

**DEPARTMENT OF DEVELOPMENTAL SERVICES
CANYON SPRINGS COMMUNITY FACILITY
DUTY STATEMENT**

EMPLOYEE NAME	POSITION NUMBER
CIVIL SERVICE TITLE CLASSIFICATION	SUPERVISION RECEIVED BY
Nurse Instructor	Facility Director/Quality Assurance Program Director
POSITION TITLE	SUPERVISION EXERCISED
Nurse Instructor	None

GENERAL STATEMENT OF DUTIES:

The Nurse Instructor at Canyon Springs Community Facility must research, develop, teach, and train classroom learning/training modules; plan and conduct staff health care training programs; prepare reports and recommendations on the training of staff; participate in the evaluation of training programs and in the development of training policies; confer with supervisors and advise them on training principles and practices; keep records and prepare reports; and does other related work. Provide direct care, modeling, coaching and instruction on best practice standards of care and individualized nursing care and behavioral support plans to direct care staff and consumers following established standards and procedures of the facility. Must be competent in the areas of cultural sensitivity for the population being served, positive behavioral supports, trauma informed care, coaching skills training, person-centered practices, and utilize less restrictive techniques to behavioral issues. Maintain credentials for Nurse Instructor and Infection Control Nurse. The Nurse instructor is a mandated reporter of observed or suspected abuse or neglect. Must have a valid driver's license and identification.

PHYSICAL DEMANDS:

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement. May work extended hours and/or varied shifts. Able to lift unassisted 40 pounds; push, pull and move 50 pounds; move and set up electronic equipment, televisions, VCRs, DVDS, CPR manikins, tables, chairs, and flip charts. Able to move through and around students with physical demonstration of CPR, First Aid, and other classes. Demonstrate transfer techniques, body mechanics and other clinical tasks.

TYPICAL WORKING CONDITIONS:

Daily on-going direct interaction with clients with developmental disabilities who may display severe behavior problems. Requires walking, relocating to different areas of the facility and sitting and extended periods of time. Operates a state automobile on state business, various equipment such as, computers, fax machines, and copiers. Potential exposure to communicable diseases, blood-borne pathogens, and other conditions common to a clinical nursing environment.

STATEMENT OF UNDERSTANDING:

This duty statement including the essential duties and performance standards has been reviewed by undersigned. The employee's signature indicates his/her ability and willingness to fulfill the duties of this classification.

ESSENTIAL DUTIES:

Maintain a safe and therapeutic environment which ensures respect, dignity and protects privacy, rights, confidentiality, and physical/emotional well-being of all individuals. This essential function will be ongoing when performing the following duties (this list may not include all other duties required):

30%	Instruct Continuing Education classes to licensed staff, provide in-service classes to licensed and unlicensed staff. Mandatory in-services to all staff. Assess and instruct competency skills to all levels of caregivers. Ensure all training meets State and Federal regulation requirements.
20%	Conduct Employee Orientation of licensed staff, unlicensed staff, volunteers, and affiliate students from local colleges. Arrange orientation classes and coordinates the scheduling of other staff or disciplines as they pertain to orientation process. Write memos and directives as they pertain to orientation. Consult and confer with all new employees during the orientation process.
10%	Serve as a chairperson or member of the following committees: Infection Control Committee and Health and Safety Committee and other committees as assigned. This involves researching committee business, recording, participating in meetings, projects, minutes and maintaining the Infection Control Manual.
10%	Write learning objectives, course descriptions, course outlines, pre-tests, post-tests, evaluation tools, performance worksheets, performance evaluation reports and keep complete documentation of all classes attended. Generate reports when requested.

10%	Responsible for class preparation, one to one instruction, coordination, and draft of monthly calendar of events. Write and maintain educational policies, procedures, and manuals. Develop and maintain Educational Quality Improvement monitors. Present educational programs on all shifts.
5%	Act as a resource person and provide consultation to Level of Care Staff, Level of Care Professional Staff and other facility staff when requested. Identify, develop, and provide in-service training for Level of Care as necessary.
5%	Act as Security Awareness Coordinator, 20-20 Coordinator, Range Change Coordinator and maintain certification as CEU provider for direct care staff.
5%	Acquire and maintain current knowledge of nursing practice and standards. Participate in ongoing educational activities related to clinical knowledge and professional issues. Maintain instructor status for CPR, First Aid.
5%	Other duties as assigned

Note: Percentages may vary based on operational needs.

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date

c: Official Personnel File