

Title:	Nurse Planner
Department:	Continuing Education
Reports to:	Director of CE
Collective Bargaining Status:	Union
Employee Status:	Administrative
Pay:	Salary
Last Revised:	December 21 2017

Purpose

A Nurse Planner is responsible to coordinate live, blended, and independent study activities for the Association while adhering to the requirements of the American Nurses Credentialing Center's Commission on Accreditation and the Ohio Board of Nursing.

Essential Functions

Continuing Education - General

- Helps to create, review, evaluate and revise the philosophy and overall strategy of the Continuing Education Department.
- Takes initiative to identify and act on new opportunities related to continuing education to enhance results and minimize problems.
- Collaborates with other departments on issues related to program responsibilities or overall operation of the Association.
- Identifies and follows up on opportunities and strategies to enhance the continuing education programs offered by the Ohio Nurses Association
- Identifies and initiates strategies for increasing the efficiency of the Continuing Education Department.
- Submits written reports of departmental activities as requested by the supervisor or designee.
- Studies and evaluates matters relating to continuing education and recommends appropriate action.
- Present at all CE events which may require travel and overnight stays.

Continuing Education – ONA Provider Unit

- Assesses, plans, implements and evaluates activities for the Ohio Nurses Association accredited provider unit, including finding authors, speakers, updating independent studies, etc.
- Assist the Director of CE in the accredited provider unit program for reporting purposes, including submitting data to ANCC and OBN as required, submitting provider application as designated by ANCC and OBN, setting goals and evaluating the overall provider unit.
- Reviews continuing education individual CE applications and provider unit applications.
- Ensures CE4Nurses is runs effectively and appropriately
- Write/organize at least 2 new independent studies monthly to be added to CE4Nurses

- Contributes to the *Ohio Nurse* quarterly.
- Contributes to the Ohio Nurse Review.
- Functions as a Nurse Planner of the accredited provider unit.

Continuing Education – Accredited Approver Unit

- Orient as a Nurse Peer Reviewer to assist in the processes of the accredited approver unit within six (6) months of employment.
- Serve as a Nurse Peer Reviewer for both Individual Applications and Approved Provider Applications as needed.

Consultation to Staff, Nurses and Providers

- Provides ongoing staff services to members and non-members related to continuing education.
- Provides counsel to individuals and organizations regarding the CE approval process.
- Participates in Ohio Nurses Association committees as assigned.
- Assists ONA staff in the development of CE programs.

Communications

- Develops and implements communication strategies related to continuing education using all forms of media in conjunction with the Director of Communications.
- Serves as a speaker for educational programming on topics such as continuing education processes and procedures. Delivers presentations to providers.
- Submits periodic reports summarizing program activity to the COO, Ohio Board of Nursing and American Nurses Credentialing Center's Commission on Accreditation.
- Ensures that all marketing and public relations communications intended for public release are reviewed by the Director of Communications.
- Maintains confidentiality of reports as required by federal and state law or accreditation requirements.

Relationship Building

- Serves as ONA representative and/or coordinates liaison representation to other organizations as assigned such as the ANCC and the OBN CE Advisory Group.
- Identifies opportunities to partner with these organizations and executes on these initiatives.

Other Duties as Assigned

- Participates in staff meetings and other required meetings and seminars.
- Attends and assists in the coordination and preparation of the biennial convention.
- Takes ownership of assigned responsibilities and work product.
- Submits time electronically on a weekly basis.
- Submits credit card statements, if necessary, by the deadlines established.
- Respects computer and laptop service requests and responds timely when action is required.
- Provides information on the intranet calendar when out of the office.
- Maintains documents in a format that makes them readily accessible to other staff in accordance with office policy.
- Travels throughout Ohio and occasionally nationally. Overnight stays may be occasionally required.

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

Typical Physical Requirements

- Regularly uses a telephone and e-mail system for communication.
- The person in this position frequently communicates with coworkers and Association contacts who have inquiries. Must be able to exchange accurate information in these situations.
- The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- The person in this position frequently operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Light work – Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

Employment Standards

Knowledge of:

- Overall mission of American Nurses Association and Ohio Nurses Association (learn on the job).
- Nursing Practice
- Continuing Education
- Educational Design
- Adult Learning

Skill in:

- Reviewing, editing and writing documents.
- Microsoft Office – Power Point, Excel, Access, Word, Outlook.
- Simple Web development programs
- Telecommunications i.e. Gotowebinar
- Paying attention to detail.
- Making presentations.
- Communicating clearly and concisely.
- Leading and facilitating meetings.
- Public speaking.

Ability to:

- Identify new opportunities and act on them to enhance results.
- Represent the Association in a positive and professional way.
- Demonstrate a helpful, accepting attitude towards members and others.
- Relate to and establish rapport with all types of people.
- Prioritize and manage multiple projects simultaneously.
- Work with individuals and groups.
- Handle stressful situations.
- Take ownership for work product.
- Learn things quickly.
- Solve problems and troubleshoot.

Additional knowledge, skills and abilities may be required to perform additional tasks specific to work or special assignments.

Required Education and Experience

Any combination of education and experience, which would likely produce the necessary knowledge and abilities, is qualifying.

- Bachelor's Degree in Nursing
- Licensed to practice nursing as a registered nurse in Ohio.
- Member of ONA or another SNA.
- Four-Five years of experience in continuing education.
- Current Ohio driver's license.
- Maintain eligibility for auto insurability through ONA's carrier.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such office environments. Observance of all safety rules and guidelines is imperative and expected at all times. The employee may be exposed to chemical compounds found in an office environment.

Employee Signature

I have read the above job description and understand its contents. I understand that the information contained herein is not intended to be an exhaustive list of all responsibilities, duties and qualifications required of in performing the job.

Name (Please Print)

Signature

Date