



## POSITION DESCRIPTION

### Clinical Educator

Reports to: Manager of Clinical Education Services

Position Status: Non-exempt

Supervises: No one

Effective Date: 3/8/23

### **GENERAL SUMMARY**

Under the guidance of the Manager of Clinical Education Services, the Clinical Educator develops, implements, evaluates, and revises programs of orientation, in-service training, workshops, and continuing education based on assessed needs. Provides direct services and/or consultation to the design, presentation, and evaluation of educational offerings for all levels of nursing and non-nursing personnel, as indicated or requested.

Within each of these functions, the Clinical Educator acts as a role model, change agent, and advocate for nursing/clinical practice, and expert in use of educational methods and clinical practice. The incumbent of this position serves as an NKC and community resource person regarding peritoneal and hemodialysis, for performing designated back-up and relief duties of the department manager, and for assigned projects and duties.

### **DUTIES AND RESPONSIBILITIES**

#### **Education**

1. Provides instruction in clinical settings/work areas through teaching, mentoring, coaching, and advising.
2. Develops and delivers curriculum using knowledge of adult learning theories to enhance the experience of the participant.
3. Collaborates with other education and organization staff to provide seamless educational services including formal courses, consultation, orientation, and individual coaching.
4. Solicits feedback regarding effectiveness of learning experience and behavioral outcomes after the learning experience. Evaluates feedback and adjusts content and /or adapts presentation style of class, as appropriate.
5. Oversees delivery of a comprehensive orientation program to onboard newly hired staff within the nursing/clinical department at unit and department levels.
6. Supports new hires to enhance recruitment and retention.

7. Conducts unit and departmental learning needs assessments and develops educational opportunities to meet stakeholder needs and associated outcomes.
8. Understands and collaborates on key departmental outcomes associated with consultation, education, coaching, and other significant activities.
9. Has baseline understanding and competence in the development, implementation, and evaluation of evidence-based practices.
10. Champions scientific inquiry by supporting nurses in designing, implementing, and evaluating practice changes by utilizing research and evidence-based practice.
11. Develops appropriate communication methods inside and outside the department to address issues, provide follow-up, negotiate, and evaluate organizational issues.
12. Identifies opportunities for personal professional development and shares knowledge with peers and colleagues.
13. Remains current with trends in areas of responsibility and overall Nursing Professional Development best practices as outlined by the Association for Nursing Professional Development (ANPD).
14. Remains current with trends in areas of responsibility and overall dialysis nursing best practice, as outlined by the American Nephrology Nurses Association (ANNA)
15. Assists in the development and management of nursing/clinical department competencies.

### **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 assessments 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 the professional growth of others.
3. Mentors' colleagues, nurses, students, and others as appropriate.
4. Participates in quality performance improvement activities.

5. Participates in strategic planning, ad hoc projects, and educational activities, as assigned. Communicates effectively with colleagues across NKC to advance goal achievements.
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, equitable, timely, appropriate, and decisive manner in accordance with organization-wide policies.
9. Identifies factors that affect staff's ability to fulfill their job responsibilities, collaborating with unit management to effect appropriate change in systems.
10. Accepts committee and workgroup appointments and actively participates to affect change in patient care and the NKC system.

### **Community Outreach**

1. Engages as an educator in area of dialysis on a local, state, or national level to determine trends in clinical education, practice and regulation affecting RN's, LPNs, and Dialysis Technicians.
2. Promotes and cultivates positive relationships with academic programs to foster a positive image and relationship with NKC. 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, implementation, and evaluation to meet staff development and patient care needs.

### **PLANNING**

The position is responsible to the Manager of Clinical Education Services for the planning required for orientation and continuing education programs. Typical planning responsibilities include, but are not limited to:

- Orientation planning, which includes needs assessments for a variety of positions, program development and evaluation, development of educational materials, and planning for transition periods of new employees' post-orientation.
- Planning for the development and maintenance of corporate clinical procedures.
- Continuing education/in-service planning, which involves assessing staff needs, program coordination, in-service preparation, presentation, and program education.
- Planning for the development and maintenance of the residency program, including needs assessments.
- Supports NKC's affiliations with area schools of nursing.

