

JOB TITLE: Primary Instructor

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

QUALIFICATIONS:

The Primary Instructor must be a **licensed nurse** with a current, active Utah license to practice; who is in good standing with the Utah Division of Occupational and Professional Licensing and must have two 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.

The Primary Instructor must complete a **'Train the Trainer'** type program approved by the Utah Nursing Assistant Registry or demonstrate competence to teach adult learners as defined by the UNAR. If the program has only high school students, the primary instructor is not required to complete the **Train the Trainer** program.

REPORTS TO: The Program Coordinator and the Director of the Utah Nursing Assistant Registry

RESPONSIBILITIES:

1. The Primary Instructor acts under the general supervision of the Program Coordinator.
2. The Primary Instructor is responsible to ensure that Federal, State and UNAR regulations and all UNAR policies and procedures are followed on a day-to-day basis.
3. The Primary Instructor is responsible to maintain a sign in-and-out form with times of arrival and departure of all students on a daily basis.
4. The Primary Instructor is responsible to ensure that the approved CNA Curriculum is taught in its entirety.
5. Performs other related duties as requested by the Program Coordinator and the office of the UNAR.