<table>
<thead>
<tr>
<th>Job Family</th>
<th>Nursing</th>
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<td>Job Function</td>
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**Generic Scope**: Spends the majority of time (50% or more) achieving organizational objectives through the coordinated achievements of subordinate staff. Establishes departmental goals and objectives, functions with autonomy. Manages the accountability and stewardship of human, financial, and physical resources in compliance with departmental and organizational goals and objectives. Ensures subordinate supervisors and professionals adhere to defined internal controls. Manages systems and procedures to protect departmental assets. Oversees through subordinate managers a large department or multiple smaller units, OR manages a highly specialized technical function / team. Has significant responsibility to achieve broadly stated goals through subordinate managers. Determines objectives, directs programs, develops strategies and policies, manages human, financial, and physical resources, and functions with a high degree of autonomy. Proactively assesses risk to establish systems and procedures to protect organizational assets. Determines strategies for a program with organization-wide impact. Oversees through subordinate managers one or more large, complex organization departments or business units with multiple functional disciplines / occupations, OR manages a program, regardless of size, that has critical impact upon the organization. Has significant responsibility for formulating and administering policies and programs, manages significant human, financial, and physical resources, and functions with a very high degree of autonomy. Oversees through subordinate managers the accountability and stewardship of department resources and the development of systems and procedures to protect organizational assets. Oversees through subordinate managers multiple large and complex critical programs impacting broad constituencies across major portions of the organization. Identifies objectives, manages very significant human, financial, and physical resources, and functions with an extremely high degree of autonomy. Accountable for formulating and administering policies and programs for major functions. Operational or program results can affect overall organization-wide performance and reputation. Directs through subordinate managers the development of strategic goals and objectives to achieve accountability and stewardship of university resources in a manner consistent with system-wide objectives and initiatives.

**Custom Scope**: Determines department objectives in accordance with overall strategic plan. Manages the development, implementation, and monitoring of clinical nursing education programs, objectives, and policies. Manages designing, planning and coordinating clinical education programs for all nursing departments. Participates in developing short- and long-term education strategies with senior management including identifying training needs, competency requirements, and initiatives to improve the delivery of services. Oversees the clinical education operation and administrative coordination across all nursing departments. Focuses on transforming education practices by designing, strategically planning, and overseeing implementation of programs and assessments.

**Key Resp 01**: Manages fiscal and administrative operations of clinical education services. Admists programs, policies, procedures, budgets, resource management, and ensures compliance with regulations and standards. Manages and directs all medical education activities. Implements and administers in-service education and training programs for the nursing departments in compliance with internal and external regulatory and accreditation standards. Provides overall strategic leadership and oversight of clinical education and training through defining medical education operations, standards, long term goals and budgets. Ensures that educational and training programs, processes, and structures are aligned with medical system priorities and meet internal and external regulatory and accreditation standards.

**Key Resp 02**: Establishes, implements, and oversees departmental objectives and performance. Forward-thinking leadership to design long-term,
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<td>Key Resp 03</td>
<td>Manages the development and utilization of tools and methodologies for measuring nursing care methods and outcomes, conducting needs assessments, and evaluating orientation and development programs for clinical nursing staff.</td>
<td>Monitors effectiveness of nursing education and training programs and identifies development and training needs in accordance with long-term objectives. Guides subordinate staff in needs analyses and implementing assessment tools to improve utilization for measuring nursing care outcomes.</td>
<td>Develops and monitors best practice learning assessments and evaluations that drive changes and revisions to ongoing educational programming and training efforts. Aligns and partners with subordinate staff to provide guidance and resources, ensuring quality initiatives are met.</td>
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<td>Key Resp 04</td>
<td>Functions as a resource on clinical education and training programs and develops proposals for new initiatives as needed. Ensures the smooth integration of services across the organization to achieve optimal staff development outcomes and efficient operations.</td>
<td>Plans, develops, and coordinates the implementation of clinical education improvement initiatives. Guides program design and revision, providing input on structure, resources, and tailoring to meet needs assessments.</td>
<td>Identifies opportunities for new programs regarding orientation, training, role mastery, specialty certifications, and inter-professional development opportunities. Guides clinical education improvement initiatives and oversees their implementation and integration across nursing departments.</td>
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<td>Key Resp 05</td>
<td>Responsible for employee recruitment, management of performance evaluations, and the development and training of staff members. Develops a strong culture of teamwork to ensure the quality of daily operations, effective interdepartmental collaborations, and the timely achievement of objectives.</td>
<td>Mentors nurses, supporting and facilitating development and promoting continuous learning. Identifies and evaluates potential of strategic specialty training programs.</td>
<td>Coordinates and allocates appropriate resources to foster clinical nurses' professional development and clinical judgment. Ensures that all nurses and ancillary staff across the skill acquisition continuum are provided learning and training opportunities for ongoing professional development.</td>
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<td>Key Resp 06</td>
<td>Develops ongoing relationships with staff and management in clinical departments and specialties throughout the medical center to ensure continuous quality improvement of education and training programs.</td>
<td>Manages department resources and oversees subordinate manager resource management. Accountable for overall administrative planning and coordination of resources. Finds ways to improve quality without using additional resources.</td>
<td>Collaborates with UC system and medical center partners in leveraging resources, pooling skills, and creating joint ventures to improve access to shared resources while decreasing cost. Accountable for continuing educational programming that provides an ongoing source of departmental revenue. Identifies and submits applications for training grants to support clinical education.</td>
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<td>Key Resp 07</td>
<td>Develops and presents reports of findings, progress, and results of improvement efforts to key stakeholders and senior leaders.</td>
<td>Increases the visibility of the Medical Center at local, regional, national, and international levels through actively participating in educational and professional collaborations.</td>
<td>Provides strategic leadership and vision to the department of nursing through active participation in national and international forums, networking</td>
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<td>training organizations. Represents the department of nursing on medical center and campus workgroups and committees.</td>
<td>with thought leaders and creating new partnerships for increased revenues, exposure and impact. Represents the department when collaborating with system-level work.</td>
<td>Promotes and coordinates the incorporation of best practices for onboarding, career path development, and succession planning for nurses at all levels across the organization. Verifies appropriate compensation packages. Acts as final approver for staffing requests.</td>
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**Key Resp 08**

