

JOB DESCRIPTION

**Job Title:** Clinical Educator

**Classification:** Full Time/Exempt

**Education Required:** BSN, or actively in the process of obtaining BSN, from an accredited

School of Nursing. Current Indiana Nursing License required.

**Reports to:** CNO

**Creation Date:** 12/20/16

**Revised Date:**

**Job Description Summary:**

The Clinical Nurse Educator is responsible fororientation, education and training of all new employees, ongoing education and training of existing employees - keeping everyone up to date on certifications, policies etc.  The Nurse Educator is also responsible for being a part of the system wide training and committees, participating in projects within health systems, active role in implementing and educating staff on new programs and competencies

**Essential Duties and Responsibilities**:

* In conjunction with Human Resources, plans, organizes, implements and evaluates orientation for new employees.
* Identifies and assesses learning needs of employees by observing care being delivered, reviewing quality assurance data, and seeking input from the department staff and managers.
* In conjunction with department management, participates in the development of unit-specific policies, procedures, and patient care standards. Assist in implementing such changes within the service line.
* Develops list of education needs and identifies best method for meeting needs of employees, including, but not limited to, in-service education, certification programs, outside workshops/seminars, professional readings for assigned service area.
* Researches topics to be presented and facilitates various education activities, e.g., certification programs, in-services, unit clinical rotations, skills laboratories, etc. This includes general competency and annual competency processes.
* Evaluates effectiveness of educational activities conducted and revises materials as necessary.
* Plans, coordinates and implements educational programs for nursing personnel.
* Maintains accurate records of educational activities offered and communicates and reports as appropriate.
* Acts as liaison for other hospital departments for education activities.
* Keeps Chief Nursing Officer well informed of activities.
* Health Stream Administrator – manages and coordinates facility-wide computer based training program in cooperation with individual manages and directors. Assigns computer based training classes to all employees including orientation assignments, annual mandatory assignments and any classes requested by managers and directors for individual.
* Nursing Policy/Procedure review – coordinates annual policy/procedure review for general nursing policies.
* Other duties as may be assigned.

**Job Requirements**

**Education:** BSN, or actively in the process of obtaining BSN, from an accredited

School of Nursing.

**Licensure/Certification**: Currently licensed by Indiana State Board of Nursing, required.

**Experience**: Five years of nursing experience, two of which have been in a supervisory or teaching position. Strong verbal and written communication skills. Evidence of skills in leadership, creativity, integrity and positive attitude.

**Physical Requirements**: Frequent sitting, standing and walking. Able to lift 100 lbs unassisted. Frequent bending, reaching and stooping. Adequate hearing and vision for effective communication.

I have received my job description and understand that I will be evaluated on the requirements as described therein.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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