Job Title: RN Staff Development Coordinator

Department: In-Service Education

Reports To: Executive Director

FLSA Status: Non-Exempt

SUMMARY: The RN Staff Development Coordinator is responsible for delivering education to staff at the assigned campuses and ensuring that online education modules are assigned appropriately. The RN Staff Development Coordinator is also responsible for the Employee Health Program and monitoring.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned:

* Deliver education to staff members both in a classroom and unit-based setting.
* Utilize the online Learning Management System to assign online education to appropriate employees, and assist management in tracking and reporting on completion status.
* Assist in the development of education curriculum. May take content ownership responsibility for one or more online education modules.
* Maintain certification to teach Certified Nurse Assistant and/or Certified Home Health Aide classes as required. Act as Lead or Assistant Instructor for scheduled CNA and/or CHHA classes as applicable to campus of employment.
* Performs annual employee health screenings for employees and volunteers, including PPD administration and reading.
* Manages employee vaccination program per policy.
* Supervises LPN Staff Development Coordinator.
* May participate in Return-to-Work discussions for employees who have been out of work for health reasons to ensure appropriate analysis of reasonable accommodations occurs as coordinated by Human Resources.
* Assists in interviewing service assistants.
* Schedules classes according to recruitment needs, as approved by administration.
* Assists in monitoring staff education requirements for regulatory compliance.
* Completes and manages competency evaluations for clinical staff.
* Assists in scheduling and managing competency evaluations for non-clinical staff.
* Ensures proper maintenance of certification records.
* Follows scope of practice guidelines.
* Must understand and follow all HIPAA Guidelines
* Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES: LPN Staff Development Coordinator

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE: Graduation from an accredited School of Nursing. Must have two years’ experience as a long-term care nurse. Must have two years’ experience as a Staff Development Nurse. Must be licensed as a Registered Nurse in the State of New York or Pa depending on campus of employment.

LANGUAGE SKILLS: Must have the ability to communicate in English both orally and in writing so as to complete required documentation, and must respect the principles of Resident Rights, confidentiality, EEO and ADA. Some computer experience is also preferred.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS: Current license as Registered Nurse in the State of New York or Pennsylvania based on campus of employment.

PHYSICAL DEMANDS: 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. While performing the duties of this job, the employee is frequently required to talk or hear. The employee is required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; and smell. The employee is occasionally required to lift up to 50 pounds and to push or pull up to 150 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet to moderate.

**Acknowledgement:** I have read this job description and fully understand the requirements of the position. I accept this position and agree to perform the identified essential functions in a safe manner and in accordance with the facility’s established procedures.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_