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## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	REGIONAL ACUTE CARE EDUCATION INSTRUCTOR / INSERVICE EDUCATION INSTRUCTOR – EMERGENCY ROOM, SRHC / SURGICAL SERVICES EDUCATOR
<b>DEPARTMENT:</b>	ACUTE CARE
<b>CLASSIFICATION:</b>	NURSE IV
<b>UNION:</b>	MANITOBA NURSES' UNION

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## REPORTING RELATIONSHIPS

<b>POSITION REPORTS TO:</b>	DIRECTOR OF ACUTE CARE/ CLINICAL TEAM MANAGER
<b>POSITIONS SUPERVISED:</b>	NOT APPLICABLE

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## POSITION SUMMARY

The Regional Acute Care Education Instructor/ Inservice Education Instructor – SRHC Emergency Room (ER) / Surgical Services Educator is responsible for establishing evidence-based practices for clinical education. This includes the planning, development, implementation and ongoing evaluation of Acute Care Department/ Emergency Room/ Perioperative Services: Day Surgery, Operating Room, Endoscopy SRHC & Beausejour, Post Anesthesia Care Unit orientation and continuing education. The Regional Acute Care Education Instructor/ Inservice Education Instructor – ER, SRHC/ Surgical Services Educator is responsible for providing clinical expertise for employees in the Acute Care Program/ ER/ Perioperative Services to ensure that clinical standards of practice are met. The position collaborates with all members of the multi-disciplinary team in the provision of patient centered care and adheres to professional standards of practice, the C.N.A. Code of Ethics and applicable laws. The Regional Acute Care Education Instructor/ Inservice Education Instructor – ER, SRHC/ Surgical Services Educator functions in a manner consistent with and supports the mission, vision, values of the Interlake-Eastern Regional Health Authority.

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## ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

### A. Contributes to a Culture of Safety

- Commits to patient safety as a key professional value and an essential component of daily practice.
- In consultation with the Acute Care Director and/ or Clinical Team Manager, ensures staff have the information, training, certification, supervision and experience to do their jobs safely.
- Ensures nursing practice is consistent with legislative, regulatory, ethical and professional standards.
- Understands safety practices that reduce the risk of adverse events, such as infection control, injury prevention, safe administration of medication and risk awareness.
- Recognizes, responds to and reports adverse events and near misses.

#### **B. Accreditation Process**

- Participates in the Interlake-Eastern Regional Health Authority's accreditation process promoting education and compliance with Required Organizational Practices.
- Participates in the Acute Care program quality initiatives.

#### **C. Leadership and Professionalism**

- Participates in the Leadership/ Management Team meetings as requested by Director of Acute Care/ Clinical Team Manager.
- Participates on program and regional committees as assigned by Director Acute Care/ Clinical Team Manager.
- Provides ongoing communication to the Director Acute Care/ Clinical Team Manager highlighting issues, trends and relevant program information on a routine basis.
- Contributes to planning process by making recommendations as they relate to education needs, including training and resource material.
- Implements nursing procedures (or practice) based on best practice guidelines.
- Participates as a program team member to scan the environment for new technologies and processes to better support patients and their families to improve care and program efficiencies and effectiveness.
- Encourages self-learning/peer teaching.
- Participates in research relevant to nursing practice.
- Optimizes the use of resources within established parameters.
- Utilizes time effectively and is able to manage multiple projects concurrently
- Demonstrates awareness and understanding of the issues/trends/changes impacting on nursing and health care.
- Assumes accountability for own nursing actions within a legal and ethical framework.
- Maintains confidentiality in all aspects of his/ her job.
- Exhibits flexibility, creativity and self-direction.
- Ability to foster and maintain positive working relationships both individually and in a team setting.
- Communicates effectively in a courteous, respectful and tactful manner.
- Exhibits the ability to effectively lead in accordance with the values of the organization.
- Maintains a state of health suitable to the requirement of the position.
- Maintains confidentiality in accordance with the Personal Health Information Act (PHIA), Freedom of Information and Privacy Protection Act (FIPPA), RHA policies and any other applicable legislation.

**D. Ensures ongoing Professional Development.**

- Recognizes own level of professional competency and seeks appropriate direction or assistance.
- Maintains and updates professional skills, instructor certifications and knowledge through continuing education programs, literature reviews, interest groups, committee work and conferences.
- Maintains records of quality improvement activities, initiatives, and indicators. Submits written reports as required.

**E. Provides initial orientation and ongoing education for Emergency Room – *applicable to Inservice Education Instructor – ER, SRHC only***

- In collaboration with the Acute Care Director and/or Clinical Team Manager, assesses the educational needs of employees in the Acute Care Program/ ER.
- Contributes to the development, implementation and evaluation of educational projects and resources pertaining to specific program areas.
- Develops, implements and evaluates a comprehensive orientation program for new acute care employees. Establishes and maintains an effective communication process with the care team.
- Distributes educational materials related to courses, workshops, seminars, etc.
- Participates in policy development related to program needs.
- Plans and coordinates required education events for all acute care staff as directed by the Director Acute Care and/or Clinical Team Manager.
- Responsible for coordinating, preparing and delivering (re) certification courses in required skill competencies /delegation of functions for all staff such as BCLS, ACLS, PALS, ENPC and TNCC.
- Assists with the educational experiences of new staff and/or students, acting as a resource and role model as required.
- Identifies best practice issues requiring review based on research findings and incorporates into daily practice.
- Participates in ordering and maintaining current instructional and reference material.
- Evaluates education session and enhances programming based on recommendations.
- Implements and evaluates group education sessions/programs according to the learners needs, utilizing principals of adult education.
- Acts as an advisor and consultant to nursing and other disciplines.
- Works directly with staff to enhance their knowledge base and clinical practice skills.
- Serves as a resource to staff and students for clinical practice issues by demonstrating and providing clinical expertise and knowledge.
- Collaborates with the Director of Acute Care and/or Clinical Team Manager, and the Payroll Department to ensure the timely and accurate documentation of education attendance for all staff.
- Provides and coordinates continuing education opportunities for all staff and assists with patient/family education.
- Plans educational activities and curriculum development that is consistent with the College of Registered Nurses of Manitoba criteria for additional education for “Reserved Acts” as identified by the Regulated Health Professionals Act.

