

UW HEALTH JOB DESCRIPTION

Education and Technology Coordinator

Job Code: 350063	FLSA Status: Non-Exempt	Mgt. Approval: Michele Glynn	Date: 10-15
Department: Nursing – Professional Development		HR Approval: CMW	Date: 10-15

JOB SUMMARY

Under the guidance of the Director of Education & Development for Nursing and Patient Care Services, the Education and Technology Coordinator collaborates with nursing management and staff across departments to act as a key resource in the orientation and continuing education of Health Unit Coordinator (HUC) staff at UWHC.

This position is also responsible for actively supporting undergraduate and graduate students and faculty from affiliating schools and universities acting as the key interface and liaison for nursing student clinical experiences within UWHC.

Additionally, this position works directly with the nursing education team to define and manage efficient trainings and education related projects as well as serves as the key interface and liaison for nursing educational technologies. This person will serve as a liaison to nursing staff in teaching and assisting with any tools that aid in the delivery of education.

This position may provide instruction as needed. This requires the individual to stay current with department and educational technologies. The incumbent must employ excellent communication skills in sharing with users within the department. The Education and Technology Coordinator is expected to: 1) use sound judgment and problem solving in program design, 2) collaborate with Nursing Education Specialists and Clinical Leaders to ensure appropriateness of approach and accuracy of information, and 3) demonstrate a high degree of knowledge and skill related to information management.

MAJOR RESPONSIBILITIES

1. Develops and supports HUC orientation.
2. Provides initial and ongoing support and feedback to HUCs as requested.
3. Plans, implements and evaluates HUC continuing education, as well as supports ongoing education as needed.
4. Serves as a resource for projects, issues and/or initiatives concerning HUCs or the HUC role.
5. Department of Nursing sponsor for student placement coordination.
6. Provide technical training for undergraduate and graduate students here at UWHC on clinical rotations, and coordinates appropriate training classes for system access.
7. Promotes and cultivates positive relationships with academic programs to foster positive images and relationships with UWHC.
8. Works with departmental staff to acquire an understanding of the underlying needs of the department and translates these needs into appropriate electronic delivery media.
9. Collects information from department end-users regarding potential enhancement needs around educational technology and works with department teams to validate and prioritize these enhancements.
10. Utilizes a global understanding of how all systems function together within workflows and bases decisions and recommendations on this knowledge.
11. Provides technical support for the department staff with AV, the computer systems, and department technology.
12. Provides consultation and support for electronic learning media delivery.
13. Builds CBTs for optimal learning experiences as requested.
14. Supports, facilitates and tracks the creation of videotapes for the purposes of staff education.
15. Provides technical support for education within the Learning Management System.
16. Coordinates replacement of equipment and projectors in the Nursing and Patient Care Services classrooms as needed.
17. Provides instruction on the LMS and other applications as needed.
18. Defines and runs reports on resource utilization, student status and completion of training requirements to assist in data analysis.
19. Participates with team and staff to look for improvements in departmental technologies.
20. Analyzes new technology and functionality related to education and determines whether or how it should be used.
21. Develops training materials.
22. Provides ongoing departmental training and support.
23. Works collaboratively with all educators to assist in educational offerings.
24. Works collaboratively with the NESs as a resource person in maintaining the Education Services Intranet site.
25. Supports other courses, program and special projects as defined by Director of Education and Development for Nursing and Patient Care Services.
26. Collaborates with Education and Development for Nursing and Patient Care Services staff to align curriculum offerings with organizational needs.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Bachelor's degree in Instructional Media, Business, or Education degree related to applicable department or equivalent experience.
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	Preferred	
Work Experience	Minimum	Instructional Media experience or three (3) years subject matter experience in applicable field.
	Preferred	<ul style="list-style-type: none"> One (1) year of Instructional Media and subject matter experience in applicable field Experience in adult education and development and instructional delivery preferred.
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> Ability to communicate effectively. Knowledge of and ability to provide analysis of reports, data and information. Computer skills including Microsoft Word and Excel required. Ability to work independently and be result oriented. Capable of interacting with all levels of staff. Effective interpersonal skills, including the ability to promote teamwork and ensures a high degree of internal and external customer satisfaction. Consultative approach to working with users in assessing needs and requirements, Ability to manage multiple tasks with ease and efficiency.

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
	Light: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
X	Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:				

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Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.