

**Career Service Authority**

***Clinical Nurse Educator***

Revised Date

Revised By

Don Braden

FLSA Code

Exempt-XO

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***General Statement of Duties***

Responsible for full performance professional nursing duties and for developing and implementing an ongoing nursing education program for nursing staff to meet regulatory requirements and assure nursing competency of all assigned staff, including new hires.

***Essential Duties and Knowledge, Skill, and Ability Requirements***

1. Establishes nursing care plans and participates as a member of a health care team planning for and providing optimum patient care. Develops and implements a competency-based nursing orientation program for both novice and experienced new nursing hires and coordinates unit orientation of new nursing support staff.
  - *Knowledge of professional nursing theory and practice sufficient to be able to assess, plan, implement and evaluate patient care.*
  - *Knowledge of competency-based learning theory sufficient to be able to develop objective measures which demonstrate mastery of nursing principles.*
  - *Knowledge of the principles and practices of nursing sufficient to be able to develop and coordinate effective training programs.*
  - *Skill in communicating clearly and concisely to elicit or present explanatory or interpretive information.*
2. Evaluates outcome of patient care, consults with other professionals as required and works with staff to adjust nursing care processes as necessary to ensure optimum patient care.
  - *Knowledge of professional nursing theory and practice sufficient to be able to assess, plan, implement and evaluate patient care.*
  - *Skill in communicating clearly and concisely to elicit or present explanatory or interpretive information.*

3. Provides a safe, comfortable and therapeutic environment for nursing staff, patients/families in accordance with practice standards.
  - *Knowledge of safety hazards and necessary precautions sufficient to be able to establish a safe work environment for self and others.*
4. Gives direction or assistance to both staff and patients in planning for or delivering care to multi-problem patients and educates employees and patients in specialized knowledge, procedures and techniques. Assesses educational needs of nursing staff and writes policies on standards for specialized care, using data from nurses, patients, clinical information and relevant research.
  - *Knowledge of a clinical area of specialization in an instructive, advisory or demonstrative capacity.*
  - *Skill in determining the need for training and in specifying the objectives of the training effort.*
  - *Skill in communicating clearly and concisely to elicit or present explanatory or interpretive information.*
5. Makes emergency assessments in critical situations and performs necessary procedures/interventions to stabilize the patient's medical/mental condition.
  - *Knowledge of blood borne pathogen regulations and universal precautions sufficient to be able to protect self and others from possible infection.*
  - *Knowledge of a wide variety of medical equipment and instruments sufficient to be able to administer patient care.*
  - *Skill in applying the basic principles and techniques of professional nursing sufficient to be able to perform specialized primary care.*
  - *Skill in establishing and maintaining effective working relationships with other employees and organizations and the public in emergency and other situations.*
  - *Skill in reacting calmly and effectively in emergency and stressful situations.*
6. Acts as an educational resource to instruct nursing staff, patient and family regarding tests, procedures, and agency policy. Educates staff nurses to preceptor roles and responsibilities and mentors them regarding general health techniques, health maintenance and preventive health care.
  - *Knowledge of a wide variety of medical equipment and instruments sufficient to be able to administer patient care.*

- *Knowledge of the principles and practices of nursing sufficient to be able to develop and coordinate effective training programs.*
  - *Skill in exercising initiative, judgment and decision-making in solving problems and meeting the objectives of the unit or project.*
  - *Skill in using the principles and practices of effective and persuasive communications to elicit and/or present explanatory or interpretive information.*
7. Administers and controls medications.
- *Knowledge of various narcotics and medications sufficient to be able to administer and control them.*
8. Maintains or increases nursing skills and knowledge base necessary to meet patient care standards and quality improvement criteria. Provides in-service training to nursing staff, documents the need for additional individual training, and provides input to managers about staff performance as related to clinical performance and professional development.
- *Skill in interpreting, adapting and applying appropriate written guidelines, precedents and standardized work practices to a variety of problematic situations.*
  - *Skill in exercising initiative, judgment and decision-making in solving problems and meeting the objectives of the unit or project.*
  - *Skill in using the principles and practices of effective and persuasive communications to elicit and/or present explanatory or interpretive information.*
9. Participates in and assists in formulating and screening quality improvement plans.
- *Skill in interpreting, adapting and applying appropriate written guidelines, precedents and standardized work practices to a variety of problematic situations.*
  - *Skill in training other employees and students.*
  - *Skill in adapting new information through educational seminars and meetings to existing knowledge base.*
10. Arranges ordered diagnostic and therapeutic services for patient. Maintains patient records and charts to ensure accurate patient medical and psychological treatment records.
- *Skill in preparing accurate written reports, medical records and other documentation.*

