JOB DESCRIPTION # 17.4

TITLE: Staff Development Coordinator

FUNCTIONAL TITLE: Employee Health Nurse, Staff Development Nurse

JOB CATEGORY: Nursing

REPORTS TO: Administrator

BASIC FUNCTIONS: The Staff Development Coordinator will provide leadership to the Department of Nursing by creating a framework of educational services that promote the growth and development of its licensed and unlicensed staff. The educational model should reflect the Department of Nursing Philosophy and Standards of Practice. The competence and strength of the staff delivering care directly impacts the quality of care for residents. Opportunities for professional growth enhance staff satisfaction thus impacting recruitment and retention activities.

QUALIFICATIONS:

• Registered Nurse, Bachelor’s Degree preferred.

• Minimum of one year pediatric experience, preferably with similar population.

• Previous teaching/staff development experience strongly preferred.

SCHEDULE: Full time position with varying hours depending upon the needs of the facility.

JOB DESCRIPTION: The following description of duties is intended to outline the essential responsibilities of the person in this position. It is not intended to be an exhaustive list of job duties.

RESPONSIBILITIES AND OBJECTIVES:

• Coordinates all educational programs for licensed and unlicensed staff.

• Strives to meet the educational needs of staff within the Department of Nursing. Provides an annual calendar of educational activities for staff including educational needs identified by nursing leadership and all relevant quality improvement activities.

• Identifies essential competencies for licensed and non-licensed staff within the Department of Nursing and assures appropriate educational opportunities exist to promote the growth and the development of staff.
• Plans, delivers, and evaluated educational programs for licensed and non-licensed staff.

• Coordinates the Nursing Assistant Certification Program in accordance with state long-term care requirements as needed and/or coordinates the enrollment of qualified new hires into a suitable off-site alternative.

• Coordinates and actively participates in unit-based orientation of licensed and non-licensed staff within the Department of Nursing. Solicits involvement of unit staff as preceptors and mentors.

• Provides Preceptor/Mentor education programs as needed. Provides on-going support to Preceptors.

• Coordinates C.N.A career ladder series training.

• Coordinates activities of Clinical Resource Nurse(s) and Nurse Practitioner as it related to providing education within the Department of Nursing.

• Chair Seven Hills at Groton Education Committee.

• Assures all necessary mandatory education (fire safety, infection control, residents rights, Hazard communication, sexual harassment; osteoporosis every three years; HIPAA every three years) required by regulatory standards are available for all Seven Hills at Groton staff; track attendance. Schedule live presentations for mandatory in-services on a rotating basis every three years.

• Maintain program attendance records in accordance with the Department of Public Health and other regulatory bodies.

• Coordinates the monthly orientation program at Seven Hills at Groton.

• Provide BLS, CPR, and First Aid education for direct care staff as required; offer optional training for all other employees.

• Provide tuition assistance and tuition remission information and application process for Seven Hills at Groton staff members; refer employees to the Human Resource office of Seven Hills Foundation.

• Facilitates with schools of nursing and nursing assistant programs. Coordinates the credentialing and orientation of all faculties. Determines appropriate student activities. Acts as liaison between schools, faculty and Seven Hills at Groton to assure good communication and quality care for our residents.

• Participates in appropriate committee and collaborates with other Seven Hills at Groton staff to promote a high standard of care by licensed and non-licensed staff within the Department of Nursing.
• Collaborate with master’s prepared registered nurses to coordinate all MNA applications for continuing education.

• Assist in developing, implementing and conducting relevant in-service training programs as requested by the Director of Nursing and Education. Assist in identifying areas in which training is necessary.

• Maintain current employee health files on all staff members at Seven Hills at Groton to assure compliance with all relevant regulations.

• Assure all employees have a Physician Health Statement in their file every two years. Schedule physicals for new employees as requested by the Director of Nursing.

• Manage the TB screening Program. Assure appropriate documentation of testing exists in employee files. Counsel and refer as necessary.

• Make hepatitis vaccine available to employees as necessary.

• Monitor and investigate employee injuries and or exposures. Work cooperatively with NP and NVMC Occupational Health Department in managing employee injuries and illnesses. Informs Director of Nursing, administrator and Medical Director per protocol.

• Identify, assist, counsel and refer employees who have been exposed to blood/body fluids.

• Monitor and track employee illness in order to determine necessary interventions and or work restrictions. Work cooperatively with the Infection Control Nurse when communicable diseases are identifies.

• Provide counseling and referral to Occupational Health or Emergency Services as necessary.

• Assist in developing and offering in-services related to safety issues, i.e. prevention of back injuries, infection control policies and procedures, blood and body fluid exposure prevention.

**EXPECTATIONS:**

• Foster an environment that facilitates professional collaboration among inter and intra disciplinary colleagues.

• Recognize own sphere of influence; utilize oneself and the relationship with colleagues to elicit their strength.

• Build and maintain collegial environment that supports positive group processes.

• Provide supportive leadership to staff for daily operations.
• Create and maintain an atmosphere of warmth, personal interest and positive emphasis, as well as a calm environment throughout the unit and shift.

• Participate in developing, maintaining and updating written policies and procedures that govern the day-to-day functions of the facility with regards to Employee Health and staff education.

• Attends Nursing Management and supervisor meetings.

• Provides leadership to Seven Hills at Groton committee and project teams.

• Be knowledgeable of Quality Assurance projects in progress.

• Formulates personal, professional goals and plans for accomplishing these; make continuous efforts to maintain a strong, current clinical knowledge-based skill level. Seek appropriate continuing Education to meet these goals.

• Evaluates educational needs of colleagues and develops approaches to meet those needs. Uses an individualized approach to assist staff in the process of prioritizing goals and identifies resources to meet their educational needs.

• Conduct in-services to staff on assigned shift when indicated to ensure compliance with regulations, facility policy or when changes in practice occur.

• Act as a role model for staff.

• Assume leadership role in identifying opportunities for improvement, defining goals and developing solutions.

• Develop yearly professional goals; reflect role in achievement of department and Seven Hills at Groton.

**WORKING CONDITIONS / PHYSICAL REQUIREMENTS:**

• Work requires frequent lifting and carrying residents/objects up to 10 pounds and regularly lifting and carrying residents/objects 11-40 pounds.

• Work requires frequent stooping and bending.

• Work requires frequent reaching and grasping objects, above and below shoulder level.

• Work requires regular pushing and/or pulling non-motorized equipment (e.g. medication carts, beds, etc.) weighing 21 to over 40 pounds.

• Must be able to speak and write English language in an understandable manner.
• Must be able to see and hear or use prosthetics that will enable these senses to function adequately to ensure that the requirements of this position can be fully met.

• Must be able to cope with the emotional and mental stresses of the position.

• Must be able to cope with frequent interruptions and managing multiple, competing priorities.

• Must be able to function independently, having flexibility and personal integrity.

• Must be able to work with ill, disabled, emotionally upset residents, their families and personnel.

• Must be able to move sufficiently to respond to life threatening emergencies including performing C.P.R. and assisting in the evacuation of residents during emergency situations.

**STATUS:** Exempt

**STATE CONTRACT CROSS REFERENCE TITLE:** N/A

_________________________________  _______________  
Employee       Date

_________________________________  _______________  
Employee Printed Name

_________________________________  _______________  
Supervisor      Date

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