

Department: Horace Nye Home
Classification: Competitive
Grade: 10

SPEC DISK B4
DOCUMENT 57

IN-SERVICE TRAINING DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, directing, and implementing in-service educational programs for nursing home staff and coordinating Quality Assurance program for all divisions in the facility. Work is performed under the general supervision of the Director of Nurses. Supervision may be exercised over the work of subordinate personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Directs all in-service educational programs throughout the facility in accordance with current federal, state, and local regulations as well as facility's policies and procedures;
Responsible for coordinating Quality Assurance program in accordance with facility's policies and procedures;
Responsible for instructing Nursing Assistant training courses;
Secure, develop, and maintain records, reports, instructional manuals, reference materials, etc.;
Continually evaluates training needs of the facility and the effectiveness of current training programs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of nursing theory and practices; good knowledge of the principles and practices of conducting staff development programs; working knowledge of principles and practices of nursing home administration; familiarity with teaching methods; ability to plan and develop curricula and lesson plans; ability to analyze jobs, functions, and problems; ability to secure cooperation of department heads and nursing personnel; ability to assist in implementing training programs; initiative; good judgment; patience; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: (Either)

- (a) Graduation from a New York State registered college or university with a bachelors degree in Education or Nursing and one year of experience in professional nursing activities; or
- (b) Graduation from a three year school of professional nursing and two

years of experience in professional nursing activities; or

- (c) Graduation from a regionally accredited or New York State registered college or university with an associates degree in Nursing and three years of experience in professional nursing activities; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c).

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATION:

Eligibility for a license issued by the State of New York Education Department to practice as a Registered Professional Nurse at time of application. Possession of a valid license at the time of appointment.

Adopted: 06/08/88