

NURSING INSTRUCTOR

Position Summary

Under the general supervision of the Nursing Supervisor (working title: Director of Staff Development), this position performs advanced professional nursing education instruction with responsibility for planning, providing, and evaluating educational programs for nursing personnel, other personnel, and members of the Wisconsin Veterans Home at King (WVHK). The Nursing Instructor coordinates implements and monitors the quality of new nursing employee orientation programs and functions as a Primary Instructor for the facilities Certified Nursing Assistant instructional program. Instruction methods for training used include lesson plans, one-on-one instruction, lectures/discussion, video presentation, handout materials, and direct supervision of clinical practice.

The position assists other instructors with development and planning of educational offerings and presentation materials. The incumbent develops and maintains nursing bureau policies and procedures and is responsible for assisting with disseminating information to appropriate nursing bureau staff. The position takes primary responsibility for coordinating the policies, practices, and continuing education relative to Nursing Quality Assurance and works with the Nursing Support Services Director to ensure that WVHK meets or exceeds the standards set by the WI Department of Quality Assurance (DQA) and the Centers for Disease Control.

The Nursing Instructor acts as a resource person to facility staff regarding infection control issues, policy and procedure, and nursing-related skills. Nursing education is provided in accordance with the State Nurse Practice Act; American Nurses Association; Gerontological Nursing Standards; federal, state and Veterans Administration regulations; and the mission, philosophy, policies and procedures of the Wisconsin Department of Veterans Affairs (WDVA) and WVHK.

Time% Goals and Worker Activities

45% A. Development and Provision of Orientation Programs for Bureau of Nursing Employees and Facilitation of Continuing Education Programs

- A1. Collaborate with the Nursing Support Services Director on policies, objectives, and procedures for orientation and educational programs for the Bureau of Nursing.
- A2. Evaluate and acquire approved educational resource material, equipment, and speakers to meet program objectives.
- A3. Develop complete lesson plans, including objectives and teaching outline, incorporating principles of adult learning.
- A4. Develop and prepare handout materials and/or audio-visual aids.
- A5. Operate all audio-visual programs & equipment necessary for training.
- A6. Provide individualized learning experiences to meet specific learner need for remedial assistance.
- A7. Coordinate clinical experiences for orientation and training of employees and educational offerings with appropriate staff.
- A8. Develop and provide orientation and educational material to all nursing personnel.
- A9. Develop and author educational programs for the on-line educational system.
- A10. Maintain records of attendance, performance, evaluation for orientation and educational programs.

- A11. Maintain and assign on-line educational program for nursing bureau.
- A12. Evaluate employee understanding and ability to perform learned material through a variety of testing methods.
- A13. Develop and provide required annual in-service programs based on regulatory standards.
- A14. Present selected training for non-nursing staff as required by regulations or upon request from other bureau directors.
- A15. Maintain records of orientation, educational program evaluations, and completed on-line in-service programs, and assist supervisors in assuring staff is completing required courses.

25% B. Provision of Nurse Aide and Cardiopulmonary Resuscitation (CPR) Training

- B1. Function as a primary Instructor for the facility's Certified Nursing Assistant Training Program.
- B2. Participate in the planning and evaluation of each segment of the Certified Nursing Assistant Training Program.
- B3. Assist with preparation for biennial program survey and participate in the survey with the Director of Staff Development.
- B4. Assist with the preparation of the Nurse Aide Training Program Annual Report statistics.
- B5. Provide general oversight of Program Trainers who monitor Nursing Assistant trainees when they are on the nursing units.
- B6. Verify the demonstrated competency in a task/skill and date/initial the Skills Checklist for Nursing Assistant trainees.
- B7. Complete post orientation and CNA training performance evaluations for reference and follow up.
- B8. Function as a Cardiopulmonary Resuscitation (CPR) instructor.