## **SUPERVISION and COORDINATION**

This is not a supervisory position. This position is responsible for the coordination of staff nurses, dialysis technicians, and other persons during their orientation period. This position is also responsible for coordinating efforts with other NKC departments involved in education programs.

## **EXTERNAL CONTACTS**

The position has contacts with professional nursing associations, other health care organizations, and academic institutions. These contacts are required to arrange orientation and in-service presentations. They may also be required where the clinical educator is serving as a community resource person about dialysis and the care of dialysis patients.

## **DECISIONS**

The position is responsible to the Manager of Clinical Education Services.

Typical decisions made in this position include:

- Selecting appropriate clinical experiences related to orientee needs during the orientation period.
- The evaluation and the recommendation for continued or completed orientation.
- Evaluation of the need for and timing of continuing education programs.
- Decisions about creating, updating, and implementing clinical procedures.

The position serves as a monitor to assist in maintaining quality control in clinical areas.

## **CUSTOMER SERVICE STANDARDS**

Staff is responsible for demonstrating good customer service and professionalism.

1. **CONSIDERATION:** Greet customers promptly; show courtesy; recognize customer's needs; respect privacy.
2. **CONCERN:** Listen to customers; express appreciation, be non-judgmental; take responsibility.
3. **CONFIDENCE:** Show a positive attitude; take personal initiative; inform; educate and reassure; provide prompt follow-up.
4. **CONDUCT:** Hold appropriate conversations; maintain a professional appearance; establish teamwork; show professional competency.

## **JOB CONDITIONS**

Must be able to communicate effectively in English over the telephone, in writing, and in person. Duties and responsibilities are performed in an office and clinical units. Must have transportation available and a current Washington State Driver's license to travel to clinics, hospitals, and other locations as needed.

Physical activities require the ability to stand, walk, stoop, kneel, crouch, reach, lift; fingering, grasping, talking, hearing, and repetitive motions of hands, wrists, and fingers. Requires a high-level of hand-eye coordination. Must have strong visual acuity to read, inspect information on monitors, inspect technical documents, and to inspect dialysis and related machines and provide patient care.

Physical requirements include the ability to lift/move objects weighing up to twenty pounds occasionally, and up to ten pounds frequently. The individual in this position operates the phone, computer, copier, and other office equipment as required. Demonstrated skills in Microsoft Office Products and knowledge of clinical software programs are required. The Clinical Educator is exposed to a variety of atmospheric conditions. This would include exposure to fumes, chemicals, blood, and body fluids.

## **EDUCATION AND EXPERIENCE**

### Minimum Required Qualifications:

- Bachelor of Science in Nursing (BSN)
- Current and unencumbered licensure as a Registered Professional Nurse, issued by the WA State Board of Nursing.
- Two years of clinical or educational healthcare experience.

### Preferred Qualifications:

- Master of Science degree in related field (e.g., MSN, MSN-Ed, Clinical Nurse Specialist (CNS)).
- Two years of application toward adult learning in an informal setting.
- Two years of formal classroom teaching.
- Two years developing educational activities.
- Certification in Nursing Professional Development (NPD-BC).
- Certification in relevant clinical unit(s) specialty (CDN, CNN).
- Dialysis experience.

The Clinical Educator should demonstrate competency in clinical practice, interpersonal communication skills, and leadership.

**The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not to be considered as an exhaustive list of all job tasks performed by people so classified.**

## REVIEW AND APPROVAL

DocuSigned by:

*Liz McNamara*

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Chief Administrative Officer

7/27/2023

Date

DocuSigned by:

*Liberty Stansberry*

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Vice President of Human Resources/CHRO

3/30/2023

Date