

**Vocational Training and Examination Regulations
for the Occupation of Geriatric Nurse
(Geriatric Nursing Vocational Training and Examination Regulations – AltPflAPrV)**

of 26 November 2002

Based on Section 9 of the Geriatric Nursing Act of 17 November 2000 (Federal Law Gazette I, p. 1513) in conjunction with Section 1 of the Competence Adjustment Act of 16 August 2002 (Federal Law Gazette I, p. 3165) and the Organisational Decree of 22 October 2002 (Federal Law Gazette I, p. 4206), the Federal Ministry for Family Affairs, Senior Citizens, Women and Youth issues the following Regulations in agreement with the Federal Ministry of Health and Social Security and the Federal Ministry of Education and Research:

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Part 1 Vocational training

Section 1 **Structure of the vocational training**

- (1) The three-year vocational training as a geriatric nurse encompasses at least the 2,100 hours of theoretical and practical instruction listed in Annex 1, and the 2,500 hours of practical training listed.
- (2) Of the 2,500 hours of practical training, at least 2,000 hours are taken up by vocational training in the institutions specified in Section 4 Para. 3, first sentence, of the Geriatric Nursing Act.
- (3) Training is provided in alternating segments of instruction and practical training.
- (4) The annual leave is to be granted during the instruction-free period.

Section 2 **Practical training**

- (1) The institution providing training in accordance with Section 4 Para. 3 of the Geriatric Nursing Act must be in a position to guarantee correct implementation of the practical training.
- (2) For the period of practical training, the institution providing training ensures practical instruction of the student by a suitable professional (practical instructor) on the basis of a training plan. A suitable person is
 1. a geriatric nurse or
 2. a general nursewith at least two years of occupational experience in geriatric nursing and the ability to give practical instruction, this generally having to be proven by advanced training or continuing education in occupational teaching. The task of the practical instructor is to gradually introduce the student to independent performance of the occupational duties and to maintain contact with the geriatric nursing school.
- (3) For the period of practical training, the geriatric nursing school provides teaching staff to ensure practical support of the students in the institutions. The task of the teaching staff is to support and assess the students by means of supervisory visits in the institutions and to advise the practical instructors.
- (4) The institution providing training issues a certificate concerning the training segment implemented there. This certificate must contain information on the duration of the training, the training fields, the knowledge, abilities and skills imparted, and periods of absence of the student. The certificate must be submitted to the geriatric nursing school by the end of the training year at the latest. If a training segment is not completed within a training year, the institution providing training issues a supplementary certificate in accordance with Sentences 2 and 3. Copies are received by the body responsible for providing practical training pursuant to Section 13 Para. 1 of the Geriatric Nursing Act, and the student.

Part 2 Performance assessment

Section 3 **Annual reports, certificate of attendance**

- (1) At the end of each training year, the geriatric nursing school issues the student with a report concerning his or her performance in instruction and practical training. The grade for the practical training is determined in consultation with the body responsible for providing the practical training.
- (2) Prior to the admission procedure pursuant to Section 8, the geriatric nursing school confirms regular and successful attendance of the vocational training in a certificate according to the specimen in Annex 2. Insofar as a geriatric nursing school within the meaning of the school laws of the Land is involved, the certificate can be replaced by a report.

Section 4 **Grades**

The following grades apply to the performances to be assessed under these Regulations:

- | | |
|---------------------|---|
| "Very good" (1), | if the performance satisfies the requirements in outstanding fashion (for values up to less than 1.5), |
| "Good" (2), | if the performance fully satisfies the requirements (for values of 1.5 to less than 2.5), |
| "Satisfactory" (3), | if the performance generally satisfies the requirements (for values of 2.5 to less than 3.5), |
| "Adequate" (4), | if the performance reveals deficiencies, but nevertheless still complies with the requirements on the whole (for values of 3.5 to less than 4.5), |

- "Poor" (5), if the performance does not satisfy the requirements, but nonetheless indicates that the necessary basic knowledge is present and the deficiencies can be eliminated within a foreseeable period of time (for values of 4.5 to less than 5.5),
- "Inadequate" (6), if the performance does not satisfy the requirements and even the basic knowledge is so incomplete that the deficiencies cannot be eliminated within a foreseeable period of time (for values of 5.5 and more).