**F. Provides initial orientation and ongoing education for Perioperative Services including: Operating Room, Endoscopy & Post Anesthesia Care Unit – *applicable to Surgical Services Educator only***

- In collaboration with the Acute Care Director and/or Clinical Team Manager, assesses the environment to determine the educational needs of patients and perioperative personnel in the Perioperative Services areas.
- Contributes to the development, implementation and evaluation of educational projects and resources pertaining to specific program areas.
- Develops, implements, and evaluates a comprehensive orientation program for new acute care employees. Establishes and maintains an effective communication process with the care team.
- Responsible for coordinating, preparing and delivering Perioperative 101 orientation and education
- Distributes educational materials related to courses, workshops, seminars, etc.
- Participates in policy development related to program needs.
- Plans and coordinates required education events for all acute care staff as directed by the Director Acute Care and/or Clinical Team Manager.
- Plan and provide perioperative personnel education.
- Assists with the educational experiences of new staff and/or students, acting as a resource and role model using evidence-based standards and professional guidelines.
- Assist perioperative personnel in the evaluation of current practice through quality and process improvement measures.
- Participates in ordering and maintaining current instructional and reference material.
- Evaluates education session and enhances programming based on recommendations.
- Implements and evaluates group education sessions/programs according to the learners needs, utilizing principals of adult education.
- Acts as mentor to perioperative personnel as required
- Works directly with staff to enhance their knowledge base and clinical practice skills.
- Facilitate and monitor perioperative personnel compliance with organizational policies and procedures and regulatory and accreditation standards.
- Plans educational activities and curriculum development that is consistent with the College of Registered Nurses of Manitoba criteria for additional education for “Reserved Acts” as identified by the Regulated Health Professionals Act.
- Maintain perioperative employee educational data and records as required
- Facilitate student learning experiences in the perioperative setting
- Pursue professional growth and participate in a professional organization.
- Act as a patient advocate and maintain privacy and confidentiality of individuals and health information
- Provides expert nursing care to patients; teaching nursing staff; performing educator nurse functions; advancing nursing practice and performing other related duties as assigned.

**G. OTHER**

- Pursuant to the Regional Health Authority Act, Interlake - Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

- Initiates and supports change.
  - Performs other duties as assigned.
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## **QUALIFICATIONS**

### **EDUCATION/CERTIFICATION:**

- Baccalaureate Degree in nursing required.
- Master's Degree in nursing or related discipline preferred.
- Currently registered with the College of Registered Nurses of Manitoba and a member in good standing.
- Certification in Adult Education would be an asset.
- Certification in related clinical programs would be an asset, e.g. CNA certification in Emergency Nursing.
- Instructor certificates in BLS, ACLS, PALS, TNCC and ENPC - *applicable to Regional Acute Care Education Instructor and Inservice Education Instructor – Emergency Room, SRHC*
- Perioperative Certification (CNA or CNOR) preferred - *applicable to Surgical Services Educator only*
- Successful completion of AORN Periop101 required - *applicable to Surgical Services Educator only*

### **REQUIRED KNOWLEDGE:**

- Demonstrated ability to review data, research and literature: to analyze, interpret and synthesize this information.
- Demonstrated ability to apply principles of adult learning and teaching strategies in the clinical setting.
- Demonstrated leadership ability in conducting Learning Needs Assessment, planning, delivery, implementation and evaluation of education in program.
- Demonstrated computer skills and proficiency in Microsoft Word, Power Point, Excel and email applications.

### **EXPERIENCE REQUIRED:**

- Minimum four (4) years' experience in Acute Care with a minimum of 2 years of Emergency experience – *applicable to Regional Acute Care Education Instructor only.*
- Minimum four (4) years' experience in Emergency Room nursing – *applicable to Inservice Education Instructor – ER, SRHC only.*
- Minimum four (4) years' varied surgical services experience – *applicable to Surgical Services Educator only.*
- Two (2) years' experience in clinical education with demonstrated competency in needs assessment, developing, implementing and evaluating education programs and managing projects.
- Experience in Quality Improvement an asset.

### **SKILLS/COMPETENCIES:**

- Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
- Proficiency of both official languages is essential for target and designated bilingual positions.

- Completes and maintains a satisfactory pre-employment security check.
- Satisfactory employment record.

**WORK CONDITIONS**

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
- May be required to travel throughout the region as duties may require.
- No hazardous or significantly unpleasant conditions.
- All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.

**WORKPLACE SAFETY AND HEALTH**

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health Regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

**PATIENT SAFETY**

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follow all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created: \_\_\_\_\_  
Date

Revised: July 2021  
Date

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Regional Manager/Supervisor/ Director

Approved by:

\_\_\_\_\_  
Regional Lead/ CEO

\_\_\_\_\_  
Date

Reviewed by:

\_\_\_\_\_  
Lead, Human Resources

\_\_\_\_\_  
Date

*Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed position descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*