



Job Description

Volunteer Nurse – Clinical Educator

Summary:

The Nurse Volunteer Clinical Educator works in all Calcutta Rescue (CR)'s clinics with the medical and health workers and staff members of CR. These clinics are Talapark Clinic, Nimtala Clinic, DOTS Clinic and the Street Medicine Program. The Clinical Educator will design and carry out courses and training for the health workers on existing topics but also on self-identified topics that are based on a holistic observation of all medical areas, operations and their needs. This includes theoretical training and settings in classes as well as practical training and supervision in the projects where the health workers are located.

Detailed duties:

- Observation of all medical projects to learn about their operations and to identify relevant and specific areas of training
- Designing courses and classes for smaller and larger groups or teams – in a well chosen setting of weekly trainings, taking in to consideration class sizes, relevant topics, time frame (ie. 6 weeks, 8 weeks classes)
- Carrying out courses
- Organizing infrastructure to ensure the learning and teaching will be visual and successful: room, media, material, setting in general, translator etc.
- Dividing the teaching into a good mix of theory and practical work
- Supervising each project during and after the courses to ensure the learnt knowledge is understood and used in CR's work setting and challenging environment
- Cooperation with the nurses employed by Calcutta Rescue so that they assist throughout the classes as part of the active teaching and supervision. .

85 Collin Street, 4th Floor, Kolkata 700016, India
Tel: + 91 33 2249 1520 – Fax: + 91 33 2217 5675
info@calcuttarescue.org – www.calcuttarescue.org

WB Societies Reg No: S/67495/91-92; FCRA Reg No: 147120588
Local Donations are exempted 100 % u/s 35AC for corporates & u/s 80GGA for
individuals of the Income Tax Act.



Qualifications and Experience:

- Degree or diploma in nursing
- Experience in health education and significant knowledge of general medicine
- Experience of staff supervision and training
- Ability to take initiative and work with little support
- Computer literate; proficient user of internet and all Microsoft Office applications

Additional personal skills/experience:

- Excellent organizational and communication skills
- Excellent interpersonal skills to enable working with an interdisciplinary team
- Flexibility and adaptability
- Confidence to carry responsibility and to be pro-active and self-directed
- A good command of verbal and written English is essential

Meetings:

- The Clinical Educator attends the Medical Audit Committee and Doctors' Meeting each month and, if necessary, staff meeting at the clinics

Reporting to:

- Deputy Chief Executive Officer (Medical Officer), Chief Executive Officer (CEO), Clinical Volunteer Coordinator (CVC)

Updated 26.11.19 – Alexandra Heinrich (CVC)

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