Part 3 Examination

Section 5 **State examination**

- (1) The state examination comprises a written part, an oral part and a practical part.
- (2) The written and oral parts of the examination are taken at the geriatric nursing school where the vocational training is completed.
- (3) The competent authority can permit exceptions from the regulation in Para. 2 for important reasons. The presiding members of the Boards of Examiners involved are to be heard beforehand.
- (4) The practical part of the examination is taken:
 1. In an institution according to Section 4 Para. 3, first sentence, No. 1 of the Geriatric Nursing Act, at which the student received vocational training, or
 2. In the residence of a person in need of long-term care who receives services from an institution according to Section 4 Para. 3, first sentence, No. 2 of the Geriatric Nursing Act, at which the student received vocational training.
- (5) With the approval of the competent authority, the practical part of the examination can be held at the geriatric nursing school in the framework of a simulated nursing situation, provided that its proper implementation is guaranteed.

Section 6 **Board of Examiners**

- (1) A Board of Examiners bearing responsibility for proper implementation of the examination is established at every geriatric nursing school. It consists of the following members:
 1. A representative or agent of the competent authority as the presiding member,
 2. The director of the geriatric nursing school,
 3. At least three members of the teaching staff as expert examiners, at least two of whom predominantly instructed the student in the examination-related fields of learning.The members must have professional expertise and be suitable for involvement in examinations.
- (2) The competent authority appoints the member according to Para. 1, second sentence, No. 1, as well as his or her deputy. It appoints the members according to Para. 1, second sentence, No. 3 and their deputies at the proposal of the director of the geriatric nursing school.
- (3) To implement the oral and practical parts of the examination, the Board of Examiners can establish Expert Committees, which fulfil the duties of the Board of Examiners in this respect.
- (4) The Competent authority can delegate experts and observers to take part in all examination procedures.

Section 7 **Expert Committees**

- (1) If Expert Committees are formed, they each consist of the following members:
 1. The presiding member of the Board of Examiners, or another member of the Board of Examiners, as the managing member,
 2. As specialist examiners:
 - a) A member of the teaching staff who most recently instructed the student in the examination-related fields of learning, or a member of the teaching staff with experience in the corresponding subject,
 - b) A further member of the teaching staff as assessor and recorder.
- (2) The members of the Expert Committees are appointed by the presiding member of the Board of Examiners.

Section 8

Admission to the examination

- (1) The presiding member of the Board of Examiners decides on admission to the examination at the request of the student. He or she fixes the examination dates in consultation with the geriatric nursing school.
- (2) Admission to the examination is granted if the following documentary evidence is furnished:
 1. A birth certificate, or an extract from the genealogical register of the parents, and all documents certifying a later change of name, as well as, in the case of married persons, a marriage certificate or an extract from the genealogical register kept for the marriage,
 2. The certificate or report according to Section 3 Para. 2.
- (3) Admission and the examination dates are communicated to the student in writing no later than four weeks prior to the start of the examination.

Section 9

Preliminary grades

- (1) On the proposal of the geriatric nursing school, the presiding member of the Board of Examiners fixes a preliminary grade for each field of learning that is the subject of the written and oral parts of the examination, and a preliminary grade for the practical part of the examination. The respective preliminary grade is obtained from the reports according to Section 3 Para. 1.
- (2) The preliminary grades are in each case taken into account with a share of 25 percent when calculating the grades for the oral, written and practical parts of the examination. An arithmetic mean of the two preliminary grades must be formed beforehand in the cases defined in Section 10 Para. 1 Nos. 1 and 2, and of Section 11 Para. 1 No. 3.
- (3) The preliminary grades are communicated to the student no later than three working days before the start of the first part of the examination.

