

**JOB TITLE: Clinical Nurse Educator**

**Full Time: \_\_\_\_\_\_\_. Part-Time: \_\_\_\_\_\_\_**

**Reviewed Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SUMMARY:** The clinical nurse educator is an expert neonatal nurse who works in the clinical environment and is to guide and mentor the current and future neonatal nurses.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties

may be assigned.

he following are examples of the major duties contained in a clinical nurse educator’s job description, which they are expected to perform.

* Mentor and new and current neonatal nursing staff
* Collaborate with Clinical Preceptor to organize the educational need on the unit for all neonatal nursing students (Advanced Diploma and MSc) nursing students
* Coordinate and ensure nurses who are arriving from other provinces to learn neonatal care are meeting objectives
* Ensure objectives of all students on the unit are appropriate and timely
* Design, deliver and evaluate neonatal education curriculum on the unit
* Write and review neonatal educational material to be distributed on the neonatal unit
* Document new nurses and students’ progress
* To collaborate with the head nurse in evaluating neonatal nurses
* Research and teach up-to-date clinical practice
* Develop individualized patient care plans and assist patients with their clinical needs
* Educate the staff in using new technology

**REPORTING RELATIONSHIP:** This position reports to the Director of the Division and the chair of the department.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

**EDUCATION AND/OR EXPERIENCE:**

* Minimum requirement is BSc in Nursing or Midwifery
* Two years neonatal nursing experience

**LICENSURE, REGISTRATION AND CERTIFICATION REQUIRED BY LAW:**

* Valid nursing/midwifery degree from the Midwifery and Nursing Council
* Valid Neonatal Resuscitation Program Provider Certification

**WORK HOURS:** TheCNE is expected to work an average of NEED TO FILL. Further details outlined in the work hour expectations document.

**OTHER SKILLS AND ABILITIES:** Must possess strong clinical nursing skills. Ability to interact pleasantly and tactfully with co-workers, patients, and families. Ability to effectively communicate technical information to patients and families. Excellent written and verbal communication skills. Ability to function effectively in a team environment. Ability to effectively manage multiple priorities.

**LANGUAGE SKILLS:** Ability to read, analyze, interpret, and comprehend instructions (whether written or verbal), correspondence, professional journals, and technical procedures, and government regulations. Ability to compose correspondence, documentation, reports, and procedures. Ability to effectively present information and respond to questions in one-on-one and small group situations, to third parties, physicians, and other employees of the organization, whether in person or on the telephone. Ability to respond to inquiries in a manner that the respondent can comprehend. Ability to respond effectively to the most sensitive inquiries, complaints, and situations.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret and solve practical problems with an extensive variety of information that deals with several abstract and concrete variables. Ability to apply common sense, good judgment, and problem-solving skills in difficult situations.

**WORK ENVIRONMENT:** The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job within a standard medical office setting or outpatient setting.

The noise level in the work environment is usually moderately noisy. Exposure to communicable disease, blood, body fluids, hazardous chemicals, and sharp instruments.

Exposure to injury from patients and equipment.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit; use hands and fingers to handle or feel objects; reach with hands and arms; and talk or hear at normal ranges within the setting. The employee is occasionally required to climb or balance.

The employee must occasionally lift, carry, and/or move more than 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Rapid mobility may also be required on occasions.

May work in high stress direct patient care areas. Stress levels may be high due to frequently dealing with life and death situations, physicians, families, and other healthcare providers. Demands high levels of concentration and the ability to work in emotionally charged situations.

**DISCLAIMER:** The above statements and performance expectations are intended to describe the general nature and level of work by individuals assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, skills, and abilities required by personnel so classified.

I have received information regarding Policies and Procedures and understand them.

I understand and agree that in the performance of my duties as an employee of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I must hold information of a confidential nature in the strictest of confidence. I must not use or disclose any Protected Health Information. I understand that any violation of the Protected Health Information may result in disciplinary action, which may include termination.

Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ may terminate employment at any time, for any reason.

By signing below, I acknowledge that I have reviewed this job description and will comply to the best of my ability.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resources Director Date