

 Oroville Hospital	Job Description for Education Manager	Department:	Education
		Dept.#:	8740
		Last Updated:	7/21/08

Reports To

Chief Operating Officer

Job Summary

The Education Manager Directs administers and coordinates educational services throughout Oroville Hospital; establish long-range departmental goals and manage personnel and materials necessary to fulfill program requirements.

Duties

1. Develops and maintains written policies and procedures for Educational Services
2. Directs, administer and coordinate educational services throughout Oroville Hospital
3. Direct the development and implementation of programs designed to meet learning needs of hospital staff
4. Participates in the planning and strategy development for the department in conjunction with Chief Operating Officer
5. Establish effective long-rang department goals and devise methods to improve the overall effectiveness of training programs
6. Develop standards for educational services throughout Oroville Hospital and monitors curricula to ensure compliance with standards, guidelines and regulatory agencies
7. Prepares and analyze special reports and statistical data setting forth progress, adverse trends and appropriate recommendations or conclusions
8. Determine fiscal and personnel requirements and prepares budgetary recommendations
9. Directs personnel actions including, but not limited to, hiring, performance appraisals, transfers and vacation schedules
10. Consult with departments and outside agencies for program planning and delivery of educational services
11. Facilitates needs assessment, creative strategies and techniques in support of educational service delivery
12. Monitors and assesses the overall effectiveness and outcomes of programs and activities
13. Up-dates the Training Center instructors and training sites with the latest information on AHA courses, policies and guidelines, procedures and training bulletins
14. Coordinates and conducts New Hire General/Nursing Orientation
15. Coordinates schedules and conducts nursing services educational classes/programs

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16. Coordinates and conducts quarterly Volunteer educational programs
17. Ensures all AHA courses are taught in agreement with AHA science, curriculum, policies, procedures and mission
18. Recruit, select and evaluate clinical educators and support staff as appropriate
19. Performs other related duties incidental to work described herein

Qualifications

1. Current California Registered Nurse License
2. Current American Heart Association (AHA) Instructor card in one of the following: BLS/AED, ACLS or PALS
3. Must be able to operate a typewriter and computer

Lifting Requirements

Medium – is considered lifting 50 lbs. maximum with frequent lifting and/or carrying of objects weighing up to 25 lbs.