Section 10

Written part of the examination

- (1) The written part of the examination in each case comprises a supervised examination paper from the following fields of learning:
 1. "Incorporating theoretical principles in geriatric nursing activities" and "Planning, implementing, documenting and evaluating the care of elderly people",
 2. "Caring for elderly people in a personally appropriate and situation-based manner" and "Contributing to medical diagnostics and therapy",
 3. "Giving consideration to the circumstances and social networks of the elderly in geriatric nursing activities".
- (2) The supervised examination papers each last 120 minutes. They are generally to be written on three successive days.
- (3) The topics for the supervised examination papers are determined by the competent authority on the proposal of the geriatric nursing school(s). Each supervised examination paper is to be marked by two expert examiners, independently of each other. If different grades are awarded, the presiding member of the Board of Examiners reaches a final decision in consultation with the expert examiners.
- (4) The presiding member of the Board of Examiners calculates the grade for the written part of the examination from the arithmetic mean of the grades given by the expert examiners and the preliminary grades according to Section 9 Paras. 1 and 2.

Section 11

Oral part of the examination

- (1) The oral part of the examination covers the following fields of learning:
 1. "Caring for elderly people in a personally appropriate and situation-based manner",
 2. "Giving consideration to institutional and legal framework conditions in geriatric nursing activities", and
 3. "Developing an occupational self-image" and "Dealing with crises and difficult social situations".
- (2) The oral part of the examination is conducted as an individual examination or a group examination with up to four students. The student is not to be examined for more than ten minutes each on Nos. 1 to 3 of Para. 1.
- (3) The expert examiners as defined in Section 7 Para. 1 No. 2 administer the examination and award grades for the performances regarding Nos. 1 to 3 of Para. 1. The presiding member of the Board of Examiners is entitled to take part in the examination and personally act as an examiner.
- (4) The presiding member of the Board of Examiners calculates the grade for the oral part of the examination from the arithmetic mean of the grades given by the expert examiners and the preliminary grades according to Section 9 Paras. 1 and 2.

(5) The presiding member of the Board of Examiners can permit the attendance of listeners at the oral part of the examination, if there is a justified interest in doing so and the student agrees to this procedure.

Section 12

Practical part of the examination

(1) The practical part of the examination consists of a topic relating to comprehensive and planned nursing, including counselling, care and support of an elderly person. It refers to the fields of learning "Tasks and concepts in geriatric nursing" and "Support of elderly people in designing their lives".

(2) The examination comprises the written elaboration of a care plan, the performance of nursing care, including the counselling, care and support of an elderly person, and a final reflection. The subject is to be prepared, performed and administered within a maximum period of two working days. The element of the examination involving the performance of nursing care is not to exceed a duration of 90 minutes. The students are examined singly.

(3) At least two expert examiners administer the examination and rate the performance. The presiding member of the Board of Examiners is entitled to take part in the examination and personally act as an examiner. The institution pursuant to Section 5 Para. 4 and the person in need of long-term care are selected by the expert examiners. The involvement of the person requiring long-term care in the examination situation presupposes the consent of the person in question and the approval of the nursing service management.

(4) A practical instructor

1. from the institution where the examination takes place in the case of Section 5 Para. 4 No. 1,

2. from the institution caring for the person in need of long-term care in the case of Section 5 Para. 4 No. 2,

3. from the institution where the student received the greater part of training in the case of Section 5 Para. 5, can be consulted in an advisory capacity for administering and rating the practical part of the examination.

(5) The presiding member of the Board of Examiners calculates the grade for the practical part of the examination from the grade given by the expert examiners and the preliminary grade according to Section 9 Paras. 1 and 2.

Section 13

Record of the examination

A record of the examination is to be drawn up, indicating the subject, course and results of the examination, as well as any irregularities possibly occurring.

Section 14

Passing of the examination, certificate

(1) The examination is passed if each of the parts of the examination specified in Section 5 Para. 1 is rated with a minimum grade of "adequate".

(2) A certificate in accordance with the specimen in Annex 3 is issued for the passed state examination. In the event of failing, the student receives written notification from the presiding member of the Board of Examiners, indicating the examination grades.

Section 15

Repetition of the examination

(1) Each of the parts of the examination specified in Section 5 Para. 1 can be repeated once if it was rated with a grade of "poor" or "inadequate".

(2) In consultation with the expert examiners, the presiding member of the Board of Examiners decides on an extension of vocational training, as well as its duration and content.

