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## Fast-Track Regulation Agency Background Document

<b>Agency name</b>	Board of Nursing, Department of Health Professions
<b>Virginia Administrative Code (VAC) citation(s)</b>	18VAC90-25
<b>Regulation title(s)</b>	Regulations Governing Certified Nurse Aides
<b>Action title</b>	Periodic review
<b>Date this document prepared</b>	9/25/18

This information is required for executive branch review and the Virginia Registrar of Regulations, pursuant to the Virginia Administrative Process Act (APA), Executive Order 14 (as amended, July 16, 2018), the Regulations for Filing and Publishing Agency Regulations (1 VAC7-10), and the *Virginia Register Form, Style, and Procedure Manual for Publication of Virginia Regulations*.

### Brief Summary

*Please provide a brief summary (preferably no more than 2 or 3 paragraphs) of this regulatory change (i.e., new regulation, amendments to an existing regulation, or repeal of an existing regulation). Alert the reader to all substantive matters. If applicable, generally describe the existing regulation.*

Pursuant to its periodic review of Chapter 25, the Board has amended regulations to clarify certain provisions, make some rules less burdensome and add requirements that are necessary for protection of the public or clients of nurse aides. Additional requirements include: 1) a requirement for an applicant who does not take the state examination within two years of approval to sit or who fails it three times to take another training program; 2) a new subsection on reinstatement after revocation or suspension; and 3) repeal of section 130 and 140 by moving the requirements for an approved nurse aide advanced certification education program to Chapter 26.

### Acronyms and Definitions

*Please define all acronyms used in the Agency Background Document. Also, please define any technical terms that are used in the document that are not also defined in the "Definition" section of the regulations.*

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CNA = certified nurse aide

### Statement of Final Agency Action

*Please provide a statement of the final action taken by the agency including: 1) the date the action was taken; 2) the name of the agency taking the action; and 3) the title of the regulation.*

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On September 18, 2018, the Board of Nursing amended 18VAC90-25-10 et seq., Regulations Governing Certified Nurse Aides.

### Mandate and Impetus

*Please identify the mandate for this regulatory change, and any other impetus that specifically prompted its initiation (e.g., new or modified mandate, petition for rulemaking, periodic review, board decision, etc.). For purposes of executive branch review, "mandate" has the same meaning as defined in Executive Order 14 (as amended, July 16, 2018), "a directive from the General Assembly, the federal government, or a court that requires that a regulation be promulgated, amended, or repealed in whole or part."*

*As required by Virginia Code § 2.2-4012.1, please also explain why this rulemaking is expected to be noncontroversial and therefore appropriate for the fast-track process.*

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As required by Executive Order 14 (2018), the Board of Nursing conducted a periodic review of this chapter. The amendments are either less restrictive and clarifying or intended for consistency with similar regulations for medication aides or nursing. There are no substantive changes, so the amendments are not expected to be controversial.

### Legal Basis

*Please identify (1) the agency or other promulgating entity, and (2) the state and/or federal legal authority for the regulatory change, including the most relevant citations to the Code of Virginia or Acts of Assembly chapter number(s), if applicable. Your citation must include a specific provision, if any, authorizing the promulgating entity to regulate this specific subject or program, as well as a reference to the agency or promulgating entity's overall regulatory authority.*

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Regulations are promulgated under the general authority of Chapter 24 of Title 54.1 of the Code of Virginia. Section 54.1-2400, which provides the Board of Nursing the authority to promulgate regulations to administer the regulatory system and authorization for delegation to an agency subordinate:

***§ 54.1-2400 -General powers and duties of health regulatory boards***  
*The general powers and duties of health regulatory boards shall be:*

6. To promulgate regulations in accordance with the Administrative Process Act (§ 9-6.14:1 et seq.) which are reasonable and necessary to administer effectively the regulatory system. Such regulations shall not conflict with the purposes and intent of this chapter or of Chapter 1 (§ 54.1-100 et seq.) and Chapter 25 (§ 54.1-2500 et seq.) of this title. ...

