



## **Job Description – Continuing Professional Development Coordinator**

**Reports To:** CPD Coordinator  
**FLSA Classification:** Full Time, Exempt  
**Date Revised:** December 2023

### **Position Summary**

The Continuing Professional Development Coordinator assesses, develops, implements, and evaluates continuing professional development and education offerings to ensure ongoing development and competency of healthcare providers and related professionals in the eleven (11) county Upstate region.

### **Position Responsibilities - Essential Job Functions**

- Directs, plans, develops, and designs all aspects of the organization's continuing professional development and education programs – to include both in-person (live) and web-based (live and pre-recorded) programming – and ensure that programs meet established education standards.
- Surveys continuing professional development requirements and state/federal requirements for continuing education in multiple healthcare professions and ensures that all curriculum remains current and in compliance with accreditation standards.
- Identifies educational needs, oversees activities, instructors and speaker selection, and program host sites.
- Works collaboratively with instructors, speakers, and planning committee members in course development to enhance quality and relevancy of offerings and to promote participant engagement.
- Develops and implements strategies to attract and retain consortium members, participants, instructors, and speakers.
- Provides technical expertise and/or navigates support for webinars, AHEC U, and AHEC Learning Portal (ALP) programs.
- Documents and reports program and participant activity, both internally and externally as required.
- Fulfills all requirements of the SC AHEC annual contract in reference to continuing professional development programs, reporting, evaluations, and outcomes.
- Works collaboratively as a member of the ANNC Provider Unit, work with the Nurse Planner, assist with accreditation reports and complete any other provider planning tasks.
- Review and use data and evaluation reports for quality improvement, and prepare for participation in program office evaluation meetings.
- Perform data entry, recordkeeping and file management for all CPD programs.
- Develops a network of community agencies, groups, professional organizations, and consortium members to assist in identifying and meeting continuing professional development needs.
- Effectively communicates with staff members, customers, clients, and colleagues.
- Demonstrates fiscal responsibility regarding annual budget and manages expenditures throughout the year.
- Represents Upstate AHEC on the statewide CPD Council to identify and implement programs, policies, and procedures to meet state/federal requirements and fulfill grant requirements and participation.
- Affiliates with local and state professional/community/academic organizations as time permits.



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- Performs other reasonable duties and tasks as assigned by the center director.

It is understood that every incidental duty connected with operations detailed in this job description are not always specifically described, and employees, at the discretion of Upstate AHEC, may be required to perform duties not within their job descriptions and as requested as the discretion of management of Upstate AHEC.

### Position Responsibilities - Additional Job Functions

- Perform other duties as assigned and requested.

### Essential Skills and Experience

An equivalent combination of education and experience may be considered.

#### Education -

- Bachelor's degree in healthcare, nursing, education, or related field and minimum of three-years' experience and proven success.
- Master's degree preferred.

#### Experience -

- Direct work experience in healthcare (or related field), education or higher learning institution, or training and development required.
- Project development experience is required. Strategic planning and previous experience with non-profit programmatic activities is preferred.

### Beneficial Skills and Experience

- Ability to effectively manage multiple tasks and projects simultaneously.
- Excellent organizational, written, and verbal communication skills.
- Demonstrated ability to build community and partner relationships.
- An ability and desire to learn and utilize innovative techniques, remain relevant, and uphold industry standards in continuing professional development and education.
- Outstanding computer and Microsoft Office Suite skills required.

### ADA Guidelines

#### Physical Demands

Stand	<input checked="" type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Walk	<input checked="" type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Sit	<input checked="" type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A



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Handling	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Outward	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Above Shoulder	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Climb	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Crawl	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Squat or Kneel	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Bend	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
<b>Lifting Requirements</b>				
10 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
11 to 20 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
21 to 50 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
51 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
<b>Pushing and Pulling Requirements</b>				
12 pounds or less	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
13 to 25 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
26 to 40 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
41 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
<b>Definitions</b>				
<b>N/A</b>	<b>Not Applicable</b>	Activity is not applicable to this occupation		
<b>O</b>	<b>Occasionally</b>	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)		
<b>F</b>	<b>Frequently</b>	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)		
<b>C</b>	<b>Constantly</b>	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)		

Upstate AHEC has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the Organization reserves the right to change this job description and/or assign tasks for the employee to perform, as the Organization may deem appropriate. Upstate AHEC is an at-will employment organization.

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Print Employee Name	Employee Signature	Date Signed
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Print Supervisor Name	Supervisor Signature	Date Signed
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