

Job Title: Nurse Educator		Grade: To be filled
JD Number:	Date Approved:	Approved by:
Job Description Prepared by:	Last Reviewed:	

Key Accountability:	
1.	Organize and conduct induction and orientation for the new joiners based on their levels of experience
2.	Organize and conduct or coordinate regular in-service sessions based on the requirements of the organization/department and staff, including the NFP
3.	Conduct regular clinical rounds and supervise and monitor nurses for adherence to standard operating procedures of the department
4.	Liaison with external agencies /organizations to know about various trainings organized by them and depute nurses to attend in coordination with the Head of Nursing
5.	Monitor the performance of the nurses through competency assessment and plan re-training sessions as required
6.	Be a mentor and guide to the nurses and establish buddie system for the new joiners
7.	Counsel the nurses as required and give feedback to the concerned senior members of the team
8.	Organize and conduct various workshops, health day and festive celebrations for the department staff in coordination with the HR department
9.	Actively participate and take lead role in Nursing Audits and quality improvement projects
10.	Identify topics for research in coordination with the Nursing Head and help nurses to carry out the same
11.	Keep track of the latest developments in the field of Oncology Nursing Care and incorporate suitable changes into day to day functioning of the department
12.	Strive to implement evidence-based nursing practice and monitor the same for further improvements in patient care
13.	Carry out special tasks assigned by the Nursing Head from time to time
14.	Respond to changes in nursing practice and develops programs to support those changes

15.	Evaluate the effectiveness of training conducted and implement necessary changes to enhance learning experience of staff
16.	Be actively involved in the retention process, promoting high staff morale by inspiring a shared vision and common goal
17.	Be a role model and promote high standards of care by demonstrating the ability to develop and empower the team
18.	Identify potential risks in the assigned area and implement appropriate risk management process in consultation with the quality and safety department of the organization
19.	Maintain accurate documentation as required, prepare and submit reports on time to the concerned authorities
20.	Be actively involved in the initiation of research relevant to various oncology specialties
21.	Keep abreast with recent advances in Oncology Care and attend mandatory training, CNEs, and external training program

Stakeholders	
Relationship (within the organization)	All departments within the Organization
Relationship (outside the organization)	External training agencies and specialized device suppliers as required

Job Specifications:
Qualifications: BSc Nursing, PB BSc Nursing or MSC Nursing with a valid State Nursing Council Registration. Must be specialized in Oncology Nursing. OR have a valid experience in Oncology setting
Skills/ Competencies: Knowledge about recent advances in Oncology care, BLS.ACLS, Team Management and Leadership. Good communication skills and ability to organize and conduct various internal and external training programs.
Experience: 4 years of experience in a clinical setting preferably in an Oncology Hospital as a Nurse Educator or Clinical Instructor