

Guidelines: Medical Skills (MS)

Effective: October 21, 2008

Revision History: 05/29/2026: remove cap on CBT training, remove general orientation training allowance, remove specific roster requirements, remove references to proportional benefit packages, remove comparison table, remove sample curriculum, add Community Health occupations needing MS training. 11/30/2021: Update reimbursement rate information to always refer to the current reimbursement rate table. 02/22/2019 Summary: Revise guidelines to remove PL limitation on training hours. 05/24/2018: At the May 2018 Panel Meeting, the Panel approved an update of ETP reimbursement rates (from \$22 to \$26 for classroom training) to be effective for all projects with a term date starting in FY 18/19. 10/20/2015 Clarifies that retrainees may exceed the 200-hour cap with an approved justification, for this and other programs. Also noted, for the Productive Laboratory delivery method the maximum training hours are capped at 60 (24 for Small Business). 05/10/2012 Revision Summary: update *Background*; allow training for allied healthcare occupations such as therapists, technicians, and physician assistants; allow non-clinical training for all occupations, with training delivery via a classroom, simulated laboratory, or CBT; allow Orientation/basic skills training as part of a new nurse graduate training program; update curriculum content/format; identify Chart 1 job sheet; delete Preceptor roster as an Attachment to Guidelines; and, consider 24 hours a week full time employment provided that level of weekly employment qualifies the employee for a similar employee benefit plan. 06/03/2010 Revision Summary: Revised to indicate program no longer a pilot, and incorporated into the Panel program. 01/15/2009 Revision Summary: Standardized Pilot templates with standardized main headings, added new logo, removed standard ETP criteria.

These are guidelines only. If a proposal raises the need for further modifications, that will be accomplished on a case-by-case basis with direction from Executive Staff.

Unless modified by these guidelines, all other program criteria apply

BACKGROUND

The Panel supports training for the career advancement and job security of incumbent Registered Nurses (RNs), Licensed Vocational Nurses (LVNs) **and allied healthcare**. ETP currently funds training for new graduate nurses, nurse upgrades, nurse capacity building, and allied healthcare occupations. In addition, ETP funds training for Certified Nurse Assistants to become LVNs under a separate CNA to LVN program.

Employer Eligibility

- Standard Eligibility Requirements apply

ATTACHMENT B – INFORMATIONAL TABLE

Trainee Eligibility

- Eligibility is limited to frontline workers in nursing and allied healthcare and community health care occupations requiring medical skills training. For example: RNs (including New Graduate Nurses), LVNs, CNAs, Therapists, Technicians and Physician Assistants.
- There is no requirement to receive clinical training. Any occupation may take a combination of training types on the Menu Curriculum.

Training Delivery

- Didactic Training:
 - A term used in the health care field to describe classroom training. Like classroom training, didactic training is dependent on the trainer to provide all required instruction.
 - Didactic training will be classified as class/lab training. All class/lab requirements (i.e. 1:20 trainer/trainee ratio) are applicable.
- Preceptor Training:
 - A type of clinical training during which trainee observes hands-on skills performed by a preceptor (e.g. registered nurse or other practitioner) in a productive work environment. After observation, the trainee performs the skills under the preceptor's close supervision.
 - Competencies and skills are integral to preceptor training. Training is designed to ensure trainee acquires specific skills/competencies.
 - Training is typically provided at a 1:1 preceptor/trainee ratio. However, the ratio must not exceed 1:10.
- Class-Lab/E-Learning/Computer-Based (CBT) Training:
 - Non-clinical courses such as Continuous Improvement and Computer Skills may be included for all occupations.
 - Delivery may be in a classroom, simulated laboratory, by E-Learning, or by Computer Based Training (CBT).
- **Note:** Because Clinical Preceptor is a training delivery method in the Medical Skills program, Productive Lab does not apply to the Medical Skills program.

Training Hours

- The maximum training hours is capped at 200.

Curriculum

ATTACHMENT B – INFORMATIONAL TABLE

- Didactic/Preceptor training ratio: No didactic/preceptor training ratio is imposed. Training may consist of 100% preceptor training.
- Didactic/Preceptor training: Must be clearly identified in the Curriculum.
- Orientation/basic skills training: Orientation/basic skills training is not allowable for incumbent or experienced nurses.

Retention Requirements

- Standard Retention Requirements apply

Full-time Employment:

- A trainee will be considered as employed full-time with a minimum of 24 hours of employment a week provided that level of weekly employment qualifies the employee for an employee benefit plan (sick leave, vacation, health, dental, vision, retirement, etc.).

Wage

- Standard Wage requirements apply

Reimbursement

- Refer to current reimbursement rate table.