The specific statutory authority for registration of medication aides and approval of training programs is found in:

**§ 54.1-3005. Specific powers and duties of Board.**

*In addition to the general powers and duties conferred in this title, the Board shall have the following specific powers and duties:...*

8. To certify and maintain a registry of all certified nurse aides and to promulgate regulations consistent with federal law and regulation. The Board shall require all schools to demonstrate their compliance with § 54.1-3006.2 upon application for approval or reapproval, during an on-site visit, or in response to a complaint or a report of noncompliance. The Board may impose a fee pursuant to § 54.1-2401 for any violation thereof. Such regulations may include standards for the authority of licensed practical nurses to teach nurse aides;

**Purpose**

*Please explain the need for the regulatory change, including a description of: (1) the rationale or justification, (2) the specific reasons the regulatory change is essential to protect the health, safety or welfare of citizens, and (3) the goals of the regulatory change and the problems it's intended to solve.*

It is necessary to retain the current chapter because its provisions protect the health and safety of a vulnerable population of patients or clients who receive services from a nurse aide. The regulatory changes are consistent with the principle that regulations should be clearly written and easily understandable.

**Substance**

*Please briefly identify and explain the new substantive provisions, the substantive changes to existing sections, or both. A more detailed discussion is provided in the "Detail of Changes" section below.*

Pursuant to its periodic review of Chapter 25, the Board has amended regulations to clarify certain provisions, make some rules less burdensome and add requirements that are necessary for protection of the public or clients of nurse aides. Additional requirements include: 1) a requirement for an applicant who does not take the state examination within two years of approval to sit or who fails it three times to take another training program; 2) a new subsection on reinstatement after revocation or suspension; and 3) repeal of section 130 and 140 by moving the requirements for an approved nurse aide advanced certification education program to Chapter 26

## Issues

*Please identify the issues associated with the regulatory change, including: 1) the primary advantages and disadvantages to the public, such as individual private citizens or businesses, of implementing the new or amended provisions; 2) the primary advantages and disadvantages to the agency or the Commonwealth; and 3) other pertinent matters of interest to the regulated community, government officials, and the public. If there are no disadvantages to the public or the Commonwealth, include a specific statement to that effect.*

- 1) There are no substantive changes to the regulation so there are no real advantages or disadvantages to the public. The consolidation of fees into one section and the nametag changes are advantageous to CNAs or a person seeking registration as a CNA. Most of the amendments are technical and clarifying.
- 2) There are no advantages or disadvantages to the agency or the Commonwealth, except clearer regulations may result in fewer inquiries to staff.
- 3) There are no other pertinent matters of interest. The Director of the Department of Health Professions has reviewed the proposal and performed a competitive impact analysis. The Board is authorized under § 54.1-2400 to “promulgate regulations in accordance with the Administrative Process Act which are reasonable and necessary to administer effectively the regulatory system.”  
The proposed amendments are a foreseeable result of the statute requiring the Board to protect the health and safety of citizens of the Commonwealth.

## Requirements More Restrictive than Federal

*Please identify and describe any requirement of the regulatory change which is more restrictive than applicable federal requirements. Include a specific citation for each applicable federal requirement, and a rationale for the need for the more restrictive requirements. If there are no applicable federal requirements, or no requirements that exceed applicable federal requirements, include a specific statement to that effect.*

These regulations are consistent with federal requirements for a CNA registry. A fee cannot be charged for placing an applicant on the registry, but the Board is authorized to charge a renewal fee that helps to support the disciplinary functions relating to administration of the nurse aide registry. The requirement for performing nursing-related activities for compensation within the past two years is a federal requirement for remaining on a registry.

