

UW HEALTH JOB DESCRIPTION

RN- Nursing Education Coordinator

Job Code: 800026

FLSA Status: Exempt

Mgt. Approval: A. White Date: 6-18

HR Approval: M Buenger Date: 6-18

JOB SUMMARY

Responsible for assisting in the assessment, development, coordination, presentation, and evaluation of educational program needs within the University Hospital Department of Surgical Services. Also responsible for assisting with recruitment and interview screening of candidates. Core responsibilities include new employee orientation, continuing education, supervision of nursing students, and orientation for a variety of student populations.

Accountable for employee orientation of new staff members to the department. Adjusts orientation to new staff with highly varied backgrounds ranging from new graduates to experts. Creates educational tools and resources specific to level of staff oriented.

Coordinates education for existing staff members, including supervisors, registered nurses (RNs), surgical technologists (STs), and nursing assistants (NAs) within the intraoperative care areas of the University Hospital (i.e., Inpatient OR and Outpatient OR). Responsible for program development, evaluation, and constant revisions to reflect the changing dynamics in the University Hospital Department of Surgical Services environment. Responsible for customizing education to meet individual learning needs.

Coordinates and provides clinical instruction for nursing students' perioperative rotation. Precepts advanced students in additional intraoperative experiences. Orients medical students and physician assistant students in collaboration with the University of Wisconsin - Madison School of Medicine and Public Health. Serves as a resource for other ancillary allied health programs (e.g., paramedic students).

Consults and collaborates with the University Hospital Department of Surgical Services leadership team, including Manager of Education and Informatics; Director, Clinical Operations Manager; and Supervisors and/or a variety of disciplines and other Surgical Services Departments throughout UW Health. Consultations may include other resources outside the institution. Requires the ability to plan, schedule, and organize training programs on a wide variety of subjects. Provides consultative role to clinicians. Requires flexibility in daily activities to meet the complex and changing needs of the department.

Requires self-direction and assumes responsibility for the advancement of nursing practice by developing new approaches, methods, or techniques to patient care practice issues in accordance with clinical standards. Participates and contributes to departmental policy and procedure development and quality assurance review. Clinical competence is maintained through instruction and oversight of the clinicians in direct patient care in the scrubbing and circulating roles.

Assists with outreach and community relations with other colleges offering nursing and surgical technology programs. Coordinates and provides presentations for organizations as a representative of UW Health upon request.

MAJOR RESPONSIBILITIES

Education

- A. Deliver a systematic orientation program for new employees.
 1. Work with the Manager of Surgical Services Education and Informatics to consult with the Surgical Services Supervisors and Clinical Operations Manager during the development and evaluation of orientation programs.
 2. Provide orientation program instruction for new employees.
 3. Assure orientation standards are maintained and support the UW Health Professional Practice Model.
 4. Assist in the improvement of the orientation program through evaluation and incorporation of changing departmental operational needs as well as changes in evidence based practice.
 5. Identify and obtain resources needed for educational programs and consult with the Department of Education and Development for Nursing and Patient Care Services, AFCH, and TAC Surgical Services Nursing Educators and UW Health CNSs as needed.
- B. Assist in the development and implementation of an ongoing department based continuing education plan for staff.
 1. Provide orientation to new equipment and patient care procedures.
 2. Develop and coordinate presentation of annual in-service programs.
 3. Provide resources and develop orientation materials.
 4. Promote cost effective behavior in staff through in-service and education.
 5. Assist in the development of the preceptor role.

UW HEALTH JOB DESCRIPTION

- C. Develop instructional/educational media.
- D. Identify and establish clinical learning opportunities for students in various health care disciplines.
 - 1. Consult with clinical instructors to establish learning objectives and strategies to maximize students' learning experiences.
 - 2. In conjunction with faculty, monitor students' performance.
- E. Provide on-site clinical oversight for nursing students of University of Wisconsin - Madison School of Nursing and other Schools of Nursing as guided.
 - 1. Develop RN's skill to facilitate the clinical instructor and precepting roles.
 - 2. Precept nursing student experiences in the department.
- F. Support UW Health through consultation and/or participation in health promotion, health education, and specialty requests from the community.

