

## ORANGE COUNTY CLASS SPECIFICATION

**TITLE:** CLINICAL INSTRUCTOR **GRADE:** 14

**TITLE ABBREVIATION:** CLINICAL INST **TITLE NO.:** 6174

**JURIS.CL:** C **SALARY CODE:** 08 **UNIT:**  **EEO CODE:** PR **FLSA CODE:** PR

**DEPARTMENT:** RESIDENTIAL HEALTH CARE SERVICES **DIVISION:** NURSING

**SUPERVISOR'S TITLE:** ASSOCIATE DIRECTOR OF NURSING

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for developing, administering and conducting training programs for nursing assistants and allied nursing personnel in the Orange County Residential Health Care Facility. The work is carried out in accordance with established policies and procedures and involves coordinating the facility nursing assistant training program in compliance with the New York State health code and orienting certified nursing assistants to the facility. The work also involves designing and teaching programs to facility staff. Work is performed under the general supervision of the Associate Director of Nursing. Direct supervision is exercised over Nursing Assistants during their initial training period and nursing personnel assigned to assist with the training. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Plans, develops and directs program of education for all service personnel, collaborates and coordinates the nursing service program with the Staff Resources and Employment Health Departments;

Develops instructional material, training modules and equipment demonstration to assist staff with operational and inter-relationship of Facility policy and compliance to all regulatory standards;

Maintains competency and current knowledge of professional practice as it pertains to nursing in a long term care setting;

Evaluates the progress of nursing service personnel during classroom and on-site training and serves as liaison to Nursing Division regarding employees' progress and integration as relates to retention;

Coordinates with Nursing Division for the assignment and training of a staff preceptor or "buddy" for nursing personnel;

Communicates and collaborates with the Staff Development Department to ensure New York State regulations for certified Nursing Assistant training are met, preceptor/buddy program is instituted for new employees and mandatory/remedial training is provided;

Participates in committees related to Policy/Procedure, human resource development and facility operation;

Writes comprehensive reports on activities and prepares appraisal of nursing Staff Development Program;

Develops, schedules and directs the orientation program for professional, licensed and certified service personnel;

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

Thorough knowledge of nursing theory and techniques; thorough knowledge of the principles and practices of administering, supervising and evaluating in-service nursing education programs; good knowledge of long term health care facility organization; working knowledge of long term health care facility policies and procedures; ability to communicate effectively both orally and in writing; ability to establish and maintain good working relationships with others; ability to write clear and accurate reports; ability to maintain accurate records; ability to plan and supervise the work of others; good judgment; initiative; creativity; tact; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Bachelor's Degree in Nursing and two (2) years of experience in professional nursing activities in a nursing home, one (1) year of which was in a supervisory capacity; OR
- (B) Graduation from approved three (3) year school of professional nursing and three (3) years of experience in professional nursing activities, two (2) years which have been in a nursing home and one (1) year which was in a supervisory capacity; OR
- (C) Associate's Degree in Nursing and four (4) years of experience in professional nursing activities, two (2) years of which have been in a nursing home and one (1) year of which was in a supervisory capacity.

**SPECIAL REQUIREMENTS:** (1) Must possess and maintain current New York State Registered Professional Nurse registration. (2) Completion of a New York State Health Department approved trainer/evaluator program within six (6) months of appointment.

**NOTES:**

- Supervisory experience may be concurrent with experience in a nursing home or may be acquired in another professional nursing position.
- Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.