Reviews and makes recommendations for additional staffing, salary actions, promotions, terminations, and justifies how these actions meet departmental needs. Reviews personnel actions, ensuring compliance with HR standards. Develops policies and standards for recruiting and candidate selections. Participates in the development of career series.

**Key Resp 09**

Implements clinical nurse educator performance evaluations. Develops standards for training, supervising, and evaluating employees. Identifies the need for continuing education programs for staff and develops programs.

**Key Resp 10**

**Key Resp 11**

**Key Resp 12**

**Key Resp 13**

**Key Resp 14**

**Key Resp 15**

**Education 1**

Master's degree in nursing or related area, and / or equivalent combination of experience / training.

**Education 2**

**Education 3**

**Education 4**

**License 1**

Current California RN license.

**License 2**

**License 3**

**License 4**

**Cert 1**
Job Family: Nursing  
Job Function: Nursing Clinical Education  
Category: Management

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**KSA 01**
Demonstrated hospital management skills, with progressive expertise in education and training program development and implementation, nursing practice standards and regulatory requirements.

**KSA 02**
Proven ability to organize, manage multiple priorities, meet deadlines, and assign work efficiently.

**KSA 03**
Demonstrated leadership, fiscal, and operational management skills, with the ability to collaborate effectively with staff at all levels, as well as external agencies and consultants.

**KSA 04**
Strong critical-thinking and problem-solving skills, with the ability to quickly identify problems and implement effective solutions.

**KSA 05**
Strong project management, interpersonal and communications skills to implement education and training activities across a broad spectrum of nursing and clinical departments.

**Category Management**

**KSA 01**
Broad academic knowledge and applied background in hospital management, clinical education and training. Proven ability to apply concepts to develop and implement programs to meet nursing practice standards and improve education best practices.

**KSA 02**
Organizational skills include simplifying, increasing efficiency, managing multiple priorities and delegating tasks to ensure deadlines are met. Proven ability to set goals, implements training programs, evaluate results, and promote and develop others.

**KSA 03**
Strong Leadership skills to motivate others and inspire staff to develop their clinical expertise, master their roles, and identify specialties.

**KSA 04**
Ability to solve problems when no precedent exists. Demonstrated skill to continuously evaluate current states and identify viable options for resolution.

**KSA 05**
Skills to work collaboratively with all levels of clinical staff, and peers in local, national and international settings. Ability to work creatively with others and solicit and incorporate their ideas when appropriate and assess information critically and apply it appropriately.

**KSA 01**
Highly sophisticated knowledge of hospital management and clinical education theory with the ability to translate this knowledge into strategies and good decision making. Stays abreast of current best practices and relevant research literature.

**KSA 02**
Proven ability to question the status quo and creatively identify novel clinical education approaches. Ability to effectively assign work projects and possesses leadership skills to oversee multiple nursing departments through subordinate managers.

**KSA 03**
Advanced leadership skills to motivate others and influence the culture to inspire clinical inquiry and training across a broad spectrum of nursing and clinical departments.

**KSA 04**
Exhibits tact, professionalism and political acumen in difficult situations. Ability to be very persuasive and achieve buy in from others in critical situations to solve complex, wide-reaching problems when no precedent exists.

**KSA 05**
Proven ability to have positive and supportive interactions with all levels of clinical staff, colleagues and industry leaders. Exhibits effective team-building skills, acknowledging and recognizing staff. Ability to work well with others and incorporate their ideas when appropriate. Proven ability to develop and promote others so...
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KSA 06 | Knowledge of relevant health care information technology. | In depth knowledge of nursing, organization, HR and UC policies and processes, and all accreditation, licensing, and compliance requirements. In depth knowledge of all relevant nursing industry laws and regulations at the local, state, and federal levels. | Deep understanding of and adherence to all relevant regulations related to nursing, privacy, security, safety, organization, HR and UC policies and processes. Demonstrated ability to apply clinical knowledge to improve medical center policies and processes. |  
KSA 07 | Demonstrated knowledge of relevant regulatory requirements, as well as related legislative, accreditation, licensing, and compliance environments. | Knowledge of all clinical education and relevant health care information technology and ability to notice technological inefficiencies and improve usage and improvement of such technology. | Advanced knowledge of all clinical education and relevant health care information technology used in the medical center and the industry and ability to propose alternatives to improve clinical education productivity and quality. |  
KSA 08 |  
KSA 09 |  
KSA 10 |  
KSA 11 |  
KSA 12 |  
KSA 13 |  
KSA 14 |  
KSA 15 |  
Environment | Health care (hospital, clinical, classroom setting) or similar environment as the role requires. | Health care (hospital, clinical, classroom setting) or similar environment as the role requires. | Health care (hospital, clinical, classroom setting) or similar environment as the role requires. |  
Career Path 1 | Clinical Nurse Education Mgr 2 | Clinical Nurse Education Mgr 3 | Career Path Open |  
Career Path 2 |  
Career Path 3 |  
Career Path 4 |  
Career Path 5 |  
Career Path 6 |  

they contribute to the success of the organization.