

CONTINUING EDUCATION COORDINATOR

JOB SUMMARY

The Continuing Education Coordinator performs tasks to support the continuing education efforts of the institution by planning, developing, and administering continuing education offerings for all MTSA programs.

QUALIFICATIONS

- Current unrestricted license as a Registered Nurse
- Bachelor's in nursing required, master's degree preferred.
- 2-years' full-time experience as a Registered Nurse
- Excellent project management skills, able to take projects through to completion.
- Excellent verbal and written communication skills, coupled with the ability to foster strong, positive, collaborative and cooperative relationships with other healthcare team members and leadership team members.

RESPONSIBILITIES

This job description is not to be considered an exhaustive or exclusive statement of duties, responsibilities, or requirements. Employees may be required to perform other job-related activities as requested. This list describes major responsibilities to support the continuing education processes for MTSA:

- Plan, develop, and administer continuing education offerings that reflect the needs of the institution and nurse anesthesia community.
- Provide administrative support for the Hornsby Business Institute.
- Work with various constituents to develop continuing education opportunities aligned with various disciplines and needs.
- Maintain records in compliance with any agencies or affiliations requirements.
- Analyze CE offering needs, manage planning, scheduling, budgeting and operational efficiency of CE department.
- Ensure that appropriate quality curriculum is developed (or adopted) and implemented.
- Coordinate course offerings that accurately reflect the goals and objectives relevant to MTSA and the CRNA industry needs.
- Work with appropriate departments to develop and implement an annual publicity and marketing plan.
- Coordinate the preparation and dissemination of all MTSA's CE schedules.
- Perform administrative support services such as office operation including preparation of correspondence and reception, ordering of supplies, and development of certificates of completion.
- Track and evaluate CE offering satisfaction and propose recommendations on current CE offerings, for purpose of continuation or cancellation.
- Manage enrollment data of all MTSA's CE offerings through various systems.
- Other duties as assigned.

COMMITTEE INVOLVEMENT

MTSA Staff Committee Member

REPORTING

Reports to the MTSA President

TERMS OF EMPLOYMENT

Full-time employment by Middle Tennessee School of Anesthesia