

Job Class Profile: Nursing Education Coordinator I**Pay Level: NS-28 Point Band: 740-790**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	6	6	2	4	4	4	4	2	3	
Points	280	100	13	19	120	87	83	43	32	777

JOB SUMMARY

The Nursing Education Coordinator I performs professional administrative and educational work in assisting with developing and conducting an effective orientation and in-service program for nurses, volunteers and nursing assistants in a hospital. Work involves assisting the supervisor in the many functions associated with developing and conducting an effective orientation and in-service education program. Duties include educating the nursing service personnel through periodic lectures and conferences, in the latest techniques and procedures used in patient care and treatment.

Key and Periodic Activities:

- Assists in developing and conducting an orientation program for newly assigned nursing personnel and volunteer workers, assists in coordinating the total in-service education program with other activities of the hospital.
- Assists in gathering and compiling educational and other items for inclusion in a nursing booklet; distributes copies to nursing personnel.
- Assists in conducting in-service training sessions using course outlines and visual aids such as films, tapes, charts and models; assists in maintaining records of attendance.
- Assists in planning periodic conferences including developing agenda and arranging for speakers.
- Assists in conducting management courses for supervisory nursing personnel and assists in discussing ward management and performance of evaluation techniques.

SKILL**Knowledge****General and Specific Knowledge:**

- Adult learning principles.
- Nursing practices, procedures and techniques.

Formal Education and/or Certification(s):

- Minimum: Undergraduate Degree in Nursing. Registered with the Association of Registered Nurses of Newfoundland and Labrador

Years of Experience:

- Minimum: 1 – 2 years of nursing experience

Competencies:

- Ability to apply nursing practices, procedures and techniques to educational work.
- Ability to utilize computer to develop perform administrative and educational activities.
- Ability to apply adult learning principles to delivering educational presentations and

workshops.
— Ability to utilize research techniques to develop educational programs.
Interpersonal Skills
— A range of interpersonal skills are utilized including listening to information from staff; asking questions to gather information; providing routine and complex information; instructing/teaching staff; coaching or mentoring staff in nursing procedures and techniques.
— Communications occur with employees within the immediate work area, department and throughout the organization; supervisors or managers and trainees (i.e. staff).
— The most significant contacts would be with the immediate supervisor regarding developing and conducting an effective orientation and in-service education program; nurses and nursing assistants attending training sessions and co-workers/peers.

EFFORT

Physical Effort
— Work demands do not typically result in fatigue, requiring periods of rest.
— Lifting and moving is required to gather and compile educational materials and to assist in the set up of training sessions which may involve moving boxes of educational materials (books, handouts, supplies) and related training equipment.
— Sitting, standing and walking are all required to perform work duties (i.e. sitting at a computer; standing and walking to teach courses).
— Fine finger or precision work is required to operate a computer to conduct research or literature searches and gross motor skills are required to set up rooms for courses.
Concentration
— Visual concentration is required to perform computer work such as assisting with preparing presentations and conducting research.
— Auditory concentration is required when educating nursing service personnel through periodic lectures and conferences in the latest techniques and procedures used in patient care and treatment.
— Exact results and precision is required when assisting with planning periodic conferences and conducting in-service training sessions.
Complexity
— Typical challenges would relate to the professional administrative and educational work performed in assisting with the development and implementation of an effective orientation and in-service program for nurses, volunteers and nursing assistants in a hospital.
— References available to address typical challenges include professional nursing standards related to the provision of patient care.

RESPONSIBILITY

Accountability and Decision-Making
— Work is performed under supervision with decisions pertaining to the development of educational and in-service programs for graduate nurses and nursing assistants being referred to the supervisor.
— Accountable for educating the nursing service personnel through periodic lectures and

conferences in the latest techniques and procedures used in patient care and treatment.
Impact
<ul style="list-style-type: none"> — Work tasks and activities are prescribed by the immediate supervisor. — Results of work tasks and activities are directly felt within the immediate work area, department and throughout the organization and on the staff who attend orientations and in-services. — Results of work tasks and activities impact information in terms of content of orientations and in-service sessions and the associated logistics including assisting with developing agendas and arranging for speakers. — Consequences of mistakes or errors would impact the orientation and in-service program developed for nurses, volunteers and nursing assistants in a hospital.
Development and Leadership of Others
<ul style="list-style-type: none"> — There is no supervision of staff. — Assists with developing and conducting an effective orientation and in-service education program.

WORKING CONDITIONS

Environmental Working Conditions
<ul style="list-style-type: none"> — There are no special precautions or safety equipment required. — Limited likelihood of minor cuts, bruises, abrasions, minor illnesses, fractures, injury or occupational illness resulting in partial or total disability. — Exposed to computer glare.