

**FULTON COUNTY MEDICAL CENTER  
POSITION DESCRIPTION**

**POSITION TITLE:** DIRECTOR OF EDUCATION  
**REPORTS TO:** CHIEF OPERATING OFFICER  
**DATE:** JULY, 2015

- I. **POSITION SUMMARY:** The Director of Education is responsible for the organization, coordination and implementation of the Medical Center's Education programs. The incumbent provides staff development expertise as an educator, consultant, facilitator, and change agent. This position supports the development of the clinical nurse as well as other staff across the Medical Center and affiliated practices to achieve excellence through the delivery of timely, effective, equitable, and efficient care and services. This occurs through the facilitation of the educational process through assessment, development, planning, implementation and evaluation of competency assessment, continuing education, and leadership development. The Director of Education is instrumental in meeting the needs of the diverse departments and services within Fulton County Medical Center and affiliated practices.
- II. **EDUCATION REQUIREMENTS:** BS in the healthcare and/or education field is required, Masters is preferred. 5 years nursing, clinical educator, or teaching experience is required. A master's degree or equivalent may be substituted for 3 years of required experience. BLS, ACLS, PALS Instructor level certification is preferred. Basic computer skills in Microsoft Office required.
- III. **CUSTOMER FOCUSED EXPECTATIONS:**  
While performing the essential functions of this position, the staff member must strive to keep the mission, vision, and values of the Fulton County Medical Center, and be committed to the improvement and best interests of the facility and the services the Department provides.
- IV. **TYPICAL PHYSICAL DEMANDS:**
1. Standing and walking 30-40% of the time, and sitting 60-70% of the time.
  2. Occasional lifting and/or moving up to 50 pounds.
  3. Hand-eye coordination, finger dexterity, functional visual ability, and depth perception.
  4. Reach with hands and arms, climb or balance, stoop or kneel.
  5. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
  6. Occasional exposure to outside weather conditions.
- V. **TYPICAL MENTAL DEMANDS** (subject to modification or accommodation as required):
1. Ability to read, analyze, and interpret common educational and technical journals, reports, legal documents, and a variety of instructions.
  2. Ability to respond to common inquiries or concerns from customers, regulatory agencies and members of the community, to manage stressful situations, and to handle conflict.
  3. Ability to organize with attention to detail.
  4. Ability to work with and apply mathematical concepts to practical situations.
  5. Ability to handle pressure of meeting deadlines, to be accurate, to manage constantly changing situations, and create a positive work environment.
- VI. **WORKING CONDITIONS**  
The noise level in the work environment is usually quiet. However, exposure to noise distractions and unpredictable behaviors will be experienced. Exposure to prolonged viewing of a computer screen, eyestrain, and repetitive motions will also be experienced.
- VII. **EQUIPMENT TO BE USED:** Basic office equipment (computer, phone, printer, copier, etc.). Clinical simulators and other health teaching models/manikins.
- VIII. **FACILITY WIDE COMPETENCY REQUIREMENTS (see attached)**
- IX. **ESSENTIAL FUNCTIONS (see attached)**
- X. **NON-ESSENTIAL FUNCTIONS (see attached)**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

- Mid Probation** 45 days after hire
- End Probation** 90 days after hire
- Annual**



Employee Name: <input style="width: 95%;" type="text"/>	Department: <input style="width: 95%;" type="text"/>	Current Title: Clinical Nurse Educator	Supervisor Name/Title: <input style="width: 95%;" type="text"/>
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<b>Methods of Measurement Include the Following:</b>		<i>AGES SERVED</i>	
<input type="checkbox"/> Direct Observation	<input type="checkbox"/> Documentation	<input type="checkbox"/> Neonates (< 30 days)	<input type="checkbox"/> Adults (> = 18 years and < 65 years)
<input type="checkbox"/> Feedback from staff or patients	<input type="checkbox"/> PI Reports	<input type="checkbox"/> Infants (> 30 days and < 1 year)	<input type="checkbox"/> Geriatrics (> = 65 years)
<b>Period Covered by this Evaluation:</b> <input style="width: 95%;" type="text"/>		<input type="checkbox"/> Pediatrics (> = 1 year and < 13 years)	<input type="checkbox"/> Not Applicable
		<input type="checkbox"/> Adolescents (> = 13 years and < 18 years)	

