

Christian Health Care Center

Mission: Providing skilled health care services with compassion and love in Christ's name.

JOB DESCRIPTION

TITLE: Staff Development Coordinator
REPORTS TO: Director of Nursing Services
FLSA STATUS: Non-Exempt, Hourly

JOB SUMMARY: This position functions as a member of the health care team assisting with new employee general orientations, providing nursing department educational opportunities, assisting with state and federal regulation adherence and coordinating the facility Infection Control Program. This position is responsible for providing supervision of skills performance for the nursing staff.

ESSENTIAL JOB FUNCTIONS:

1. Works alongside employees to promote a team effort and maintain the highest quality of resident service. Serves as a role model for the nursing staff.
2. Good attendance is an essential requirement of this position.
3. Actively supports the entire nursing staff with patient care as needed.
4. Assists with nursing staff performance evaluations.
5. Assists in providing supervisory support with the NAC staff, including orientation, training, coaching and discipline.
6. Provides in-service support as needed or requested.
7. Serves as a back up NAC Instructor.
8. Participates with education of licensed nurses in incident reporting software.
9. Coordinates / provides ongoing specific departmental in-services. Ensures NAC's attend 12 hours of in-service training each year.
10. Participates in assessments of individual skills of nursing staff and performs education/retraining when indicated.
11. Coordinates facility Infection Control Program, maintaining infection control logs and serves as Infection Control reference person for staff.
12. Reviews and updates exposure control plan yearly, in cooperation with the safety committee.
13. Coordinates occupational exposure incidents, including investigation, MD appointments, OSHA paperwork, lab work and records management.
14. Sets up precautions as indicated according to Infection Control policies. Assists Licensed Nurses regarding appropriate treatment and follow-through of infectious diseases.
15. Oversees TB testing of employees and residents and maintains necessary records in accordance with state and federal regulations.
16. Coordinates influenza programs for patients and staff.

Other Duties

17. Provides assistance with NAC and Licensed Nurse monthly and daily scheduling.
18. Participates as a member of in-house committees as needed and requested.
19. Participates in continuing education programs to maintain current license and upgrade nursing skills and knowledge of current trends and standards in LTC.
20. Performs special projects assigned by the DNS.

WORKING CONDITIONS AND EQUIPMENT USED:

Work is performed in a fast-paced patient/resident environment with frequent interruptions. Incumbent must be team-oriented and work collaboratively with an

interdisciplinary team, demonstrating strong communication and problem solving skills. Incumbent must be able to effectively utilize computers, software, and various medical equipment. Must be available by phone to address staffing/coverage issues as requested. Occasional travel to attend local meetings. Travel outside local area may be needed to attend seminars or conferences.

QUALIFICATIONS

Knowledge of

- State and federal regulations pertaining to long term care.

Ability to

- Act as a positive team player and lead others with respect.
- Support and promote CHCC's mission and philosophy.
- Exhibit strong assessment skills.
- Excellent verbal and written communication skills, ability to explain policies and procedures and motivate staff compliance.
- Ability to maintain strict confidentiality with sensitive medical information and foster a safe, ethical work environment.
- Excellent interpersonal skills and ability to maintain effective relationships with residents, families, staff, and members of the public.
- Proficient with various software (Microsoft Outlook, Word, and Excel).
- Work independently and strong organizational skills.

Education and Experience

- Currently licensed in the State of Washington as a RN, with license in good standing.
- Two or more years experience in a long term care setting as a licensed nurse.
- Supervisory experience preferred.

GENERAL PHYSICAL/MENTAL REQUIREMENTS

Requires ability to move throughout the facility on a consistent basis. Must be able to lift and carry medical supplies and equipment weighing up to 30 pounds. Must be able to push and maneuver a wheelchair throughout the facility. Position requires hand manipulative skills for word processing and writing. Must be able to hear verbal conversations over the phone and in-person with background noise. Must be able to consistently identify objects and persons at a distance and read fine print on medical records and forms. Ability to speak clearly and make self understood in a one-on-one basis with clinic residents and in a variety of formal and informal group settings.

Anita Tallman, Executive Director/Administrator

Date

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.