



**North Eastman Health Association Inc.
Job Description**

Staff Development Coordinator

Position Summary

The Regional Staff Development Coordinator is responsible for establishing evidence-based practices for clinical education. This includes the development, implementation and ongoing evaluation of continuing education, orientation and infection control programs. The Staff Development Coordinator will adhere to professional standards of practice, the C.N.A. code of Ethics and applicable laws. The responsibilities of the Staff Development Coordinator are consistent with the mission, vision, values and policies of North Eastman Health Association.

Reports To: Director of Long Term Care/ Director of Acute Care

Union: Manitoba Nurses Union

Qualifications:

Education and Experience

- Baccalaureate Degree in nursing/health. An equivalent combination of education and experience may be considered.
- Currently registered and/ or eligible for registration with the College of Registered Nurses of Manitoba.
- A minimum of five years knowledge and experience in the area of clinical education with demonstrated competency in needs assessment, developing, implementing and evaluating education programs and managing projects.
- Certification in related clinical programs would be an asset, e.g. Gerontology, ACLS/ CPR instructor.

Knowledge, Skills and Abilities

- Demonstrated ability to review data, research and literature: to analyze, interpret and synthesize this information.
- Demonstrated ability to apply principles of adult learning and teaching strategies.
- Demonstrated leadership ability.
- Ability to work independently within a team environment.
- Content knowledge in infection control preferred.
- Ability to foster and maintain positive working relationships both individually and in a team setting.
- Demonstrated computer skills and proficiency in Microsoft Word, Power Point, Excel and email applications.
- Excellent oral and written communication skills.
- Must possess a valid Manitoba Driver's license and have access to personal vehicle.

Position Duties and Responsibilities:

A. Coordination of Educational Programs

- Assesses the educational needs for staff in related programs.
- Development, implementation and evaluation of educational projects and resources pertaining to specific program areas.
- Establishes and maintains an effective communication process with the care team.
- Distributes educational material related to, workshops, seminars etc.
- Participates in policy development in relation to program needs.
- Participates in evidence based practice/risk management and infection control as they relate to the program.
- Coordinates required Regional education sessions such as CPR/ ACLS rectification, etc.

B. Orientation Program

- Develops, implements and evaluates a comprehensive program orientation for all new employees for acute care, long term care and home care.

C. Infection Control

- Coordinates the Program's Infection Control Team.
- Participates in the Regional Infection Control Committee.
- Provides orientation to the facility Infection Control Nurses and coordination of the facility Infection Control Programs.
- Ensures the Infection Control Nurses are managing the program according to standards.

D. Accreditation Process

- Participates in the programs' accreditation process.
- Participates in the program's Action Committee.

E. Leadership & Professional Development

- Participates in the Leadership Team meetings.
- Participated in developing and evaluating the program's strategic direction and plan.
- Maintains and updates professional skills and knowledge base through continuing education programs, literature reviews, and publications.
- Represents North Eastman Health Association Inc. in relation to Regional and Provincial Staff Development initiatives.
- Provides a written report to the Program Director highlighting issues, trends and relevant program information on a monthly basis.
- Participates on program and regional committees as assigned. e.g. Education Committee, Accreditation Committee.

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- Contributes to planning process by making recommendations as they relate to education needs, including training and resource material.
 - Performs other duties as required.

Revised: _____
Date

Approved by: _____
Manager/ Supervisor Date

Approved by: _____
Vice President/ CEO Date

Reviewed by : _____
Director, Human Resources Date

NOTE: Original Signed and Dated November 2, 2005