DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS- PATTON

JOB CLASSIFICATION: NURSE INSTRUCTOR (CLINICAL NURSING)
Medical Emergency Procedures Training and
Continuing Education Courses Coordinator

1. MAJOR TASKS, DUTIES AND RESPONSIBILITIES

To teach, give training and provide direction to nursing service staff student professional nurses in staff development and continuing education program; and do other related duties.

60% **Curriculum Development and teaching**

- **Teach and evaluate CPR courses, recertification and New Employee Orientation training programs.**
- Develop, teach and maintain medical procedure courses for New Employee Orientation and recertification training.
- **Develop, implement and evaluate training programs recommended and approved by the Training Advisory Committee.**
- Collaborates with the Nurse Administrator and Program Management, identifies and implement necessary medical procedures training for nursing staff.
- Assist in developing, implementing and evaluating new courses driven by special orders, Administrative Directives and Nursing Policy and Procedures.
- Coordinate with the Training Officer I and Supervising Registered Nurse in providing training opportunities for nursing staff including but not limited to developing CEU courses.

- Develop and maintain a training plan for courses required by the C N A certification board.

30 % Assess, analyze, plan and prepare educational materials daily.

5% Ensure that all special assignments are completed timely each month.

5 % Represent Staff Development Center in assigned committee (s). Analyze and prepare feedback system for other committees assigned monthly.

Nurse Instructor must maintain competence in teaching these classes:

- 12-Lead EKG
- Age Specific Training
- CPAP
- CPR
- Defibrillation
- Emergency Procedures
- Mock codes
- Fire Life Safety
- First Aid
- HIPAA
- Infection Control
- Glucometer
- IV Fluid Therapy/ Venipuncture
- Pain Management
- Patient's Rights
- Principles of Medication Administration
- RN Nutrition Assessment
- Search & Seizure
- SIR
- Suicide Precautions
- TSI

2. SUPERVISION RECEIVED

Under the direct supervision of the Supervising RN.

3. SUPERVISION EXERCISED

None

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

General and psychiatric nursing principles and techniques in planning, organizing, and conducting education courses in general and psychiatric nursing and related subjects; medical and psychiatric terminology.

ABILITY TO:

Apply the principles, methods and techniques involved in conducting training courses in general and psychiatric nursing and related subjects; supervise on-the-job training of students; evaluate the progress of students; speak and write effectively; keep records and prepare reports.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

CPR

Maintains current certification.

THERAPEUTIC STRATEGIES AND INTERVENTION

Applies and demonstrates knowledge of correct methods in the management of aggressive behavior.

RESTRAINT / SECLUSION

Demonstrates knowledge of criteria and appropriately uses, applies, and removes restraint and / or seclusion.

CULTURAL AWARENESS
Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES
Ability to develop and evaluate curriculum.

Application of adult learning principles, the nursing process, and its application to nursing measures.

Ability to interpret CA DPH- Licensing regulations and TJC standards pertaining to education and nursing practice.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

Ability to use the copier/ fax machine, properly set up and utilize audio visual equipment and training aids such as the Telepresence.

6. LICENSE OR CERTIFICATION

It is the employee's responsibilities to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employee in this classification must:

- Possess the legal requirements to practice as a professional nurse in California as determined by the California Board of Registered Nurses.

7. TRAINING – Training Category = RN

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

Employee is required to:

- Report to work on time and follow procedures for reporting absences.
- Maintain a professional appearance.
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.

- Comply with hospital policies and procedures.
- Supervise the work and development of a group of nursing staff.
- Responds to all emergency alarms in the assigned response area.
- Observation and documentation.
- Provide a basic level of general and psychiatric nursing care to mentally ill individuals.

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

I HAVE READ AND FULLY UNDERSTAND THE DUTY STATEMENT FOR NURSE INSTRUCTOR.

PRINT Employee's Name	Signature	Date
PRINT Supervisor Name	Signature	Date
PRINT Reviewing Supervisor	Signature	Date

Revised 8/21 oa