

IN-SERVICE TRAINING COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the formulation and administration of orientation and in-service training programs to meet the needs of personnel with the Department of Nursing Homes. The incumbent is also responsible for the conduct, evaluation, improvement of training programs, facility policies and procedures development and required employee health assessment management. The work is performed under general supervision with considerable leeway permitted for the exercise of independent judgement in planning course content, instruction methods and assignment organization. Supervision may be exercised over the work of subordinate personnel. An In-Service Training Coordinator does related work as required.

TYPICAL WORK ACTIVITIES:

- Coordinates orientation of all new employees with additional instruction to newly appointed RNs, LPNs and Nurse Aides;
- Formulates, evaluates, and revises orientation and in-service training courses and programs;
- Works with the Director of Nursing in preparing general in-service programs for facility personnel;
- Keeps abreast of the latest teaching aids and has up-to-date reference material for teaching;
- Maintains materials related to training programs such as films, books, and related material;
- Maintains records of programs presented and employee participation in training and continuing education programs;
- Continually evaluates training needs of the facility and the effectiveness of current training programs;
- Evaluates nursing care needs, products, equipment and procedures for the delivery of services to residents;
- Assists with facility infection control activities;
- Works closely with the Director of Nursing Services on developing, reviewing and revising all nursing policies and procedures, all pharmacy policies and procedures as well as any other policies and procedures that relate to resident services;
- Coordinates and participates with required employee health assessments;
- Maintains employee health records per federal and state regulations;
- Active with quality assurance projects and audits as assigned;
- May serve as an Acting Director of Nursing Services;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of nursing theory and practices;
- Good knowledge of the principles and practices of conducting staff development programs;
- Working knowledge of principles and practices of nursing home administration;
- Familiarity with teaching methods;
- Ability to analyze jobs, functions and problems;
- Ability to secure cooperation of department heads and nursing personnel;
- Ability to assist in implementing training programs;

- Initiative; good judgement; patience; tact; courtesy;
- Physical condition sufficient to perform the essential functions of the position;
- Thorough knowledge of clinical and state/federal regulatory requirements necessary to maintain quality care in a skilled nursing facility;
- Thorough knowledge of nursing techniques and their relation to medical practices;
- Thorough knowledge of understanding of management principals including planning, organizing, setting priorities, delegation implementation and evaluation;
- Thorough knowledge of the care planning process;
- Ability to schedule, coordinate and present necessary state mandatory in-services;
- Ability to schedule and coordinate new employee documentation including criminal history record checks;

MINIMUM QUALIFICATIONS: Candidates must possess a license issued by the State of New York to practice as a Registered Nurse and three years of experience as a Registered Nurse and have either:

- A. An additional three (3) years of experience as a Registered Nurse which must have been in a supervisory capacity;

OR

- B. Completion of a professionally recognized course in teaching adult learners or New York State Education Department teacher certification;

OR

- C. An additional two years of experience teaching nursing or nursing related programs to adults in an academic setting approved by the State Education Department or other recognized accrediting body.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 9/23/2010