Nurse Delegation:
Credentials and Training Verification

1. LTCW Name and Active Credential Verification

Long-Term Care Worker's (LTCWs) Name (print):

Internet Provider Credential Search, found here:
http://www.doh.wa.gov/LicensesPermitsandCertificates/ProviderCredentialSearch

Provide the Washington State Credential Information:

☐ Nursing Assistant Registered (NAR) ☐ Nursing Assistant Certified (NAC)
☐ Home Care Aide Certified (HCA-C)

Credential Number: Expiration Date:

2. Required LTCW Nurse Delegation Training Verification. Must attach copy of verification.

Before accepting nurse delegation **all LTCWs must complete**:

☐ 9-hour Nurse Delegation Core Training for Nursing Assistants Date:

☐ 3-hour Nurse Delegation Special Focus on Diabetes for insulin administration Date:

3. Basic Training Verification for Nursing Assistant Registered (NAR) before Delegation

DDA Setting Only: An NAR employed by a community residential service business defined by WAC Chapter 246-980-025 are exempt from obtaining HCA certification. They must have an active NAR credential and meet one of the training requirements as listed below.

☐ Basic Training (Core Competency) Certificate or Transcript of Completion Date:

☐ 75 Hours of DSHS Approved HCA Basic Training certificate or transcript Date:

☐ Fundamentals of Care (FOC) Date:

☐ Revised Fundamentals of Care (RFOC) Date:

☐ DDA 32 Hour Letter Date:

4. Exempt Long-Term Care Workers

The HCS LTCW employed between January 1, 2011, and January 6, 2012, and the DDA LTCW employed before January 1,2016 is required to have a letter from the employer who employed them stating they have completed the basic training requirements in effect on the date of their hire.

☐ Letter of employment verification attached Date of RND Verification:

5. RN Delegator Signature

RN Delegator has verified the LTCW has an active credential in Washington state and is in good standing without restriction.

RN Signature	RN Printed Name	Date Verified

Nurse Delegation: Credentials and Training Verification
Instructions

1. Long Term Care Worker's (LTCW) Name: Enter name of Long Term Care Worker (print).

   Credential Verification: Identify credential and certification type (NAR, NAC, HCA-C), credential number and the expiration date of the credential.

   For **certification** deadlines, please refer to WAC 246-980-025, WAC 246-841A-405 and rules for facility type. AFH: WAC 388-76 ALF: WAC 388-78A DDA: WAC 388-823.

2. Required LTCW Nurse Delegation Training Verification:

   Verify the following nurse delegation training and attach copy of verification:

   a. The LTCW must complete the 9-hour Nurse Delegation Core Training for Nursing Assistants and Home Care Aides prior to delegation. Enter date of completion.

   b. If the LTCW will also be administering insulin, they must also complete the 3-hour Nurse Delegation Special Focus on Diabetes. Enter date of completion

3. Basic Training Verification for Nursing Assistant Registered (NAR):

   a. **DDA Setting ONLY:** An NAR employed by a community residential service business defined by WAC Chapter 246-980-025 are exempt from obtaining **HCA certification**. They must have an active NAR credential and meet the training requirements.

   b. Verify which training the LTCW completed and the date of completion .This can be a DDA letter, certificate or transcript.

4. Exempt Long-Term Care Workers

   a. The HCS LTCW employed between January 1, 2011, and January 6, 2012, and the DDA LTCW employed before January 1,2016 is required to have a letter from the employer who employed them stating they have completed the basic training requirements in effect on the date of their hire.

   b. Verification letter must be attached with this document and date of RNDs verification.

5. RND Signature: The delegating nurse must sign verifying they have observed approved training and credentials for the LTCW.

6. Date of RND verification of training and credentials.