	Rating			
	D	M	E	
<b>FACILITY WIDE COMPETENCY</b>				<div style="border: 1px solid #ccc; height: 400px; width: 100%; position: relative;"> <div style="position: absolute; top: -10px; right: -10px; border: 1px solid #ccc; width: 15px; height: 15px;"></div> <div style="position: absolute; bottom: -10px; right: -10px; border: 1px solid #ccc; width: 15px; height: 15px;"></div> </div>
<b>INSTITUTIONAL AND/OR PROFESSIONAL STANDARDS</b>				
<ul style="list-style-type: none"> <li>Comply with regulatory agencies, and institutional and operating systems.</li> <li>Adhere to all Policies and Procedures.</li> <li>Knowledge and adherence to Infection Control and Environment of Care Guidelines and Procedures.</li> <li>Protect patient/customer confidentiality.</li> <li>Comply with HIPAA regulations.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>PERFORMANCE IMPROVEMENT</b>				
<ul style="list-style-type: none"> <li>Adhere to current organizational Performance Improvement priorities</li> <li>Participate in quality studies through data collection</li> <li>Make recommendations and take actions to improve structure, system or outcomes</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>CUSTOMER SERVICE</b>				
<ul style="list-style-type: none"> <li>Demonstrate the values of the organization: respect, honesty, integrity, compassion, fairness, innovation and stewardship of our resources.</li> <li>Demonstrate commitment to serving internal and external customers.</li> <li>Demonstrate excellence in communication with the customer.</li> <li>Create a welcoming environment for the patients, family and other interdisciplinary team members</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ESSENTIAL FUNCTIONS	D	M	E	Comments
Conducts needs assessments using a variety of methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div style="border: 1px solid black; height: 805px; width: 100%; position: relative;"> <div style="position: absolute; top: 5px; right: 5px; text-align: right;"> <span>▲</span>  <span>▼</span> </div> <div style="position: absolute; bottom: 5px; left: 5px; text-align: left;"> <span>◀</span> <span>▶</span> </div> </div>
Assists learners in the assessment of needs and identification of outcomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Incorporates principles of adult learning in the planning, implementation, and evaluation of education programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Coordinates orientation of new staff to the organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Develops/coordinates education plans related to initial and ongoing competency evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Develops/coordinates core education to address patient population specific nursing care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Plans, prepares, and maintains materials for use in educational programs for accuracy and relevance to the target audience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adjusts content and teaching strategies to appropriate learner needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provide educational opportunities that benefit staff at all stages of career development; role models and promotes the concept of lifelong learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Delivers competence based programs for clinical staff with a focus upon improvement of skills and retention of knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Plans/develops/coordinates clinical simulation experiences, facilitating a climate that supports learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Coordinates educational activities (including continuing education credit, clinical affiliations, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evaluates the effectiveness of educational programming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Prepares short and long term plans/programs to address identified needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Teaches content as needed and/or assigned within clinical expertise to facilitate orientation, staff development, and/or safe practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Serves as an educational consultant to task forces, committees, and projects relating to policy, procedure, and program development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Responds to identified needs to promote quality patient care and safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Collaborates with Medical Center leadership to recommend educational strategies for the implementation of clinical standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Consults with staff regarding individual learning needs; seeks opportunities to develop staff in various roles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provides information to document effectiveness of role as staff development educator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Responds to changes in clinical practice and develops programs to support those changes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Directs and manages the Medical Center's Risk Management program, to include facilitation of bimonthly meetings of the Risk Management committee.				
Reviews and revises the Risk Management Program Plan as indicated.				
Collaborates with members of Medical Center Leadership and Medical Staff to mitigate and/or successfully resolve risk management issues.				

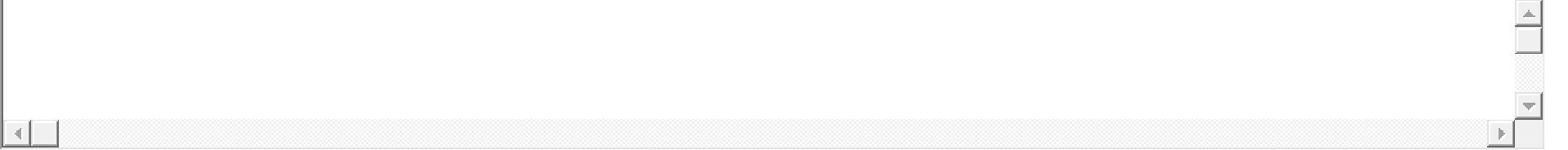
<b>Non-Essential Functions:</b>				<b>D</b>	<b>M</b>	<b>E</b>	<b>Comments</b>
1. Participates in professional development activities: a. In-service classes or on-line courses. b. Shares knowledge with others. c. Reads in-house communications				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Work Habits: a. Complies with attendance policies. b. Dresses according to the departmental dress code c. Organizes times, sets priorities d. Spends free time in a constructive manner				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Initiative and judgment: a. Makes necessary work related judgments based upon factual information b. Completes assignments with minimal directions and in a timely manner c. Adapts to a changing work load				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

D= Does Not Meet Expectations	M= Meets Expectations	E= Exceeds Expectations
Comments:		

Future Plans and Actions:



Employee Comments:



To update our files, please answer the following questions:  
Have you received a higher education degree in past 12 months: Yes\_\_\_ No\_\_\_  
Please forward to Human Resources  
Have you received a certification in the past 12 months: Yes\_\_\_No\_\_\_  
Please forward to Human Resources

**I have reviewed this Performance Evaluation**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head or Designee Signature

\_\_\_\_\_  
Date