



**NORTON SOUND  
HEALTH CORPORATION**

**EMPLOYEE NAME:**  
  
**POSITION TITLE: CHA/P Trainer**  
**JOB CODE: 61218-62**  
**RELOCATION LEVEL: 02**  
**EXEMPT: Yes**  
**TRAVEL REQUIRED: Yes**

**POSITION DESCRIPTION**

**PREPARED BY: Human Resources**  
**APPROVED BY: Personnel Comm.**

**DATE: 09/98**  
**DATE: 12/99**

**DEPARTMENT: HAT**  
**DIVISION: RHS/Family Services**

**REPORTS TO: HAT/RHS Medical Director**

**SUPERVISES: Limited supervisory responsibility of CHA/P's.**

**PURPOSE OF POSITION:** To provide direct support, supervision, training and on-going evaluation of the CHA/P's during training sessions. This position assists with field preceptorship and provides on-site support for the CHA/P's, medical supervision and evaluation in accordance with NSHC's mission, philosophy, policies, and procedures. Involves village travel up to 20% of the time.

**NOT  
APPLICABLE**  
  
**MET  
STANDARD**  
  
**DID NOT MEET  
STANDARD**

**MAJOR RESPONSIBILITIES:**

- I. Core Competencies:
- I. A. Teaches didactic, medical and laboratory courses during training sessions, following learning objectives of the CHAP Basic Training Curriculum:
  - Prepares teaching objectives; demonstrates teaching skills using adult learning methods; assists with preparation, proctoring and grading of test material, and; supervises patient encounters during training sessions.
  - Arranges for peer evaluation of teaching and lesson plans on a quarterly basis, to ensure competence in subjects taught and compliance with the CHAP Basic Training Curriculum.
- B. Performs the Preceptorship and re-certification clinical evaluation of NSHC CHA/P's:
  - Provides clinical teaching to a level of medical knowledge crucial to the performance of job-related duties and facilitates CHA/P with obtaining an appropriate variety of patient encounters to maximize the clinical experience of Preceptorship and re-certification.
  - Monitors quality of CHA/P care and identifies training needs by participating in QURA program in the context of the clinical week of a Preceptorship or re-certification.
- C. Maintains clinical skills and assists other health care providers in the delivery of patient care.
  - Assists the physicians with the performance of school physicals each year; may assist with radio medical traffic; consults with collaborative physician per State and Medical Staff requirements, and; provides direct patient care services in OPD one day per week.
- D. Process and Professionalism:
  - Ensures and utilizes the appropriate process of assessment, diagnosis, planning, intervention, and evaluation when: assessing the patient's condition and needs; setting outcomes; implementing appropriate actions to meet the patient's/family's physical, emotional, spiritual, social, intellectual and safety needs; and evaluating patient's progress.
  - Represents NSHC in a professional manner while acting as an advocate for patients/families, physicians, and other staff members.
  - Maintains quality and efficiency standards as set by the immediate supervisor and makes recommendations for improvements.
  - Participates in activities that promote professional growth and self-development. Attends pertinent in-services, departmental and other meetings as requested by the immediate supervisor.
  - Adheres to all NSHC dress codes, personnel, infection control and safety policies.
  - Upholds NSHC's vision, mission and corporate values.

