

# REGISTERED NURSE EVALUATOR FOR NURSE AIDE COMPETENCY/PROFICIENCY EVALUATION

## INSTRUCTIONS

### DHS 1646a

#### PURPOSE:

DHS 1646a shall be used to verify Registered Nurse (RN) Evaluator requirements to enable the RN to complete biennial recertification of Group 2 nurse aide competency/proficiency evaluations. The competency/proficiency evaluation and RN Evaluator are approved by the State Department of Human Services (DHS).

#### FORM INSTRUCTIONS:

1. Requesting RN to complete top portion of form.
2. Attach all referenced requirements to this form. **Forms without referenced requirements will be considered incomplete and returned to sender.**
3. Requesting RN may contact DHS for questions at 586-7752 or [LTsuruda@dhs.hawaii.gov](mailto:LTsuruda@dhs.hawaii.gov).
4. All inquiries regarding services provided by an approved RN Evaluator shall be referred directly to RN Evaluator.
5. RN Evaluator to renew authority with submission of the DHS 1646a and referenced requirements to DHS prior to expiration of RN Evaluator's Hawaii RN license. DHS may discontinue RN Evaluator's authority if DHS does not receive form and requirements by the expiration date of the RN Evaluator's Hawaii RN license.

#### FORM DISTRIBUTION:

Complete two copies. Original to DHS; RN to retain a copy of the form for reference. Upon disposition, completed form shall be mailed to RN by DHS.

#### FORM SUPPLY:

DHS 1646a shall be photocopied as needed or may be downloaded from the DHS website:  
[http://hawaii.gov/dhs/protection/social\\_services/adult\\_services](http://hawaii.gov/dhs/protection/social_services/adult_services).