

JOB TITLE: Program Coordinator

PROGRAM: Nursing Assistant Training and Competency Evaluation Program (NATCEP)

QUALIFICATIONS:

The program coordinator must be a registered nurse, with a current, active Utah license to practice; who is in good standing with the Utah Division of Occupational and Professional Licensing, with at least 2 years of nursing experience, at least one of which is in the provision of long term care facility services or caring for the elderly or chronically ill of any age and must have three hours of documented consulting time per month with the respective program.

The Program Coordinator must complete a UNAR approved ‘**Train the Trainer**’ type program or demonstrate competence to teach adult learners as defined by the UNAR prior to approval of any training program.

Nursing facility-based programs: The program coordinator may be the director of nursing for the facility as long as the facility remains in full compliance with OBRA 1987, Section 4211 requirements and the DON is relieved of their duties if they teach.

REPORTS TO: The Director of the Utah Nursing Assistant Registry.

RESPONSIBILITIES:

1. The Program Coordinator supervises and ensures the NATCEP is following all Federal, State and UNAR rules, regulations, policies and procedures.
2. The Program Coordinator must be present for and ensure that the **onsite review** is completed every two years and a self-evaluation review is completed in the year opposite the onsite review. In the event that an onsite review is not completed, the Program Coordinator is responsible to complete another self-evaluation and send to the UNAR.
3. The Program Coordinator is responsible to maintain and update the records of the site review.
4. The Program Coordinator must ensure that all licensed personnel are current in their licensure and kept on file at the program site for perusal by the UNAR Director.
5. The Program Coordinator is responsible to inform each Instructor in their program of the Federal Requirement of **Train the Trainer**.
6. The Program Coordinator ensures that each Instructor has completed an approved “**Train the Trainer**” prior to UNAR approval of the NATCEP.
7. The Program Coordinator ensures that all clinical time is directly supervised by a licensed nurse.
8. The Program Coordinator is responsible to forward all required information to the UNAR.
9. The Program Coordinator must ensure that the UNAR is notified prior to any changes in personnel or location of NATCEP.
10. Performs other related duties as requested by the UNAR.