



STAFF DEVELOPMENT COORDINATOR

REPORTS TO: Director of Nursing

POSITION: The Staff Development Coordinator will assist in the process of Quality Assurance through audits of staff performance and policy enforcement.

SUPERVISES: There are no supervisory responsibilities for this position.

POSITION QUALIFICATIONS:

- Current, valid license to practice as a Registered Nurse (RN) in the State of Iowa required with supervisory and teaching experience.
- Experience working in Long Term Care or with the Geriatric population in other health care settings.
- Cardiopulmonary Resuscitation training required.
- Regular attendance is required.
- Must be able to read, write and speak fluent English.

PHYSICAL REQUIREMENTS:

- Sitting: 1-3 hours/day
- Standing: 1-3 hours/day
- Walking: 3-7 hours/day
- Lifting: Over 50 lbs good body mechanics or 25-50 lbs improper mechanics
- Twisting: Moderate: 121-480 twists/day
- Bending: Moderate bending: 121-480 bends/day
- Squat/Kneel: 1-3 hours/day need not be continuous

MENTAL DEMANDS:

- Must demonstrate effective communication skills with staff, residents and the public.
- Demonstrates ability to develop and maintain good interpersonal relations with staff and residents.
- Must demonstrate use of mature judgment and demonstrate excellent problem solving skills and ability.
- Must be able to work under stress when confronted with critical or unusual situations.
- Able to handle job responsibilities in a positive, professional manner .

WORK ENVIRONMENT:

- Works primarily indoors in a well-illuminated, reasonably climate-controlled environment.
- Involves possibility of exposure to communicable disease.
- Works with frequent interruptions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Knowledgeable of the nursing staff job descriptions (RN/LPN, Med Aide, CNA, and CNA Mentor).
- Flexible in working with newly hired staff on all three shifts during the orientation process and follow up when needed.
- QA process for monitoring medication errors, MARS, dating medication, narcotic logs, bed alarms, blue psych sheets, etc. (Provide education as needed when problem areas are identified.)
- Assist in the classroom orientation process (i.e. Dementia Training, new mentor training, and mini in-services as needed.)
- QA checks on specific skills for all positions in the nursing dept (i.e. Medication Administration, peri care, wound care, etc.)
- Assist in the development of protocol for immunization process for the Flu Vaccine for residents and staff.
- All other duties as assigned by the Director of Nursing.

Safety and Sanitation

- Demonstrates knowledge of emergency policies and procedures.
- Performs all duties in a safe and efficient manner; assures that safety regulations are followed at all times by all staff.

Human Resources

- Interprets facility policy and procedures, rules and regulations to subordinate nursing staff, residents, families and appropriate medical and ancillary personnel.
- Provides corrective instruction to nursing staff concerning quality of care and quality of life issues, and customer service.
- Assumes responsibility for unit or shift compliance with facility policy and procedure, rules, regulations and standards of practice. Assures that residents receive needed nursing care and services to meet their needs according to the established plans of care and physician's orders and instructions.
- Monitors and evaluates staff work behavior and performance of assigned duties, takes corrective counseling and disciplinary action according to established policy and procedures.
- Conducts skills performance appraisals for staff routinely assigned to unit.

- Create and maintain an atmosphere of warmth, personal interest, and positive emphasis, as well as a calm environment throughout the unit.

Customer Service

- Interacts with residents, families, staff, and other visitors to the center in a pleasant, respectful, and courteous manner.
- Acts as a positive representative of the facility at all times.
- Performs incidental housekeeping and maintenance tasks as may arise during the course of regular duties, in order to maintain a clean, safe, pleasant environment for residents, visitors and staff.

Residents/Patients' Rights

- Provides privacy and maintains the confidentiality of all resident care information.
- Ensures care and security of residents' personal possessions.
- Reports all complaints and grievance made by residents, family members, and visitors to the supervisor.
- Ensures that residents are free from abuse (physical, mental, and sexual), mistreatment and neglect, and reports any such instances to appropriate facility staff.

In-Service Education

- Attends all in-service education programs mandated by federal, state, and company guidelines.
- Participates and assists in departmental meetings and projects as assigned.

Miscellaneous

- All other duties as assigned by the supervisor.

All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.

Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees, or residents.

This description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. I have read this position description and fully understand the requirements. If I am offered and I accept the position of Staff Development Coordinator, I agree to follow the requirements and will perform all duties and responsibilities to the best of my ability.

I understand that I may be assigned other duties, in addition to or in place of those described previously. I also understand that the essential duties of this position may change at any time, according to the needs Luther Manor.

I further understand that my employment is at-will, and thereby understand that my employment may be terminated at-will by Luther Manor or myself.

Print Name

Signature

Date