

# Lutheran Services Carolinas

## Job Description

**Job Title:** Staff Development Coordinator

**Supervisor (title):** Administrator

**Department:** Nursing

**Approved by:**



**Date:** 2/18/2014

**Position Purpose/Summary:** The Staff Development Coordinator (SDC) has the responsibility of coordinating interdepartmental in-service and training programs, including overseeing the training for the electronic medical record system. The SDC may also serve in the Infection Prevention role and the Coordinator of the facility Quality Assurance and Performance Improvement Program (QAPI).

**Essential Functions:** The Staff Development Coordinator, in accordance with federal and state standards and regulations, LSC philosophies, objectives, and policies, effectively:

1. Maintains in-service programs for all departments in accordance with state licensure and state and federal regulations.
2. Participates in the in-service on all shifts.
3. Prepares calendar of required monthly in-service and assigns online training as indicated.
4. Coordinates the orientation training for all new staff. Performs skills testing to determine applicable job performance modifications and need for further training, as applicable.
5. Coordinates training for the electronic medical record system.
6. Maintains records of staff education and informs appropriate supervisory staff when employee fails to meet requirements.
7. In addition to new hire and annual requirements, assesses educational and training needs for facility and develops appropriate programs based on staff needs in cooperation with other department managers.
8. Supervises individual training with employees in areas that require improvement.
9. Assists with obtaining quality assurance data; may serve as coordinator of the QAPI as directed by the administrator.
10. Attends facility QAPI meetings and participates in the process of reviewing data, evaluating areas for improvement, and implementing plans of action, as indicated.
11. Evaluates in-service programs with input from staff and provides recommendations for changes to appropriate department manager.
12. Enlists the services of outside consultants and community resources to facilitate and enhance the learning process.
13. Coaches and trains staff as needed on new and updated policies and procedures.
14. Acts as liaison to the facility Infection Prevention contact, as directed by the administrator. The Infection Prevention coordinator maintains the facility's infection control program, gathers data related to infection, oversees the resident and employee flu program, and assists the DON with additional investigation and follow up, as indicated.
15. Ensures that Hepatitis B vaccines are offered to all employees and maintains related records. Ensures new employees have tuberculin skin test administered or provide evidence of non-communicable disease (TB).
16. Manages drug testing process for new hires and random drug screens.

- 17. Ensures that personnel have been instructed in CPR as needed or required.
- 18. Assumes "on call" responsibilities for nursing department, as assigned.
- 19. Assumes other duties as assigned that may be necessary for the orderly operation of the facility.

**Supervisory Responsibilities, if any:** Does not routinely assume supervisory responsibilities, except when assigned to fill in as nursing supervisor or charge nurse.

**Qualifications (Minimum Job Requirements):** *The requirements listed below are representative of the knowledge, skill, and/or ability required for the job:*

**Education:** Graduation from accredited school of nursing.

**Experience:** One year experience in nursing.

**Specialized knowledge, licenses, etc.:** Registered nurse, licensed to practice in the state of North Carolina.

**Preferences (Optional):** BSN (Bachelor of Science in Nursing); certified or able to be certified as CPR instructor and medication aide instructor. Prior experience in geriatric nursing, teaching and supervision.

**Working Conditions/Physical Requirements:** Able to lift 30 pounds and carry 20 pounds.

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

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

\_\_\_\_\_  
Supervisor Signature Date

***Employee signature constitutes employee's understanding of the requirements, essential functions and duties of the position.***