Section 16

Withdrawal from the examination

(1) If the student withdraws from the examination after admission, the reasons for withdrawal must be communicated to the presiding member of the Board of Examiners in writing without delay. If the presiding member of the Board of Examiners accepts the withdrawal, the examination is considered not to have been taken. The withdrawal is only to be accepted if an important reason exists. Presentation of a doctor's certificate can be demanded in the event of illness.

(2) If the withdrawal is not accepted, or if the student fails to communicate the grounds for withdrawal without delay, the examination, or the corresponding part of the examination, is considered to have been failed. Section 15 Para. 1 applies, mutatis mutandis.

Section 17

Consequences of non-attendance, failure to submit the supervised examination paper, interruption of the examination

(1) If the student misses an examination date, fails to submit a supervised examination paper, or to do so in time, or interrupts the examination, the examination, or the corresponding part of the examination, is considered not to have been passed, unless an important reason exists. Section 15 Para. 1 applies, mutatis mutandis. If an important reason exists, the examination, or the corresponding part of the examination, is considered not to have been taken.

(2) The decision regarding whether an important reason exists is taken by the presiding member of the Board of Examiners. Section 16 Para. 1, first and fourth sentences, applies, mutatis mutandis.

Section 18

Disruptions of order, attempts to deceive

In the case of students who have seriously disrupted the proper implementation of the examination, or are guilty of an attempt to deceive, the presiding member of the Board of Examiners can declare the corresponding part of the examination to have been failed; Section 15 Para. 1 applies, mutatis mutandis. In the event of disruption of the examination, a decision of this kind is only permissible up to completion of the entire examination. Revocation of an examination decision because of deception is only permissible within three years of completion of the examination.

Section 19

Examination documents

Upon request, the student must be allowed to inspect his or her own examination documents following completion of the examination. Written supervised examination papers are to be retained for three years, applications for admission to the examination and examination records being retained for ten years.

Part 4

Granting of the licence

Section 20

Licence document

If the requirements according to Section 2 Para. 1 of the Geriatric Nursing Act for granting of the licence to use the occupational title are met, the competent authority issues the licence document according to the specimen in Annex 4.

Section 21

Special regulations for persons with diplomas or examination certificates from another Member State of the European Community or another contracting state of the Treaty establishing the European Economic Area

(1) Anyone applying for a licence according to Section 1 No. 1 of the Geriatric Nursing Act who is a national of another Member State of the European Community or another contracting state of the Treaty establishing the European Economic Area can, as proof that the requirement according to Section 2 Para. 1 No. 2 of the Geriatric Nursing Act is met, submit a corresponding certificate issued by the competent authority of the home country or country of origin, or an extract from the register of convictions issued by such an authority, or, if such documents cannot be furnished, an equivalent form of proof. If the applicant has previously exercised the occupation in the home country or country of origin, the authority competent for issue of the licence according to Section 1 No. 1 of the Geriatric Nursing Act can request the competent authority of the home country or country of origin for information regarding any penalties imposed on the applicant, or other measures taken under the code of professional conduct or criminal law, because of serious unprofessional conduct or criminal acts relating to the exercise of the occupation in the home country or country of origin. If, in the cases in the first and second sentences, the authority competent for issue of the licence has knowledge of facts that occurred outside the purview of the Geriatric Nursing Act and may be of importance in relation to the requirement stipulated in Section 2 Para. 1 No. 2 of the Geriatric Nursing Act, it must notify the competent agency of the home country or country of origin and request it to check these facts and inform it of the results and the conclusions drawn from them as regards the certificates and other documents issued by it. The certificates and notifications indicated in the first to third sentences are to be treated confidentially. They may only be used as a basis for assessment if issued no longer than three months prior to submission.

(2) Anyone applying for a licence according to Section 1 No. 1 of the Geriatric Nursing Act who is a national of another Member State of the European Community or another contracting state of the Treaty establishing the European Economic Area can, as proof that the requirement according to Section 2 Para. 1 No. 3 of the Geriatric

Nursing Act is met, submit a corresponding certificate issued by the competent authority of the home country or country of origin. Para. 1, fourth and fifth sentences, applies, mutatis mutandis.

(3) Anyone who has been issued the licence according to Section 1 No. 1 of the Geriatric Nursing Act can use the lawful academic title existing in the home country or country of origin and, insofar as permissible under the law of the home country or country of origin, its abbreviation in the language of this country. The name and location of the teaching institution awarding the academic title must additionally be indicated.

