

UW HEALTH JOB DESCRIPTION

Nursing Education Specialist

Job Code: 300009

FLSA Status: Exempt

Mgt. Approval: M. Glynn

Date: 6-17

Department : Nursing Education & Development 9305

HR Approval: CMW

Date: 6-17

JOB SUMMARY

Under the guidance of the Director of Education & Development for Nursing and Patient Care Services, the Nursing Education Specialist collaborates with nursing management and staff across departments to assess, plan, develop, implement, facilitate, evaluate and revise educational programming for all levels of nursing personnel and non-nursing personnel as indicated or requested. The incumbent acts as a key resource in the orientation and continuing education of nursing staff at UW Health.

The Nursing Education Specialist implements a comprehensive education program for his/her assigned units and clinics. Educational programs typically include, but are not limited to orientation, continuing education and in-services. Other services may include, but are not limited to process, performance and service-delivery consultation and contributions to the organization through ad-hoc or permanently established councils, committees and workgroups.

MAJOR RESPONSIBILITIES

The incumbent performs the following job responsibilities:

Education

1. Collects and assesses data and information related to education needs and other pertinent situations, including identification of trends, issues and supporting data to determine a comprehensive education program for assigned units/clinics including classroom, clinical experiences and learning technologies.
2. Assesses plans, develops, implements and evaluates comprehensive education programs to meet the orientation and ongoing competency needs and professional development needs of the Nursing Department leadership and staff, with specific focus for his/her units/clinics, which supports the UW Health model of professional nursing practice.
3. Ensures all programs meet the Department of Nursing and regulatory expectations and standards. Adheres to national education practice standards and stays abreast of and incorporates current research into nursing education practice. Programs are based on adult learning principles, organizational and learning theory consistent with UWHC endorsed philosophy and direction.
4. Provides consultation to enhance continuing education, professional development opportunities and mentorship opportunities.
5. Develops and delivers/coordinates other educational programs as directed (e.g., Grand Rounds, in-services, continuing education, job-specific and specialty curricula) to support competence and professional growth of UWHC nursing staff.
6. Develops curricula that is reflective of evidence-based practice and uses the appropriate methods of teaching to accommodate learning styles and the learning environment.
7. Plans, develops, and evaluates the preceptor program to enhance the orientation process and the retention of staff. Provides leadership to preceptors and serves as a role model through educational programs and ongoing coaching and mentoring.
8. Serves as a facilitator to nurse residents and actively mentors and supports their growth in the profession and clinical practice.
9. Participates in continuing education provider unit as a Nurse Planner. Utilizes American Nurses Credentialing Center-Commission on Accreditation/Wisconsin Nurses Association Continuing Education Approval Program (ANCC-COA/WNA CEAP) criteria to assess needs, plan, implement and evaluate continuing nursing education activities which qualify for continuing education credit. Participates in activities to keep abreast of the changes to the ANCC-COA/WNA CEAP criteria, the policies/procedures of the provider unit, and the expectations of the Nurse Planner role.

Research

1. Integrates relevant research outcomes into nursing professional development practice through effective learning activities.
2. Evaluates outcomes of the educational programs and utilizes findings for continued improvement. Incorporates objective assessment of classroom and clinical performance into evidence-based evaluation framework. Applies measurement instruments and statistical analysis, seeking consultation when needed.
3. Supports integration of research into practice and helps develop staff members' knowledge and skills in the research process.

Leadership

1. Supports the implementation of management decisions that affect nursing practice in the clinical area. Plans educational programming for new or changing programs of care. Assists in development of clinical policies and procedures as requested.
2. Provides guidance, resources and knowledge for professional growth of others.
3. Mentors colleagues, other nurses, students and others as appropriate.
4. Participates in quality performance improvement activities.

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5. Participates in strategic planning, ad hoc projects and educational activities as assigned for the department. Communicates effectively with colleagues across UWHC to advance goal achievement.
6. Demonstrates skill in navigating and communicating in a complex environment. Fosters achievement of Nursing Education/Development goals and objectives.
7. Demonstrates responsibility for reporting to licensing, certification, accreditation, and other regulatory bodies for educational program compliance.
8. Interacts with staff in an ethical, consistent, fair, timely, appropriate and decisive manner in accordance with organization-wide and Nursing Department policies.
9. Identifies factors that affect staff's ability to fulfill their job responsibilities, collaborates with management to effect appropriate change in systems.
10. Accepts Committee and workgroup appointments and actively participates to affect change in patient care and the UWHC system.

Community Outreach

1. Engages as an educator in area of clinical specialty on a local, state, or national level to determine trends in clinical education, practice and regulation effecting RN's, LPNs and NAs.
2. Promotes and cultivates positive relationships with academic programs to foster positive image and relationships with UW Health. Is accessible to and supportive of undergraduate and graduate nursing students and faculty from affiliating schools of nursing
3. Consults with the community for program planning and implementation and evaluation in order to meet staff development and patient care needs.
4. Serves as member of city, regional and/or national educational advisory groups.

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

JOB REQUIREMENTS

Education	Minimum	Master's Degree in Nursing or Nursing Education or related specialty.
	Preferred	
Work Experience	Minimum	Three (3) years of relevant oncology nursing experience in an acute care setting.
	Preferred	<ul style="list-style-type: none"> • Five (5) years of relevant clinical nursing experience in an acute care setting. • Three (3) years of experience with orientation and education of nursing staff in clinical setting. • For ambulatory areas, relevant experience in primary and specialty clinic settings.
Licenses & Certifications	Minimum	RN Licensure in State of WI.
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Experience in education program design and evaluation. • Knowledge and experience in adult education principles. • Evidence of excellent interpersonal, written and verbal communication skills.

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,

	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)

JOB FUNCTIONS

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.*

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Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
x	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, 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
	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 frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	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:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.