

## **NURSING HOME TRAINING COORDINATOR**

DISTINGUISHING FEATURES OF THE CLASS: This is a staff function involving the planning, coordination, directing and implementation of the orientation program of all new employees and the continued training and education of all employees. Work is performed under general direction of the Hospital Administrator in accordance with established staff development policies and objectives.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Conducts an orientation program for all new employees including a tour of the facilities;

Works with new nursing personnel employees observing, commenting on and correcting procedures and practices used;

Instructs nursing personnel in a change of procedures or the adaptation of new procedures in patient care;

May instruct personnel in groups or on an individual basis as the situation dictates;

Instructs nursing staff on nursing problems and management related activities;

Assists in the formulation of policies and procedures governing the hospital service;

Prepares a variety of records and reports.

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

TERISTICS: Comprehensive knowledge of professional nursing techniques and their relation to medical and surgical practices and skill in their application; good knowledge of the principles and practices of conducting a staff development program; good knowledge of the current methods of training; ability to plan and develop curricula and lesson plans; ability to secure the cooperation of others; good oral presentation; good judgment; emotional maturity; resourcefulness; initiative; and

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tact.

#### MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's Degree in nursing, and two (2) years of progressively responsible experience in professional nursing activities, one (1) year of which shall have been in a supervisory position; or
- (B) Graduation from an approved three (3) year school of professional nursing and three (3) years of progressively responsible experience in professional nursing activities, one (1) year of which shall have been in a supervisory position; or
- (C) Graduation from a regionally accredited or New York State registered two (2) year college with an Associate Degree in nursing and four (4) years of progressively responsible experience in professional nursing activities, one (1) year of which shall have been in a supervisory position; or
- (D) An equivalent combination of training and experience as indicated in (A), (B) and (C).

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Eligibility for a license issued by the State of New York to practice as a Registered Professional Nurse. Possession of the license at time of appointment.

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Last Reviewed: August 26, 1977  
Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A