

UTAH NURSING ASSISTANT REGISTRY

550 East 300 South
Kaysville, Utah 84037
Phone: 801- 547-9947
Fax: 801-593-2584

PROGRAM RENEWAL APPLICATION

Primary Training Facility

Address

Please list all training site locations and identify the Primary Instructor at that site on the back of this page or on an additional sheet

Program Coordinator

REQUIRED TRAINING HOURS: THEORY: _____ **CLINICAL:** _____ = 80 hours
Orientation hours at clinical site _____ (not included in the required 80 hours)

The following assurances are part of the renewal process for a Nursing Assistant Training Program approval. **Program renewal is not automatic.**

The approved nursing assistant training program must abide by all Federal Regulations, State Rule, Utah Nursing Assistant Registry policies and procedures and will be monitored for the following:

1. A nursing assistant training program must have a Program Coordinator who is a registered nurse with a current and active Utah license to practice who;
 - is in good standing with DOPL;
 - has two years of nursing experience, at least one of which is the provision of long-term care facility services or caring for the elderly or chronically ill of any age;
 - has three hours of documented consulting time per month with the respective program;
 - has successfully completed a UNAR approved "Train the Trainer" program or demonstrate competence to teach adult learners; and
 - has been fingerprinted and had their records checked in state and national bureaus and been placed in the program file at the UNAR.

2. The primary instructor must be a licensed nurse with a current and active Utah license to practice and must be in good standing with DOPL; and
 - must have two years of nursing experience, at least one of which is the provision of long-term care facility services or caring for the elderly or chronically ill of any age;
 - must have successfully completed a UNAR approved "Train the Trainer" program or demonstrate competence to teach adult learners;
 - must have been fingerprinted and had their records checked in state and national bureaus and been placed in the program file at the UNAR.

3. High School Program Coordinators and instructors are required to maintain a Professional Educators License with the State Office of Education and are not required to complete a **Train the Trainer** program.

4. Qualified personnel from the health professions may supplement the program coordinator or primary instructor. The program coordinator or primary instructor must be present during all provided supplemental training.
5. Student/instructor ratio is not greater than 30:1 for theory instruction
6. Student/instructor ratio is not greater than 12:1 for clinical instruction
7. The classroom, including a learning lab with all required equipment, provides an adequate learning environment.
8. Each candidate enrolled in the nursing assistant training program will be identified as a 'nursing assistant student' during all aspects of the clinical education program.
9. Nursing assistant candidates will not be utilized for services for which they have not been trained and passes as competent by the instructor to perform the assigned task(s)
10. Experienced nursing assistants do not supervise student nurse aides.
11. The nursing assistant who is employed by, or has received an offer of employment from a Long Term Care Nursing Facility on the date on which the aide begins a Nursing Assistant training program **may not** be charged for any portion of the program including any fees, textbooks or other required course material(s).
(Applies only to facilities and agencies receiving Medicare and who are under the OBRA mandate)
12. The State Curriculum for nursing assistant training programs must be followed.
13. The course is designed in a format, which has measurable cognitive and behavioral objectives that meet the OBRA training requirements.
14. The Program Coordinator will submit to the Registry, the names of all graduates of the approved nursing assistant training program at the time that all training requirements have been met. Any changes and rationale for the change in the approved nurse aide training program must be sent to the UNAR prior to implementation, to include, but not limited to:
 - change in curriculum
 - change in physical location of training
 - change in clinical sites
 - **change in primary instructor or program coordinator**
 - change in ownership of program/company
15. Any violation of Federal Regulations, State Rule or UNAR policy and procedure may result in withdrawal of program approval or denial of program renewal.

Identify the title of the primary textbook(s) or other training program materials your program will use for the nursing assistant training program_____.

I attest that our program is following all requirements as stated above:

Type or Print Administrator Name

Signature of Owner/Program Administrator

Date