



## **NURSING SERVICES - POSITION DESCRIPTION**

**POSITION TITLE:** Continuing Education Coordinator

**JOB CATEGORY:** Nursing

**QUALIFICATIONS:**

Bachelor Degree in Nursing/Diploma in Nursing with appropriate years of experience as per Minister's Cabinet Decree # 10 (1975) and/or Decree # 9 (1975).

Preference to be given to nursing staff with specialty training/ education.

Maintains valid registration in Country of Origin and in UAE.

**ACCOUNTABLE TO:** Director of Nursing

**REPORTS TO:** Chairperson of Continuing Education Committee

**ORGANIZATIONAL RELATIONSHIP:**

Collaborates with multidisciplinary health care team members.

**1. POSITION SUMMARY**

1.1 To implement educational and training programs to increase the staff knowledge and skills to ensure high quality client care.

**2. KNOWLEDGE, SKILLS, ABILITIES**

2.1 Positive interpersonal skills.

2.2 Communication skills with the ability to work collaboratively with all members of the organization.

2.3 Leadership & Management skills.

2.4 Knowledge of the principles of adult education, teaching learning process, and the ability to teach.

2.5 Knowledge of current and established professional nursing concepts, principles and practice.

2.6 Knowledge and application of the concept of professional staff development.

2.7 Ability to assess and identify the learning needs of the nursing staff, design and recommend appropriate educational programs to meet these needs.

2.8 Ability to plan, implement and evaluate educational programs.

2.9 Understanding of the diverse cultural customs and religious beliefs of the clients.

- 2.10 Ability to communicate effectively in English.
- 2.11 Arabic language is desirable.

### **3. RESPONSIBILITIES**

- 3.1 Enforces performance of nursing practice in line with facility, Federal Department of Nursing and MOH policies, procedures and standards.
- 3.2 Identifies staff training/educational needs and establishes learning priorities of nursing personnel.
- 3.3 Prepares and submits a 6 monthly training/educational plan to the chairperson of Continuing Education Committee and Director of Nursing according to the staff needs.
- 3.4 Implements and evaluates the training/educational programs carried out in the facility.
- 3.5 Submits monthly report of all continuing education activities carried out and number of participants to the section head, Continuing Education and Research Development, FDON.
- 3.6 Keeps an attendance record of all continuing education activities carried out in the facility.
- 3.7 Prepares and submits the annual report of continuing education activities carried out to Continuing Education and Research Development Section (CERD) - FDON, MOH.
- 3.8 Plans, organizes and coordinates the training/educational programs for the student nurses and beginner practitioners.
- 3.9 Coordinates, facilitates and assists in the career development plan for new nurse graduate.
- 3.10 Encourages and fosters staff participation and involvement in the continuing education activities conducted inside and outside the country.
- 3.11 Serves as a professional role model as well as a resource person who gives guidance and support when required.
- 3.12 Assists in developing staff communication and teaching skills.
- 3.13 Educates staff about health education and professional development principles.
- 3.14 Fosters the implementation of evidence based practice to improve the quality of client care.
- 3.15 Participates in Continuing Quality Improvement Initiatives, in-service education programs, unit meetings and committee functions as assigned.
- 3.16 Maintains appropriate MOH Nursing Competencies in line with Federal Department of Nursing Guidelines and continues personal professional development.
- 3.17 Performs other job-related duties as assigned.

***I have read and I understand my Position Description. I understand that these responsibilities may be modified to meet arising issues in the health facility.***

**Signature:** \_\_\_\_\_  
**Employee**

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

**Name (Print):** \_\_\_\_\_  
**Employee**

**Facility Name:**

**Approved by:**

**Signature:**

**Review Date:** 3 years

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