

**Utah Nursing Assistant Registry (UNAR)**  
**Staff Code of Conduct**

**Effective Date:** 12/08/2016

**1. Purpose**

1.1. To create an environment that is supportive of NATCEP objectives, partners, students, testing candidates and employees by striving to create and maintain an environment in which people are treated with dignity, decency, and respect. The environment should be characterized by mutual trust and the absence of intimidation, oppression and exploitation.

**2. Definitions**

2.1. NATCEP – Nursing Assistant Training and Competency Evaluation Program.

**3. Policy**

3.1. No individual may engage in conduct that constitutes unlawful harassment or discrimination as defined under applicable law or policy. This prohibition pertains to, but is not limited to, any illegal or unwelcome act or omission that is based on race, color, creed, religion, national origin, sex, age, disability, sexual orientation, or other legally protected category. It also pertains to conduct in violation of other applicable state or federal law, regulation, or UNAR policy.

3.2. The integrity of Nursing Assistant Training & Competency Evaluation programs and state certification exams are maintained by all staff.

**4. Procedures**

4.1. Create a safe and non-threatening learning or testing environment based on mutual respect and consideration.

4.2. Serve as a role model for students or applicants.

4.3. Maintain the integrity and impartiality of the learning environment

4.4. Protect students from discrimination, harassment, and retaliation.

4.5. Practice personal, professional, and academic integrity.

4.6. Promote sound and safe educational practices.

4.7. Act within the staff members' scope of practice or guiding authority.

4.8. Maintain the confidentiality of student information and protect the intellectual property of the program.

- 4.9. Shall not assist a non-educator in the unauthorized practice of teaching.
- 4.10. Shall not knowingly make a false statement concerning the qualifications of a candidate for state certification testing or professional position.
- 4.11. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
- 4.12. Any infraction of this policy may result in dismissal of the employee, possible withdrawal of program approval and restriction in being involved in any CNA program for a period of 2 years.

**5. Notes**

- 5.1. Policy updated 12-08-2016 to further clarify expectations and include all staff rather than instructors only.
- 5.2. Policy revision dates include; 02-03-14, 10-02-2014, 02-17-16.