



**Health Educator/ Employee Health RN  
JOB DESCRIPTION**

Position Title:	Health Educator/ Employee Health RN	Exemption Status:	Non-Exempt
Job Classification:		Job Code:	GS 39
Department:	Nursing Administration		
Reports to:	Chief Nursing Officer		
Last Update:	April 1, 2017		

**Job Summary**

This individual will serve as a role model and provide education to fellow employees. They will determine educational needs necessary for the various staff members within a hospital/clinic setting. They may also coordinate educational plans for patients. The education should fulfill requirements that are deemed necessary by local and federal laws. The education may also focus on customer service and improving protocols at the hospital. This individual will also be responsible for all functions of the employee health program and for providing clinical employee health services at Roosevelt General Hospital.

**Essential Functions**

- Promote the mission, vision, and values of the organization.
- Implement education, applications, tools, and processes that assist in staff development and growth.
- Must have strong computer and research skills to ensure they remain up to date with new developments, best practices and standards of care within the field of healthcare.
- Public speaking and presentation skills are necessary as there will be ongoing educational presentations and in-services conducted at various levels within the organization.
- Will perform periodic audits (reviewing patient care, outcomes and satisfaction), to note gaps in education and conduct a needs assessment in clinical areas for continued growth and development of staff.
- Will be required to establish standard methods of care, utilizing evidence based practice and best practice standards.
- Will be required to establish and implement orientation programs, alongside the departmental directors, within clinical departments throughout the facility.
- Responsible for policies and procedures within the organization related to education, orientation and employee health.
- Supports administration of educational and employee health databases, maintains complete and accurate employee health records and educational transcripts.
- Ensures compliance with state and federal requirements, accreditation bodies (DNV), and RGH policies and clinical responsibilities.
- Participates as an integral team member, collaborating with various departments and colleagues, including Safety Officer, Human Resources, Infection Prevention and others as needed to advocate for employee health and safety.
- Coordinates the development and implementation of all employee health initiatives and programs.
- Will develop, alongside Human Resources, policies and procedures for pre-employment and on-boarding processes for employees.
- Will be responsible for all pre-employment testing and vaccination processes, annual N95/TB/ Influenza testing and/or vaccinations, and the management of potential blood exposures, employee illnesses and disease outbreaks.

## **Non-Essential Functions**

- Perform other duties as assigned or requested.

## **Professional Requirements**

- Adhere to dress code, appearance is neat and clean.
- Complete annual education requirements.
- Maintain patient confidentiality at all times.
- Report to work on time and as scheduled.
- Wear identification while on duty.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices.
- Participate in performance improvement and continuous quality improvement activities.
- Attend regular staff meetings and in-services as needed.

## **Qualifications**

- Minimum of three (3) years' experience in healthcare required.
- Current RN license for state (NM) is required.
- Bachelor's degree (BSN) highly desirable but not required.
- Current Basic Life Support (BLS) certification or ability to obtain within thirty (30) days of employment
- Current Advanced Cardiac Life Support (ACLS) or ability to obtain within six (6) months of employment
- Pediatric Advanced Life Support (PALS) certifications or ability to obtain within six (6) months of employment
- Must be proficient and have a strong working knowledge of Microsoft Office (Outlook, Excel, Word, etc.).
- Knowledge of competency/education software, such as Health.edu and Mosby's Elsevier is preferred but not required.

## **Knowledge, Skills, and Abilities**

- Detail oriented and capable of exploring innovative solutions to solve complex problems and address issues through the use of a combination of delivered and custom-developed tools
- Ability to compile, code and categorize, or verify information/data
- Strong organizational and interpersonal skills
- Ability to determine appropriate course of action in more complex situations
- Ability to work independently, exercise creativity, and maintain a positive attitude
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
- Ability to maintain confidentiality of all medical, financial, and legal information
- Ability to complete work assignments accurately and in a timely manner
- Ability to communicate effectively, with excellent verbal and written communication skills
- Ability to handle difficult situations involving patients, physicians, or others in a professional manner

## **Physical Requirements and Environmental Conditions**

- Physically demanding, high-stress environment
- Position may require travel between associated clinics and off-site departments
- May be up walking on feet up to 8 hours per day
- May need to sit for up to 2-6 hours per day
- Pushing and pulling heavy objects
- Full range of body motion including handling and lifting
- Light to moderate work with 30 pounds maximum weight to lift and carry
- Position requires reaching, bending, stooping, and handling objects with hands and/or fingers, talking and/or hearing, and seeing

## **General Sign-off**

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.*

I have read, understood and had the opportunity to ask questions regarding this position description.

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**

