

JOB DESCRIPTION

This job description is a summary of the typical job duties and requirements that are essential to the evaluation of the job and is not intended to be complete in detail. On occasion, individuals classified on this job may be required to perform functions of a higher or lower skill level not included in this job description.

Job Title: Assistant Nursing Director for Education		Date: October, 2008	
Cost Center #: 231020	Cost Center Name: Nursing Services Staff Development	Reports to (first level): Assistant Hospital Director for Patient Care	2nd level of Supervision: Director of Medical Center

1. JOB SUMMARY & SCOPE:

The Assistant Nursing Director for Education facilitates, directs, and coordinates the designing, planning, implementing & evaluating of educational programs and staff development activities for the Nursing Department. Ensures that educational programs/ services are consistent with criteria and standards established by accrediting bodies and professional organizations such (ANCC, ANA, AHA, LMOH, JCI, and Order of Nurses in Lebanon).

Consults with nursing administration, nurse managers, staff, and physicians to ensure patient and staff needs are met. Develops manuals, educational policies, procedures, and competencies. Serves as a resource person to nursing staff and management. Develops and defines the competencies required of clinical educators, and coaches and mentors them to ensure their continuous professional development. Develops and supervises the implementation of the Practical Nurse Training Program.

Acts as an active member of major nursing projects as assigned by the Nursing Director. Collaborates with the Nursing Quality Management Team on educational requirements to promote quality of services.

Coordinates with the Assistant Hospital Director for patient Care affiliations with other hospitals to deliver staff development and other activities. Acts as a member of the Magnet Steering Committee and owner of Magnet forces 11 and 14, the Assistant Nursing Director for Education contributes to the leading process of the Nursing Services at AUBMC for the successful achievement of the Magnet Recognition. Enforces Joint Commission International (JCI) requirements, including but not limited to International Patient Safety Goals, national and international standards through clinical rounds on the patient care units.

Supports the mission and vision of the American University of Beirut Medical Center (AUBMC) and of the Nursing Services Department.

2. MAJOR FUNCTIONS PERFORMED/PERFORMANCE STANDARDS:

2.1. Managing and organizing educational programs:

2.1.1. Plan, develop, implement, and evaluate in-service trainings and continuing education programs according to ANCC for the Nursing Department:

2.1.1.1. Responsible for staff development activities and programs.

2.1.1.2. Mentor and coach Staff Development clinical Educators.

2.1.1.3. Identify critical staff development issues and problems, determine the appropriate training interventions, and implement appropriate strategies.

2.1.1.4. Determine department development, and learning needs, change and design programs or interventions depending on changing needs.

2.1.1.5. Coordinate and collaborate with Advanced Practice Nurses and Clinical Educators on the professional development and competence of all nursing staff.

2.1.2. Assist in providing the Nursing Department personnel with learning opportunities to meet their respective job evaluation criteria per JCI standards.

