



ARIZONA REGULATIONS FOR CAREGIVER TRAINING IN HOME CARE, HOME HEALTH, HOSPICE, & ASSISTED LIVING



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IMPORTANT:

The clinical team at In the Know strives to provide accurate information about training requirements. However, state regulations can change frequently, and the exact information is often difficult to find and decipher. To complicate matters, each state surveyor may interpret regulations differently, making satisfactory implementation challenging. Please use this guide as an informal tool to help you maintain compliance. It is not a substitute for official communication or publication by your state licensing department or your accrediting agency.

Training requirements for:
DIRECT CARE WORKERS

ARIZONA REGULATION:

<https://www.azahcccs.gov/shared/Downloads/MedicalPolicyManual/1200/1240-A.pdf>

INITIAL TRAINING:

The Direct Care Worker (DCW) must pass a **knowledge test and a skills test based on Levels I and II of the “Principles of Caregiving.”** If the DCW has prior education similar to the content in the Principles of Caregiving or has work experience similar to the job description of a DCW, the agency may allow them to take a challenge test that covers both Levels I and II of Principles of Caregiving without being trained first.

DCW’s must be certified in CPR and First Aid. The training they received to become certified must be provided by or sponsored by a nationally recognized organization. The training sessions need to be in person.

An entity that wants to train and test DCWs must become an [Approved Training and Testing Program](#). Entities that can become Approved Training and Testing Programs are:

- AHCCCS registered agencies that provide Direct Care Services
- Private vocational programs
- Educational institution (e.g., high school, college or university)

PLEASE NOTE: In the Know has created a curriculum course match for Level I of The Principles of Caregiving. AHCCCS is currently reviewing the content for a registered agency in Arizona. (The review process is ongoing as of this publication’s update on 01/25/2021.) The AHCCCS has indicated that once one agency is approved to use In the Know, other agencies that want to use the content will be approved upon request.

ONGOING TRAINING:

Six (6) hours of continuing education must be completed on an annual basis. During their first year, the hours that accumulated during the DCW’s initial training period can count toward the six-hour requirement for CE. However, the CPR and First Aid training cannot count toward the six hours. (1240-A III.E.5.a.)

The purpose of Continuing Education is to offer additional **topics of relevancy and interest to Direct Care Workers.** They should not repeat the same topics every year. The training can be offered in various forms (video, written material, in-service, etc.).

ITK COURSES THAT MAY BE “RELEVANT AND INTERESTING” TO DIRECT CARE WORKERS

• Recognizing & Reporting Abnormal Observations	• How Wounds Heal and How You Can Help
• Reducing and Preventing Readmissions	• Taking Care of Your Back
• Transportation Safety	• Oxygen Safety for Caregivers
• Helping Clients who have Chronic Pain	• Discover Your Flair for Excellent Care
• Grieving with and for Your Clients	• The Attitudes and Behaviors of Being a Professional
• Working with Non-Compliant Clients	• Building Trust and Confidence

Or, choose from dozens of our “Disease Process” modules that align with common diagnoses for which your DCWs provide care.

Training requirements for:

HOME HEALTH AIDE WORKERS

ARIZONA REGULATION:

<https://www.azleg.gov/viewdocument/?docName=https://www.azleg.gov/ars/36/02939.htm>

INITIAL TRAINING:

To work for a Licensed home health agency in Arizona, HHAs must comply with federal training requirements. Therefore, the Home Health Aide training program should consist of 75 hours, 16 of which being clinical hours.

NURSE ASSISTANT LICENSURE

Arizona has two levels of nursing assistants; Certified Nursing Assistants (CNA) and Licensed Nursing Assistants (LNA). Home health agencies that provide **skilled home health aide services** require that care be provided by LNAs. To become an LNA, an individual must meet the training and exam requirements of CNAs and also submit an application, fingerprints, and fees to the Arizona Board of Nursing. For more information or to apply to become an LNA or CAN, go to: <https://www.azbn.gov/licenses-and-certifications/apply-for-a-license>

ONGOING TRAINING:

CMS GUIDELINES: [§484.80 Condition of participation: Home health aide services.](#)

A home health aide must receive **at least 12 hours of in-service training during each 12-month period**. In-service training may occur while an aide is furnishing care to a patient. In-service training may be offered by any organization and must be supervised by a registered nurse.

ARIZONA REQUIREMENT	IN THE KNOW RECOMMENDS . . .
<ul style="list-style-type: none">No specific training topics are indicated.	<ul style="list-style-type: none">Client-Centered CareCustomer Service in HealthcareDealing with Family MembersHelping with Activities of Daily LivingRecognizing and Reporting Abnormal ObservationsDiscover Your Flair for Excellent Client CareFeeding Your ClientsUnderstanding Common MedicationsHandling Incontinence of the Bowel and BladderHelping Clients with MobilityHelping Prevent Client ElopementCommonly Prescribed DietsWorking with Non-Compliant Clients

Training requirements for:
HOSPICE AIDE WORKERS

ARIZONA REGULATION:

https://apps.azsos.gov/public_services/Title_09/9-10.pdf

The administrator must include in their policies and procedures the required skills, knowledge, education, and experience they expect from personnel members, employees, volunteers, and students (R9-10-603. C. a.). The administrator will determine the criteria for the required skills and education based on the type of physical health services they will be expected to provide (R9-10-606. A. 1.). Personnel members must have their skills and knowledge verified and documented before they begin providing services. They must have the qualifications, skills, and knowledge needed to effectively provide care for the needs of a patient (R9-10-606. A. 2.). Refer to CMS guidelines for federal initial and ongoing training requirements.

CMS GUIDELINES:

[42 CFR Part 418 Medicare and Medicaid Programs: Hospice Conditions of Participation](#)

INITIAL TRAINING: Content and duration of hospice aide classroom and supervised practical training, hospice aide training must include classroom and supervised practical training in a practicum laboratory or other setting in which the trainee demonstrates knowledge while performing tasks on an individual under the direct supervision of a registered nurse, or a licensed practical nurse, who is under the supervision of a registered nurse. Classroom and supervised practical training combined must total at least 75 hours.

ONGOING TRAINING: A hospice aide must receive at least 12 hours of in-service training during each 12-month period. In-service training may occur while an aide is furnishing care to a patient.

IN THE KNOW RECOMMENDATIONS INCLUDE BUT ARE NOT LIMITED TO:

<ul style="list-style-type: none">• Caring for Bedbound Clients	<ul style="list-style-type: none">• Talking About Death
<ul style="list-style-type: none">• End of Life Care	<ul style="list-style-type: none">• The Five Domains of Pain
<ul style="list-style-type: none">• Ethical Dilemmas in Healthcare	<ul style="list-style-type: none">• Understanding Advance Directives
<ul style="list-style-type: none">• Grieving with and For Your Clients	<ul style="list-style-type: none">• Understanding Hospice
<ul style="list-style-type: none">• Maintaining Your Client’s Dignity	<ul style="list-style-type: none">• Understanding Pastoral Care
<ul style="list-style-type: none">• Oxygen Safety for Caregivers	<ul style="list-style-type: none">• Understanding Religious Diversity

Training requirements for:

ASSISTED LIVING AIDE WORKERS

ARIZONA REGULATION:

<https://www.azleg.gov/viewdocument/?docName=https://www.azleg.gov/ars/36/00446-16.htm>

INITIAL TRAINING:

In order to become certified as an Assisted Living Facility Caregiver, the individual must either:

- Complete 62 hours of on-the-job training under the supervision of a health professional (specifications listed below) AND pass the Assisted Living Facility Caregiver Examination with a score of at least 75%. **OR**
- Complete the board's required curriculum and examination for assisted living facility caregiver certification (36-446.16.A.2.) This training must be completed through a board approved Assisted Living Facility Caregiver Training Program and take the Assisted Living Facility Caregiver Examination from a board approved organization. **OR**
- The training and competency requirements developed by the Arizona health care cost containment system administration for in-home direct care workers also satisfy the training requirements for Assisted Living Facility Caregivers. Therefore, if the individual had been previously trained as an in-home direct care worker and met those requirements, they do not need to follow either of the above requirements to earn certification as an Assisted Living Facility Caregiver. However, the individual still must be trained and tested on the subject of medication administration (depending on the caregiver's scope of practice at the facility). They must complete the medication administration section of the Assisted Living Facility Caregiver Examination. The medication administration competency testing must be conducted by a training school approved by the board or by the assisted living facility that provided the initial training ([36-446.15](#)).

ONGOING TRAINING

Assisted Living Facility Caregivers are not regulated in the state of Arizona, so there are **no ongoing training requirements**. However, a facility may choose to include a requirement of ongoing training in their policies and procedures (R9-10-803.C.). If they do choose to require some form of ongoing training, they must keep a record of each employee's completion of the training (R9-10-806.C.).

Administrators/managers must require that their caregivers provide current documentation that they were trained in first aid and cardiopulmonary resuscitation before providing care. In their policies and procedures, administrators must include a policy to ensure that their caregivers have received accurate and up-to-date CPR training. They can choose to either provide their own CPR training program to their caregivers (R9-10-803C.1.e.) or they must require that their caregivers provide proof of training from the American Red Cross, the American Heart Association, or the National Safety Council (R9-10-803 M.). If they choose to provide their own CPR training, they must keep a record of the method and content of the training, the qualifications of the individual doing the training, the time-frame for renewal of the training, and verification that their employees have received the training.

How to start an Assisted Living Facility Caregiver Training Program:

<http://www.aznciaboard.us/Caregiver%20Training%20Application.pdf>

Continuing Education requirements for:
CLINICIANS (RN, LPN)

ARIZONA REGULATION:

<https://www.azbn.gov/education/evidence-based-regulation-and-research>

CONTINUING EDUCATION REQUIREMENTS

There are no continuing education requirements for clinicians in the state of Arizona.

NURSES ARE LIFELONG LEARNERS!

Keep learning, keep growing!



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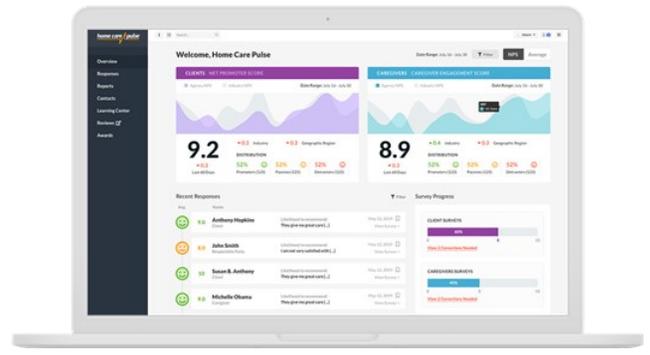
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