POSITION: CHA/P Trainer	PAGE 2 OF 3	NOT APPLICABLE	MET STANDARD	DID NOT MEET STANDARD
<p><b>MAJOR RESPONSIBILITIES:</b></p> <p>E. Problem Solving/Critical Thinking:</p> <ul style="list-style-type: none"> <li>• Identifies work-related problems with possible solutions and implements solution(s), when appropriate.</li> <li>• Maintains constant awareness of the legal aspects of the position and demonstrates this in decisions regarding patient care within the appropriate scope of practice.</li> </ul> <p>F. Assessments and Interventions: Demonstrates system based assessments identifying patient problems and needs with appropriate interventions to achieve desirable outcomes according to standard protocol.</p> <p>G. Procedures, Therapies, and Treatments: Maintains an in-depth knowledge of applicable Midlevel or RN and CHA/P training principles, practices, standards, and techniques and applies this knowledge in accordance with NSHC policies and procedures and in compliance with State and Federal laws/regulations.</p> <p>H. Care Management: Functions to assure patient care is accomplished effectively and efficiently in a cost effective manner, and the medical regime for each patient is implemented. Delegates/assigns tasks/duties to other members of the clinic as appropriate.</p> <p>I. Documentation: Gathers data and accurately documents information in a timely manner demonstrating the utilization of the appropriate process to promote patient outcomes. Completes and submits all required reports and forms accurately and according to established time frames.</p> <p>J. Safety:</p> <ul style="list-style-type: none"> <li>• Maintains and demonstrates a thorough knowledge of departmental and corporate safety policies and procedures as they pertain to the job, including the fire and disaster plans.</li> <li>• Maintains a safe environment for patients, guests and staff.</li> <li>• Maintains confidentiality of information deemed confidential.</li> </ul> <p>K. People Centered:</p> <ul style="list-style-type: none"> <li>• Establishes a presence by using People Centered Teams skills of differentiation, compassionate listening, and knowledge of the change/transition process in situation involving emotions, life/death transition, and/or conflict.</li> <li>• Maintains harmonious and cooperative relations with fellow employees, management, patients and guests.</li> <li>• Promotes healing by maintaining a peaceful, orderly and clean environment.</li> <li>• Acts as a role model in maintaining a professional atmosphere.</li> </ul> <p>L. Patient Education: Participates in facilitating patient's and family's learning. Reinforces patient's continued health care through teaching and/or referral to community agency follow-up.</p> <p>M. Medication Administration: Calculates dosages and prescribes medications accurately under a medical doctor's approval.</p> <p>N. Laboratory Tests: Orders laboratory tests, according to established procedure to NSHC for analysis.</p> <p>II. Performs other related work as directed by immediate supervisor (i.e. participates in orientation of new personnel, attends meetings when needed, maintains adequate supplies, and completes assigned tasks in a timely manner).</p>				

POSITION: CHA/P Trainer	PAGE 3 OF 3	NOT APPLICABLE	MET STANDARD	DID NOT MEET STANDARD
<p><b>MAJOR RESPONSIBILITIES:</b></p> <p>III. Department/Area Specific: Health Aide Training</p> <p>A. Customer population specific:</p> <ul style="list-style-type: none"> <li>• Demonstrates ability to work with and provide appropriate service and information to the clients, general public, outside agencies, departments, employees and management.</li> </ul> <p>1. Provides care to the following age groups:  <input type="checkbox"/> Fetus <input type="checkbox"/> birth <input type="checkbox"/> infant (0-2yrs) <input type="checkbox"/> child <input type="checkbox"/> pre-adolescent</p> <p><input type="checkbox"/> Adolescent <input type="checkbox"/> adult <input type="checkbox"/> geriatric <input type="checkbox"/> maternal/neonate</p> <p>B. Demonstrates ability to care for medical, critically ill, traumatically injured, mental health, maternal/neonate, and pediatric patient populations according to accepted standard of care.</p> <p>C. Supervisory Responsibilities:</p> <ul style="list-style-type: none"> <li>• Provides clinical supervision to CHA/P's during training, in Nome or in the field.</li> </ul> <p><b>QUALIFICATIONS:</b></p> <p>Education: Graduate from an accredited Physician Assistant or Family Nurse Practitioner program.</p> <p>Registration/Certification: Must be a licensed Physician Assistant or Family Nurse Practitioner in the state of Alaska.</p> <p>Experience: Two years of clinical medical health care experience is required. Experience in rural health care is preferred.</p> <p>Skills: This position requires good organizational skills with attention to detail. Must be able to communicate effectively (oral and written). Possess ability to follow detailed written and oral instruction. Demonstrate professionalism, consideration and confidentiality towards others in stressful situations. Must be a self-starter with ability to work independently.</p> <p>Personal Traits: Must be courteous, accountable, and responsible for self and actions; dependable, honest, cooperative, adaptable, mature, good listener, objective and able to remain calm under stress. Must have ability to adapt emotional responses to the needs of people of varying temperament and disability.</p> <p>Physical Requirements: Must be in good general health. Must be physically able to talk, hear, type, file, write, bend, stoop, reach and frequently lift 50 pounds or more. A moderate amount of walking and/or standing is required. Must be willing to fly in small aircraft.</p> <p>Working Conditions: Work is performed in a variety of settings: village clinics, training center and outpatient clinic.</p> <p>Work Hours: Normal work hours are Monday through Friday, 8am to 5pm. Evening and weekend work may be required on occasion.</p> <p>Travel: Travel to villages via small aircraft is required.</p>				