

GENERAL DESCRIPTION OF CLASS

The STAFF DEVELOPMENT NURSE develops, coordinates, and implements an educational and orientation program for nursing service personnel for an agency. No positions in this class are excluded from collective bargaining.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

DUTIES AND RESPONSIBILITIES

- 1. Curriculum Development.** Typical tasks: establishes course objectives and develops curriculum; researches current literature; selects content and visuals to be included in teaching materials; prepares course manuals and develops the assessment and evaluation format; schedules speakers, meeting rooms, handouts and development of brochures; develops educational and orientation programs based on needs assessment, long and short-term goals, accreditation guidelines and available resources.
- 2. Class Presentations.** Typical tasks: conducts formalized classes, discussions, and lectures; presents demonstrations; evaluates student responses and modifies lesson plans and teaching techniques as necessary; may provide certification based on Oregon State Board of Nursing standards and complete all required documentation.
- 3. Clinical Consultation.** Typical tasks: assesses the performance of students and orientees in the delivery of care; observes progress and identifies needs; serves as role model and content expert for specialty areas of nursing practice such as mental health, operating room, or critical care; participates in and contributes ideas to committees dealing with overall hospital/agency functioning; writes and revises nursing care policies and procedures.

RELATIONSHIPS WITH OTHERS

Employees in this class are in regular contact in person with all levels of nursing staff while providing orientation and education. They are in occasional in person contact with nursing managers to plan educational offerings and with patients to demonstrate nursing care. They are in occasional contact by telephone or in person with sales representatives to discuss available educational materials, and by telephone with the general public to discuss educational offerings.

SUPERVISION RECEIVED

Employees in this class receive general supervision from an associate director of nursing or a staff development director. Work is reviewed through frequent planning sessions, monthly status reports, feedback from those who have attended classes, and occasional observation of instruction. Work performed by employees in this class is governed by Joint Commission on Accreditation of Hospital Standards, Oregon State Board of Nursing laws, nursing policy and procedure manuals, Nurse Practice Act, Patient Rights Laws and Informed Consent Laws, safety rules and regulations, Federal and State drug regulations, American Nurses Association Standards of Practice, Oregon laws regarding nonlicensed personnel, and nursing staff development policy and procedure manuals.

GENERAL INFORMATION

Positions in this class are primarily found in hospitals and health care facilities. They require the willingness to work in the environment associated with the position's location and purpose.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

General knowledge of principles, methods, and practices of professional and subprofessional nursing.

General knowledge of the principles and methods of nursing education.

General knowledge of current materials used in group discussions and demonstrations.

General knowledge of specific nursing areas such as mental health, operating room, critical care.

General knowledge of current hospital and nursing policies and procedures.

General knowledge of adult learning theory and curriculum design.

Skill in developing training curriculum.

Skill in making training presentations.

Skill in the application of nursing techniques.

Skill in oral communication.

Ability to plan and research courses of study for nursing education.

Ability to plan and conduct nursing educational activities.

Ability to teach a variety of subjects to a variety of educational background levels.

Ability to plan and evaluate educational programs.

Ability to conduct meetings.

Ability to write reports on staff development and nursing policies and procedures.

Ability to operate and maintain audiovisual equipment.

Ability to evaluate educational materials.

Ability to assess performance of students and orientees in the delivery of nursing care.

SPECIAL QUALIFICATIONS

Employees must possess a valid Oregon Registered Professional Nurse License at the time of appointment.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.