(4) A decision regarding the application for granting of the licence according to Section 1 No. 1 of the Geriatric Nursing Act is to be taken at short notice, at the latest four months after submission of the documentary evidence of fulfilment of the requirements of the Geriatric Nursing Act. If information according to Para 1, second or third sentence, is requested from the competent agency of the home country or country of origin, the running of the period specified in the first sentence is suspended until the time at which the information is received or, if a reply from the home country or country of origin is not received within four months, until the end of these four months. If the certificates specified in Para. 1, first sentence, are not issued by the competent agency of the home country or country of origin, or the information requested according to Para. 1, second or third sentence, is not provided within four months, the applicant can replace them by submitting a certificate regarding the making of a declaration in lieu of an oath to the competent authority.

Part 5

Final provision

Section 22

Effective date

These Regulations enter into effect on 1 August 2001.

The Bundesrat has given its approval.

Berlin, 26 November 2002

The Federal Minister
for Family Affairs, Senior Citizens, Women and Youth
Renate Schmidt

Annex 1

(to Section 1 Para. 1)

A. Theoretical and practical instruction in geriatric nursing

	No. of hours
1. Tasks and concepts in geriatric nursing	
1.1. Incorporating theoretical principles in geriatric nursing activities	80
– Old age, health, sickness, disability and need for long-term care	
– Nursing concepts, models and theories	
– Relevance for action of nursing concepts and models, based on concrete nursing situations	
– Nursing research and implementation of research results	
– Health promotion and prevention	
– Rehabilitation	
– Biographic work	
– Nursing-related principles of ethics	
1.2. Planning, implementing, documenting and evaluating the care of elderly people	120
– Perception and observation	
– Nursing process	
– Nursing diagnostics	
– Planning, implementation and evaluation of nursing	
– Limits of nursing planning	
– Nursing documentation, electronic data processing	
1.3. Caring for elderly people in a personally appropriate and situation-based manner	720
– Nursing-related principles, especially of anatomy, physiology, geriatrics, gerontopsychiatry, psychology, pharmaceuticals, hygiene and dietetics	
– Support of elderly people in self-care	
– Support of elderly people in preventive and rehabilitative measures	
– Involvement in geriatric and gerontopsychiatric rehabilitation concepts	
– Handling therapeutic appliances and prostheses	
– Nursing of elderly people with impaired function of sensory organs	
– Nursing of elderly people with disabilities	
– Nursing of elderly people with acute and chronic illnesses	
– Nursing of elderly people with infections	
– Nursing of multimorbid elderly people	
– Nursing of elderly people with chronic pain	
– Nursing of elderly people in existential crisis situations	
– Nursing of elderly people with dementia and gerontopsychiatric changes	
– Nursing of elderly people with addictions	
– Nursing of severely ill elderly people	
– Nursing of dying elderly people	
– Action in emergencies, First Aid	
– Transitional care, case management	
1.4. Instructing, counselling and holding discussions	80
– Communication and holding discussions	
– Counselling and instructing elderly people	
– Counselling and instructing relatives and persons of reference	
– Instruction of caregivers who are not nursing professionals	

1.5. Contributing to medical diagnostics and therapy	200
– Implementation of doctors' orders	
– Legal bases	
– Framework conditions	
– Cooperation with doctors	
– Interdisciplinary cooperation, involvement in the therapeutic team	
– Involvement in rehabilitation concepts	
2. Support of elderly people in designing their lives	
2.1. Giving consideration to the circumstances and social networks of the elderly in geriatric nursing activities	120
– Ageing as a process of change	
– Demographic developments	
– Ethnicity-specific and intercultural aspects	
– Questions of belief and life	
– Daily life and living in old age	
– Family relationships and social networks of the elderly	
– Sexuality in old age	
– Persons with disabilities in old age	
2.2. Supporting elderly people in designing their housing and their residential environment	60
– Nutrition, household	
– Creation of housing and a residential environment that is beneficial and safe	
– Forms of accommodation in old age	
– Therapeutic appliances and adaptation of housing	
2.3. Supporting elderly people in designing their day and in self-organised activities	120
– Day-structuring measures	
– Offers of occupation with, and education in, the arts, culture and handicrafts	
– Festivities and event offers	
– Media offers	
– Voluntary commitment of elderly people	
– Self-help groups	
– Senior-citizens' representatives, senior-citizens' advisory committees	
3. Legal and institutional framework conditions of geriatric nursing work	
3.1. Giving consideration to institutional and legal framework conditions in geriatric nursing activities	120
– Social security systems	
– Funding agencies, services and facilities of the health and social security sector	
– Networking, coordination and cooperation in the health and social security sector	
– Care transitioning, interface management	
– Legal framework conditions for geriatric nursing work	
– Economic framework conditions for geriatric nursing work	
3.2. Contributing to quality-assuring measures in geriatric nursing	40
– Legal bases	
– Quality development concepts and methods	
– Expert supervision	

