Interlake-Eastern
Regional Health Authority

# POSITION DESCRIPTION

**POSITION TITLE:** STAFF DEVELOPMENT COORDINATOR

**DEPARTMENT:** LONG TERM CARE

**CLASSIFICATION:** NURSE IV

**UNION:** MANITOBA NURSES UNION

## REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** **DIRECTOR HEALTH SERVICES, LONG TERM CARE PROGRAM/PCH STANDARDS**

**POSITIONS SUPERVISED:** n/a

### POSITION SUMMARY

The Regional Staff Development Coordinator is responsible for establishing evidence-based practices for clinical education. This includes the planning, development, implementation and ongoing evaluation of continuing education, LTC program orientation, C.A.U.S.E. (dementia care) and Enhanced Orientation for nurses new to Long Term Care. The Staff Development Coordinator is responsible for providing clinical expertise for employees in Long Term Care and ensuring that clinical standards of practice and Manitoba Health Standards are being met. The Staff Development Coordinator collaborates with all members of the multi-disciplinary team in the provision of resident centered care. The Staff Development Coordinator will adhere to professional standards of practice, the C.N.A. Code of Ethics and applicable laws. The responsibilities of the Staff Development Coordinator are consistent with the mission, vision, values and policies of the Interlake-Eastern Regional Health Authority.

Interlake-Eastern RHA is committed to responding to the Truth and Reconciliation Commission of Canada's Calls to Action and creating working environments free of racism for both clients and employees. All staff members are encouraged to seek and identify patterns of harm towards Indigenous, black and marginalized clients and employees and to take actions to disrupt any form of racism. Collectively and individually, we are growing cultural competency capacity by implementing the region's anti-racism action plan.

### ESSENTIAL FUNCTIONS AND DUTIES

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

**A. Advocates on behalf of Interlake-Eastern RHA Long Term Care Program**

- Promotes the mission, vision and values of the Interlake-Eastern RHA.
- Promotes the Bill of Rights and Long Term Care Philosophy.
- 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.
- Promotes and implements the Manitoba Health Personal Care Home Standards.

**B. Contributes to a Culture of Safety through cooperation, a positive attitude, monitoring of equipment and use of good judgment.**

- Commits to resident safety as a key professional value and an essential component of daily practice.
- In consultation with Health Services Managers, ensures staff have the information, training, certification, supervision and experience to do their jobs safely.
- Understands and implements emergency procedures as indicated.
- Cooperates with the WS&H Committee and others on safety and health issues and assists in determining the cause of accidents and supportive to corrective action.
- Ensures nursing practice is consistent with legislative, regulatory, ethical and professional standards.
- Follows established policies and reporting requirements regarding Complaint Management, Protection of Persons in Care Act, Critical Incidents, Respectful Workplace and Zero Tolerance for Abuse, Provincial Healthcare Violence Prevention Program.
- 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.
- In collaboration with Health Services Managers, ensures charting standards are met and conducts care audits as required.

**C. Provides ongoing educational development for all Long Term Care staff.**

- In collaboration with Regional Leadership, assesses the educational needs for staff in the LTC program.
- Development, implementation and evaluation of educational projects and resources pertaining to specific program areas.
- Establishes and maintains an effective communication process with the care team.
- Distributes educational materials related to workshops, seminars, etc.
- Participates in policy development related to program needs.
- Participates in research-based, evidence-based, practice/risk management as related to the program.
- Plans and coordinates required education events for all LTC staff across the entire Region on an annual basis to satisfy Manitoba Health education requirements.
- Responsible for ensuring the availability of (re) certification courses in required skill competencies/delegation of functions for all staff and ensures communication of course availability to Health Services Managers.
- Assists with the educational experiences of new staff and/or students, acting as a resource and role model.
- Ensures all staff receives appropriate education and in servicing on the charting system and provides ongoing competency.
- Identifies best practice issues requiring review based on research findings and incorporates into daily practice.
- Assists in the development of educational, research and practice philosophies.
- Participates in ordering and maintaining current instructional and reference material.

