

STAFF DEVELOPMENT COORDINATOR



JOB DESCRIPTION	
Department	Nursing
Reports to	Director of Nursing, Administrator
Reporting to this position	None
Job Classification	Nurse with Administrative Duties
Position Purpose	Develop, implement, and maintain an effective training program for all new and existing staff, contracted staff, and volunteers, consistent with their expected roles.

Required Qualifications

- ❖ Minimum requirements include the following:
 - A nursing degree from an accredited college or university, or be a graduate of an approved LPN/RN program.
 - Two years of experience as an LPN/RN.
 - Eligible to participate in federally funded health care programs.
- ❖ Must also meet state requirements for relevant licensures or certifications and have no disciplinary action in effect against professional license.
- ❖ Must meet state requirements for lead instructor in the facility Nursing Assistant Program
- ❖ Extensive knowledge of current standards of practice and the rules, regulations, and laws related to the long-term care industry. Ability to teach this knowledge to others.

Major Duties and Responsibilities

Participates in the completion of the facility assessment at least annually for determining the knowledge and skills required among staff to meet residents' needs.

Identifies and prioritize the facility's educational needs through the completion of an educational needs assessment, based on the facility assessment.

Works closely with the facility's Compliance Officer and other leaders in developing a training plan that addresses all regulatory requirements and any other topics identified in the facility assessment and/or needs assessment. Develop educational calendars in accordance with the plan.

Plans, schedules, conducts, and oversees orientation programs for all personnel.

Develops, schedules, and directs refresher training, as necessary, for all personnel. Tracks attendance/completion of training to ensure that all required training is received by all personnel in a timely manner.

Reviews educational content to ensure the information reflects current standards of practice and facility policies and procedures. Develops or revises content as needed. Utilizes outside resources for content development, such as consultants, content experts, or electronic learning systems.

Develops, schedules, conducts and oversees the facility Nursing Assistant Program. Maintains class training and attendance records.

Collaborates with department managers for developing competencies required for meeting residents' needs. Assists with evaluating competencies, depending on the knowledge-based, technical, or behavioral nature of the competency.

Cooperates with the Administrator during routine evaluation of the training program's effectiveness.

Schedules trainings with flexibility to ensure limited disruption of resident care, and ample opportunity for staff to attend. Posts notices of trainings in advance.

Maintains all training records, reports, instructional materials, and speaker qualifications related to each educational program.

Provides opportunities for staff to obtain continuing education credits for maintaining certifications/licensure. Maintains all documentation related to continuing education.

Maintains attendance records and individual training records in accordance with facility policy.

Additional Assigned Tasks

- ❖ Treats all residents with dignity and respect. Promotes and protects all residents' rights.
- ❖ Establishes a culture of compliance by adhering to all facility policies and procedures. Complies with standards of business conduct, and state/federal regulations and guidelines.
- ❖ Follows appropriate safety and hygiene measures at all times to protect residents and themselves.
- ❖ Maintains confidentiality of protected health information, including verbal, written, and electronic communications.
- ❖ Reports noncompliance with policies, procedures, regulations, or breaches in confidentiality to appropriate personnel. Reports any retaliation or discrimination to HR or compliance officer.
- ❖ Reports any allegations of abuse, neglect, misappropriation of property, exploitation, or mistreatment of residents to supervisor and/or administrator. Protects residents from abuse, and cooperates with all investigations.
- ❖ Reports any occupational exposures to blood, body fluids, infectious materials, and/or hazardous chemicals in accordance with facility policy.
- ❖ Participates in all life safety and emergency drills and trainings. Fulfills responsibilities as assigned during implementation or activation of the facility's emergency plan.
- ❖ Reports work-related injuries and illnesses immediately to supervisor.
- ❖ Follows established infection control policies and procedures.
- ❖ As a condition of employment, completes all assigned training and skills competency.
- ❖ Remains current on new developments by attending professional institutions, reading professional journals, attending professional seminars, or reading new laws, rules, and regulations.
- ❖ Assists with admission, discharge, or care of residents as needed.
- ❖ Uses proper lifting and body mechanics while delivering care to residents.
- ❖ Performs administrative duties as assigned.
- ❖ Serves on, participates in, and attends facility, departmental, or committee meetings as required or appointed.

