

JOB TITLE: Clinical Education Coordinator	DEPARTMENT: Nursing Administration	POSITION OF SUPERVISOR: Director of Nursing
FLSA STATUS: Exempt	ANTICIPATED HOURS PER WEEK: Average approximately 40 hrs.	EFFECTIVE DATE: 8/1/2023

**Position Summary:**

The Clinical Education Coordinator will oversee the practice- based health education (PBHE) program for Pagosa Springs Medical Center. This individual will be responsible for coordinating multidisciplinary training and education for Pagosa Springs Medical Center and affiliates. Responsibilities include coordination of American Heart Association classes, primary Emergency Medical Technician course, in-house continuing education, data collection and compilation related to education and training , monitoring of quality improvement metrics and key performance indicators, operation and maintenance of simulation equipment and software, administrative functions, instruction and other duties and tasks as directed by supervisor. The Clinical Education Coordinator will have overall responsibility for assuring that all reporting requirements and deliverables are met on a timely basis, as defined by the Colorado Practice Based Health Education (PBHE) grant.

**Qualifications: *At all times, the employee shall possess the following qualifications set forth below.***

<b>Education/Training:</b>	Registered Nurse or Paramedic licensed to practice in the State of Colorado. Bachelor of Science degree in Nursing, Education or similar healthcare field. Previous Management or Clinical Education experience preferred.
<b>Experience:</b>	Minimum of 2 years' experience in Nursing and/or Paramedicine. Experience in critical care or Emergency Nursing/Paramedicine preferred. Performance Improvement and Project Management experience preferred.
<b>Special Skills, Licenses or Certifications:</b>	Computer skills sufficient to manage email, Microsoft Word, and Excel. Must have attention to detail. Must have strong organizational and communication skills. Experience in team dynamics strongly preferred.
<b>Language Skills:</b>	Demonstrates ability to read, write, and clearly express one's self in English 100% of the time. Additional languages preferred. Demonstrates ability to listen. Demonstrates ability to clearly convey thoughts and concepts in speech and written word.

<b>Physical/Mental/Special Demands:</b>	<ul style="list-style-type: none"> <li>• May need to lift &gt;25 pounds.</li> <li>• Adequate hearing is required to hear/talk with other employees, students, patients and public in person and on the telephone.</li> <li>• Adequate sight is required to perform essential functions of the job.</li> <li>• Work requires the use of computers with exposure to monitors, key boards, and mouse with repetitive motions for extended periods of time.</li> <li>• Ability to initiate CPR 100% of the time.</li> <li>• Must have fine motor skills 100% of the time.</li> <li>• Ability to work and multi-task at a rapid pace with numerous interruptions 100% of the time.</li> <li>• Good mental health.</li> <li>• Demonstrate tact and versatility.</li> <li>• Must be dependable.</li> <li>• High degree of self-motivation and directional initiative.</li> <li>• Ability to function independently.</li> <li>• Ability to cope and remain calm in escalating situations.</li> <li>• Must consistently demonstrate compliance with organizational-wide competency statements and performance criteria based on established quality indicators.</li> </ul> <p>In addition, the physical demands anticipates standing, bending, walking and long periods of sitting.</p>
<b>Work Environment:</b>	<p>Work is performed in both an office and clinical setting with exposure to work stress, environmental stress, and frequent interruptions; noise level is moderate; work may involve exposure to blood, bodily fluids and communicable diseases; frequent communications, on a daily basis, with students, co-workers, vendors and patients.</p>
<b>Cross-Training of Position:</b>	<p>PSMC cross-trains job positions. This job description may be required to cross-train to be able to effectively perform the job position of: Staff RN</p>

**Standard Job Requirements: At all times, employee shall satisfy the following requirements:**

1. Comply with all PSMC policies including, without limitation, timely attendance, code for dress and decorum, no conflicts of interest, no harassment, fragrance free, etc.
2. Comply with all PSMC and department procedures, rules and directives.
3. Establish and maintain effective working relationships with others (e.g., students, co-workers, supervisors, patients, visitors, vendors of PSMC and the general public).
4. Is courteous, respectful, honest, and solution-oriented in dealing with others.
5. Communicates accurately, clearly, and effectively both orally and in writing.
6. Possess excellent organizational skills with the ability to prioritize and multi-task.
7. Works independently and performs the job with minimum supervision.
8. Works effectively on PSMC/department team matters and recognizes situations that require collaboration and teamwork.
9. Maintains strict confidentiality of all patient matters and recognize situations where confidentiality should be maintained even if not legally required.

