

1. IDENTIFICATION

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| Position No. 10-3467 | Job Title Clinical Educator | Supervisor's Position Director, Clinical Services | |
| Department Health & Social Services | Division/Region Hospital Services/Baffin | Community Iqaluit | Location Baffin Regional Hospital |
| Fin. Code: 10640 01 02 235 1000000 01 1000 | | | |

2. PURPOSE

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| Main reason why the position exists, within what context and what the overall end result is. |
| To support provision of quality nursing services in Qikiqtani General Hospital by teaching and/or coordinating teaching of advanced clinical skills, required certifications, orientation of new nursing staff, coordination of nursing student clinical experiences and any all other activities related to nursing education. |

3. SCOPE

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| Describe in what way the position contributes to and impacts on the organization. |
| This position is designed to ensure that the hospital nurses are well oriented to their position and responsibilities; to identify continuing education needs; to control the development of required skills and certifications to provide competent care to all patients; and to ensure nursing students have a quality learning experience while contributing positively to the care of patients. |

4. RESPONSIBILITIES

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| Describe major responsibilities and target accomplishments expected of the position. For a management position, indicate the subordinate position(s) through which objectives are accomplished. |
| <p>1. Develops, coordinates and/or implements and evaluates an orientation program for all hospital nursing staff:</p> <ul style="list-style-type: none"> ● Establishes, with the nursing staff and managers, a skills list and orientation schedule for all skills required in an orientation program for new staff to function competently within a designated time frame. ● Assesses the experience and skills of all new nurses, and develops with each new nurse an orientation/learning program to ensure their competency. |

- Coordinates and participates in delivery of a multi phase orientation program that ensures that all new nurses can function competently after specified time periods.
- Evaluates the competency of all new nurses throughout their orientation program, develops further learning activities when necessary, and reports on the progress and competencies of the new staff to the nursing managers at regular times.
- Includes orientation to the Inuit culture in all aspects of the program.
- Maintains records of the participation and progress of all nurses through the orientation period.
- Develops and maintains nursing orientation manuals and learning materials.
- The incumbent is responsible for overseeing integration of new staff into the clinical area
- The incumbent will maintain his/her own clinical skills by assuming assignments to ensure competency. Any assignment taken on will not be considered part of the regular inpatient ward staffing assignment but will instead constitute an additional help to enable the incumbent to focus on skill development.

2. Develops, coordinates and/or implements, and evaluates clinical instruction programs in advanced nursing skills and re-certifications (including but not limited to CPR, NRP, BCLS, ACLS, BTLS, obstetrics and neonatal care, basic intensive care) and other aspects of patient care as the need arises in order to maintain the competencies of the hospital nurses:

- Responsible for working with the nursing staff and managers to identify ongoing advanced skills and certifications required to ensure the competencies of the nurses. Development of individualized education programs for each nurse at Qikiqtani General Hospital is derived from these consultations.
- Works with the nursing staff to assess their competencies and identify ongoing learning needs.
- Develops, coordinates and/or implements the required advanced skills training and certifications, using her/his own skills and those of other nursing staff where able and contracting for outside trainers where required.
- Identifies and implements a variety of learning processes to meet the learning needs of the hospital nurses.
- Develops funding proposals for training programs
- Evaluates the training programs and their effectiveness in ensuring that hospital nurses maintain and develop their competencies.
- Develops and maintains training manuals and materials.
- Maintains records of the identified learning needs and training done by all nurses.

3. Coordinates the clinical placements for nursing and other students within the nursing services:

- Communicates with external education program administrators wishing to use the hospital for students' clinical practice
- Works with nursing staff and managers and with education program staff to plan, coordinate and monitor student practice. Ensures that patient care needs and students' learning needs are both considered and balanced.
- Supports clinical instructors, students, mentors and preceptors and facilitates any required problem solving concerning student practice.

4. Performs other related duties as assigned:

- Participates in budget preparation related to staff education needs and activities in conjunction with unit managers.
- Responsible for review and revision of clinical policies/procedures in collaboration with the Nurse Manager
- Participates in other patient care related committee work such as Accreditation working groups
- Participates in Disaster Planning and fire drills.

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

Knowledge identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviours and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the *job*, not the incumbent performing the job.

- Ability to operate teaching aids and modalities
- Current broad based acute care nursing experience.
- Advanced clinical knowledge and skill in: obstetric, pediatric and critical care/emergency nursing.
- Knowledge and skill working in a cross cultural setting.
- Knowledge, skill and previous experience with adult learning processes, and ability to mentor junior and senior staff in developing and expanding their nursing skills.
- Effective interpersonal, communication and negotiation abilities to enable nurses and other clinicians with diverse backgrounds to work cooperatively and positively to improve their competencies.
- Basic computer skills (word processing and e-mail)
- Able to work independently within the goals of the organization and service, to use constructive initiative and to set priorities effectively.

Education and certifications:**Required:**

- Current registration with the RNANT/NU
- Master's in nursing.
- Several years broad based nursing experience and nursing education.
- Recognized advanced nursing skills in: obstetrics, pediatrics and critical care/emergency nursing.
- Current CPR

Desirable:

- Adult education an asset
- Experience as a clinical educator.
- Instructor certification in CPR, NRP, BCLS, ACLS, BTLS, and/or PALS or equivalents.
- Cross cultural training.

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

Periodic long, intense hours when teaching and supporting critical care and /or workshops.

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

Moderate risk of accidents, physical violence and exposure to disease.

Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgements to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details though one or more of the incumbents' senses.

Periodic need for acute attention to detail and subtle cues under stressful conditions when teaching, assessing and supporting critical and emergency care situations.

Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

Periodic high intensity and stress when teaching, assessing and supporting critical and emergency care situations.

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| _____ Employee Signature | _____ Supervisor Title |
| _____ Printed Name | _____ Supervisor Signature |
| _____ Date: | _____ Date |
| I certify that I have read and understand the responsibilities assigned to this position. | I certify that this job description is an accurate description of the responsibilities assigned to the position. |
| _____ Deputy Head Signature | |
| _____ Date | |
| I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure. | |

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent's position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.