JOB DESCRIPTION

TITLE: Long-Term Care Education Director

RESPONSIBLE TO: The Director of Nursing

DEFINITION:
1. Responsible for planning, organizing, developing, coordinating and directing Staff Development and Education in accordance with State and Federal regulations by properly providing the appropriate services and documentation throughout the facility.
2. Responsible for planning, organizing, coordinating, developing and directing Employee Health Program for the facility in accordance with State and Federal Regulations.
3. In cooperation with The Director of Infection Control, carries out the duties of exposure officer for the facility, in accordance with State and Federal regulations.

QUALIFICATIONS:
1. Graduate of an accredited Registered Professional Nursing Program with a current unencumbered license to practice as an R.N. in the State of Pennsylvania.
2. Thorough understanding of medical terminology, nursing practices, and Federal and State regulations specific to long term care.
3. Ability to assess, organize, plan, develop, implement and interpret the programs, goals, objectives, policies and procedures, etc. that are necessary for providing quality care.
4. Five (5) years’ experience as a Nursing Supervisor in a long term care or other health-related care facility.
5. Thorough understanding of OSHA Blood Borne Pathogen Standards and exposure control methods.
6. Excellent communication and presentation skills.
7. Strong computer skills including: Outlook, Excel, Word, PowerPoint; easily adaptable to other programs.
9. Demonstrated competence in management and related leadership skills.
10. Experience teaching adults.
11. Experience with employee health.
12. Satisfactory personal and work related references.

DUTIES AND RESPONSIBILITIES:

1. **EDUCATION**
   1. Assesses the training needs of the organization and plans, prepares, organizes and provides needed training to RN’s, LPN’s, CNA’s & ancillary staff.
   2. Develops, implements, coordinates and maintains an effective orientation program for new employees focused on specific job duties as outlined in individual job description.
   3. Works with Department Heads to coordinate educational needs assessment and training as needed.
   4. Implements recommendations from the Quality Assurance and Improvement (QA & I) Committee as they relate to educational needs and programs.
   5. Makes frequent rounds of the facility to observe employee work practices, identify deficiencies, and personally assess educational needs of staff.
   6. Conducts education studies with licensed nursing personnel following medication administration errors, which include medication pass audits, treatment audits, and or corrective action needed by staff.
   7. Develops follow-up education for monitoring identified problem areas.
   8. Acts as a resource for education and training within the facility.
   9. Ensures timely preparation of employee in-service attendance hours for performance evaluations.
   10. Makes written and oral reports/recommendations to the Administrator, as necessary/required, concerning the operation of the educational program.
11. Prepares required education reports:
   a. Maintains up-to-date “Chart 6” for “out of facility” and in-facility seminars or in-services for survey preparedness.
   b. Maintains a chronological listing of all in-service’s and topics covered for survey preparedness.
12. Maintains current education knowledge and practice via attendance at appropriate seminars, in-services and educational programs.
13. Implements and assures staffs receive at least annual in-service training to meet regulatory requirements.
14. Administers and oversees computer-based education and training program (SilverChair).
15. Assures nurse aides receive required 8-hour training annually.
16. Performs other duties as required.

2. EMPLOYEE HEALTH

1. Oversees scheduling, administration, reading and documentation of initial 2-step and annual (if warranted) TB-TSTs for employees, contractors, interns, and certain others having access to resident areas.
2. Annually reviews positive reactors for signs and symptoms of TB and maintains documentation.
3. Schedules, administers and documents Hepatitis B Vaccinations for all staff.
4. Organizes and administers employee flu shots for annual fall influenza vaccination campaign.
5. Monitors and analyzes employee illness as it relates to transmission of infection within the facility and communicates findings (patterns and concerns) to Infection Control nurse.

3. EXPOSURE OFFICER

1. Oversees employee blood borne-pathogen exposure program.

4. HUMAN RESOURCE

1. Assists in the development of job descriptions for all staff members.
2. Assist the Director of Nursing in preparing performance evaluations/competencies as directed.
3. Develop and participate in programs designed for in-service education, on the job training and orientation classes for newly assigned personnel. (Includes maintaining appropriate record keeping requirements of when classes were held, subject matter, attendance, etc.)

