

GUIDELINES FOR ATTAINING APPROVAL STATUS AS A PRIMARY INSTRUCTOR FOR NURSE AIDE TRAINING IN PENNSYLVANIA

Please indicate with a checkmark the fulfilled requirements for approval as a Primary Instructor:

- _____ 1. A Primary Instructor must be a registered nurse with two years of experience as a registered nurse **and** at least one year in the provision of long-term care facility¹ service as a registered nurse.
- a. A prospective instructor **must** submit a resume that documents:
- a. His/her nursing experience in meeting resident's psychosocial, behavioral, cognitive and physical needs. This includes direct care, supervision or education.
- b. Full or part time status for one year in the provision of a long-term care facility. If part time, resume must list the number of hours worked per week and the total number of weeks worked in a given period. Include the months/years and address(es) of the long-term care facility(ies). Recommended minimum experience of 200 hours.
- _____ 2. Current PA registered nurse (RN) license. (Caveat: A licensed practical nurse is eligible to become Assistant Instructor and teach a total of 49% of the total program hours. A Primary Instructor must teach at least 51% of the total program hours.)
- _____ 3. Unrestricted license².
- _____ 4. Attended the Teaching-the-Educator Workshop. <http://www.ed.psu.edu/tte>
- a. Date(s) attended: _____
- b. Nurses who possess a current teaching certificate issued by the PDE or evidence of being an instructor in an approved practical nursing program or in a professional school of nursing may attend only the days when the rules and regulations pertaining to nurse aide training in Pennsylvania are presented. A verification form must first be submitted and approved by the PDE. (i.e. teaching experience/teaching certificate could substitute for the first two days of the workshop if first approved by the PDE and the other criteria for a primary instructor is met.)
- _____ 5. Criminal History Record Information Report (CHRI) that is acceptable in accordance with P.L. 169 of 1997. (on file with the hiring institution)
- _____ 6. Annual mantoux, two-step Mantoux or x-ray that is on file with hiring institution.
Please be Advised: A Director of Nursing may coordinate a nurse aide training program however they may not participate in instructing a class while they are functioning as the D.O.N.

¹ Definition: Long-term care facility – an institution licensed by the Department of Health as a long-term care facility. This includes: a distinct unit of a hospital that possesses a separate license by the Department of Health (transitional care or skilled care unit) and geriatric units at a Veterans Administration institution. This does not include the following: institutions that provide care for the chronically disabled or mentally challenged, geriatric psychiatry, hospice care, home care, and general medical units in a hospital.

² No practice limitation imposed on the professional license.