

## **DIRECTOR OF FACILITY EDUCATION**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent has responsibility for the planning, organizing, developing, implementing, facilitating, and evaluating of all employee education program at the Willow Point Rehabilitation & Nursing Center. Work is performed in accordance with the Center's policies and procedures, and applicable federal, state, and local standards, guidelines and regulations to ensure that the highest degree of quality resident care will be maintained at all times. Management responsibility is assumed for the In-service department. The work is performed under the general supervision of the Director of Nursing, with leeway allowed for the use of independent judgment in carrying out the duties and responsibilities of the position. Supervision is exercised over staff development staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Understand and applies Omnibus Reconciliation Act of 1987 (OBRA) Regulations;

Performs orientation and education of staff to ensure mandatory and regulatory education requirements are met;

Develops, implements, and evaluates existing nursing education programs and practices;

Plans, designs, prepares, and maintains material in a variety of media and formats for use in educational programs;

Ensures that education, programs, policies, procedures, and evaluation methods in accordance with applicable laws and regulations;

Facilitate an effective Quality Assurance and Performance Improvement process;

Coordinates refresher courses to train and update skills and knowledge of staff;

Conducts competencies in areas of nursing practice with attention to management of the medically complex patients;

Regularly conducts education needs assessment for the facility to assist in identifying areas for improvement;

Has authority, responsibility, and accountability of directing the in-services educational programs as required or as directed for compliance with Federal, OSHS, Staten and corporate policies;

Schedules and communicates in-service training programs according to the needs of the facility;

Ensures that the facility has available in-service training classrooms and are properly prepared prior to the start of classes;

## **DIRECTOR OF FACILITY EDUCATION—cont'd**

Recommends the equipment and supply needs of the facility to the Administrator;

Assesses the learning needs of the staff through direct observation, formal learning assessment, and indirectly through review of quality improvement and/or program evaluation;

Facilitates training related to electronic software programs, required certifications, and Cardiopulmonary Resuscitation;

Consults with all departments as to the need and content of proposed and suggested programs;

Assists licensed/certified nursing personnel in obtaining training to maintain their license/certification current in accordance with state laws and facility policy;

Maintains a variety of records and reports, certificates of completion, continued education, reference library and progress reports;

Participates in the development and implementation of policies and procedures;

Arranges nursing staff participation in workshops, conferences and training symposiums;

Attends community meetings, seminars and workshops.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of nursing theory and techniques;

Thorough knowledge of the principles and practices of administering, supervising and evaluating in-service education programs;

Good knowledge of the best nursing education methods and how to incorporate them into program development;

Good knowledge of the design and deliverance of effective educational sessions;

Good knowledge of individual coaching and professional development planning;

Good knowledge of health facility organization, practices and procedures;

Ability to use audio visual aids;

Ability to communicate effectively with staff on program updates, goals, and progress;

Ability to effectively conduct teaching and training classes;

Ability to present a variety of materials clearly and concisely;

Ability to prepare and maintain a variety of records and reports;

**DIRECTOR OF FACILITY EDUCATION-cont'd**

Ability to communicate effectively both orally and in writing;  
Ability to prepare effective training materials;  
Ability to secure the cooperation of others;  
Dependability, resourcefulness, good observation skills,  
professionalism; excellent problem-solving skills.

**MINIMUM QUALIFICATIONS:**

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Nursing and one year of supervisory experience in professional nursing activities; OR

(B) Graduation from an approved three year school of professional nursing and two years of experience in professional nursing activities, one year of which shall have been in a supervisory capacity; OR

(C) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree in nursing and three years of experience in professional nursing activities; one year of which shall have been in a supervisory capacity; OR

(D) An equivalent combination of training and experience as indicated within the limits of (A), (B) and (C) above.

**SPECIAL REQUIREMENT:** Possession of a current license and registration to practice as a Registered Professional Nurse in New York State at time of appointment and maintenance throughout duration of appointment.