

DESCRIPTION: Under limited supervision, is responsible for supervision/coordination of a training and employee development program at an agency, division or large facility involving supervision of nursing and/or related medical staff, assessment and evaluation of training programs, consultation with management to develop training program goals, plans and programs, presentation of training classes and marketing of training services; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This class is differentiated from the Training Coordinator class based on the audience receiving training including licensed nursing and medical staff and others that perform medication administration and direct care which requires licensure.

EXAMPLES OF WORK: (A position may not be assigned all of the duties listed, nor do these examples include all the duties that may be assigned.)

Oversees a training and employee development program emphasizing in nursing and/or medical activities an agency, division or large facility including supervision of nursing and/or related medical staff, assessment and evaluation of training programs, consultation with management to develop adult learning program goals, plans and programs and marketing of training services.

Coordinates with management/program officials to assess achievement of desired program outcomes and impacts of major agency initiatives to determine and implement learning opportunity program revisions.

Utilizes advanced instructional developmental skills (such as distance learning or computer based training), alternative learning methodology (such as self study modules) and new approaches, methods or techniques.

Confers with key facility/division managers to develop and review training needs and objectives; organizes and leads developmental committees and task forces and develops formal developmental plans for an agency, division or large facility. Coordinates the assessment, planning, implementation and evaluation of educational activities for an agency, division or large facility and ensures compliance with associated regulations, standards or accreditations.

Performs “front end” consultation with nursing and/or related medical staff, supervisors, administration and external customers to determine staff training needs based on work unit/department performance deficiency or directed program change.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: adult training and development, principles and practices of employee developmental programs; curriculum development; training evaluation techniques and multi-media instruction.

A11124 – TRAINING COORDINATOR/RN (continued)

Ability to: learn and apply federal and State laws, rules, policies and accreditation standards pertinent to the agency; research, develop and present learning opportunity programs; evaluate effectiveness of training courses; supervise nursing and/or related medical staff; communicate to exchange information and ideas, to solicit ideas and to establish and maintain effective working relationships and present training classes.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

A current license to practice as a Registered Nurse in Nebraska or authority based on the Nurse Licensure Compact to practice as a registered nurse in Nebraska. Post high school coursework/training or experience in: educational administration, curriculum development, employee development, educational psychology, adult education, community education, workshop/seminar planning or development, or social/behavioral sciences

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Continuing Education is a requirement to maintain licensure as a Licensed Registered Nurse.