

CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION

Position Title	EDUCATION COORDINATOR	Grade	
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Department	EDUCATION SERVICES	Exempt	
Immediate Supervisor		Non-exempt	X
Supervisor next in line		Work Week	30-40 Hours

POSITION SUMMARY

Assists in the coordination of various educational programs and classes for employees. Serves as an instructor for some educational courses. Assists in the maintenance and organization of educational material and equipment. Maintains and updates all employee educational files.

Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:

- Actions and communications that contribute to a team concept and create a **positive** environment for **all** customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers, and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

Minimum Education, Experience, Licensure, Certification required:

RN degree preferred. Other combinations of clinical licensure/certifications may be considered. 2 yrs clinical experience required. 3-4 years of developing and implementing educational offerings in hospital based education is preferred.

ESSENTIAL FUNCTIONS/DUTIES:

(Must be able to perform with or without accommodation)

- 1 Hospital-wide education programs: Assists in the provision of mandatory training for all hospital employees on a continuous basis.
- 2 Maintains materials for mandatory education including written material and computer based training.
- 3 Instructs the employees concerning the content of each educational requirement.
- 4 Answers employee questions concerning mandatory trainings.
- 5 Assists with coordination and registration of all airway management classes.
- 6 Works with Infection Prevention.
- 7 Tracks/Verifies(Notifies staff of impending deadlines) all required licensure for employees.
- 8 Facilitates monthly manager and staff trainings.
- 9 Orders necessary materials and supplies for classes.
- 10 Assembles handouts for programs/classes.
- 11 Documents all education, in-service and training completed by employees.
- 12 Develops and creates various forms, reports and certificates via various software applications.
- 13 Ensures compliance to standards and regulations set forth by licensing and other regulatory agencies.
- 14 Coordinates & instructs staff with skills labs.
- 15 All other duties as assigned.

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Knowledge, Skills, Abilities:

Demonstrates excellent human relations and oral/written communication skills.
Skilled organizer and planner.
Requires excellent presentation skills.
Able to operate independently of supervision. Guided by policies and procedures; makes professional judgments when necessary.
Able to work in a fast-paced environment with many interruptions, distractions and deadlines.
Able to compile statistics, maintain education records, and track attendance utilizing various computer programs.
Composes letters, memorandums and coordinates meetings, events and activities.
Provides prompt, courteous service to all internal and external customers.
Prioritizes and addresses customer needs and demands in a professional manner & provides follow-up.

OCCUPATIONAL EXPOSURE for this position:

	Category I	Direct contact with blood or other bodily fluid to which universal precautions apply
	Category II	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
X	Category III	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

OTHER EXPOSURE for this position:

	Radiation	
	Noise	
	Other (Specify)	

PHYSICAL DEMANDS:

(Essential functions strength rating for position - see Job Analysis)

	Sedentary	Exert up to 10# occasionally or negligible force frequently
	Light	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
X	Medium	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	Heavy	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	Very Heavy	Exert > 100# occasionally, > 50# frequently or > 20# constantly

I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.

Employee's Signature	Supervisor's Signature	Date