Clinical

- A. Advanced level of expertise in nursing practice is provided with perioperative patients.
 - 1. Demonstrate clinical knowledge for both routine and complex patient care needs through instruction and oversight of the clinicians in direct patient care in the scrubbing and circulating roles.
 - 2. Consult with health care providers concerning patient care issues and formulate a plan to resolve those issues.
 - 3. Establish collaborative relationships for effective interdisciplinary care.
 - 4. Assure that patient/family centered nursing care is provided within the UW Health and departmental established policies/procedures, practices, and related standards.
- B. Analyze clinical practice and identify opportunities to increase effectiveness and efficiency.
 - 1. Identify clinical indicators to measure and evaluate quality care. Assure that appropriate quality monitoring occurs for the surgical patient population and findings are used to improve practice and maximize patient outcomes.
 - 2. Evaluate clinical practice standards by coordinating the development and revision of policies and procedures.
- C. Possess knowledge and skills necessary to meet the developmental needs of patients.
 - 1. Possesses knowledge of the principles of growth and developmental needs of patients.
 - 2. Demonstrate the ability to assess data reflective of the patient's status in relation to age groups.
 - 3. Demonstrate the ability to interpret each patient's nursing care requirements relative to his/her age specific needs.
 - 4. Demonstrate the ability to provide instruction and oversight of the clinicians in direct patient care relative to the patient's age specific needs.

Leadership

- A. Advance the nursing profession through development of clinical expertise, participation in research, and dissemination of knowledge and information.
 - 1. Participate in professional organization activities that influence the practice of nursing.
 - 2. Contribute to the advancement of nursing practice through publication and/or presentations.
 - 3. Provide specialized knowledge about nursing practice to individuals within UW Health and its affiliates as well as the community.
 - 4. Supports the implementation of the strategic plan, ad hoc projects, and educational activities as assigned.
- B. Promote the professional development of the nursing staff in the department.
 - 1. Act as a colleague, peer, and clinical expert to assist staff in professional self-development, including certification.
 - 2. Promote the growth of staff in areas such as group process, decision-making, and clinical skills by identifying weaknesses, goal setting, formal and informal learning, and coaching.
 - 3. Provide peer review feedback, and upon request participate in the three-month probationary evaluations conducted by the Surgical Services Supervisors for RNs and STs.
- C. Assist in management of personnel.
 - 1. As requested interview and recommend candidates for selection that have appropriate clinical skills and professional characteristics to match department needs.

UW HEALTH JOB DESCRIPTION

2. Provide input into formal performance reviews for employees on probation and participates in other reviews as consulted.

Research

- A. Research is initiated, replicated, and the findings applied.
 1. Initiate questions for evaluation and collaborate in the investigation of a problem.
 2. Develop and test techniques of assessment and patient intervention.
 3. Facilitate research activities of others by sharing information and providing a receptive environment.
 4. Evaluate and disseminate research findings and modify nursing care based on new knowledge.
 5. Apply the results of quality assurance studies to identify and design clinical research activities.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	BSN
	Preferred	
Work Experience	Minimum	Three (3) years of intraoperative experience
	Preferred	Five (5) or more years of intraoperative experience
Licenses & Certifications	Minimum	Registered Nurse licensure, licensed in the State of Wisconsin.
	Preferred	Certification as a CPR instructor (Healthcare Provider course) and certification in specialty area (i.e., CNOR) preferred
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Demonstrated clinical expertise as an advanced level practitioner in the intraoperative health care field and in adult education • Excellent verbal and written communication skills • Knowledge of computer technology • Ability and skill to develop and train staff in computer programs • Troubleshooting for the department's computer programs in both program management and hardware is required

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input checked="" type="checkbox"/>	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
<input checked="" type="checkbox"/>	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
<input checked="" type="checkbox"/>	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)
<input checked="" type="checkbox"/>	School Age (6 – 12 years)	<input checked="" type="checkbox"/>	Older Adult (Over 65 years)

JOB FUNCTION

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
<input checked="" type="checkbox"/>	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with	20-50#	10-25#	Negligible-10#

UW HEALTH JOB DESCRIPTION

	frequent lifting/and or carrying objects weighing up to 25 pounds.			
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:				