

Position Information

Job Title: **RN Education Manager**

Job Open Date: January, 2017

Job Close Date: Preference given to applications received by January 31st, 2017

Location: CALS office on the U of MN East Bank Campus
(CALS is housed at the Department of Emergency Medicine at the U of MN, but is not a university program.)

Hours: M-F business hours with occasional evenings and weekends, flexible hours

Classification: Full-time, exempt, with full benefits

Reports to: Executive Director

Supervises: Program Staff

Salary range: Salary commensurate with experience

Position Overview and Responsibilities

Join our exciting and innovative team to provide excellent education and training for rural health care providers. As part of the senior management team, you are responsible for the management and efficient operation of ongoing CALS medical education. You will ensure the highest level of participant satisfaction and educational methodology while incorporating current science and medical guidelines. This position requires someone who excels at working independently or in a team environment.

- 55% Day-to-day course operations and course development
- Provides clinical expertise for CALS programs to ensure evidence-based curriculum
 - Leads innovative course development for national and Global CALS programs
 - Directs course quality improvement and interprets data to improve course outcomes and evaluation
 - Oversees recruitment and training of new instructors
 - Designs and implements ongoing instructor development
 - Leads the production and distribution of course manuals and materials (web-based and print)
 - Manage the program coordinator, course coordinators, course instructors and course technician in collaboration with the leadership team
- 20% Organizational Responsibilities
- Oversees development and maintains relationships with CALS teaching sites
 - Supports research and grant management
 - In collaboration with the Executive Director; hire, conduct employee appraisals, develop and implement performance improvement plans for instructors, coordinators and technicians.
 - Supervise CME activities
- 15% Marketing
- Networks and participates (as able) with affiliated national and state organizations (i.e., ENA, AAFP, ACEP, STAC)
 - Engages CALS audience on social media feeds
 - Develops content for digital and print materials to promote and grow CALS
- 10% Financial management (in cooperation with Executive Director and Accountant)
- Participates in budget preparation
 - Monitors expenses and revenues associated with educational programs
 - Oversees equipment purchasing, sourcing and testing

Qualifications

Required:

- Currently licensed as RN, APN or EMT-P preferred. Other clinical licensure will be considered.
- Understanding or experience with Rural Health issues
- 3-5 years clinical experience in a critical care setting
- Experience as an educator/trainer for health professionals including curriculum development
- Technical writing experience including student and/or instructor manuals
- Ability to direct, delegate, coach and support remote staff
- Computer proficiency: Microsoft Word, Excel, Power point, (or similar programs) Gmail and ability to learn new software.

Preferred:

- Masters degree in nursing, education or related field
- Education/experience in training advanced medical staff
- Program evaluation/quality improvement experience in a healthcare setting
- Current or former CALS participant or instructor
- Demonstrated ability to work as part of a team
- Experience with development of online education

Physical Requirements

- Current driver's license and may require use of personal vehicle (milage will be reimbursed)
- Ability to lift 50 pounds
- Ability to work some weekends and occasional overnight travel including national and international travel

About the CALS Program

The Comprehensive Advanced Life Support Program (CALS) is a 501c3 nonprofit program. CALS mission is to train rural medical providers in a team approach to anticipate, recognize, and treat life-threatening emergencies and to stabilize patients presenting with a wide range of undifferentiated emergency situations. CALS is especially designed to be beneficial to more isolated healthcare providers who may lack many forms of technical equipment and on-site specialist help. The CALS program differs from other advanced life support courses by covering the core concepts from all of the established advanced life support courses as well as topics not covered in most other training programs, such as advanced airway management and teamwork.

How to apply:

Please submit (via email)

-Cover letter (required)

-Current resume

to Joann Bonde

jbonde@calsprogram.org

No calls please

12/23/16