- 2.1.3. Coordinate training sessions and programs.
 - 2.1.4. Brief and recommend action to the Assistant Hospital Director for Patient Care on training activities.
 - 2.1.5. Provide educational sessions on inter-professional ethics to medical students and others as needed.
 - 2.1.6. Assess, request and maintain clinical education tools/kits/simulators.
 - 2.1.7. Identify/Screen internal and external education/training resources.
 - 2.1.8. Maintain career development resources. Identify latest issues in nursing/other issues and arrange guest speakers for educational offerings.
 - 2.1.9. Organize and develop training materials, course outlines, reference library, testing and evaluation procedures, multi-media visual aids, and other educational materials.
 - 2.1.10. Design bulletins, brochures, booklets, and announcements to publicize various training programs and activities.
 - 2.1.11. Evaluate the training activities and effectiveness of the educational materials through instructor and staff participation/feedback.
 - 2.1.12. Assist the Assistant Hospital Director for Patient Care for developing and coordinating the affiliation activities of the Nursing Department addressing national and regional needs of healthcare providers.
 - 2.1.13. Plan for training of nursing staff and students as requested by the department.
- 2.2. Oversee staff orientation program ensuring standards of technical and professional competence are attained:
- 2.2.1. Plan orientation program for all new and transferred nursing staff at all levels to include didactic and clinical experience adequate to attain required standard of performance.
 - 2.2.2. Revise and update educational materials as needed.
 - 2.2.3. Design and verify orientee technical/professional skill competencies checklists as per unit of assignment.
 - 2.2.4. Follow-up on the preceptorship and mentorship process to ensure appropriate implementation of the orientation program.
 - 2.2.5. Act as a professional role model.
 - 2.2.6. Evaluate the timeliness of the orientation process.
 - 2.2.7. Oversee the implementation of the nurse residency program and evaluation of the orientation program.
- 2.3. Facilitate orientation, in-services education and continuing education activities, mandatory education and competency system for nurses at all levels. Teach in selected programs:
- 2.3.1. Provide Clerical Support to Achieve Strategic Goals.
 - 2.3.2. Verify compliance statistics for mandatory education of nurses at all levels
 - 2.3.3. Verify and issue Staff Educational records for performance appraisals
 - 2.3.4. Follow up on guest speakers and students from other universities with required documents as per policy.
 - 2.3.5. Directs and supervise the Practical Nurse Training Program, and participate in Research work:
 - 2.3.5.1. Practical Nurse Training Program (PNTTP):
 - 2.3.5.1.1. Overlook the application process, set dates for entrance exams, set criteria for acceptance and interview them with the Assistant Hospital Director for Patient Care.
 - 2.3.5.1.2. Follow-up on administrative issues related to the application process and program logistics.
 - 2.3.5.1.3. Follow-up on the general performance on students in both theory and practice on a weekly basis with instructors and as needed.
 - 2.3.5.1.4. Discuss with the Assistant Hospital Director for Patient Care the general performance and submit a quarterly report.
 - 2.3.5.1.5. Coordinate clinical experiences with the Nurse Managers and other

departments.

2.3.5.1.6. Verify and approve the final transcripts of graduating students.

2.3.5.1.7. Prepare certificates and arrange for graduation ceremony.

2.3.5.1.8. Perform clinical rounds on the practical nurse students and verify their performance in patient care settings.

2.4. Research and Evidence Based Practice:

2.4.1. Create an environment supportive to critiquing, using, and participating in research/ EBP activities.

2.4.2. Participate in writing articles for publications.

2.4.3. Use current professional educational research/ EBP in practice and in teaching.

2.4.4. Support patient research/EBP and care through cooperation with medical/research staff and nursing.

2.5. Responsible for compliance with regulatory and accreditation requirements:

2.5.1. Assume responsibility for implementation of ANCC criteria for all continuing education activities:

2.5.1.1.1. Maintain proper communication with ANCC, Commission on Accreditation. Timely reports and follow up on needed requirements.

2.5.1.1.2. Coordinate with other institutions/Professional Organizations as co-providers for continuing education activities as per ANCC criteria.

2.5.2. Participate in JCI review and Magnet Recognition when applicable.

2.5.3. Participate in the accreditation process of Continuing Education Units (CEU)

2.5.4. Assume responsibility for meeting JCI and LMOPH required mandatory education, e.g., fire, safety, infection control and others.

2.5.5. Follow up on the activities and communication of the Life Support Center Coordinator with The American Heart Association (AHA) and ensures implementation of AHA guidelines and criteria.

2.6. Participate in major nursing projects as assigned by the Assistant Hospital Director for Patient Care:

2.6.1. Chair standing nursing committees and act as advisor for clinical councils and participate in hospital committees as appointed by the Assistant Hospital Director for Patient Care act as member of multidisciplinary task forces.

2.6.2. Collaborate with the Nursing Quality Management Team on quality of services, monitor the implementation of quality improvement activities, and design educational programs in response to quality improvement needs.

2.6.3. Use various quality management strategies to continuously improve staff development programs.

2.6.4. Follow up in Key Performance Indicators of Staff Development and conduct PI activities accordingly.

2.7. Develop/ review and/ revise policies, procedures, and competencies:

2.7.1. Formulate training policies and procedures.

2.7.2. Review & revise the development and implementation of departmental policies and procedures for the Nursing Department.

2.7.3. Assist with the development, implementation and evaluation of patient care standards.

2.7.4. Review and revise current policies and procedures in general and unit specific manuals.

2.7.5. Develop, define and update the competencies required of all nursing staff at all levels.

2.7.6. Ensure the implementation of Standards of Care and Practice by nurses at all levels and in all patient care areas.

