

INSERVICE EDUCATION COORDINATOR

DEFINITION

Under the general supervision of the Director of Nursing, is responsible for patient care related staff development activities including needs assessment, planning, implementation, coordination and evaluation; presents and/or coordinates inservice training programs for patient care staff and other staff relating to patient care needs. Responsible for the orientation/monitoring of all new employees. Performs other duties as assigned.

EXAMPLES OF DUTIES

Assesses ongoing nursing staff development needs for the organization and for individuals within the organization; develops and implements group and individualized staff development plans; develops inservice programs including course design and training materials; develops community/in-house resources which can be used to meet staff development needs; develops in-house materials and audio-visual tapes which can be used to meet identified needs; acts as a presenter for educational programs; accesses films, tapes, books for staff review; prepares inservice training budget recommendations; reviews and approves the purchase of professional journals and literature for nursing staff; develops and presents (or coordinates) inservice programs for non-patient care staff in areas related to patient care and safety; maintains and updates inservice training records for professional staff; provides orientation to all newly hired employees regarding patient care practices and the philosophy of patient care practiced by the facility; provides remedial training programs for employees lacking basic job knowledges and/or skills; operates audio-visual equipment. Coordinates the facility's Infection Control program and ensures compliance with the Bloodborne/TB and Hepatitis A and B protocols mandated by State and Federal statutes. Is responsible for complying with the Medical Device Reporting Act; serves as co-chairperson of the facility's Safety Program; monitors OSHA compliance; maintains employee health files. Responsible for coordinating state mandated fire/disaster drills. Also conducts monthly survey on resident's skin integrity and advises unit nurses on intervention strategies.

EMPLOYMENT STANDARDS

Education and Experience: A combination of training and experience equivalent to a Bachelor's Degree in Nursing and significant experience performing staff development and training activities. Formalized education in the principles and techniques of adult education, geriatrics, medical, psychiatric, and long-term care is preferred. In addition, experience in the area of Infection Control practices is preferred.

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Knowledges and Abilities: Thorough knowledge of general nursing, geriatric, infection control, and psychiatric nursing principles and practices; ability to use basic computer skills; knowledge of adult education techniques; knowledge of therapeutic and team techniques; knowledge of OBRA; knowledge of DHLR/OSHA Infection Control; knowledge of Care Plan MDS process; knowledge of HSS132 regulations; ability to conduct educational needs assessments, develop individualized and group staff development programs; ability to conduct large and small group training programs; ability to operate audio-visual equipment; ability to relate well to other staff and residents; ability to evaluate training programs and budget training needs.

Special Requirements: Must be registered or eligible for registration as a professional nurse with the State of Wisconsin; certification or be eligible for certification as a cardiopulmonary resuscitation instructor. Must participate in APIC-Badger and MAHNE professional organizations.

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