

## Specialist, Clinical Education

<b>Reports to:</b> Sr. Manager, Clinical Initiatives		
<b>Level/Grade</b> Professional	<b>Type of Position</b> Full Time	<b>Hours/Week</b> 40 hrs/week; exempt
<b>GENERAL DESCRIPTION</b>		
The <b>Specialist, Clinical Education</b> reports to the Sr. Manager, Clinical Initiatives and is responsible for planning, executing, and supporting clinical education according to member and regional priorities.		
<b>JOB RESPONSIBILITIES</b>		
<b>Educational Programming</b>		
The <b>Specialist, Clinical Education</b> will support a high-quality clinical education program that meets the needs of our community and member organizations through:		
<u>Program Management</u>		
<ul style="list-style-type: none"> <li>• Convening and supporting educational programming workgroups consisting of member representatives with the purpose of informing education strategy</li> <li>• Promoting member engagement in all available education through active recruitment.</li> <li>• Projecting future demand for courses based on regional professional trends.</li> <li>• Establishing yearly schedule in collaboration with member leadership.</li> <li>• Maintaining and reporting education budget</li> <li>• Identifying and tracking program performance metrics for reporting to The Health Collaborative executives and board</li> <li>• Applying adult learning concepts and methodologies to educational programming</li> </ul>		
<u>Event Support</u>		
<ul style="list-style-type: none"> <li>• Supporting registration and pre-event communication and materials distribution</li> <li>• Providing on-site support for classes</li> <li>• Recruiting and scheduling course instructors from member systems</li> <li>• Maintaining and ordering course supplies</li> <li>• Completing and maintaining post-course documentation and reporting</li> <li>• Facilitating event improvement through post-event evaluations and workgroup review</li> <li>• Facilitating and teaching courses as needed</li> <li>• Ensuring event access to all learners regardless of ability</li> </ul>		
<u>Continuing Education</u>		
<ul style="list-style-type: none"> <li>• Sponsoring CE credits as clinical credentials allow</li> <li>• Supporting extra-departmental CE applications as a subject-matter expert</li> <li>• Maintaining CE records in accordance with regulations</li> </ul>		
<b>Learning Networks</b>		
The <b>Specialist, Clinical Education</b> will facilitate regional collaboration and learning through:		
<u>Professional Representation</u>		
<ul style="list-style-type: none"> <li>• Monitoring regional education needs and trends through participation in assigned community-based clinical coalitions</li> <li>• Liaising with assigned public health, emergency medical services and community support entities to maintain communication channels</li> <li>• Attending mission focused coalition meetings that aid in response efforts for the SW Ohio region</li> </ul>		
<u>Exercises</u>		
<ul style="list-style-type: none"> <li>• Planning and supporting grant-funded (i.e. ASPR and HPP) regional emergency preparedness exercises</li> <li>• Supporting documentation, learning, and reporting following exercise completion</li> <li>• Providing programmatic feedback to improve emergency preparedness efforts throughout the region</li> </ul>		
<u>Clinical Affinity Groups and Workgroups</u>		
<ul style="list-style-type: none"> <li>• Supporting member-based clinical workgroups for the purpose of sharing identifying and sharing best practices through participation, scheduling, minutes, and presentations</li> </ul>		
<b>Organizational</b>		
The <b>Specialist, Clinical Education</b> will support organizational security and responsiveness through:		

- Ensure proper use and protection of information assets by complying with the organization's information privacy and security policies to protect assets from unauthorized access and by reporting any security events or potential events or other security risks to the organization.
- Other duties as assigned.

**POSITION REQUIREMENTS**

- Must have excellent multi-tasking skills
- Intermediate proficiency in Microsoft Office (Excel, Outlook, PowerPoint, Word) products
- Proficient with virtual meeting platforms
- Demonstrated commitment to values of integrity, customer service, innovation, and collaboration/teamwork
- Strong written/verbal communication skills, attention to detail and organizational skills
- Commitment to diversity and inclusion in both internal operations and client relations
- Proficient in the application of adult learning concepts and methodology
- Knowledge of adult learning strategies
- Must be able to perform these essential functions with or without reasonable accommodation:
  - Remain in a stationary position approximately 75% of the time.
  - Frequently spend long hours in front of and/or operating a computer (approximately 75% of the time)
  - Frequently exert up to 10 pounds of force occasionally and/ or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including the human body.
  - Occasionally transport oneself or arrange own transportation to outside meetings/ events within the tri-state region.

**EDUCATION/CERTIFICATION REQUIREMENTS**

- Preferred: Bachelor's Degree or equivalent experience in related field
- Requirements: Clinical credentials that allow sponsorship of continuing education credits for clinical adult learners

**OTHER INFORMATION**

**Specialist, Clinical Education** is expected to:

- Collaborate with other team members effectively through transparency and accountability
- Embrace continuous improvement activities of internal operations and external projects
- Demonstrate excellent customer service to both colleagues and customers
- Contribute meaningfully to the organization's mission and vision
- Participate in organizational professional and personal development activities

**APPROVED BY** Tiffany Mattingly **DATE POSTED**

*Disclaimer: Nothing in this job description restricts the company's right to assign responsibilities to this job at any time as critical features of this job are subject to change any time.*