20% C. Facilitation of the Development, Review, Dissemination and Training of WVH Nursing Quality Assurance Policies and Procedures

- C1. Research nursing literature; review current best practices; interview and collaborate with staff within the nursing bureau, other departments, and other facilities to assure that policies and procedures meet the needs of the facility and its members and regulations of governing bodies and are compatible with or exceed current practice standards.
- C2. Identify policies and procedures in need of revision.
- C3. Develop and direct studies of nursing practice to identify areas of needed improvement.
- C4. Develop and present education for all nursing staff to improve standards in identified problem areas.
- C5. Conduct assessment/evaluation of staff performance on nursing units to determine educational needs.
- C6. Develop and present training to improve quality of care.
- C7. Ensure that written policies and procedures are accurate and thorough so that staff safety and quality care of the members are not compromised.
- C8. Assist with development of policies and procedures for care of members.
- C9. Facilitate, plan and implement in-services as required.

10% D Performance of Miscellaneous Duties

- D1. Establish and maintain positive relationships with other sections which will facilitate quality service to members, set a positive example for other staff, and facilitate the efficient operation of the section and of the nursing bureau.
- D2. Participate in all mandatory in-service offerings and in general and section-specific staff meetings.
- D3. Participate in electronic charting auditing, monitoring and education.
- D4. Participate in computer-based educational trainings.
- D5. Attend nursing department staff meetings.
- D6. Participate in medical record maintenance by assisting with forms development and organization of data in the clinical record.
- D7. Participate with colleagues in identifying and discussing ethical conflicts.
- D8. Continue to develop in the professional nurse educator role through attendance at continuing education offerings, seminars, formal education, and experience with special projects or programs.
- D9. Perform special projects as assigned.

Special Requirements

- Must be Licensed as a Registered Nurse in the State of Wisconsin or licensed as a Registered Nurse in a Nurse Licensure Compact member state
- Must have current certification or be eligible for certification, with the State of Wisconsin, Department of Health Services, as a Nurse Aide Program Primary Instructor
- Must have current certification, as an instructor of CPR from an American Heart Association- and State of Wisconsin, Department of Health Services-approved provider
- Must have 2 years of experience working as a registered nurse; 1 year of which must be in the provision of long term care (LTC)

Environmental Conditions

- Exposure to blood/body fluids as required for invasive procedures and treatments
- Exposure to microbial bacteria and other infectious agents inherent to care of ill/dying residents
- Exposure to chemical compounds of medication and treatments
- Exposure to hazardous chemicals such as disinfectants, cleansers, soap, etc., as identified by the Safety Data Sheets (SDS) manual
- Exposure to latex, Tyvek, plastic and other materials used in personal protective equipment
- Seasonal exposure to high humidity due to members' option to control their environment

Knowledge, Skills and Abilities-

1. Knowledge of current geriatric and general nursing theory, principles, standards, and practices
2. Knowledge of federal, state, and Veterans Administration rules and regulations which govern long-term facilities
3. Knowledge of general principles of anatomy and physiology
4. Knowledge of pharmacology
5. Knowledge of safety and infection control practices and principles
6. Knowledge of nutrition principles and practices
7. Knowledge of the State Nurse Practice Act
8. Knowledge of the development of planning, implementing and evaluating course content and materials for training programs
9. Knowledge of the development of training objectives, curriculum, and evaluation feedback systems
10. Knowledge of Health Insurance Portability and Accountability Act (HIPAA) regulations
11. Knowledge of principles of adult learning
12. Knowledge of audio-visual equipment
13. Knowledge of continuing education requirements for all nursing bureau staff
14. Knowledge of Nursing Quality Improvement Program processes
15. Skill in directing, prioritizing and organizing the activities of nursing education programs
16. Skill in physical assessment and nursing diagnoses
17. Skill in nursing diagnoses and treatment modalities
18. Skill in verbal and written communication
19. Skill in use of computers, including Microsoft Office Suite or similar applications and other software used in a health care setting
20. Ability to use relevant theoretical perspectives to articulate the rationale for nursing actions to other health care professionals
21. Ability to assist with lifting, positioning, transferring, and moving residents
22. Ability to provide medical treatments, including wound care, resident care, and medication administration
23. Ability to wear gloves and other protective equipment
24. Ability to take the blood pressure and temperature of residents
25. Ability to stoop, bend, squat, and reach overhead
26. Ability to provide resident assessments
27. Ability to discern emergency situations and follow appropriate member assistance protocol
28. Ability to meet performance expectations as outlined in the annual performance evaluation process and/or strategic initiatives