## Agencies, Localities, and Other Entities Particularly Affected

*Please identify any other state agencies, localities, or other entities particularly affected by the regulatory change. “Particularly affected” are those that are likely to bear any identified disproportionate material impact which would not be experienced by other agencies, localities, or entities. “Locality” can refer to either local governments or the locations in the Commonwealth where the activities relevant to the regulation or regulatory change are most likely to occur. If no agency, locality, or entity is particularly affected, include a specific statement to that effect.*

Other State Agencies Particularly Affected - None

Localities Particularly Affected - None

Other Entities Particularly Affected - None

**Economic Impact**

*Pursuant to § 2.2-4007.04 of the Code of Virginia, please identify all specific economic impacts (costs and/or benefits), anticipated to result from the regulatory change. When describing a particular economic impact, specify which new requirement or change in requirement creates the anticipated economic impact. Please keep in mind that this is change versus the status quo.*

**Impact on State Agencies**

<p><i>For your agency:</i> projected costs, savings, fees or revenues resulting from the regulatory change, including:</p> <ul style="list-style-type: none"> <li>a) fund source / fund detail;</li> <li>b) delineation of one-time versus on-going expenditures; and</li> <li>c) whether any costs or revenue loss can be absorbed within existing resources</li> </ul>	<p>There are no projected costs or savings resulting from the change. As a special fund agency, the Board must generate sufficient revenue to cover its expenditures from non-general funds, specifically the renewal and application fees it charges to practitioners for necessary functions of regulation; The agency will incur no additional costs for mailings to the Public Participation Guidelines mailing lists, conducting a public hearing, and sending notice of final regulations to regulated entities.</p>
<p><i>For other state agencies:</i> projected costs, savings, fees or revenues resulting from the regulatory change, including a delineation of one-time versus on-going expenditures.</p>	<p>None</p>
<p><i>For all agencies:</i> Benefits the regulatory change is designed to produce.</p>	<p>None</p>

**Impact on Localities**

<p>Projected costs, savings, fees or revenues resulting from the regulatory change.</p>	<p>No costs</p>
<p>Benefits the regulatory change is designed to produce.</p>	<p>None</p>

**Impact on Other Entities**

<p>Description of the individuals, businesses, or other entities likely to be affected by the regulatory change. If no other entities will be affected, include a specific statement to that effect.</p>	<p>Nurse aides and applicants for registration as CNA</p>
<p>Agency's best estimate of the number of such entities that will be affected. Please include an estimate of the number of small businesses affected. Small business means a business entity, including its affiliates, that:</p> <ul style="list-style-type: none"> <li>a) is independently owned and operated and;</li> </ul>	<p>Certified nurse aides – 53,055</p> <p>Nurse aides are generally employees of long term care facilities or other health care facilities or businesses.</p>

b) employs fewer than 500 full-time employees or has gross annual sales of less than \$6 million.	It is unknown how many hospitals, nursing homes, home health agencies or other entities would constitute a small business.
All projected costs for affected individuals, businesses, or other entities resulting from the regulatory change. Please be specific and include all costs including, but not limited to: a) projected reporting, recordkeeping, and other administrative costs required for compliance by small businesses; b) specify any costs related to the development of real estate for commercial or residential purposes that are a consequence of the regulatory change; c) fees; d) purchases of equipment or services; and e) time required to comply with the requirements.	There are no costs relating to these amendments.
Benefits the regulatory change is designed to produce.	Regulations are that consistent and more easily understood.

### Alternatives

*Please describe any viable alternatives to the regulatory change that were considered, and the rationale used by the agency to select the least burdensome or intrusive alternative that meets the essential purpose of the regulatory change. Also, include discussion of less intrusive or less costly alternatives for small businesses, as defined in § 2.2-4007.1 of the Code of Virginia, of achieving the purpose of the regulatory change.*

The amendments do not change the substance of the chapter; there are no alternatives that meet the essential purpose of registering nurse aides who are qualified and who practice professionally.

### Regulatory Flexibility Analysis

*Pursuant to § 2.2-4007.1B of the Code of Virginia, please describe the agency’s analysis of alternative regulatory methods, consistent with health, safety, environmental, and economic welfare, that will accomplish the objectives of applicable law while minimizing the adverse impact on small business. Alternative regulatory methods include, at a minimum: 1) establishing less stringent compliance or reporting requirements; 2) establishing less stringent schedules or deadlines for compliance or reporting requirements; 3) consolidation or simplification of compliance or reporting requirements; 4) establishing performance standards for small businesses to replace design or operational standards required in the proposed regulation; and 5) the exemption of small businesses from all or any part of the requirements contained in the regulatory change.*

There are no alternative regulatory methods for clarifying or making a regulation less restrictive other than promulgating a regulatory action.

