

INSTRUCTOR OF NURSING

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Deputy Director of Nursing (Education) an incumbent of this class is responsible for conducting staff development activities for both professional and non-professional nursing staff and conferring with Nursing administrative and supervisory staff to develop and improve training programs responsive to their staffing needs, planning, implementing and scheduling of orientation and in-service training programs in the assigned area of specialty and providing consultative services as needed. Supervision is exercised over the group being in-serviced for the duration of the training period. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

STAFF DEVELOPMENT:

Meets regularly with all levels of Nursing staff to assess and develop training programs consistent with their staffing and patient care needs;

Develops and designs learning activities based on new developments in the area of specialization, current concepts of nursing practice and the principles of adult learning;

Implements training programs for professional nurses, practical nurses, aides and clerical staff in an assigned area of patient care specialty;

Develops and uses assessment tools, and other methods to evaluate the progress of the staff and the effectiveness of the training programs;

Compiles documentation of staff participation and determines level of achievement;

Secures and maintains instructional and reference material, books, periodicals, manuals and handbooks;

Uses audio-visual aids, charts and other training techniques to increase understanding and knowledge;

Interprets goals and philosophy of WCMC and the Department of Nursing to all new Nursing personnel in an orientation program;

Participates in the development of continuing education programs, for both Nursing and other hospital staff.

CONSULTATION:

Acts as resource person on new developments in the area of specialty and in providing advice and/or clarification on actual or potential problem areas related to staff development;

Recommends strategies and techniques for achieving identified staff development goals and objectives;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Develops and implements mechanisms for regular feedback and evaluations of strategies and progression toward goal achievement;

Maintains detailed records and documentation reflecting the consultation process.

PROFESSIONAL ACTIVITIES:

Assists in inter and intra-departmental problem solving through participation in Nursing Committees, Hospital Committees and Staff meetings;

Conducts research to meet educational objectives and for professional and personal growth;

Keeps abreast of new developments in the field(s) of specialty;

May participate in Continuing Education programs;

Maintains professional competency by attending meetings, conferences and seminars, as required;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail, and database software in performing work assignments

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e., incidental vs. extensive);

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles of Nursing and Nursing Process and its application in General Nursing Practice; good knowledge of the New York State Nurse Practice Act and regulatory requirements (as they apply to Nursing) of the Joint Commission of Accreditation of Hospitals, New York State Nurses' Association, New York Health Department and Accreditation Standards for Staff and Continuing Education; good knowledge of the principles and practices of adult education and nursing in-service instruction; familiarity with the techniques used for needs analysis, testing and evaluation; ability to design and implement training programs based on identified needs; good skills in the development and maintenance of interpersonal relations; ability to present information in a clear and logical manner; ability to lead group discussions; ability to apply a systematic approach to problem solving; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; sound professional and evaluative judgment; initiative; resourcefulness; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a valid license and current registration issued by the New York State Education Department as a Registered Professional Nurse, an Associate's degree in Nursing, and five years of professional nursing experience, one of which the primary function must have been in an instructional capacity.

SUBSTITUTION: Satisfactory completion of additional credits earned towards a Bachelor's or Master's degree in nursing, nursing administration, education or a related field may be substituted at the rate of 30 credits per year for up to four years of the above general nursing experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the NYS Education Department as a post-secondary, degree-granting institution.

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J.C.: Non-Competitive
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Job Class Code: N1010
Job Group: N4