- Implements, evaluates and makes recommendations for revisions regarding the educational programs and relevant education documents ensuring best practice standards are met.
- 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 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 expertise and knowledge.
- Collaborates with health services managers and the payroll department to ensure the timely and accurate documentation of education attendance for all staff.
- Collaborates with health services managers and the human resources department to ensure completion of education is credited to staff files.

**Orientation Program**

- Develops, implements and evaluates a comprehensive enhanced orientation program for all new employees for long term care.
- Implements and evaluates the comprehensive education for nurses new to Long Term Care.

**D. Accreditation Process**

- Participates in the program's accreditation process promoting education and compliance with Required Organizational Practices.
- Participates in the LTC program's Quality Team.

**E. Promotes positive interpersonal relationships through the demonstration of professional behavior and leadership, acceptance and utilization of constructive criticism and demonstration of impartiality in relationships.**

- 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.
- Demonstrates the ability to accept and adjust to change.
- Recognizes own level of professional competency and seeks appropriate direction or assistance.
- 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.
- Communicates effectively in a courteous, respectful and tactful manner with all residents, their families and other employees.
  Exhibits the ability to assume the leadership role in a team environment.
- Maintains a state of health suitable to the requirement of the position.
- Exhibits confidence and initiative in the work environment.

**F. Ensures ongoing Professional Development.**

- Participates in the Leadership Team meetings.
- Actively participates in team meetings, staff meetings, and other facility and regional activities.
- Provides ongoing communication to the Director of LTC highlighting issues, trends and relevant program information on a routine basis.

- Participates on program and regional committees as assigned e.g., Nursing Recruitment and Retention Education Fund Committee, Regional Education Committee, Accreditation Committee.
- Contributes to planning process by making recommendations as they relate to education needs, including training and resource material.
- Maintains and updates professional skills, certifications and knowledge through continuing education programs, literature reviews, interest groups, committee work and conferences.
- Implements nursing procedures (or practice) based on best practice guidelines.
- Participates in Continuous Quality Improvement, surveys, and committee activities.
- Participates as a program team member to scan the environment for new technologies and processes to better support residents and their families to improve care and program efficiencies and effectiveness.
- Evaluates education sessions and enhances program based on recommendations
- Critiques research relevant to nursing practice.
- Collaborates with the Health Services Managers and Director of LTC in the implementation of research findings.

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

**OTHER**

- Performs other duties as assigned.

**PERFORMANCE MEASUREMENTS:**

RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

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## QUALIFICATIONS

**EDUCATION/CERTIFICATION:**

- Baccalaureate Degree in nursing.
- Currently registered with the College of Registered Nurses of Manitoba and a member in good standing.
- Certification in related clinical programs would be an asset, e.g. Gerontology
- Certification in Adult Education would be an asset.

**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.
- Demonstrated leadership ability in conducting Learning Needs Assessment, planning, delivery, implementation and evaluation of education in program.
- Ability to work independently within a team environment.
- Ability to foster and maintain positive working relationships both individually and in a team setting.
- Demonstrated computer skills and proficiency in Microsoft Word, Power Point, Excel and email applications.

- Excellent oral and written communication skills.

**EXPERIENCE REQUIRED:**

- A minimum of five years knowledge and experience in the LTC area of clinical education with demonstrated competency in needs assessment, developing, implementing and evaluating education programs and managing projects.

**SKILLS/COMPETENCIES:**

- Ability to meet tight deadlines and work in a time sensitive environment, managing competing priorities.
- Valid Manitoba driver's license.
- Mental and physical ability to meet the demands of the position.
- 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.

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**WORK CONDITIONS**

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
- Will 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.

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**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 Manitoba Association of Safety in Healthcare (MASH), 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. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

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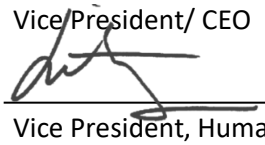
| Created: | December 2, 2013<br>Date | |
| Revised: | July 2025<br>Date | |
| Approved by: | <br>Regional Manager/ Supervisor | July 2, 2025<br>Date |
| Approved by: | Vice President/ CEO | Date |
| Reviewed by: |  <br>Vice President, Human Resources | July 9, 2025<br>Date |

*Job 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 job 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.*