**Job Description: Educator**

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1. **PURPOSE/OBJECTIVE**

To provide standardized role descriptions of responsibilities. This position is to work within an interdisciplinary health care and management team to oversee the delivery of mandatory in-services according to standards and supplemental training as needed.

**2.0 JOB SUMMARY:**

The **Educator** is responsible for clinical support, education and guidance to all nursing staff; residents’ families and non-nursing staff, while supporting the Director of Care in all aspects of providing continuing care and quality improvement initiatives.

**3.0 FUNCTION:**

As an Educator, you will play a key role in promoting safe, quality person-centered care for [patient/client/resident] and in establishing work safety culture through the provision of training and education, while reflecting the shared vision and values of [Organization’s Name] and in accordance with [list all applicable legislation/regulations/standards/licensing body], policies and procedures and best practice.

**4.0. EDUCATION/MINIMUM REQUIRMENTS:**

**List the qualifications or minimum requirement as required for you organization:**

* Baccalaureate Degree in applicable or related field or
* Completion of accredited nursing education program
* Current or eligible for registration with the College and Association of Registered Nurses of Alberta (CARNA) or College of Licensed practical Nurses of Alberta (CLPNA)

**5.0. SKILLS/KNOWLEDGE**

**List the skills and knowledge as required for your organization such as:**

* Current Basic Cardiac Life Support.
* First Aid Certification.
* Experience working with seniors in the community health services setting.
* Knowledge and commitment to person-centered care.
* Strong communication, teamwork and concern resolution skill
* Effective organizational, critical thinking, problem-solving and decision-making skills.
* Organizational and time management skills
* Experience in supervising, coaching and mentoring of staff.
* Ability to effectively work independently and within a team
* Knowledge of acts of legislation that govern practice
	+ Personal Health Information Protection Act
	+ Protection for Persons in Care Act
	+ Mental Health Act
	+ Workplace Hazardous Material Information System (WHMIS)
	+ Principles of routine practices (Universal Precautions)
	+ CCHSS
	+ Accommodation Standards
	+ OHS Act, Regulation and Code

**6.0 PHYSICAL REQUIREMENTS**

* Ability to meet the physical requirements including:
	+ Lifting up to maximum 25 lbs
	+ Carrying/transporting objects up to maximum 25 lbs
	+ Bending, crouching, kneeling, reaching, stretching
	+ Pushing and pulling up to maximum 50 lbs
	+ Standing and sitting for prolonged period of time
	+ Frequent walking covering long distances

**7.0. DUTIES AND RESPONSIBILITIES:**

**List the duties and responsibilities required for your organization in this role such as:**

* Managing orientation training and in-service delivery to new employees
* Providing mandatory in-services according to Standard 9 of the CCHSS to applicable employees
* Ensuring all nursing staff are able to meet resident care needs by providing and overseeing clinical education and training in topics such as palliative care; pain management, abuse prevention and awareness etc.;
* Ensuring resident care standards are met and maintained in accordance with current policies and procedures;
* Providing leadership and direction to staff in the provision of continuing care in the role of clinical nursing support;
* Coordinating and communicating within the nursing department ensuring care plans are being followed and updated as required;
* Networking & liaising with Care Directors, co-educators and other health care professionals;
* Leading and coordinating the Continuous Quality Improvement process;
* Leading and participating in OHS management as member of the OHS Committee
* Developing and implementing training materials and presentations according to best practices
* Educating technical and patient care staff in the use of new equipment, supplies, and instruments; coordinates in-service training and workshops for appropriate staff.
* Ensuring proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
* Ensuring that all staff are prepared in any emergency by practicing regular emergency code drills such as fire drills and tabletops
* Performing miscellaneous job-related duties as assigned.

**8.0. SAFETY RESPONSIBILITES**:

**List the safety responsibilities required for your organization in this role such as:**

* Comply with [Organization’s Name] Health and Safety policies and procedures, safe work practices as well as requirements under the Alberta Occupational Health and Safety Legislation.
* Mentor team members and employees to fulfill Occupational Health and Safety standard and values.
* Communicate all health and safety information including but not limited to policies, procedures, standards, hazard control and safe work practices.
* Provide adequate training and competent supervision so that all team members can work safely.
* Consult with all employees including [Health and Safety Committee members and Health and Safety Representatives] [Choose what is applicable in your organization] on suggested implementations and proposed changes.
* Ensure that health and safety concerns are addressed in a timely manner.
* Identify, assess and control hazards.
* Immediately report all injuries, near misses or potential hazards to direct supervisor or alternate as appropriate.
* Treat reported injuries or illness promptly and document incidences as outlined in policy.
* Maintain and promote a safe working environment at all times.
* Monitor compliance with health and safety policies, procedures, and standards.
* Take reasonable care to work safely and carry out duties as to not cause accidental injury to themselves, fellow employees or the general public.
* Awareness of role and participating in any emergency response and/or drills. Know and understand organizational response plan, assisting in all safety demonstrations and fire drills.
* Ensure to use all personal safety equipment (PPE) as appropriate and is being used properly.
* Meets infection prevention and control requirements by developing and adhering to infection control guidelines and practices and procedures and additional precautions when required.
* Handle and dispose of hazardous materials according to WHMIS and organizational policies and guidelines.
* Seek, offer and accept assistance when required.
* Use equipment and supplies according to established standards and procedures

**9.0** **OCCUPATIONAL JOB HAZARDS**

**List the occupational job hazards (ensure that high hazards are included) for this role, such as:**

* Activity that requires lifting, pushing, pulling, bending or stretching which can result in the use of awkward postures; acute or chronic exposure may result in sprains or strains.
* Physical exertion such as manual work, standing for long periods and equipment operation may result in repetitive, static, or awkward postures that increases exposure to strains and sprains.
* Working with employees, [patient/client/resident] and in common areas may result in exposure to bacteria, fungi, viruses, bodily fluid increasing risk of acquiring illness and/or infection.
* Exposure to chemicals and airborne particles, which could result in skin reactions or respiratory illness.
* Exposure to electrical equipment, cords and outlets increase risk of exposure to burns and electrical shock.
* Handling of oxygen tanks may result in exposure to explosive agents.
* Floor contamination such as spillages of water and/or chemicals can result in slips.
* Obstructions in the walkways including debris, cords, and bins can result in trips.
* Working with patients/residents/clients may result in exposure to workplace violence.
* Transporting of carts and dollies can cause overexertion and exposure to pinch points which may result in strains, sprains or falls, and fingers or crushed limbs or hand.
* Sitting for prolonged periods of time, repetitive manual tasks, bending and reaching can increase forces on muscles and tendons contributing to fatigue or musculoskeletal strain.

**10.0. INTERNAL TRAINING REQUIRED:**

**The following training will be required and provided to any potential employee as part of orientation and on-going training.**

[List any additional training that your organization would be providing as a requirement for the position] Examples could include the following:

* General Orientation
* WHIMIS
* [Organization’s Name] Management orientation program; including # of supervised shifts
* Site Specific training
* Organizational Leadership program