

VNA Health System *of Northern New England*

Job Posting

VNAHSNNE NURSE RESIDENCY COORDINATOR POSITION

The VNA Health System of Northern New England (VNAHSNNE) is looking for an innovative and creative clinical educator to oversee, implement and grow the regional nurse residency program offered to the member organizations. The Coordinator is responsible for curriculum development, program implementation and evaluation, marketing and pipeline development. The Coordinator fosters the clinical and professional development of the residents in close collaboration with the clinical educators from each member organization, and supports each resident through completion of the program. This part-time position (24 hours weekly) is 70% remote and 30% in-person for class sessions.

About the VNAHSNNE Residency Program

The Nurse Residency Program is a year-long transition to practice program that serves as a bridge to support and enhance the professional development of new graduate nurses entering home care practice. The purpose of the program is to promote the development of competency and role transition, supporting the resident professionally, emotionally, and socially during the first year of nursing practice. The evidence-based program prepares and supports advanced beginner nurses with the resources, skills, and tools to become confident professional nurses.

If interested in this position, please go to www.indeed.com and search

What: VNA Health System of Northern New England

Where: New Hampshire

Job Description Below # #

VNA Health System *of Northern New England*

Functional Job Description VNAHSNNE NURSE EDUCATION COORDINATOR

JOB PURPOSE: Under the direction of the VNA Health System, the Nurse Educator is responsible for coordination of clinical nursing education to including clinical training, skills competencies, new graduate nurse advocacy, socialization to home care, and field evaluation visits

ESSENTIAL JOB FUCTIONS:

- Appraise need for, and assists in, planning and scheduling of classes to improve level of staff performance and quality of care.
- Support development and implementation of education for RN level staff to include orientation and yearly competencies.
- Plan in-services for RN staff that addresses priority needs and competencies.
- Assist in planning and preparing teaching materials for nursing staff and ensuring awareness of education material.
- Participate as liaison with other organizations (i.e., hospitals) in the coordination of education programs.
- Provide ongoing positive feedback, coaching and performance counseling to employees.
- Attends education programs to stay updated on skills and knowledge and brings new information to managers and staff.
- Performs other duties and special projects as appropriate or assigned.

NON-ESSENTIAL JOB FUNCTIONS:

- *Equipment Used for Job:*
 - Computer and associated hardware
 - Fax
 - Copier
 - File cabinets
 - Wheeled file drawer
 - Personal vehicle
- *Work Site Measures:*
 - 29” Desk
 - Articulating keyboard tray
 - Copy drawer
 - 58” Over-counter shelves
 - Headset

NUMBER OF HOURS WORKED: 24 per week

- Pay Day: Varies
- Per Week: Varies

In a typical day, this job involves the activities listed below. Indicate the frequency of performance of each activity by placing a check mark in the appropriate column.		R = Rarely (less than 0.5 hour per day) O = Occasionally (between 0.5 to 2.5 hours per day) F = Frequently (between 2.5 to 5.5 hours per day) C = Continually (between 5.5 to 8 hours per day) N/A = Not Applicable				
Physical Activity	Frequency					Describe any job duty which requires repetition or a unique application of the activity.
	R	O	F	C	N/A	
Sitting			✓			
Standing	✓					
Walking			✓			
Ability to be mobile				✓		
Crouching (bend at knee)		✓				
Kneeling/Crawling		✓				
Stooping (bend at waist)		✓				
Twisting (knees/waist/neck)			✓			In and out of vehicle
Turning/Pivoting			✓			
Climbing		✓				
Balancing			✓			
Reaching Overhead		✓				
Reaching Extension			✓			
Grasping			✓			
Pinching			✓			
Pushing/Pulling		✓				
Lifting Weight:			✓			
• Typical Weight:			✓			5 lbs.
• Maximum Weight:		✓				15 lbs.
Carrying Weight			✓			
• Typical Weight:			✓			15 lbs.
• Maximum Weight:		✓				25 lbs.
Fine motor skills			✓			

Sensory Activity	Frequency					Describe any job duty which requires repetition or a unique application of the activity.
	R	O	F	C	N/A	
Talking in person				✓		
Talking on telephone			✓			
Hearing in person				✓		
Hearing on telephone			✓			
Vision for close work				✓		
Other sensory requirements				✓		Touch, smell, color identification

Environmental Factors	Specify
Safety requirement (i.e., clothing, required safety equipment, activities performed)	Safe footwear for stairs & transfers: closed toe shoes, goggles, mask, gown, gloves, pager
Exposures (i.e., fumes, chemicals, vibrations, humidity, cold, heat, dust, blood and other body fluids)	Chemotherapy, fumes, body fluids, weather elements, cigarette and other smoke, animals, needles and other sharps
Operation of equipment, vehicles, tools	Automobile, medical equipment (e.g. contents of bag, glucometer, pulse oximeter, Doppler, microcoagulation machine, nebulizer, Hoyer lift, suction machine, oxygen tubing and portable systems), microwave, electric bed, scales, electronic patient health information device
Required hygiene standards (e.g., food handling; clean, contaminated, and sterile equipment)	Infection control practices
Working Conditions	Position requires both inside and outside activities and traveling in all kinds of weather conditions. Client's homes may contain cigarette smoke, animals, odors, poor lighting and poor ventilation.
Other environmental factors	Unsafe home environment

The above is intended to describe the general content of and requirements for performance of this job. It is not to be considered as an exclusive statement of duties, responsibilities, or requirements and does not limit the assignment of additional duties at the discretion of the manager.

Moving Objects									
Action	Heaviest Object	Weight	Frequency					Distance	Essential
			R	O	F	C	N/A		
Lift	Box of paper	30 lbs.	✓					Floor to 36"	No
Carry	Box of paper	30 lbs.	✓					20'	Yes
Push	File cabinet	5 lbs. force	✓					5'	Yes
Pull	File cabinet	5 lbs. force	✓					5'	Yes