STATE OF OHIO (DAS) CLASSIFICATION **SPECIFICATION**

| CLASSIFICATION SERIES: | SERIES NO.: |
|---|-----------------|
| Nurse Education | 6553 |
| MAJOR AGENCIES: Mental Health, Mental | EFFECTIVE DATE: |
| Retardation/Developmental Disabilities & Health | 6-20-99 |

<u>SERIES PURPOSE</u>:
The purpose of the nurse education occupation is to provide in-service training to nurses &/or support staff &/or health care facility surveyors &/or other interested/affected individuals in order that they may provide/ensure professional nursing & direct care to patients.

CLASS TITLE: **CLASS NUMBER:**

Nurse Education Consultant 65531

EFFECTIVE DATE:

06/20/1999

CLASS CONCEPT:

The full performance level class works under direction & requires thorough knowledge of registered professional nursing in order to plan, develop & implement orientation & educational programs & design curriculum to provide training relevant to assigned area of expertise to nursing personnel &/or support staff &/or other interested/affected individuals (e.g., health care facility surveyors; parents; public health nurses).

CLASS TITLE: **CLASS NUMBER:**

Nurse Education Director 65535

EFFECTIVE DATE:

01/10/1999

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of registered professional nursing in order to manage & coordinate nursing education program at assigned institution & supervise support staff.

| CLASS TITLE: | CLASS NUMBER: | BARGAINING UNIT: |
|----------------------------|---------------|------------------|
| Nurse Education Consultant | 65531 | 011 |

EFFECTIVE DATE:

06/20/1999

<u>JOB DUTIES IN ORDER OF IMPORTANCE</u>: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Plans, develops & implements orientation & educational programs & designs curriculum to provide training relevant to assigned area of expertise (e.g., basic nursing care & direct care techniques, policies & procedures; health care facility surveys; human sexuality; competency assessments; personality disorders; care of children with medical handicaps) for student, graduate & licensed nurses & other support staff or health care facility surveyor staff (e.g., registered nurses, licensed dietitians, registered sanitarians) &/or other interested/affected individuals (e.g., parents; public health nurses in local health departments; volunteers; nursing personnel at assigned institution(s) &/or community based medical organizations including but not limited to group homes, nursing homes, county boards of mental retardation & developmental disabilities), ensures adherence to applicable state & federal rules, regulations & laws & agency policies, procedures & protocols for assigned educational program (e.g., program having agency-wide, institution-wide or state-wide impact), evaluates & modifies educational program criteria based on needs assessment, participant evaluations, input from training committee, clinical & governmental standards & participates in development of nursing education program policies & procedures.

Provides instruction to student, graduate & licensed nurses & other support staff (e.g., therapeutic program workers; hospital aides; psychiatric attendants) &/or other interested/affected individuals (e.g., health care facility survey staff); develops & conducts in-service education programs; conducts in-service for providers, community groups or colleges; prepares & delivers speeches before specialized audiences; plans & develops training programs on ongoing basis to meet new or revised federal & state rules, laws & regulations; collaborates with other state &/or local agencies, educational institutions & advocacy organizations to develop & present coordinated educational activities & programs; serves on inter-disciplinary/organizational committees.

Plans, researches & prepares classroom lecture material, other educational materials &/or informational booklets for publication; evaluates & records weekly assessment results; develops, revises & maintains individualized training plans based upon field assessments; provides on-going in-service educational program for specialized units; keeps current on changes in nursing occupation by attending professional seminars, workshops & reading medical/professional journals & texts; consults with & serves on committees & task forces to provide networking activities; confers with supervisor regarding educational program activities to ensure consistency of program delivery.

Develops, updates & maintains procedural manuals; prepares & maintains reports & correspondence; establishes forms & filing systems; maintains records of educational programs presented; prepares materials for use by consultants; arranges for speakers; operates audio-visual equipment, personal computer & computer software packages (e.g., Power Point, Windows, Lotus, Word Pro).

MAJOR WORKER CHARACTERISTICS:

Knowledge of nursing in assigned area of expertise; federal & state laws & rules governing practice of nursing; employee training & development; nursing educational programs, policies & procedures; public speaking or effective communication; computer software packages (e.g., Power Point, Windows, Lotus, Word Pro)*. Skill in operation of personal computer*; computer software packages (e.g., Power Point, Windows, Lotus, Word Pro)* & audio –visual equipment. Ability to review & write professional educational programs & policies; read & comprehend medical manuals, texts & journals; handle sensitive inquiries from & contacts with professional staff, government officials & general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Current & valid license to practice professional nursing as Registered Nurse (i.e., R.N.) in Ohio as issued by Board of Nursing pursuant to Section 4723.03 of Ohio Revised Code; 24 mos. exp. as registered nurse in private community or state facility in assigned area of expertise; 12 mos. trg. or 12 mos. exp. in employee training & development; 12 mos. trg. or 12 mos. exp. in nursing education programs; 3 courses or 9 mos. exp. in public speaking or effective communication.

-Or equivalent the Minimum Class Qualifications for Employment noted above may be substituted for the experience required, but not for the mandated licensure.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT: Biennial renewal of license to practice as registered nurse.

<u>UNUSUAL WORKING CONDITIONS</u>: Travels overnight; exposed to unpredictable patient behavior.

| CLASS TITLE: | CLASS NUMBER: | BARGAINING UNIT: |
|--------------------------|---------------|------------------|
| Nurse Education Director | 65535 | EX |

EFFECTIVE DATE:

01/10/1999

<u>JOB DUTIES IN ORDER OF IMPORTANCE</u>: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Directs & supervises nursing education program at assigned institution facility, plans & initiates department goals & objectives, determines priority needs of equipment, supplies & personnel, establishes policies & procedures, coordinates development & implementation of required training programs, orientations, in-service, continuing education & development of specialized courses, directs preparation & reviews statistical analysis & periodic training reports as required & evaluates independent trainees as required by certification.

Monitors & maintains records of training & statistical reports; prepares department announcement of training & disseminates to interested parties; prepares periodic reports, teaching plans, media equipment format & training handouts; conducts training or assists/counsels instructors in proper training techniques.

Serves on various committees, attends workshops & seminars & reads medical & educational journals to update skills; meets with department representatives to discuss training needs.

MAJOR WORKER CHARACTERISTICS:

Knowledge of nursing for psychiatric or mentally retarded/developmentally disabled patients; federal & state laws & rules governing practice of nursing; employee training & development; supervisory principles & techniques*; inventory control*; public speaking or effective communication. Skill in operation of audio-visual equipment. Ability to review & write medical, statistical & administrative reports relating to nursing educational programs; prepare & deliver technical lectures to nurses & other professional staff; read & comprehend medical manuals, texts & journals.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Current & valid license to practice professional nursing as Registered Nurse (i.e., R.N.) in Ohio as issued by Board of Nursing pursuant to Section 4723.03 of Ohio Revised Code; 18 mos. exp. as registered nurse in private, community or state facility for mentally ill or mentally retarded & developmentally handicapped or hospital facility required to meet J.C.A.H. accreditation standards; 6 mos. trg. or 6 mos. exp. in employee training & development; 6 mos. trg. or 6 mos. exp. in nursing education programs; 1 course or 3 mos. exp. in public speaking or effective communication.

- -Or 6 mos. exp. as Nurse Education Consultant, 65531.
- -Or equivalent of the Minimum Class Qualifications for Employment noted above may be substituted for the experience required, but not for the mandated licensure.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Biennial renewal of license to practice as registered nurse.

UNUSUAL WORKING CONDITIONS:

Travels overnight; exposed to unpredictable patient behavior.