JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Registered Nurse Educator

Job Code: 7071

Salary Grade: C08

FLSA Status: Exempt

Job Family: Health Services

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Serves as expert and educator, developing and providing specialized nursing education for assigned area. Provides initial and subsequent education related to diagnosis, management, and ongoing care of health-related issues for nurses, patients, and the community. Teaches, develops, and mentors nursing staff and/or caregivers on a broad range of knowledge, skills and activities leading to the development and performance of competent practices.

- Develops and facilitates healthcare related education for staff and training and education for patients or program participants, families, and communities. Provides feedback and solutions on issues of performance, competence and professional development. Facilitates an environment that values and enhances skill development, knowledge acquisition, and professional growth.
- Creates or assists with development of educational materials for assigned area. Ensures compliance and documentation of records based on regulatory and organizational standards.
- Communicates and markets education programs using appropriate methods, and based on observed or assessed needs. May coordinate training schedule and enrollment.
- May schedule patient appointments and prepare patients for examination. Records patient histories, collects biological samples, and gathers x-rays and lab reports. Also, has patient charts ready for physician. Takes and records various readings, such as heart and respiratory rate, blood pressure, height and weight, temperature.
- May assist a physician during patient examination.
- Assists with research and publications.
- Responds to inquiries and provides protocol-driven advice and instruction for staff, patients or program participants, parents, and caregivers.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: Bachelor¿s degree in Nursing

Experience:

Required: 12 months professional nursing (RN) experience in an assigned healthcare specialty.

Required Certifications or Licenses:

Oklahoma Registered Nurse Licensure

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- · Knowledge of procedures for diagnosis and treatment of health issues.
- · Knowledge of training design, teaching and instruction.
- · Ability to select and use training methods appropriate for the situation.
- · Ability to listen and understand information from the patient, physician, or employee.
- · Ability to multitask and handle stressful situations.
- · Ability to communicate effectively in writing and verbally and to actively listen.

Working Conditions

Physical:

- Frequently sit and stand. Communicate effectively and listen. Manual dexterity. Walk, bend, and stoop.

Environmental:

- Clinic Environment. Exposure to sick patients, blood borne pathogens and human tissue and body fluids.

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