

IN-SERVICE EDUCATION NURSE

DISTINGUISHING FEATURES OF THE CLASS: This is technical training work of a difficult nature which includes assisting in the formulation of philosophy and objectives of the nursing in-service education division. Emphasis is placed on orientation, training and evaluation of nursing and related ancillary personnel within an institutional setting. General supervision is received from the Assistant Administrator for Clinical Services. Assumes management responsibility for the In-service Department that includes, but is not limited to personnel evaluations, employee counseling, staffing patterns, department expenditures, budget proposals and personnel interviews. Does related work as required.

TYPICAL WORK ACTIVITIES:

Identifies individual and collective learning needs of nurse practitioners and allied nursing personnel;
Plans continuing education programs for facility staff;
Conducts demonstration teaching sessions and training sessions including new employee orientation, clinical orientation for all nursing personnel and the 100 hour Nursing Assistant training programs;
Plans continuing education programs for facility staff;
Consults with all departments as to need and content of proposed or suggested programs;
Plans and conducts community health education programs;
Prepares training guidelines and manuals for nursing units;
Arranges nursing staff participation in workshops, conferences and training symposiums;
Maintains a variety of records and reports, certificates of completion, continued education, reference library and progress reports;
Attends community meetings, seminars and workshops;
Supervises and evaluates the Assistant In-service Education Nurses and Nursing Assistants in the Department;
Submits budget proposals;
Interviews prospective employees for Nursing Department as needed;
Participates in the development and implementation of policies and procedures.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of nursing theory and techniques;
Good knowledge of the principles and practices of administering, supervising and evaluating in-service education programs;
Good knowledge of health facility organization, practices and procedures;
Ability to use audio visual aids;
Ability to effectively conduct teaching and training classes;
Ability to maintain records and make reports;
Ability to orally communicate effectively;

Ability to prepare effective training materials;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Nursing and one year of supervisory experience in professional nursing activities; OR
- (B) Graduation from an approved three year school of professional nursing and two years of experience in professional nursing activities, one year of which shall have been in a supervisory capacity; OR
- (C) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree in nursing and three years of experience in professional nursing activities; one year of which shall have been in a supervisory capacity; OR
- (D) An equivalent combination of training and experience as indicated within the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS: Eligibility for a license issued by the State of New York to practice as a Registered Professional Nurse. Possession of license at the time of appointment.

R370 1/25/99

COMPETITIVE