

Gonzales Healthcare Systems - Job Description

Job Title: Clinical Educator		Department: Education	
Employee Reports To: Chief Nursing Officer			
Exempt/Non-exempt Status: Exempt		Employment Status: Full Time	
Employee Signature		Approval:	
Date		Date	
Position Summary			
<p>Develops professional development opportunities for staff and coordinates in-house and hosted training sessions. Provides oversight for educational and learning opportunities system wide. Manages online learning platforms and all observer, volunteer, student, and resident experiences. Supports creation of reader-friendly printed and electronic patient documents. Provides and assists in community education and outreach. Utilizes available multi-media resources as appropriate for execution of job duties. Prepares RQI reports on a monthly basis. Ability to comprehend and follow routine written or verbal instruction or directions in English. Performs additional duties as assigned by supervisor.</p> <p>OSHA Bloodborne Pathogens I</p>			
Position Qualification			
Education & Licensure	Current RN licensure in the State of Texas required; Bachelor of Science in Nursing or Education preferred		
Experience	Nursing experience required; previous experience in clinical education preferred		
Physical Requirements	Intermittent sitting, prolonged periods of standing and walking. Frequent bending, stooping, and reaching. Average lifting of 25# from the floor to waist, 50# from 30" high surface-to-surface, 15# overhead. Pushing and pulling with 50# force while assisting patients or moving equipment. Includes all physical tasks as outlined in the discipline's respective practice act.		
Technology Requirements			
GHS Information Systems	<p>SOFTWARE:</p> <ul style="list-style-type: none"> Citrix Cerner Office 365 Chrome Paragon One Content NextGen Image Link Engine Logical Ink Paperstream Patient Folder Adobe Acrobat <p>WEBSITES:</p> <ul style="list-style-type: none"> HealthStream RQI GDrive UKG Medex Nursing Info Site 		

Access Control	
Physical Access	Standard Employee Access

Section 1. Core Behaviors – All Staff	
A	Organizational Commitment
1	Demonstrates a professional demeanor
2	Is committed to GHS's Mission, Vision, Values
3	Complies with Gonzales Healthcare Systems and departmental Policies
4	Demonstrates commitment to enhancing how GHS is viewed by others
5	Adheres to Attendance & Punctuality Policy
B	Customer Orientation
1	Advocate of the diverse needs & cultural values of ALL
2	Provides attentive service to ALL
3	Demonstrates respect, sensitivity & care in ALL
4	Protects confidentiality and privacy of ALL
5	Adheres to current GHS's Customer Service Standards
C	Performance Focus & Self-Management
1	Organizes & prioritizes work duties
2	Works toward the continuing growth/development of staff
3	Sets & tries to surpass personal & work goals
4	Is aware of one's impact on others
5	Is flexible & adapts positively to new, different or changing situations
6	Asks questions, is informed & acts according to GHS's standards
7	Incorporates the PI plan principles into daily activities
8	Adheres to laws and regulations applicable to job function
D	Team Orientation
1	Acts to work cooperatively with & helps other team members
2	Participates in projects & is a good team player
3	Recognizes and acknowledges others for a job well done
4	Considers coworkers views & recommendations
5	Extends team work behaviors to ALL
E.	Interpersonal Communications
1	Effectively communicates with others in an effort to create mutual understanding
2	Works to find resolutions to problems
3	Encourages two way communications
4	Maintains focus on issues rather than personalities

Section 2. Leadership Behaviors Core Behaviors	
A	Proactive Approach
1	Commits time & resources to predict and prevent potential problems
2	Recognizes & acts upon opportunities to address problems
3	Initiates planned actions
4	Monitors & evaluates outcomes
5	Utilizes resources & staff efficiently
B	Team Management
1	Effectively manages & facilitates groups
2	Encourages cooperation & input from Team Members
3	Recognizes team effort & creates a work environment that enhances teams
4	Utilizes tools which results in the participation of all team members
5	Brings conflict into the open while seeking resolution
6	Participates in Employee activities available to them.
C	Ownership Building
1	Guides employees towards independent responsibilities & decision making
2	Provides employees with the necessary resources to do daily tasks
3	Considers employees' views & recommendations; empowers them to carry out departmental plans

4	Accepts responsibility for problems
5	Actively encourages independent responsible choices
6	Demonstrates accountability for job responsibilities
7	Manages operation and capital budget efficiently
D	Talent Development
1	Creates & promotes performance focused development in employees
2	Completes performance appraisals/competency assessments according to GHS policy
3	Utilizes employee peer feedback to assess own performance
4	Provides opportunities for staff to grow & make contributions
5	Provides clear expectations & feedback
6	Demonstrates & recognizes positive attitudes
7	Recognizes & supports quality service
8	Supports training & development of staff
Section 3. Department Specific Duties and Responsibilities	
A	Duties and Responsibilities
1	Is responsible for working with all Managers in the development, assessment, planning, implementation, and evaluation of their department's educational needs including job specific competencies.
2	Is responsible for coordinating annual skills fairs for all departments.
3	Will work with Human Resources and Contract Staff Managers (Pharmacy, EVS, Facility Maintenance, Security Officers and like employees) to ensure all contract staff files are complete and staff education is consistent with GHS and job requirements at the time of hire and annually.
4	Develops, maintains, and reviews records and reports that identify employee participation in education programs and provides information for program evaluation.
5	Works with managers and Human Resources on employee retention and career development.
6	Leads clinical code drills.
7	Develops education materials appropriate for the patient/family for disease process, learning level, and educational needs. Communicates with physicians concerning education needs of staff. Assists physicians and clinical staff in identification of educational needs in GHS and the community.
8	Develops health-related community outreach programs
9	Formulates and implements in-service education objectives.
10	Works with the Director of Marketing and Business Development in the community as an outreach role through education to help promote all GHS services, programs and health and wellness in our community.
11	Works with Managers on the placement of Interns, Students Shadowing and Volunteers throughout the District. Including working with Compliance in the execution of educational agreements. The position will also work with Human Resources to ensure the Student/Volunteer file is complete and all pre-entry requirements are met.
12	Must be flexible with work schedule to meet departmental needs.
13	Performs additional duties as assigned by supervisor.
B	Infection Control Duties and Responsibilities
1	Follows Infection Control guidelines and policies for Gonzales Healthcare Systems.
C	Safety Duties and Responsibilities
1	Follows Safety guidelines and policies for Gonzales Healthcare Systems.