

JOB DESCRIPTION

JOB TITLE: Clinical Educator

DEPARTMENT: Staff Education

DIVISION:

REPORTS TO: Manager of Education and Infection Prevention

POSITION SUMMARY:

Reporting to the Manager of Education and Infection Prevention, the Clinical Educator is part of a team responsible for the overall professional development process for staff. The Clinical Educator also contributes to other performance improvement and educational activities that promotes an environment of care while supporting the organizational vision and mission and strategic goals of _____(Agency Name)

EDUCATION AND QUALIFICATIONS:

- Current license in the State of Florida as a Registered Nurse/BSN preferred.
- CHPN Certification preferred.
- At least one (1) year discipline specific experience in home health, hospice and/or palliative care or related field.
- Current CPR certification.
- Must obtain certification as a cardiopulmonary resuscitation (CPR) instructor within 6 months of DOH
- In depth current knowledge in area of specialty related to home health, hospice and palliative care
- Knowledge of adult learning principles preferred.
- Commitment and ability to work with various departments and interdisciplinary teams to meet patient/family care and organizational goals.
- Strong interpersonal, oral and written communication and public speaking skills.
- Must have reliable transportation to perform tasks and responsibilities in a timely and appropriate fashion. Must be able to provide proof of automobile insurance.

ESSENTIAL JOB RESPONSIBILITIES:

- Develop and maintain professional education to support the organization's vision, mission, and strategic goals.
- Assess, design, develop, deliver and evaluate the professional development/learning needs of staff.
- Design, develop and maintain written and/or e-learning resources for paid/unpaid staff, and patients/families.
- Support/partner with the agency's leaders in the assessment, design (researching best practices when appropriate), development, delivery and evaluation of standards of practice, clinical electronic documentation standards, clinical competencies and clinical parameters that enhance patient/family care outcomes and best practices.
- Consistently meet all regulatory requirements for training including: Medicare CoPs training requirements, AHCA training regulations, OSHA training requirements and DOEA (Alzheimer's), The Joint Commission Standards, and licensure/CE Broker CE requirements.

JOB DESCRIPTION

- Utilizes adult learning principles, including activities that encourage actions, decisions and practice patterns consistent with our mission, vision, and values.
- Perform general office support functions and assist staff as necessary. Duties may also include identifying and escalating workflow issues, providing clerical support on departmental projects, reservations of command classrooms/conference rooms, compiling training statistics and other reports.
- Coordinate and lead Basic Life Support (BLS).
- Maintain clinical skills in area of practice and assume responsibility for own continuing professional development.
- Administer and read tuberculin skin testing for staff and volunteers.
- All other duties as assigned.

SKILLS AND COMPETENCIES:

- Possesses ability to multi-task; exhibits adaptability and flexibility in meeting _____ (Agency Name) strategic goals.
- Ensures compliance with all training documentation standards and regulations.
- Demonstrates passion for providing the highest quality support and on-the-job education to the IDT in a variety of care environments.
- Assists in the implementation and maintenance of the policies and procedures of the Staff Education and Patient Care Department; adheres to and assists in the evaluation of the same.
- Assists in maintaining federal and state regulatory compliance.
- Proficient in Electronic Medical Records, emails and basic computer knowledge.

COMPANY STANDARDS:

- Demonstrates courtesy, respect, sound judgment, and professionalism.
- Listens with patience and respect for the other person.
- Takes responsibility for own actions and decisions.
- Demonstrates honesty and integrity in all dealings.
- Maintains a positive attitude and caring spirit.
- Makes effective use of work time to accomplish tasks, keeping person business, breaks and socializing to a minimum.
- Dependable, trustworthy, and demonstrates appropriate attendance pattern.
- Demonstrates concern for the rights, opinions, privacy and confidentiality of others.
- Willingly seeks new assignments, assumes additional duties when necessary, and takes independent action to identify problems.
- Seeks management involvement when necessary.
- Demonstrates prudent use of company resources.
- Practices _____ (Agency Name) Mission Statement, Vision Statement, and Core Philosophy in both words and actions.

PHYSICAL DEMAND:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee may be required to stand, walk, sit, use hands to finger, handle or feel objects/tools/controls, reach with hands/arms, climb stairs, balance, stoop, kneel, crouch or crawl, talk, hear, taste, or smell. This employee must occasionally lift and/or move up to 50

JOB DESCRIPTION

pounds. Specific vision abilities required for this position include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

This job description does not list all of the duties of the job. You may be asked by supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.

_____ (Agency Name) has the right to revise this job description at any time. The job description is not a contract of employment and employee or employer may terminate employment at any time.

Employee Name – PRINT

Date

Employee Signature