4. Geriatric nursing as an occupation	
4.1. Developing an occupational self-image	60
– History of the nursing occupations	
– Occupational laws relating to the nursing occupations	
– Professionalisation of geriatric nursing; job analysis and fields of work	
– Professional associations and organisations in geriatric nursing	
– Teamwork and cooperation with other occupational groups	
– Ethical challenges in geriatric nursing	
– Reflection on the occupational role and personal actions	
4.2. Learning to learn	40
– Learning and learning techniques	
– Learning using new information and communication technologies	
– Working methods	
– Time management	
4.3. Dealing with crises and difficult social situations	80
– Conflicts and situations typical of the occupation	
– Tension in the nurse-patient relationship	
– Violence in nursing	
4.4. Maintaining and promoting personal health	60
– Personal health promotion	
– Occupational health and safety	
– Preventing and coping with stress	
– Advice and supervision among colleagues	
For freely definable instruction	200
Total number of hours	<u>2.100</u>

B. Practical training in geriatric nursing

1. Familiarisation with the practical field, giving consideration to institutional and legal framework conditions and specialist concepts.	
2. Participation in the comprehensive and planned nursing of elderly people, including counselling, care and support, and contribution to medical diagnostics and therapy under instruction.	
3. Assumption of independent sub-tasks in keeping with the training level in the comprehensive and planned nursing of elderly people, including counselling, care and support, and contribution to medical diagnostics and therapy under supervision.	
4. Assumption of independent project tasks, e.g. in structuring the day or in structuring the domestic care situation.	
5. Independent planning and implementation of, and reflection on, the nursing of elderly people, including counselling, care and support, and contribution to medical diagnostics and therapy under supervision.	
Total number of hours	<u>2.500</u>

Annex 2
(to Section 3 Para. 2)

Designation of the geriatric nursing school

Certificate
of attendance of vocational training

Last name, first name

Date of birth

Place of birth

regularly and successfully attended the theoretical and practical instruction and the practical training as geriatric nursing student

in the period from _____ to _____.

Vocational training was not interrupted - was interrupted for ____ days*) - beyond the periods of absence permitted under Section 8 of the Geriatric Nursing Act.

Place, date

(Stamp)

Signature of the Director of the geriatric nursing school

*) Delete whatever is inapplicable.

Annex 3

(to Section 14 Para. 2)

The President
of the Board of Examiners

Certificate
for the State Examination in Geriatric Nursing

Last name, first name

Date of birth

Place of birth

passed the state examination in geriatric nursing according to Section 2 Para. 1 No. 1 of the Geriatric Nursing Act of 17 November 2000 (Federal Law Gazette I, p. 1513) in the currently valid version before the state Board of Examiners at the

_____ in _____

Geriatric nursing school Place

on _____.

He/She*) was awarded the following examination grades:

1. For the written part of the examination " _____ "
2. For the oral part of the examination " _____ "
3. For the practical part of the examination " _____ "

Place, date

(Seal)

Signature

*) Delete whatever is inapplicable.

Annex 4
(to Section 20)

Certificate
concerning the licence to use the occupational title

" _____ "

Based on the Geriatric Nursing Act of 17 November 2000 (Federal Law Gazette I, p. 1513),

Last name, first name

born on

in

is granted the licence to use the occupational title

" _____ "

with effect from today.

Place, date

(Seal)

Signature