- *Knowledge of various narcotics and medications sufficient to be able to administer and control them.*
  - *Skill in communicating clearly and concisely to elicit or present explanatory or interpretive information.*
11. Implements and interprets policies and procedures developed by higher level managers or supervisors. Assists in developing, recommending and coordinating implementation of new procedures for the assigned functions or unit.
- *Skill in exercising initiative, judgment and decision-making in solving problems and meeting the objectives of the unit or project.*
12. Performs other related duties as assigned or requested.

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*Any one position may not include all of the duties listed. However, the allocation of positions to this class will be determined by the amount of time spent in performing the primary duties listed above.*  
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### ***Job Requirements***

#### **Level of Supervision**

May perform lead work over health care staff.

#### **Guidance and Decision-Making**

Guidelines are generally in the form of stated objectives for a unit, function or project. Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the unit or project. Employee is responsible for coordinating and supervising several tasks in which several phases may be in progress at once. Duties performed involve weighing and evaluating many factors requiring judgment, analytical ability, and problem solving. Work may be discussed with higher level supervisors and reviewed for soundness of judgment and feasibility of decisions.

#### **Interpersonal Communications**

Contacts with the public and/or employees under stressful or emergency conditions where an immediate service is rendered and explanatory or interpretive information is exchanged, gathered or presented.

**Physical Demands**

Balancing: Maintaining body equilibrium to prevent falling over.  
Carrying: Transporting an object, usually by hand, arm or shoulder.  
Eye/Hand/Foot Coordination: Performing work through using two or more.  
Feeling: Perceiving attributes of objects by means of skin receptors.  
Fingering: Picking, pinching or otherwise working with fingers.  
Hearing: Perceiving the nature of sounds by ear.  
Pulling: Exerting force on an object so that it is moving to the person.  
Pushing: Exerting force upon an object so that the object is away.  
Reaching: Extending the hand(s) and arm(s) in any direction.  
Repetitive Motions: Making frequent movements with a part of the body.  
Standing: Remaining on one's feet in an upright position.  
Stooping: Bending the body by bending the spine at the waist.  
Talking: Expressing or exchanging ideas by means of spoken words.  
Walking: Moving about on foot on uneven surfaces.

**Physical Strength**

Lifting: Raising or lowering an object of more than 50 pounds.

**Vision Requirements**

Accommodation: Ability to adjust vision to bring objects into focus.  
Depth Perception: Ability to judge distance and space relationships.  
Far Acuity: Ability to see clearly at 20 feet or more.  
Field of Vision: Ability to see peripherally.  
Near Acuity: Ability to see clearly at 20 inches or less.

**Mental Demands**

Mathematical reasoning  
Memorization  
Oral comprehension  
Spatial comprehension  
Written comprehension

**Environmental Conditions**

Wet: Frequent contact with water or other liquid.

**Working Conditions**

Exposed to hazardous anesthetic agents, body fluids and wastes.  
Exposed to infection from disease-bearing specimens.  
Exposed to infections and contagious disease.  
Exposed to odors in kitchen and/or patient areas.  
Exposed to patient elements.  
Exposed to unpleasant elements (accidents, injuries and illness).  
Handles emergency or crisis situations.  
May perform emergency care.  
Occasional pressure due to multiple calls and inquiries.  
Occasionally subjected to irregular hours.  
Regularly exposed to the risk of blood borne diseases.  
Requires judgment/action which could result in death of patient.  
Subject to many interruptions.  
Subject to varying and unpredictable situations.

**Minimum Education**

Completion of a Nursing education program which satisfies the licensing requirements of the Colorado State Board of Nursing.

**Minimum Experience**

Two years of professional nursing experience.

**Equivalency**

BSN or Master's Degree in Nursing may be substituted for one year of required professional nursing experience.

**Licensure and Certification**

All positions require current CPR certification by the end of the probationary period. Requires possession of a valid Colorado Registered Nurse license or permit at time of appointment, with permit to be used only until a decision on licensure is made.