

Freelance Technical Editor/Writer

SUMMARY

Responsible for evaluating and rewriting hospital clients' ANCC Magnet® application documents to ensure compliance and accuracy. Work requires timely turnarounds in a deadline-driven environment. The number of individual assignments is periodic, but work is steady. Person will work from home and communicate with Tipton through email and phone.

The ideal candidate would have:

- Nursing experience
- Quality/performance improvement background
- Familiarity with 2014 ANCC Magnet Program® requirements

PRIMARY RESPONSIBILITIES

- Critically evaluate client narratives to determine if document addresses core requirements of Magnet question.
- Evaluate clients' data to determine if it meets Magnet requirements.
- If needed, provide comprehensive revision/edit of client narratives and combine with clinical data to create documents demonstrating improved clinical outcomes.
- