

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: 1. Certified Nursing Assistant (CNA) theory instructor
2. Clinical Instructor

Reports to: Director of Alternative Education

Range: Adult Education Hourly Schedule

SUMMARY

1. Provides the student with specific skills training to obtain employment as a CNA in a facility. Following successful completion of the core curriculum, the student may test for Certification as Certified Nursing Assistant.

2. Provide instruction and training related to the theory and clinical skills required by the Department of Public Health, Title 22, Nurse Assistant training for certification. Update, revise and review all policy and procedures as necessary.

SPECIFIC RESPONSIBILITIES

- Curriculum planning and development
- Develop the Nurse Assistant Training program schedules.
- Maintain student accounting and storage of student records
- Maintain current clinical/facility site agreements
- Maintain clinical oversight at all times
- Maintain an up-to-date inventory of equipment and properly supervise the use and storage of equipment and supplies
- Order required materials and supplies
- Provide an organized teaching atmosphere

INSTRUCTIONAL DUTIES

- Using program lesson plans, encompassing the 16 modules, instruct, evaluate and reinstruct the theory portion of the course. Provide update for all theory matter.
- Provide instruction which includes the student assignment, demonstration of the basic patient care skills (base upon the theory and clinical instruction presented in the classroom), monitoring of students, safety of residents and verification of the successful performance of skills by students.
- Provide instruction that is safe, realistic, current and in compliance with Title 22 rules and regulation for nurse assistant training.
- Completion of the Skills Check Off/Theory form with the appropriate information and signature, ensuring that each student has completed and passed all required theory and ensuring that each student has satisfactorily demonstrated all required skills.
- Account for the safety of the students, and comply with workers compensation guidelines for any injuries.
- Direct the classroom instruction, bedside skills training.
- Comply with the rules and regulations for the facility used for training.

CLINICAL DUTIES

- Provide instruction which includes the student assignment, demonstration of the basic patient care skills (based upon the theory and clinical instruction presented in the classroom), monitoring of students, safety of residents and verification of the successful performance of skill by the students.
- Provide instruction that is safe, realistic, current and in compliance with Title 22 rules and regulations for nurse assistant training. Completion of the Skills Check Off sheet with appropriate information and signatures.
- Account for the safety of the students, and comply with workers compensation guidelines for any injuries.
- Know the proper use and storage of program equipment that is used for training, notifying CLASS Director when equipment is lost, stolen or broken.
- Comply with the rules and regulation of the facility used for training.

6/6/2014