2.8. Managing, leading and professionally developing people:

2.8.1. Organize and delegate work in an effective manner, for establishing appropriate time

<p>frame for completion of work</p> <p>2.8.2. provide the necessary leadership to ensure effective staff development work results</p> <p>2.8.3. Counsel nursing staff at all levels and create an environment which encourages and allows participation in order to promote retention, productivity, employee safety and quality care</p> <p>2.8.4. Ensure continuous professional development of self and staff under direct responsibility.</p> <p>2.8.5. Encourage and follow up on specialty certifications for nurses at all levels.</p> <p>2.8.6. Coach and guide nurse managers when necessary.</p> <p>2.8.7. Responsible for ensuring a work environment that promotes and embraces diversity</p> <p>2.9. <u>Follow up on clinical rounds:</u></p> <p>2.9.1. Performs clinical rounds on all patient care units to follow up on the performance of clinical educators, preceptors, mentors, and new orientees.</p> <p>2.9.2. Perform clinical rounds on patient care unit to follow up on the progress of the practical nurse students and nursing students from other universities practicing at the AUBMC.</p> <p>2.9.3. Perform clinical rounds and conduct individual training needs analysis on the individual, unit, and departmental level, and work with managers to assess and meet the identified needs.</p>
<p>3. PRINCIPAL WORKING RELATIONSHIPS:</p> <p>3.1. Regular contacts with work associates, hospital, medical staff, and patients.</p> <p>3.2. Frequent contact with nursing professional staff and students.</p>
<p>4. INDEPENDENCE OF OPERATION:</p> <p>4.1. Report to the Assistant Hospital Director for Patient Care.</p> <p>4.2. Work according to established standards of care and practice.</p> <p>4.3. Adhere to all regulatory policies and procedures of AUBMC and the Nursing Department.</p>
<p>5. CONSEQUENCES OF ACTIONS OR DECISIONS:</p> <p>Promotion of Nursing Department objectives (patient centered care, quality improvement, Professional Practice Model, patient satisfaction, service excellence, staff competence, etc).</p>
<p>6. RESPONSIBILITY FOR SAFETY OF OTHERS:</p> <p>6.1. Follow and document all safety practices.</p> <p>6.2. Maintain a safe working environment for self and others.</p>
<p>7. SUPERVISORY RESPONSIBILITY:</p> <p>Functional and administrative supervision is exercised over Staff Development Nurse Educators and Administrative Secretary.</p>
<p>8. PHYSICAL EFFORT:</p> <p>8.1. Require long sitting hours in interior office and conference areas.</p> <p>8.2. Very limited physical effort is required.</p>
<p>9. WORKING CONDITIONS:</p> <p>9.1. Require conditions common to a hospital environment/ interior office area.</p> <p>9.2. Require ability to work under pressure.</p>
<p>10. MINIMUM JOB REQUIREMENTS:</p> <p>Education:</p> <p><i>Minimum Education:</i> MS in Nursing</p> <p><i>Preferred Education:</i> Ph.D.</p> <p><i>Field of Expertise:</i> Nursing Care.</p>

Requirements (AUBMC):

Nursing Colloquium.

Active Nursing License from the Ministry of Public Health.

Registered in the Order of Nurses in Lebanon.

Experience:

Minimum Experience: 10 years in a management position preferably in Nursing.

Preferred Experience: 5 to 7 years in nursing education

Knowledge: Professional Development in Nursing and Education.

Training:

Minimum of 20 hours of training per year.

Learning and Growth:

1. Complete 20 hours of continuing education in a related field of practice.
2. Participate in peer review process according to departmental processes.
3. Preferable membership in departmental and hospital committees, chairing related committees, and contributing to task forces in the context of Shared Governance.
4. Preferable contribution to voluntary community nursing activities to promote, maintain and restore health and prevent diseases.
5. Fire Safety.
6. Member in national and international associations.

Competencies: Knowledge, Skills, Abilities, Personal Traits

1. Supervisory abilities.
2. Good Organizational skills.
3. Good interpersonal and communication skills.
4. Proactivity.
5. Good computer skills (mainly Microsoft Office).

Tools/Equipment used:

PC, printer, multimedia educational resources.

Protective Equipment/Clothes:

As per hospital policy when in patient contact.

Languages:

Minimum Languages: English and Arabic.

Preferred Languages: French is an asset.

Compiled By:

Nursing Administration

Date:

Approved by (Dep Hd, Chairman):

Date:

Hospital Director's Approval:

Date:

HR Director's Authorization:

Date:

Supersedes Description:

Title:

Grade:

Date:

Job Code:

Job Grade:

Date: