

SUBJECT: Geriatric Nursing Assistant Career Development Program (GNACD) – Program Evaluation and Data Collection Tools Instructions

Instrument Title	Instructions	Frequency
Calculation for CNA Turnover/Baseline	This form will calculate your baseline turnover rate. It is used internally by your team to complete the baseline data in the next form.	The baseline calculation should begin in October 2010 and then can be recalculated each quarter.
Facility Level Data Collection Tool	This form is to be completed by the Human Resource Department or other qualified staff from the implementation team.	The baseline data should begin in October. The Year depends on the time your facility signed on to participate in the program and the data should be collected quarterly. The completed form should be returned to FQC at the end of training year.
Participant Data Form	Completed by each CNA that is chosen to participate in the program.	Completed once on the first day of the course. The instructor should promptly return completed forms to FQC by fax, or e-mail.
Pre-Test Concept Assessment Form	Completed by each CNA that is chosen to participate in the program.	Completed once on, or before, the first day of the course. The instructor should promptly return completed forms to FQC by fax, or e-mail.
Participant Training Evaluation Form	Completed by each CNA that is chosen to participate in the program.	Completed after each training session. This is for use by the instructor and should not be returned to FQC. However, program staff may want to discuss results during their site visit.
Post-Test Concept Assessment Form	Completed by each CNA that is chosen to participate in the program.	Completed once on, the last day of the course. The instructor should promptly return completed forms to FQC by fax, or e-mail.