



## Position Description

Position Title:	<b>Director of Staff Development and Occupation Health</b>		
Department:	<b>Staff Development/Occupational Health</b>	Reports To:	<b>Linda Sheehy, Vice President of Human Resources</b>
Classification:	<b>Exempt</b>	Revision Date:	<b>January 2018</b>

## Position Overview

### **Staff Development:**

The Director of Staff Development and Occupation Health is responsible for the assessing, designing, planning, directing, coordinating, and evaluating of educational programs for the Havenwood Heritage Heights staff and for resident/family education. Serves as the primary contact person for all staff education needs within the organization. Collaborates with department Directors to prioritize staff education needs using key indicators such as new policy development, new technology, management philosophy, resident case studies or findings, quality assurance monitors, trends identified through the performance appraisal process, State and Federal rules and regulations, and other needs determined by Havenwood Heritage Heights.

### **Occupational Health Nurse:**

Provides general oversight and supervises the activities of the Occupational Health and Wellness Program as well as serves as Chairperson for the Infection Control Committee.

### **Infection Control:**

To fulfill the Infection Preventionist requirements, per State and Federal rules and regulations.

### **Compliance Statement:**

Complies with all company policies. Reports instances of wrong doing, illegal and unethical behavior that occur at Havenwood Heritage Heights promptly to the Vice President of Human Resources or the President/CEO.

## Principle Duties and Responsibilities

### **Safety:**

1. Must be committed to a high standard of safety and be willing and able to comply with all safety laws and Havenwood Heritage Heights' safety policies and rules. Must be willing to report safety violations and potential safety violations to the appropriate supervisory or management personnel.
2. Attend all mandatory in-services.
3. Wear all appropriate protective equipment (PPE) if and when in a situation that such equipment is warranted.

4. Use proper body mechanics at all times.
5. Wear seatbelts when involved in all HHH related travel.
6. Comply with, support and enforce Havenwood Heritage Heights policies involving all safety procedures to also include the proper use of body mechanics, mechanical lifts and infection control.

**Staff Development:**

7. Provides leadership for the assessment of learning/resource needs for all personnel. Develops short, long-range, annual goals and objectives for the department. Documents processes, procedures and policies.
8. Plans, develops, organizes, and implements educational programs and objectives in collaboration with department Directors throughout Havenwood Heritage Heights that are in compliance with CMS, CCAC, HHH, State and Federal rules and regulations. Maintains documentation of the objectives and attendance at these programs.
9. Develop orientation programs for all new staff. Conducts new employee orientation sessions in conjunction with the Vice President of Human Resources and nursing orientation in conjunction with the Director of Nursing.
10. Oversees the process for competency evaluation of new nursing employees; recommends progression to permanent employment or extension of orientation/probationary period for new nursing employees.
11. Provides training for newly hired nurses as part of the preceptor program, then reassess nurses upon completion of the preceptor program to ensure competency.
12. Assess current and future training needs for the facility, develop and conduct necessary training programs, and maintain records of content and employee participation.
13. Develop curriculum and provide education for all mandatory in-services as well as any areas identified through the QAPI process and/or facility observations
14. Develops and maintains organizational communications such as bulletin boards and newsletters to ensure employees have knowledge of training and development events and resources.
15. Plans, organizes, and implements orientations for personnel
16. Develop, coordinate and conduct a mentor training program to assist all departments

17. Develops and implements, operational and capital budgets for the department in accordance with the organization's fiscal philosophy and mission.
18. Complies with Havenwood Heritage Heights' rules and regulations in co-operation with the Human Resources Department.
19. Promotes and maintains good relations and communicates with personnel and others in the community and elsewhere. Serves as committee member for professional and community councils and association
20. Schedules, coordinates or conducts CPR training to allow for current certification of appropriate staff.
21. Keeps abreast of current trends and practices in field of expertise.
22. Serves on the Quality Assurance Committee and the Safety Committee.

**Occupational Health Nurse:**

23. Oversees the Occupational Health Program
24. Work in collaboration with the Vice President of Human Resources to ensure work related injuries are monitored closely and altered duties are offered to employees when appropriate
25. Coordinates medical care for workers' compensation program for staff injuries and accidents (includes completion of needed medical forms, staff follow-up after injury/accident and return to work program).
26. Conduct annual flu immunization clinics.
27. Establishes and maintains all current health care information on HHH employees.
28. Document processes, procedures and policies.

**Infection Control:**

29. Design the Infection Preventionist role to include required documentation of processes, procedures and policies
30. Conduct Infection Control rounds in all departments to ensure proper infection control processes and policies are followed.
31. Serves as Chairperson for the Infection Control Committee for Havenwood Heritage Heights.

## Competencies

- Staff Development Expertise / Technical skill
- Business Acumen
- Collaboration and teamwork skills
- Communication proficiency
- Consultation
- Discretion
- Ethical conduct
- Fiscal administration / management
- Emergency Procedures
- Integrity
- Interpersonal skills
- Leadership
- Organizational skills
- Outstanding customer service skills
- Problem Solving / Analysis
- QAPI
- Relational and Emotional Intelligence
- Resident focus / Resident Rights
- Strategic Thinking
- Time Management

## Qualifications and Skills

### Required:

- Currently valid State of New Hampshire RN License and graduate of an LNL approved school of nursing
- One year experience in training and development in a healthcare setting
- Demonstrated leadership, teaching, and training abilities
- Strong presentation, planning, innovation, adaptability, and organizational skills
- Excellent clinical skills
- CPR Certified
- Computer skills to include AHT, EMAR, Microsoft Office
- Understanding of Quality Assurance & Performance Improvement (QAPI) process
- Experience using office equipment, audio-visual,

### Preferred:

- BSN or equivalent degree
- CPR Instructor
- Knowledge of CMS, OSHA and CDC regulations
- Three years' experience in training and development in a healthcare setting
- Two years' experience in a long term care experience
- Experience designing teaching and training programs across multiple formats

## 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. Required to sit regularly; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms, talk and hear. Must have the ability to communicate through verbal and written word between themselves, staff, residents and visitors. Occasionally required to stand, stoop, kneel, or crouch. Ability to ambulate and move equipment, set up chairs and tables for in-services. Full range of motion to lift and move 25 lb.

## Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## Protection of HHH Assets and Resources

Havenwood Heritage Heights assets are to be used for your job and should be protected. Company assets are meant for business and not personal use. We all have a responsibility to protect and safeguard company assets from loss, theft, misuse, and waste.

These assets include, but are not limited to; the Havenwood Heritage Heights name, company provided credit cards, our various computers, laptops, cell phones, and ancillary equipment; software and software licenses, copy machines and other office equipment, electronic media, and technology.

You should use company assets and funds for legitimate and authorized business purposes. Company property should never be used for personal gain, and you should not allow Company property to be used for illegal activities. If you become aware of theft, misuse or waste of our assets or funds or have any questions about your proper use of them, you should feel free to speak with the Human Resources department. Misappropriation of Company assets is a breach of your duty to the Company and may be an act of fraud against the Company. Taking company property from our facilities without permission is regarded as theft and could result in the termination of your employment. In addition, carelessness or waste of Company assets may also be a breach of your duty to the Company and could result in dismissal. All Company Assets are to be delivered to the Company promptly when your employment ceases, or at any other time that the Company requests.

## Signature

I have read the job description and understand all of the requirements, functions and duties of the position.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_