

## POSITION DESCRIPTION

### Hospital Services Clinical Educator

Reports To: Hospital Service Clinical Director    Position Status: Non-Exempt

Supervises: New Hospital Services RN, and  
Dialysis Techs during orientation    Effective Date: 10.1.16

### **GENERAL SUMMARY**

The Hospital Services Clinical Educator is responsible to the Clinical Director of Hospital Services for education of Hospital Service staff. This includes responsibility for orientation and supervision of Hospital Services staff nurses and technicians to Hospital Services policies and procedures: serving as a resource person for Hospital services staff regarding hemodialysis, apheresis, peritoneal dialysis, CRRT, and related therapies. The position is also responsible for serving as resource person to contract hospitals regarding all therapies and providing hospital staff education as requested.

### **DUTIES and RESPONSIBILITIES**

1. Plans, coordinates and implements orientation/education programs for Hospital Services staff in coordination with the Clinical Director of Hospital Services.
2. Coordinates department continuing education programs.
3. Provides input into Hospital Services planning for new product implementations and new or ongoing service contracts.
4. Provides direct patient care when patient volumes or staff shortages dictate the need.
5. Develops/plans and updates core competency training/evaluation of staff and other requirements related to The Joint Commission and Department of Health requirements.
6. Participates in probationary and annual staff evaluations by providing feedback to Manager and/or Clinical Director regarding staff performance.
7. Assists in the review of Hospital Services policies and procedures and maintains clinical expertise in Hospital Services procedures.
8. Serves as a liaison with the NKC Education Department, collaborates with the other NKC departments to assure coordination of activities.
9. Serves as a liaison with Hospitals and their Education Departments, coordinating educational opportunities for their staff regarding Renal Disease and Renal Replacement therapies.

10. Trains and maintains competencies in all hospital client EMR systems.
11. Collaborates with NKC Education Department to coordinate nursing student practicums.
12. Serves as a liaison with the NKC Chronic Kidney Disease (CKD) department to coordinate services and education for new chronic NKC patients as needed.
13. Acts as a clinical resource person for Hospital Services, hospital nursing, nephrologists, and other physicians.
14. Keeps informed of current professional standards and practices involving the area of Hospital Services and assists in keeping the program up-to-date.
15. Serves on NKC committees as appropriate.
16. Serves as a liaison with different external vendors on equipment and devices.
17. Participates in review, implementation, and update of products and equipment.
18. Performs other duties and responsibilities as may be required.

### **PLANNING**

The position is responsible for planning required training of new and current Hospital Service Staff; for assisting in the coordination of planning with client hospitals.

Typical planning responsibilities include:

- Assist in developing policies and procedures for programs involving Hospital Services Staff.
- Orientation planning for New Staff, program development/evaluation, and development of educational materials.
- Developing educational programs to meet the requirements for The Joint Commission and Department of Health.
- Coordinating new product and equipment training and implementation for staff.

### **SUPERVISION AND COORDINATION**

This position is responsible for the supervision and coordination of staff nurses, dialysis technicians and other persons during their orientation period. This position is also responsible for the supervision of clinical staff when new policies and procedures are implemented during the training period.

### **EXTERNAL CONTACTS**

The position has contacts with nurse leaders and staff persons in multiple client hospitals, with physicians, patients, and external vendors.

### **DECISIONS**

The position is responsible to the Hospital Services Clinical Director for decision-making.

Typical decisions made in the position include:

- Selecting appropriate topics for staff clinical education to meet the needs of The Joint Commission, Department of Health, and the staff needs.
- The evaluation and the recommendation for continued and/or completed orientation.
- Evaluation for the need and timing of continuing education programs.
- Decisions about creating, updating, and implementing clinical procedures.
- Determining whether Hospital Services contracted patient care is met.

This applies to safety, nursing, and other matters.

### **JOB CONDITIONSand PHYSICAL EFFORT**

1. Must be able to communicate effectively in English on the phone, in writing, and in person.
2. Must be able to use a computer keyboard, mouse, and pull down windows in an efficient manner. Must be able to demonstrate the use of appropriate software after training.
3. Duties and responsibilities are in a hospital and office environment. The Hospital Services Clinical Educator may be exposed to chemicals such as Minncare and bleach and blood and other body fluids.
4. A valid Washington State Driver's License and vehicle is required to travel to assignments.
5. Physical activities require the ability to stoop, reach, stand, walk, push, pull, lift, fingers, grasp, feel, talk, hear, and repetitive motions of wrists, hands, and fingers. The physical requirements include the ability to lift/move up to 50 pounds occasionally, and lift/move up to 25 pounds frequently.
6. The position requires visual acuity to inspect dialysis machines, read, and provide patient care. Must pass color blindness assessment.

### **CUSTOMER SERVICE STANDARDS**

All staff is responsible for demonstrating good customer service and professionalism.

1. **CONSIDERATION:** Greet customers promptly; Show courtesy; Recognize customers' 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.

### **EDUCATION and EXPERIENCE**

The Hospital Services Clinical Educator shall be a current registered nurse in the State of Washington. Preference is given to those with a BSN.

The Hospital Services Clinical Educator should have the equivalent of four years of previous dialysis nursing experience.

It is preferred that the Hospital Services Clinical Educator have a minimum of two years of hospital nursing experience.

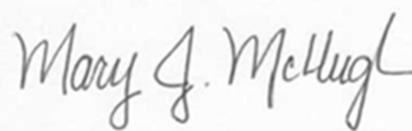
The equivalent of two years of formal teaching experience in nephrology or a related discipline is preferred.

Certification in Basic Life Support for Health Care Providers is required.

Certification in Nephrology Nursing is preferred

**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**

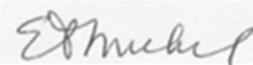


---

Vice President of Administrative Operations  
and External Relationships

10.1.16

Date



---

Vice President of Human Resources

10.1.16

Date