


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Education Coordinator</u></p> <p>Date <u>October, 2000</u></p> <p>Revised Date <u>2004</u></p> <p>Revised Date <u>December, 2005</u></p>	<p>Code</p> <p><u>063</u></p>
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<p>Decision Making</p> <p>Responsible to coordinate, facilitate, evaluate and deliver educational programs to meet the learning needs of patients/staff/community within the region.</p>	<p>Degree</p> <p><u>3.5</u></p>
<p>Education</p> <p>Grade 12. Practical Nursing certificate (1540) hours. Successfully complete Canadian Practical Nurse's Registration Examination.</p>	<p><u>4.0</u></p>
<p>Experience</p> <p>Twenty-four (24) months previous experience to gain an understanding of adult education issues. Twelve (12) months on the job to become familiar with development, delivery and evaluation of programs, acquire Transfers/Lifts/Repositions (TLR) and Cardiopulmonary Resuscitation (CPR) Trainer qualifications and to become familiar with region/facility/department policies and procedures.</p>	<p><u>6.0</u></p>
<p>Independent Judgement</p> <p>Conducts needs analysis and develops goals and objectives with desired learner outcomes. Coordinates, facilitates, delivers and evaluates educational programs within generally accepted practices.</p>	<p><u>4.0</u></p>
<p>Working Relationships</p> <p>Provides technical explanation and/or instruction on adult learning principles. Motivates staff to take part in needs assessment and educational programs.</p>	<p><u>4.0</u></p>

Impact of Action	Degree
Coordinates resources to develop and plan education programs that impact the organization and individual employees to a limited degree. May result in delays in program delivery due to insufficient research and planning.	<u>2.0</u>
Leadership and/or Supervision Provides occasional guidance to staff, clients/patients/residents and community in the delivery of educational programs. Provides functional guidance and advice to community groups on educational programs/practices (e.g., Heart-to-Heart, Diabetic education).	<u>2.5</u>
Physical Demands Occasional physical effort standing, keyboarding, walking and moving tables/chairs with periods of lifting/carrying books/binders/supplies.	<u>1.5</u>
Sensory Demands Regular sensory effort preparing and presenting training materials and using computers.	<u>2.0</u>
Environment Occasional exposure to minor conditions such as interruptions and multiple deadlines with some travel.	<u>2.0</u>

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