

## **HOSPITAL DIRECTOR OF NURSING EDUCATION**

### **DEFINITION**

The Hospital Director of Nursing Education plans, directs and evaluates nursing, clinical, and general education for Natividad Medical Center (NMC) by directing a team of education specialists and managers in the provision of continuous development and learning activities for NMC staff and patients. These services are aligned with NMC's business initiatives, mission, vision, and values. Services include: utilization of needs assessment to determine gaps in Nursing skills, care delivery and critical thinking, collaboration with administration to design appropriate programs and processes to eliminate identified gaps, develop and implement the most effective educational systems to minimize gaps, provide a mechanism of continuous communication regarding return on investment in educational services. The Director collaborates with senior management, medical staff, and department directors to create a climate and structure that encourages continuous development throughout the organization. Incumbent develops and directs the implementation of Nursing retention strategies; maintains excellent relationships with nursing affiliates and schools; represents NMC on various advisory boards and commissions.

### **DISTINGUISHING CHARACTERISTICS**

The Hospital Director of Nursing Education, a unique management classification reporting to the Chief Nursing Officer, is responsible for a division that researches, designs, delivers and evaluates quality educational programs for NMC Nursing staff and patients. It is distinguished from other classes within the department in the nature, focus, diversity, and scope of responsibilities requiring the ability to envision, design and direct the continuous improvement of education and retention strategies, thorough knowledge of statistical analysis and reporting, performance measures, performance improvement techniques, and the frequent use of discretion, initiative and independent judgment. Incumbent manages teams of professional and technical staff, while ensuring best-practices in nursing, staff and patient education.

The Hospital Director of Nursing Education classification is distinguished from the next higher class of Chief Nursing Officer, in that the latter serves as the highest-level senior manager over several nursing-related patient care divisions within NMC. It is further distinguished from the next lower level of Hospital Nursing Education Coordinator, in that the latter assists in the planning, oversight, implementation, and evaluation of planning initiatives, program compliance, and the work of the Nursing Education staff.

### **EXAMPLES OF DUTIES**

Nothing in this specification restricts management's right to assign or reassign duties and responsibilities to this job at any time.

1. Assesses the educational needs of Nursing staff at NMC based on quality improvement and risk management data, innovations in clinical care delivery and technology, regulatory requirements, the performance goals of the facility, and feedback from staff and management.
2. In collaboration with the management team, develops annual education plans and retention strategies, based upon the assessment of needs in the Nursing Division, to include orientation of new employees, competency assessment, continuing education requirements, and education response to quality management information.
3. Implements the education plan to include appropriate utilization of staff resources and assistance to departments in developing unit-based education and competency programs.
4. Evaluates the Nursing Department Education programs on an ongoing basis. This evaluation includes how the education plan was implemented as well as the effect of education on the performance of the entire organization (quality and facility outcomes).

5. Directs patient and family education programs to include developing materials and insuring that materials are coordinated between departments providing similar services as well as with other facilities.
6. Develops, manages, and monitors Nursing clinical affiliation agreements. Directs educational activities with outside agencies including schools and other facilities.
7. Directs, plans, develops, and implements Nursing professional practice standards, education quality improvement, risk management, and research activities for professional and support staff.
8. Develops and monitors the Nursing division budget as related to retention outcomes.
9. Plans, develops, and coordinates patient education programs for inpatient and outpatient services.
10. Selects, supervises, and evaluates subordinate staff.
11. Assesses trends, innovations, standards, and conceptual models for impact on professional nursing practice and applicability to quality improvement, education and research.
12. Develops and oversees e-learning programs as appropriate.
13. Oversees Hospital Nursing Education and Retention to ensure that educational needs of staff are met, oversees recruitment practices and coordinates activities with Human Resources.
14. Facilitates development of unit specific educational programs.
15. Ensures compliance with Federal, State, and local regulations and accreditation standards, monitors the practice of mid-level practitioners to ensure compliance with state regulations;
16. Performs other related duties as required.

