DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for instructing nursing staff and student nurses in the theory and practice of patient care. Under general supervision, an employee in this class prepares and administers a training program for new employees on the nursing staff, in service training sessions, and programs for student nurses. Work involves conferring with nursing supervisors, the medical staff and other professional groups about new training programs and hospital techniques. Depending upon assignment, work may also involve developing and evaluating procedures and methods for preventing, controlling, and investigating infections, and conducting in service training of personnel on health standards and infection control policies and procedures.

Supervision is exercised over a number of professional, semi professional and non professional personnel. Work is reviewed through conference and submission of reports by a professional superior. Does related work as required.

TYPICAL WORK ACTIVITIES

Prepares and administers, in cooperation with the pharmacy, medical staff and nursing administrators, a comprehensive training program for all new professional, sub professional and non professional employees engaged in providing patient care services.

Confers with medical and nursing staff to determine need for additional training.

Attends nursing staff meetings, visits hospital units, orders films, schedules speakers and prepares in service programs for entire nursing staff.

Attends conferences and meets with members of nursing associations to remain informed of current nursing techniques, hospital procedures and equipment.

Teaches basic nursing skills to student nurses from affiliating hospitals and nursing schools; may recruit and train high school students as summer hospital aides.

Facilitates workshops and educational programs for all employees as necessary.

Keeps pertinent records associated with the training program.

Orients new employees and trains unskilled aides with the facility.

May substitute for a supervising nurse.

May develop and institute effective and practical ways to control infections utilizing technical knowledge to determine means for infection control.

May develop and conduct in service training programs related to infection control for facility
personnel and instruct new personnel in health standards, sanitary procedures and policies, infection control procedures and policies, and personal health habits. FULL PERFORMANCE KNOWLEDGE SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Comprehensive knowledge of nursing principles and techniques and their relation to medical practice.

Comprehensive knowledge of material medics, sanitation, and personal hygiene.

Thorough knowledge of modern principles and practices in hospital administration.

Good knowledge of asepsis, disinfection, sterilization, and isolation policies and procedures as contained in the New York State Health Codes and in the facility's written policies and procedures.

Good knowledge of epidemiology and microbiology for interpretation of cultures and their significance as related to infection.

Ability to instruct professional, sub professional and non professional employees in hospital and nursing procedures in a manner conducive to full performance and high morale.

Ability to explain and interpret instructions of a technical and professional nature in exact detail.

Ability to prepare comprehensive reports and maintain records.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

Six (6) years of experience as a Registered Nurse, three (3) years of which must have been in a supervisory position.

SPECIAL REQUIREMENT

Possession of a valid license to practice as a Registered Professional Nurse by the New York State Department of Education at time of appointment.

6/89 Revised

Review Date: