

Job Description

Position Title: Education/Employee Health Manager

Job Code: EM/EHM

Department: Nursing Administration

FLSA Status: Non-Exempt/Hourly

Job Summary

Assures the delivery of comprehensive, effective, and appropriate training to all staff in accordance with the established philosophy, policies, procedures and program plans of Cuba Memorial Hospital as well as Federal and State Regulations. Devises and implements training material that is easily understood. Provides skill labs and competencies for Clinical staff. Designs and implements forms for patient education as needed. Sets up in-house BLS, ACLS and PALS training and outside training for staff. Communicates with managers as to their needs and expectations for staff training. Serves as a trainer in new employee orientation. Portrays the facility in a positive manner within the building and in the community. Integrates and stresses CMH 'customer service' philosophy, diversity and team approach in all aspects of training. Participates in manager on-call rotation. Must be able to utilize a team approach and provide clinical leadership. Assures the delivery of comprehensive, safe, effective and appropriate nursing care in accordance with the established philosophy, policies and procedures of the Nursing Department. Demonstrates an understanding of the principles of all ages including geriatric development to assess each patient's specific needs, provide treatment, and plan care. Functions as Nurse Aide Training Program Coordinator and Program Instructor. Works with area college nursing programs and coordinates clinical rotations. Represents the nursing department at nursing recruitment efforts.

Utilizes a team approach to provide leadership, organize and manage the employee health program for Cuba Memorial Hospital Inc. Assists in setting standards in accordance with New York State and Federal regulation in conjunction with established quality indicators in accordance with the philosophy, policies and procedures of CMH. Conducts and assists with training sessions pertaining to job duties. Acts as a consultant and resource to staff. Assists in and maintains a system which enhances standards of operation and compliance with regulatory agencies. Works collaboratively with Twin Tier Affiliation and Kaleida, participating in Employee Health committees and reports CMH data as requested. Provides administrative and clinical leadership for hospital and LTC staff. Assures delivery of comprehensive, safe, effective and appropriate nursing care for all patients and families in accordance with the established philosophy, policies, procedure and program plans of the nursing department.

Education, Training and Experience

Graduate of an accredited school of nursing with current NYS RN Licensure with the New York State Department of Education. In-service, acute and long-term care experience preferred. BLS, ACLS and PALS instructor certification preferred. Minimum of three years combination of acute care and long-term care nursing preferred. Minimum of five years nursing/management experience. Certified C.N.A trainer preferred.

Special Equipment/Skills

Ability to work effectively in a team approach. Must demonstrate knowledge of long term and acute care in accordance with Federal and NYS DOH rules and regulations or must have a desire to learn. Demonstrates leadership ability, excellent communication, interpersonal and critical thinking skills. Able to travel to offsite meetings.

Work Environment / Hazards

Exposure to body substances and blood borne pathogens. Exposure to acting out behavior of patients with dementia which could result in injury. Risk of physical injury from lifting patients and operation of equipment. Risk of physical injury from lifting and operating of equipment.

Work Contact Group

All organizational departments, volunteers, staff, patients, elders, families and visitors.

Special Physical Demands

Must be able to lift more than 25 pounds, bend, stoop, push and pull equipment, wheelchairs, stretchers. Assists with patients/elders transfer, ambulation and provide total patient care. Must be able to assist patients/elders during an evacuation. Walks and stands for most of the working day. Must be able to deal with stress related to patient care activities, patients/elders and families.

Supervises

Training and competencies of licensed and non-licensed staff, Nurse Aide Training Program Clinical Supervisor.

Supervised By:

Clinical Services Director

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Receipt and Acknowledgment

- Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the Hospital.

I have read and understand this job description.

Print Employee Name: _____

Employee Signature: _____

Date: _____