## **QUALIFICATIONS**

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

### **Knowledge and Skills:**

#### **1. Thorough knowledge of:**

- Professional Nursing Practice Standards and Scope of practice regulations for Health Care Personnel
- Modern principles and practices of adult education
- Organizational Behavior Principles and Change Management Theory
- State and federal regulations governing the operation of health care systems and advanced nursing practice
- Health care system operations and administration, including management, planning, and delivery of services
- Standards of The Joint Commission on Accreditation of Health Care Organizations (JCAHO) and requirements of Title XXII
- Personnel recruitment, development, retention, management and supervision
- Budget development and cost control methods applicable to health care systems operations
- Education, advanced clinical practice, risk management, and research aspects of nursing
- Gap analysis, development of effective instructional and evaluation design, implementation of educational intervention and evaluation.
- Design of performance-based programs ensuring acquisition of content and transfer of learning to the work environment to support patient-centered care. (Program development, implementation, modification, and evaluation)
- Competency determination and verification in clinical and non-clinical areas.

- Management of educational teams whose focus is performance-based education, aligned with the NMC's business initiatives.

**2. Skill and Ability to:**

- Effectively direct, plan, develop, and implement professional education systems and programs for a large health care system.
- Measure Outcomes with focus on validity and reliability.
- Provide User friendly written feedback in a systematic way to promote consistent change.
- Plan and direct, prioritize, manage and monitor major systems and change processes.
- Interpret and apply Federal, State, and local laws and regulations, and coordinate accreditation and State audits and surveys.
- Communicate ideas and information, effectively, both orally and in writing, and establish and maintain good relations with those contacted in the course of the work.
- Effectively recommend, develop, and implement professional education and quality improvement activities for a large health care system
- Understand, interpret and apply Federal, State, and local laws and regulations, and coordinate accreditation and State audits and surveys
- Communicate ideas and information, effectively, both orally and in writing, and before groups of various participants from NMC and outside sources.
- Use modern office/training equipment, including computers and modern audiovisual equipment.
- Work effectively amid multiple, changing priorities.
- Mentor staff, both direct subordinates and others.

**REQUIRED CONDITIONS OF EMPLOYMENT**

As a condition of employment, the incumbent will be required to:

1. Have a maintain a current California Drivers License

**EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING**

Any combination of training, education and/or experience that provides the knowledge, skills and abilities and required conditions of employment listed above is qualifying. An example of a way these requirements might be acquired is:

**Education:**

Masters Degree in Nursing, Health Care Administration or related field and/or graduation from an advanced practice program (such as Nurse Practitioner)

AND

**Experience:**

Five to ten years of experience in nursing, including clinical and supervisory experience, management and advanced nursing practice, professional education program development and quality improvement activities, or some equivalent combination of training and experience.

**PHYSICAL AND SENSORY REQUIREMENTS**

The physical and sensory abilities required for this classification include:

1. Mobility, flexibility, gross body coordination, and dexterity sufficient to move patients and equipment, and to respond to emergency/critical situations.

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2. Ability to sit and/or stand for long periods of time (meeting/event attendance, or at a computer).
3. Acute vision, visual color discrimination, hearing, voice, smell, and sense of touch typical for a hospital/office environment.
4. Ability to speak clearly and with the volume required to carry on clear conversations in person, over the phone and at public events.

### **CLASS HISTORY**

Class Code: 14M31  
Established Date: November 2008  
Revised Date: (New)  
Former Title: (New)

### **CLASS DATA**

Job Group: 1  
EEO Category: OA  
Work Comp. Code: 9043  
Bargaining/Employee Unit: X  
FLSA: E  
MOCO OT: N

Prepared by: Gerta McClay, SPHR, IPMA-CP  
Management Specialist

Approved by:

/s/ Janine Bouyea  
NMC Human Resources Administrator

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Date