

Winslow Indian Health Care Center

Job Vacancy Announcement #WDH-21-40

Closing Date: 04/30/2021



POSITION TITLE: Nurse Educator**DEPARTMENT: Nursing****Position Summary:**

Under general supervision of the Chief Nurse Executive, is delegated the responsibility of the direction and management of Nursing Education for Nursing. Assesses, researches, plans and implements nursing education services to ensure nursing education and competencies are in compliance with AAAHC and other professional regulatory standards at Winslow Indian Health Care Center (WIHCC). The Nurse Educator (NE) uses professional nursing expertise in educational program development for existing and recruited nursing staff. Uphold the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Maintains regular attendance and punctuality.
- Plans, develops, implements, and monitors nursing education in accordance with the Accreditation Association for Ambulatory Health Care (AAAHC) standards and other professional regulatory standards.
- Ensures that all the applicable nursing education and policies/procedures and protocols are current for nurses.
- Organizes and develops, or obtains, training procedure manuals and guides and course materials such as handouts and visual materials.
- Assesses the teaching needs essential to continuing education, development of new and experience nurses.
- Identifies, evaluates and implements instructional material in all types of media and formats to meet the needs of the nursing staff.
- Promotes nurse professional development and competency through specialized training and certification (BLS, ACLS, PALS, NRP, TNCC, ENPC, CEN, etc.) programs.
- Coordinates orientation for new staff, working closely with other departments to ensure proper orientation is completed.
- Prepares, maintains, submits records, reports such as monthly staff development report, monthly educational activities report, and report of staff that are approaching delinquency status for required professional training.
- Serves as an advisor or a member of various hospital committees including Trauma, Code Blue, Rapid Response, Adverse Incident, and Lab.
- Completes and submits annual reports for Chief Nurse Executive.
- Collaborates with Nursing administrative and clinical leaders in providing education to nursing staff.
- Collaborates with Nursing Administration to accomplish the WIHCC and Division of Nursing's strategic plan goals and objectives, and GPRA objectives.
- Prepares written educational budget plans for operation for nursing education programs.
- Participates as a member of the Nursing Administration team and as a voting member of the DNLC team of Navajo Area.
- Provides leadership to assure compliance, employee and patient satisfaction and to create and maintain an ethical work environment with high morale and productivity.
- Researches advancements in the area of nursing care, nursing educational quality management, and incorporates this into current practice.
- Works effectively with all members of the healthcare team to assure the delivery of comprehensive quality of care to all patients.
- Develops and implements nursing orientation, skills training and leadership classes for new nursing employees as well as current employees.
- Develops and implements yearly nursing competency verification events/trainings.
- Coordinates clinical orientation and experiences for nursing student and faculty using WIHCC as an educational location.
- Provides on-going assistance to clinical nursing staff through consultation and/or direct participation in clinical duties.
- Provides and coordinates in-services and trainings based on current evidence-based practice applicable to nursing and other clinical departments.
- Maintains current practical knowledge and skills in all areas, including trauma, med-surge, primary care, acute care, emergency nursing, and specialty services.
- Assist Nurse Recruiter as need.

- Requires completion of tasks or duties assigned by a supervisor.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCCs Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

Minimum Qualifications:

Bachelor's Degree in Nursing, one to three years' experience as Nurse Educator or adult education and three years of experience in various aspects of clinical nursing practice required. Current licensure as a Registered Nurse required. Current BLS/CPR is required. Master's degree preferred. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

Knowledge, Skills, Ability:

- Knowledge of health service/administration and other self-assessment programs, accreditation requirements including continuous quality assurance or management, risk management, safety, infection control, information management systems, medical records, and the RPMS.
- Knowledge of AAAHC, COLA, CMS and applicable federal, state, county, and local laws, regulations, standards, and requirements.
- Knowledge of the complexity of current health problems specific to Native Americans.
- Knowledge of cultural sensitivity and language diversity.
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures for nursing education
- Skill in communication including teaching groups; providing technical assistance to individuals regarding methods for implanting new ideas.
- Ability to develop and deliver presentations.
- Ability to maintain CPR and other certifications as required.
- Ability to be dependable in attendance and job performance.
- Ability to accept and learn from feedback.
- Ability to communicate effectively both verbally and in writing.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.

Physical Demands:

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is performed in an office setting or outdoor work environment with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.