

JOB TITLE – Nurse Trainer

HOURS M-F: 8:00 AM - 5:00 PM

SUPERVISOR: Director of Nursing

SALARY Commensurate with Experience

FULL TIME POSITION

POSITION DUTIES/RESPONSIBILITIES: Advancing and enhancing the role of all nursing staff. Assess competence, mentor, and act as liaison for all nursing staff. Unify and create documentation for workflow process for all clinical sites. Facilitate education of nursing staff on medical processes, creating training materials as required. Instruct and support all nursing staff on EpicCare procedures and shortcuts. Provide professional support in the area of ethics and code of conduct in nursing. Demonstrate exceptional leadership skills and act as role model for all nurses to accomplish organizational goals. Act as resource on issues related to nursing. Coordinate the identification of training needs through a training needs analysis. Support nurses new to FHC system to involve professional, clinical, health and safety issues. Update and implement workflow training for all nurses as needed. Comply with all regulations related to confidentiality of patient information. Document and complete list of competencies for all nursing staff. Provide support regarding all FHC policies. Communicate, explain and supervise nursing staff compliance with rules and regulations of State Board of Nurse Examiners. Provide oral and written immunization education to all nursing personnel. Provide immunization training for all new nursing personnel and conduct annual proficiency monitoring. Follow safe working practices, in the working environment, and to comply at all times with FHC safety policies and procedures. Provide backup for nursing staff as needed. Participate in FHC staff development. If bilingual, translate as needed. Other duties as assigned by supervisor.

REQUIRED EDUCATION, TECHNICAL TRAINING OR EQUIVALENT: Diploma from accredited school of nursing, current state license, current CPR certification, ACLS desired.

REQUIRED EXPERIENCE OR SKILLS: Management, excellent communication, teaching and organizing skills, computer literacy.