10. Respects the importance of compliance and quality improvement programs and supports the same.
11. Possesses computer knowledge/skills and the ability to learn and adapt to new programs and software.
12. .
13. Perform other job duties, as assigned by a supervisor.
14. Exemplifies and supports PSMC's values. (WISER)

**Essential Duties, Functions and Responsibilities: At all times, employee shall be able to perform the following essential functions of the job, with or without an accommodation, as set forth below.**

- Exhibits strong teamwork, interpersonal, listening and communication skills.
- Is flexible and role models the ability to serve as a positive change agent.
- Improves health care workforce planning in PSMC's catchment area through the development /implementation and oversight of PSMC's practice-based health education program.
- Meets all PBHE Clinical Education grant requirements and standards as defined in the PBHE Grant Statement of Work Contract.
  - Collaborates with PSMC team members to coordinate all program training and education.
  - Tracks data recorded by Simulation Lab software for quality reporting.
  - Completes baseline staff education survey.
  - Develops education/training plan to address needs identified in the baseline staff education survey.
  - Executes the education and training plan and documents completion of this plan.
  - Develops a simulation lab education team for PSMC.
  - Completes simulation software training and delivers simulated medical education based on identified needs and key performance indicators to current PSMC clinical staff and EMT students.
  - Delivers simulated hands-on training, based on identified needs and key performance indicators to clinical staff and EMT students.
- Implements a (1) one year (3) three tier EMT training program to include:
  - Tuition reimbursement guidelines.
  - Promotion of PSMC's EMT training program through advertising and local media outlets.
  - Reviews and selects (12) EMT applicants in collaboration with EMS and Nursing leadership.
  - Tracks student progress through each tier of the program.
- Monitors CDPHE and non-CDPHE websites for updates and complies with all updates.
- Utilizes data collected by the simulation software for performance improvement.
- Creates one annual report to contain all CDPHE requirements as noted in the Statement of Work contract.
- Participates in monthly programmatic check-in calls with the CDPHE Practice-based Health Education Grants Program Coordinator
- Completes and submits CDPHE Quarterly Progress Reporting Tool within the timelines set forth (12/15, 1/15, 4/15 and 7/15 annually).
- Completes and submits final a comprehensive project evaluation report to CDPHE within six months prior to the end of the grant contract.
- Achieves all expected results of activities as described on page 4 of the Statement of Work Contract.
- Submits EMT reimbursement guidelines to CDPHE within six (6) months after contract execution.
- Accepts other responsibilities as requested by the Director of Nursing, EMS Deputy Chief and/or Director of EMS.

- Meets the qualifications as set forth herein.

**Approved by:**

(Supervisor – Signature)	(Title)	(Date)
	<b>Human Resources Manager</b>	
(Human Resources– Signature)	(Title)	(Date)

**Receipt and Acknowledgment:**

I acknowledge and understand that:

- This job description, and receipt and acknowledgment of this job description, does not imply or create a promise of employment or employment contract of any kind. I understand and acknowledge that my employment with Pagosa Springs Medical Center is “at will” and may be terminated by me or the employer at any time with or without cause.
- The job description provides a general summary and requirements of the position in which I am employed. At this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor if, at any time, I am no longer qualified for my position and/or unable to perform the job requirements or essential functions of my job.
- Positions, job descriptions, duties, tasks, work hours, work requirements and qualifications may be changed at any time at the discretion of Pagosa Springs Medical Center.
- Acceptable job performance requires: (a) proper compliance with and completion of all aspects of the job description; and (b) compliance with PSMC policies, procedures, rules and directives.
- I have read PSMC values (WISER) and understand them.
- I have read and understand this job description.

(Print Employee Name)	(Employee Signature)	(Date)