



POSITION DESCRIPTION

POSITION TITLE: Clinical Education Facilitator **DEPARTMENT:** Staff Development, Infection Prevention & Control

CLASSIFICATION: Nurse IV **APPROVED BY:** Regional Lead – Acute Care & Chief Nursing Officer

UNION: Manitoba Nurses’ Union (MNU) **DATE APPROVED:** October 2024

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Director, Health Services - Staff Development, Infection Prevention & Control

POSITIONS SUPERVISED: None

POSITION PURPOSE

Reporting to the Director, Health Services, the Clinical Education Facilitator participates as an active member of the Regional Staff Development Department through collaboration in the planning, development, coordination, implementation, and evaluation of regional education. This position includes resource development with elements of research application and integration, and policy and procedure development as it relates to promote an optimal standard of safe patient care.

The incumbent exercises the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

- Functions as a member of the Regional Staff Development Department to provide clinical education and training programs to all Southern Health-Santé Sud employees in accordance with individual areas of expertise.
- Participates in the assessment, planning, implementation, and evaluation of Regional Staff Development Department, in collaboration with the Director, Health Services - Staff Development, Infection Prevention & Control and other program/operational leaders.
- Participates in the development of annual goals and objectives for the Regional Staff Development Department based on the regional learning needs assessment and goals of the organization.

- Facilitates the provision of a clinical orientation program for new Southern Health-Santé Sud employees and senior practicum students.
- Participates in the certification and recertification of Southern Health-Santé Sud employees in required skill competency checks related to clinical care.
- Identifies practice issues requiring review based on research findings.
- Participates in the selection process for ordering and maintaining current instructional and reference materials.
- Maintains attendance records and evaluations of education program provided.
- Submits attendance records for data entry in timely manner.
- Participates in the development and revision of regional policies and guidelines as assigned by the Director, Health Services - Staff Development, Infection Prevention & Control.
- Participates in Quality Improvement, Risk Management and Patient Safety activities pertinent to clinical education.
- Participates on special projects related to clinical education as approved by the Director, Health Services - Staff Development, Infection Prevention & Control.
- Participates on committees as required by the Director, Health Services - Staff Development, Infection Prevention & Control.
- Provides a quarterly report of activity to the Director, Health Services - Staff Development, Infection Prevention & Control.
- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

PERFORMANCE MEASUREMENTS

1. To be defined.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Baccalaureate Degree in Nursing.
- Current Active Practice Registration with the College of Registered Nurses of Manitoba (CRNM) and the scope of practice as defined by the Regulated Health Professions Act (RHPA).
- Current instructor Certification in Cardiopulmonary Resuscitation (CPR), Heart and Stroke Foundation.
- Advanced Cardiac Life Support (ACLS) or willing to obtain within first six (6) months of employment.
- Trauma Nursing Core Course (TNCC) or willing to obtain within first six (6) months of employment.
- Certificate or certification as an instructor in a related specialty training (i.e., Canadian Triage Acuity Scale, Wound Care).

REQUIRED KNOWLEDGE:

- Proficiency in Microsoft Office Application and Email.
- Knowledge of the principles of adult education, teaching and learning strategies.
- Knowledge and understanding of the scope of practice as documented in the Regulated Health Professions Act (RHPA).

EXPERIENCE REQUIRED:

- Minimum five (5) years full time nursing experience in a relevant clinical area.

SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Demonstrated leadership ability.
- Excellent interpersonal and verbal and written skills.
- Demonstrated ability to work collaboratively within team and working group structures.
- Demonstrated ability to problem solve in complex situations.
- Demonstrated ability to initiate and support change.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required.
- Demonstrated ability to meet the physical and mental demands of the job.
- Good work and attendance record.
- Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate.
- All Health Care workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy.
- Requires a valid Class 5 driver's license, an all-purpose insured vehicle and liability insurance of at least \$1,000,000.00.

WORK CONDITIONS:

- No hazardous or significantly unpleasant conditions.
- May work occasional evenings and weekends as necessary.
- Will be required to travel to other regional facilities as the position duties may require.

SALARY SCALE:

As per the MNU Collective Agreement

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.