### Public Participation

*If an objection to the use of the fast-track process is received within the 30-day public comment period from 10 or more persons, any member of the applicable standing committee of either house of the General Assembly or of the Joint Commission on Administrative Rules, the agency shall: 1) file notice of the objections with the Registrar of Regulations for publication in the Virginia Register; and 2) proceed with the normal promulgation process with the initial publication of the fast-track regulation serving as the Notice of Intended Regulatory Action.*

**Detail of Changes**

<b>Current section number</b>	<b>New section number, if applicable</b>	<b>Current requirement</b>	<b>Change, intent, rationale, and likely impact of new requirements</b>
10		Sets out definitions for words and terms used in the chapter	The term “nurse aide education program” is amended to clarify that the term means a program approved by the Board.
15		Sets out requirements for identification of med aides and for maintenance of an address of record	Subsection A is amended to delete the requirement that a nametag must include the aide’s first and last name. The amended requirement allows the facility in which the nurse aide works to set the policy on names, but retains the requirement that the name tag must include the title under which the person is practicing. <i>A similar change was made in the nursing regulations in response to a petition for rulemaking and a substantial amount of support for the amendment.</i>  Subsection C is amended to delete the word “mailed” and insert the word “sent” because all boards are instituting electronic renewal notices. A licensee or registrant who does not respond to an email is mailed a paper renewal.
	16	Sets out the fees for renewal and for advanced nurse aide certification	All of the fees included in section 16 are currently found in other sections of regulations. To make it easier for someone looking for a fee, they have been deleted in those sections and moved to section 16. All of the other regulations of the Board include a separate section for fees. There is no new fee and no change in current fees.
70		Sets out the requirements for initial certification for the nurse aide registry	Subsection A is amended to clarify that it is the Board that issues a certificate in accordance with the law. The approval of a qualified applicant is delegated to professional staff of the Board. Subsection B is amended to clarify that the “competency evaluation” is the “state examination” approved by the Board. The term is amended wherever it is used



			in regulation. <i>Applicants are sometimes confused, thinking the competency evaluation is different from the state examination that they are required to pass to become a nurse aide.</i>
71		Sets out the requirements for certification by examination	Subsection B is amended to specify that an applicant who fails to take the state examination within two years of completion of training or who has failed examination three times must reenroll and complete a nurse aide training program before reapplying. <i>The requirement is identical to a requirement for medication aide registration and is essential to ensure competency in skills and knowledge. It is highly unlikely that an applicant who hasn't taken the examination within two years of completion or who has failed three times would be able to pass the skills and written portions of the exam. It is to the advantage of the applicant to receive additional training to improve his/her chances of passage.</i>
80		Sets out requirements for renewal or reinstatement	Amendments are adopted to clarify or update certain words and terms and to delete fees that are transferred to section 16. Subsection C is added to clarify that reinstatement after revocation or suspension is an additional process requiring an application and fulfillment of requirements for reinstatement. The requirement for a person whose registration is revoked to wait three years before application for reinstatement is found in § 54.1-2408.2. <i>Minimum period for reinstatement after revocation.</i>
100		Sets out the causes for disciplinary action	In subdivision 2 (i), entering into a relationship with a client that constitutes a boundary violation may result in a finding of unprofessional conduct. The prohibition current states when the "nurse aide uses his professional position to take advantage of the vulnerability of a client or his family." The amendment is clarifying and does not change the regulation.
110 & 120		Sets out requirements for initial certification and for renewal or reinstatement as an advanced certified nurse aide	Amendments delete fees that have been transferred to section 16.
130 & 140		Requirements for approval advanced certification education program	<i>These sections are repealed and the provisions transferred to Chapter 26,</i>



			<i>Regulations for Nurse Aide Education Programs</i>
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