



*POSITION TITLE*

**Nurse Educator (RN)**

*JOB CLASSIFICATION:*

**NON-EXEMPT**

*TITLE OF IMMEDIATE SUPERVISOR:*

**CHIEF NURSING OFFICER**

*DIVISION:*

**MENTAL HEALTH SERVICES**

**POSITION OBJECTIVE/SUMMARY:**

This position is supervised by the Chief Nursing Officer. This position serves as the Kedren Health Director of the Education Training Program. This position requires licensure as a Registered Nurse and experience as stated in CMS Regulations.

**MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION:**

Professional knowledge of a wide range of nursing concepts, theories, principles, and practices to perform highly specialized nursing assignments of advanced nature and considerable difficulty requiring extended specialized training and experience including medical history, physical and emotional assessment, establishment of health and nursing care goals, development of treatment plans, construction and implementation of the care program and evaluation of results.

Must possess and maintain Basic Cardiac Life Support (BCLS)

Must possess and maintain current unrestricted registered nurse license in one of the 50 U.S. states or trust territories.

Bachelors of Science (BSN) required.

Five years experience as a clinical psychiatric inpatient registered nurse required.

Master's Degree in Nursing, Healthcare Administration, or Education is highly desired.

Must possess a familiarity of the Department of Mental Health (DMH), Kedren Health, and other state regulations, rules, policies and procedures as they relate to employee development and training functions.

Must have knowledge of OSHA, TJC and CMS standards. Must be familiar with the NCQA and CMS accreditation process.

Comprehensive knowledge in a broad spectrum of nursing practice specialties to advance the development of programs of continuing education for registered nurses to obtain and maintain excellence in their chosen specialty areas.



Experienced in counseling and mentoring nursing personnel in relation to their individual/group educational needs.

Ability to select, monitor and evaluate staff, educational activities, and evaluate the programs in relations to the new nurse graduates' needs and program objectives.

Must have knowledge of the data analysis and collection techniques in order to collect and analyze data, identify problems and trends, establish priorities on major issues, make recommendation on utilization of appropriate resources, take corrective actions, report activities and document follow up on these actions.

Knowledge of and skill in the use of personal computers, various software, and related computer equipment is required in order to maintain databases, prepare reports and track program activities.

May be required to work evening and night shifts, weekends and holidays.

**MINIMUM PHYSICAL REQUIREMENTS:**

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Work requires moderate physical exertion involving walking, extended periods of standing, as with classroom instruction, and performing administrative activities. Long periods of kneeling, lifting and stooping are required during teaching and other physical assessment skills.

**GENERAL STATEMENT OF FUNCTIONS:**

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1. Serves as a primary technical expert and consultant for Educational Training Program at Kedren Health.
  - a. Participates in the developing, planning, coordinating and implementing employee orientation and education programs for the hospital staff. Ensures that current clinical or administrative concerns/staff educational needs are incorporated into the learning activities for nursing or other instructional needs of the organization. Determines learning objectives, provide guidance to others and identifies sources of information. Reviews and evaluates course materials for clarity, educational adequacy and accomplishment of objectives. Changes in the educational activities are based on the analysis of the results and analysis of staff learning needs.
  - b. Evaluates the effectiveness of the overall employee orientation and continuing educational programs.
  - c. Develops criteria for employee orientation and continuing education programs based upon established guidelines set up by hospital policies, official accreditation organizations, and regulatory agencies. Actively involved in hospital education committees to improve processes.
  - d. Observes, guides and directs professional nurses and other staff members who are involved in developing and presenting employee orientation and educational programs.
  - e. Maintains accurate, retrievable and confidential records in compliance with departmental, organizational, and external agency requirements.



f. Manages and coordinates civilian graduate and undergraduate clinical education. Actively exchanges knowledge of nursing practice and educational concerns with peers and university level academicians.

g. Utilizes a variety of sources to identify learning needs of hospital personnel and plans either formal or informal learning activities to address these needs. Ensures that education training programs are in compliance with The Joint Commission requirements for hospital education, and that standards are actively sustained.

h. Prepares and submits timely and comprehensive reports to internal and external agencies. Integrates research and current literature into educational activities.

i. Embraces and institutes policies and initiatives. (60%)

2. Develops, markets, collects, interprets, analyzes, and reports the results of the staff Learning Needs Assessment Survey(s) in accordance with policy, and The Joint Commission standards.

3. Facilitates information exchange and education as opportunities to improve.

4. Integrates research and current literature into educational activities. (20%)

5. Provides consultative assistance to staff on issues related to competency assessment.

a. Serves as a subject matter expert on issues related to education and competency.

b. Updates tools in response to changing missions and health care practices, and provides guidance to the organization on the importance, organization, and use of competency and personnel documentation folders.

c. Serves as a consultant to leadership and supervisors on issues related to competency and accreditation standards. Monitors, audits and analyzes competency assessment compliance. Reports results to appropriate leadership. Identifies staff learning needs based on competency assessments.

d. Facilitates education and training that maintains or increases staff competency and incorporates the skills of team communication, collaboration and coordination of care.

e. Serves as an instructor for courses/programs offered by hospital education as needed (i.e. life support courses, preceptorship course, new employee orientation, etc). (20%)

Performs Other Duties As Assigned.

#### COMPETENCIES:

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- **Analytical Thinking** - Able to breakdown raw information and undefined problems into specific, workable components that in-turn clearly identifies the issues at hand. Makes logical conclusions, anticipates obstacles, and considers different approaches to the decision-making process.



- **Communication Effectiveness** – Clearly conveys information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.
- **Industry Knowledge** - Understands the industry of mental health and not for profit organizations, including the competition, community resources, the suppliers, the customer/client base and the regulatory environment.
- **Interprofessional Teamwork** – Displays team-based professional skills, roles, and responsibilities in order to ensure an environment for safe, efficient, effective, and equitable care and innovative research.
- **Mental Health/Psychiatry Knowledge** – Demonstrates knowledge and understanding of mental health, mental illness and mental health services; integrates knowledge of societal, cultural, psychological, environment, spiritual and belief systems that influence mental health and illness.
- **Planning and Organization** – Establishes a systematic course of action for self or others to ensure accomplishment of a specific objective or case plan/management. Sets priorities, goals, and timetables to achieve maximum productivity.
- **Professionalism** – Thinks carefully about the likely effect on others of one’s words, actions, appearance, and mode of behavior. Selects the words or actions most like to have the desired effect on the individual or group in question. Demonstrates respectful and effective relationships with colleagues and clients and their families.
- **Program Development** – Recognizes, understands and facilitates educational opportunities and coordinates resources that best respond to the needs of the individuals and communities.
- **Quality Management** – Demonstrates a commitment to quality services and deliverables for internal and external customers. Promotes continuous process improvement techniques to modify procedures.
- **Report Generation** - Gathers and disseminates appropriate level of information, formulates it into a formal report that is complete, accurate and thorough for the intended audience.
- **Technical Capability** – Applies and demonstrates technical capacity for job specific technical requirements including software technology, applications, judgment and procedures to achieve position requirements and organizational needs.
- **Thoroughness** - Demonstrates attention to detail and accuracy. Defines and organizes tasks, responsibilities, and priorities. Takes responsibility for timely completion.

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Employee Name (please print):

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Employee Signature

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Date



**KEDREN ACUTE PSYCHIATRIC HOSPITAL AND  
COMMUNITY MENTAL HEALTH CENTER**

**JOB DESCRIPTION**

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Reviewed By: Supervisor Signature

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Date