**UW HEALTH JOB DESCRIPTION**

**NURSING EDUCATION SPECIALIST - INTRAOPERATIVE**

<table>
<thead>
<tr>
<th>Job Code: 300009</th>
<th>FLSA Status: Exempt</th>
<th>Mgt. Approval: A. Mork</th>
<th>Date: 4-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department: Surgical Services/52030</td>
<td>HR Approval: R. Temple</td>
<td>Date: 4-17</td>
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**JOB SUMMARY**

Under the guidance of the University Hospital (UH) Director of Surgical Services, the Nursing Education Specialist (NES) collaborates with nursing management and staff to implement a comprehensive education program. In addition, curriculum and program development to support the multi-speciality Intraoperative patients at the University Hospital. This will include collaboration across departments, as well as to assess, plan, develop, implement, facilitate, evaluate and revise educational programming for all levels of nursing personnel and personnel as indicated or requested. The incumbent acts as a key resource in the orientation and continuing education of the Surgical Services - Intraoperative clinicians.

The NES is a clinical expert and provides leadership for the advancement and professional development of intraoperative nursing. The NES implements a comprehensive education program to enhance clinical development of the Intraoperative clinicians within Surgical Services at the University Hospital. 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. In addition to education, responsibilities may include collaboration with physician and nursing leaders as well as other care providers to ensure well-coordinated, multidisciplinary programs of care. An understanding of American Nurses Credentialing Center’s (ANCC’s) Magnet Recognition Program and the ability to contribute to achieving recognized outcomes as expected.

**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 UH Surgical Services with a focus on Intraoperative care which would include classroom, clinical experiences and learning technologies.
2. Assesses, plans, develops, and evaluates a comprehensive education program, utilizing fundamental principles of adult education, to meet orientation and ongoing competency needs of the UH Surgical Services Department leadership and staff, with an Intraoperative care focus, which supports the UW Health model of professional nursing practice.
3. Implements a comprehensive education program for UH Surgical Services including classroom, clinical experience and learning technologies. Identifies orientation and continuing education needs, through appropriate needs assessment(s), and plans appropriate classroom learning and on-unit skill development programs.
4. Ensures all programs meet the Department of Nursing, UH Department of Surgical Services, and regulatory expectations and standards (e.g., The Joint Commission, Centers for Medicare and Medicaid Services, Association of perioperative Registered Nurses, etc.). Adheres to national education practice standards and stays abreast of and incorporates current research into education practice. Programs are based on adult learning principles, organizational and learning theory consistent with UW Health endorsed philosophy and direction.
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 UH Intraoperative staff.
6. 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.
7. Provides consultation to enhance continuing education, professional development opportunities and mentorship opportunities.
8. Serves as a consultant for adult education principles/methodologies and marketing strategies.
9. Serves as a facilitator to nurse residents and actively mentors and supports their growth in the profession and clinical practice.
10. Participates in continuing education planning with UH Surgical Services Leadership. Awareness of the 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 unit, and the expectations of the role.

11. Resources related to staff education in BLS/ACLS/PALS/Telemetry.

Research
1. Integrates relevant research outcomes into 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 and patient care services practice within the Surgical Services Department. Plans educational programming for new or changing programs of care. Assists in development and/or review of clinical practice guidelines, as well as policies and procedures.
2. Provides guidance, resources, and knowledge for clinical professions.
3. Supports innovation and empowerment of staff in decisions that affect nursing practice in the intraoperative clinical care area.
4. Mentors colleagues, other nurses and students, as appropriate.
5. Promotes and/or participates in quality performance improvement initiatives.
6. Participates in strategic planning, ad hoc projects and educational activities as assigned for the department. Communicates effectively with colleagues across UW Health to advance goal achievement.
7. Attendance in leadership meetings (Nursing and Patient Care Leadership Council, staff meetings, appropriate pediatric/adult patient population leadership meetings, appropriate strategic planning meetings, course planning meetings) as they pertain to the UH Surgical Services care areas relative to orientation, staff development and mentoring responsibilities.
8. Demonstrates skill in navigating and communicating in a complex environment. Fosters achievement of UH Surgical Services and Nursing and Patient Care Services department’s goals and objectives.
9. Interacts with staff in an ethical, consistent, fair, timely, appropriate and decisive manner in accordance with organization-wide policies.
10. Identifies factors that affect staff’s ability to fulfill their job responsibilities, collaborates with management to affect appropriate change in systems.
11. Accepts Committee and workgroup appointments and actively participates to affect change in patient care and the UW Health System.
12. As needed, participates in the interviewing and selection of staff and nursing leader candidates.

Community Outreach
1. Engages as an educator in area of clinical speciality on a local, state, or national level to determine trends in adult education, practice and regulation affecting RN’s, NA’s and Surgical Technologists.
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.

<table>
<thead>
<tr>
<th>JOB REQUIREMENTS</th>
<th>Minimum</th>
<th>Preferred</th>
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<tbody>
<tr>
<td><strong>Education</strong></td>
<td>Master’s Degree in Nursing or Nursing Education or related specialty</td>
<td>BSN with Master’s Degree in Nursing or Nursing Education or related specialty</td>
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<tr>
<td><strong>Work Experience</strong></td>
<td>Three (3) years of relevant clinical nursing experience in a perioperative care setting with an adult focus</td>
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### Preferred
- Five (5) years of relevant clinical nursing experience in a perioperative care setting with an adult focus
- Three (3) years of experience with orientation and education of nursing staff in an adult based clinical care setting

### Licenses & Certifications
- Minimum
  - RN Licensure in State of WI
  - Certification in specialty area or the completion thereof within one (1) year of employment
- Preferred
  - 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,

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

<table>
<thead>
<tr>
<th>Physical Demand Level</th>
<th>Occasional</th>
<th>Frequent</th>
<th>Constant</th>
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<tr>
<td>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.</td>
<td>Up to 10#</td>
<td>Negligible</td>
<td>Negligible</td>
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<tr>
<td>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.</td>
<td>Up to 20#</td>
<td>Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls</td>
<td>Negligible or constant push/pull of items of negligible weight</td>
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<tr>
<td>Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.</td>
<td>20-50#</td>
<td>10-25#</td>
<td>Negligible-10#</td>
</tr>
<tr>
<td>Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.</td>
<td>50-100#</td>
<td>25-50#</td>
<td>10-20#</td>
</tr>
<tr>
<td>Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.</td>
<td>Over 100#</td>
<td>Over 50#</td>
<td>Over 20#</td>
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List any other physical requirements or bona fide occupational qualifications: Flexible hours to include evenings, nights, weekends and early mornings.

**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.