DIRECTOR OF HOSPITAL EDUCATION

DEFINITION

Under general direction, to plan, organize and direct the Education activities at Natividad Medical Center, to be responsible for meeting accreditation requirements for staff education and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This single position class is characterized by its responsibility for planning, organizing and directing the educational and training activities for the hospital staff and for meeting JCAHO accreditation requirements for staff education at Natividad Medical Center. This position reports to the Hospital Human Resources Manager.

Director of Hospital Education is distinguished from the lower class of Healthcare Instructor in that the latter is responsible for planning, conducting, instructing and evaluating staff development inservices, classes, etc.

EXAMPLES OF DUTIES

1. Directs and coordinates all educational activities within the medical center, including nursing areas

2. Establishes and implements a broad range of educational programs, including orientation workshops, seminars, inservices and conferences

3. Develops a variety of instructional materials for training programs and classes, including audio-visual, printed, video tapes, etc., and conducts same throughout the medical center

4. Arranges for individuals outside the hospital to conduct training programs and seminars for hospital personnel

5. Defines and assesses quality improvement programs; assures compliance with JCAHO and other regulatory agencies with regard to educational activities

6. Manages the education program operating budget; prepares and submits requests for capital expenditures

7. Hires, trains, supervises, evaluates and recommends disciplinary actions for subordinate staff

8. Develops policies and procedures in accordance with administrative and regulatory agency directives
9. Prepares administrative reports and correspondence concerning educational activities and directs the maintenance of records, documentation and files.

QUALIFICATIONS

Knowledges/Skills/Abilities

Any combination of experience, education and/or training which substantially demonstrates possession of the following knowledge, skills and abilities:

Thorough Knowledge of:
1. Regulatory agency requirements concerning educational activities in a hospital
2. Principles of teaching and adult learning
3. Principles and practices of effective management and supervision
4. Methods, theories and techniques used in acute care nursing and ancillary healthcare staff education
5. Medical terminology, hospital routines, procedures and equipment

Working Knowledge of:
1. Nursing and ancillary department professional education requirements
2. Principles and practices of quality improvement methods
3. Computer applications' relation to education
4. Hospital safety, emergency and infection control procedures.

Some Knowledge of:
1. Principles, practices and trends of business administration, including finance, budget, personnel, planning and program evaluation
2. Mathematical and statistical concepts and applications.

Ability to:
1. Plan, organize and direct the education program
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2. Appraise performance, counsel, motivate and train employees, prepare documentation and implement corrective and disciplinary measures

3. Teach effectively

4. Analyze situations accurately and adopt an effective course of action

5. Develop and evaluate alternatives to accomplish goals and effectively utilize available resources

6. Review and edit written reports; utilize staff effectively in the conduct of studies and projects

7. Communicate effectively with wide variety of people, including physicians, nurses and other hospital staff, department managers and administrators, consultants and other health care personnel

8. Gain and maintain the confidence and cooperation of those contacted in the course of work


EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING

The knowledges, skills and abilities listed above may be acquired through various types of experience, education, or training, typically:

Experience:

Three years of experience as an education instructor, preferably in an acute care hospital, or three years experience as a nursing or allied health professor in a two or four year college

AND

Education:

Completion of coursework leading to a Masters degree in education, nursing or a related field.

REQUIRED CONDITIONS OF EMPLOYMENT

As a condition of employment, you may be required to attend meetings outside of working hours as needed.

PHYSICAL AND SENSORY REQUIREMENTS

The physical and sensory abilities required for this classification include:
1. Vision, speech and hearing which can be corrected to a level sufficient to successfully conduct business

2. Manual dexterity to operate audio visual materials and equipment.

CLASS HISTORY

Class Code: 14H26
Established: October, 1995

Bargaining Unit: X
EEO Category: P

Approved by: [Signature]
1/28/95

Date

SA:jm
11/16/95