

## NURSING EDUCATION DIRECTOR I

This is advanced professional nursing work in planning and coordinating nursing inservice education and training programs or planning and coordinating a student nurse affiliation program. Positions are located primarily in the Division of Mental Health/Mental Retardation/Substance Abuse Services in the Department of Human Resources. Inservice education and training programs are provided for registered nurses, licensed practical nurses, students and other clinical staff. Employees spend a significant amount of time in planning and directing a program, and usually direct instruction and/ or curriculum or program development. Work is typically performed under the supervision of the staff development director or nursing supervisor.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees establish goals and objectives for the area of assignment, and plan and prepare curricula logistics and schedules. They assess training needs of the facility or student nurses and provide a plan for training and clinical experiences in order of priority; these are negotiated with each school of nursing or nursing management. Employees are responsible for the most effective utilization of staff and available resources.

Organizing and Directing - Employees implement changes within the nursing inservice education and training programs or student nurse affiliation program to accommodate changes in curricula, to enhance learning needs and assure quality care for patients. Employees supervise the daily classroom and clinical responsibilities and assignments in the assigned program(s).

Budgeting - Employees identify and prioritize resources, equipment, space, travel and staffing needs; these needs are presented to the respective supervisor who has responsibility for evaluating and justifying budget needs and operating within the budget.

Training - Employees in this class assess training needs of the facility or student nurses, plan and teach courses, negotiate the programs with the respective schools or supervisor, and stay abreast of changes impacting on the program. An employee orients new training staff and school instructors and provides for continuing education opportunities.

Setting Work Standards - Employees are responsible for establishing and managing work standards for their respective program areas. Training or student nurse affiliations are designed to meet the requirements of ICF, JCAH, Division of Mental Health/Mental Retardation/Substance Abuse Services, affiliating nursing schools, State Board of Nursing and professional/paraprofessional nursing.

Reviewing Work - Work is reviewed technically to ensure quality of training in relation to curricula content and design, methodology of presentation, and to the objectives and goals. Work is reviewed for progress on individual plans of work, through presentation of material and training evaluations, and discussions with staff management and affiliating school personnel.

Counseling and Disciplining - Employees may issue an oral warning, but primarily resolve minor discipline and performance problems.

Performing Other Personnel Functions - Employees participate with the supervisor in the interviewing and selection of staff, work planning, performance evaluations and merit increments.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - The work is relatively stable with periodic changes in licensing and certification requirements; nursing practice act changes; state, ICF and JCAH standards, requirements and changes; advances in technology, or professional nursing program and/or changes in organizational structure. Work requires the coordination of other disciplines involved with providing nursing and/or other clinical programs and experiences.

Variety of Work Supervised - Employees are responsible for the development and management of nursing inservice education and training programs or a student nurse affiliation program.

Number of Employees Responsible For - Employees supervise five or less professional and/or paraprofessional staff in the process of providing a nursing education or student nurse affiliation program.

III. EXTENT OF SUPERVISION RECEIVED: Supervision received is primarily administrative in order to assure that overall training objectives are being scheduled and met, and that they integrate with standard requirements and other training needs and clinical experiences. Work is supervised through periodic reports, meetings, and impact on staff and evaluation of participants.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: An employee in this class supervises a relatively stable work force which works basically an 8-5 schedule unless training is required on other shifts.

V. RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities - Thorough knowledge of the theory of adult education and its application and nursing theories, techniques and practice in the area of assignment; thorough knowledge of agency/program philosophies, policies and procedures; considerable knowledge of available resources; ability to organize, develop and teach formal training programs; ability to apply judgement in assessing training needs and coordinating programs, and to evaluate student nurse learning; ability to develop course outlines and lesson plans and to communicate information to wide range of persons/programs; ability to develop and maintain effective work relationships.

Minimum Education and Experience - Graduation from a state accredited school of professional nursing, a baccalaureate degree preferred, and three years of progressive clinical and/or training experience in the specialty area/program assigned, with at least one year of experience in an administrative or supervisory role in a nursing program in the type of facility being served; or Master's of Science in Nursing and two years or progressive clinical and/or training experience in the specialty or area/program assigned, with at least one year of experience in an administrative or supervisory role in a nursing program in the type of facility being served; or an equivalent combination of education and experience.

Necessary Special Qualification - Licensed to practice as a Registered Nurse in North Carolina by the North Carolina Board of Nursing.