She asked the group to schedule their next meeting. The group decided on Thursday, February 25th, from 9:00 am until 12:00 pm for the next IFCC meeting. Sasha stated that the next meeting's primary purpose is to review the suggested revisions provided by the volunteer curriculum review group. Sasha noted that she would create an OneDrive folder for the IFCC to access before the meeting and review the



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revised course. Sasha thanked the group for all of their hard work, their participation, and their valued feedback. Sasha concluded the meeting.

Meeting adjourned at 11:30 am.
Minutes submitted by Sasha Kahiga