- ❖ Assists with developing and adhering to an education budget. Keeps Administrator informed of any resource or equipment needs.
- ❖ Assists the Administrator and/or Director of Nursing in developing the Nurse Aide Training Curriculum used by the facility (if applicable). Submits to state agency as required.

Personal Skills and Traits Desired/Physical Requirements

- ❖ Ability to read, write, speak and understand the English language.
- ❖ Must be a supportive team member, contribute to and be an example of team work.
- ❖ Ability to make independent decisions when circumstances warrant such action.
- ❖ Ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public.
- ❖ Must have patience, tact, and willingness to deal with difficult residents, family and staff.
- ❖ Must be able to relay information concerning a resident's condition.
- ❖ Must not pose a threat to the health and safety of other individuals in the workplace.
- ❖ Must be able to move intermittently throughout the workday.
- ❖ Meets general health requirements according to facility policy, including medical and physical exams and checking immunity status to various infectious diseases.
- ❖ Ability to work beyond normal working hours and on weekends and holidays when necessary.
- ❖ Ability to assist in evacuation of residents during emergency situations.
- ❖ Ability to bend, stoop, kneel, crouch, perform overhead lifting and perform other common physical movements as needed for the position.
- ❖ May be subject to falls, burns from equipment, and/or odors throughout the day; encounter reactions from dust, tobacco smoke, disinfectants, and other air contaminants.
- ❖ Subject to exposure to infectious waste, diseases and/or conditions which include AIDS, Coronavirus, Hepatitis B, and Tuberculosis.
- ❖ May be subject to hostile or emotional residents, family members, visitors or personnel.
- ❖ Ability to work independently, and to organize, plan, and manage time effectively to complete assignments.
- ❖ Knowledgeable of nursing and medical practices, and ability to demonstrate knowledge and skills necessary to provide appropriate care to meet resident needs.
- ❖ Effective verbal and written communication skills and ability to exercise judgement.
- ❖ Strong listening skills and ability to deal with conflict with professionalism and courtesy.
- ❖ Intermediate computer skills, including ability to create documents in various programs (Word, Excel, Publisher, PowerPoint, Adobe), and navigate electronic medical record systems.
- ❖ Positive interpersonal relationship skills, including with persons of all ages and cultures.

Universal Precautions Risk Classification Categories:

1. Task may involve exposure to blood and/or body fluids.
2. Tasks do not involve contact with blood and/or body fluids but could result in performing category 1 task.
3. Tasks do not involve any risk of exposure to blood or body fluids.

*The classification for this description is a **Category 1**

Compliance as a Condition of Employment and Performance Appraisal

Agreement to abide by all standards, policies, and procedures of the facility, including the facility's compliance and ethics program, is a condition of employment. Compliance will be a factor in evaluating job performance. Violations, including failure to report violations, will result in disciplinary action, up to and including termination.

This job description is intended to convey the general scope of the major duties and responsibilities inherent in this position. Other tasks not listed here may be assigned if the tasks are similar or related to the essential duties of the position. Periodic revision may be necessary to reflect changes in expectations placed on the long term care industry by various governmental agencies. This job description will be reviewed and/or revised annually and as needed.

Individual performance will be evaluated using the following scale:

1. **Unsatisfactory:** Achieves results which are far less than the standards identified for the performance factors rated.
2. **Needs Improvement:** Achieves results which are less than the standards identified for the performance factors rated. Exhibits the potential to become a competent performer. May be new to job or need skill development.
3. **Meets Standards:** Achieves results which meet the standards identified for the performance factors rated. This rating is the expected level of performance.
4. **Exceeds Standards:** Achieves results which usually exceed the standards identified for the performance factors rated.

Reasonable Accommodation Statement

Consistent with the Americans with Disabilities Act (ADA) and Alabama Civil Rights Laws, it is the policy of Generations of Red Bay to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact Human Resources.

EMPLOYEE ACKNOWLEDGEMENT

I have read the above job description and understand the requirements and expectations of the position of Staff Development Coordinator at Generations of Red Bay.

Employee's Signature

Date

Supervisor's Signature

Date