5. COMMITTEES

1. Serves on committees as assigned, including Safety Committee and Safety Sub-Committee that reviews employee occupational incidents.
2. Establishes and monitors performance indicators for the Quality Assurance and Improvement Committee.

WORKING CONDITIONS

1. Works in well-lighted/ventilated office areas, as well as throughout the building.
2. Sits, stands, bends, lifts, and moves intermittently during working hours.
3. Is subject to frequent interruptions.
4. Is involved with physicians, residents, family members, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances.
5. Is subject to hostile and emotionally upset residents, family members, personnel, visitors, etc.
6. Communicates with medical staff, nursing staff and other department supervisors.
7. Is willing to work beyond normal working hours and on weekends and holidays when necessary, as well as, in other positions as needed.
8. Attends and participates in continuing educational programs.
9. Is subject to falls, burns from equipment, odors, etc., throughout the workday.
10. Is subject to exposure to infectious waste, disease, conditions etc., including exposure to the AIDS and Hepatitis B viruses.
**SPECIFIC REQUIREMENTS**

1. Must be able to read, write, and speak the English language in an understandable manner.
2. Must possess the ability to make independent decisions when circumstances warrant such action.
3. Must be knowledgeable of evidence-based practices and procedures, as well as, laws, regulations, and guidelines pertaining to long-term care administration.
4. Must possess leadership and supervisory ability and the willingness to work harmoniously with professional and non-professional personnel.
5. Must possess the ability to plan, organize, develop, implement and interpret the programs, goals, objectives, policies and procedures, etc., that are necessary for providing quality care.
6. Must have patience, tact, cheerful disposition and enthusiasm, as well as, be willing to handle difficult residents.

**PHYSICAL REQUIREMENTS**

1. Must be able to move intermittently throughout the workday.
2. Must be able to speak the English language in an understandable manner.
3. Must be able to cope with the mental and emotional stress of the position.
4. Must possess sight/hearing senses, or use prosthetics that will enable these senses to function adequately so that the requirement in this position can be fully met.
5. Must function independently, have flexibility, personal integrity and the ability to work effectively with the residents, personnel and support agencies.
6. Must be in good general health and demonstrate emotional stability.
7. Must be able to lift a minimum of 50 pounds.
8. Must be willing to perform tasks that may involve exposure to the resident’s blood/body fluids.

**RESIDENT AND STAFF SAFETY:**

Employees are responsible for actively participating in Valley View Nursing Center resident and staff safety improvement. Employees have the responsibility to: Identify processes or systems that could potentially lead to errors and adverse events. Know and follow organizational and department policies and procedures applicable to assigned duties. Avoid taking shortcuts or encouraging others in the organization to shortcut established policies and procedures as a means of facilitating resident care. Use sound judgement and awareness of potential hazards before taking action. Participate in required departmental and organizational resident and staff safety programs. Promptly report serious events and incidents in accordance with established facility policy and procedure. Assume responsibility for one’s own professional development and education to improve individual performance and facility resident safety. Work safely, as a condition of continued employment.

**HIPAA Privacy Requirements**

The Employee acknowledges and agrees that while performing job responsibilities for Valley View Nursing Center, the employee may create, receive, or review certain Resident Protected Health Information (PHI), as such term is defined in the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereon (The “HIPAA Privacy Rule”). The Employee further agrees to use and/or disclose PHI only as permitted or required to do their job, to use all reasonable efforts to maintain the security of the PHI, and to prevent the unauthorized use and/or disclosure of the PHI. Employee also understands and agrees to maintain PHI as confidential, and not divulge such information to any unauthorized third party for which PHI was not intended.
ACKNOWLEDGEMENT:

I have read the above job description and fully understand the requirement set forth therein. I hereby accept the position of Staff Development Director and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I understand that as a result of my employment, I may be exposed to the AIDS and Hepatitis B Viruses.

I further understand that my employment is at will, and thereby understand that my employment, may be terminated at will by the facility or myself, and such termination can be made with or without notice.

______________________________  ______________________________
Date  Signature
LTC Education Director

______________________________  ______________________________
Date  Signature
Administrator

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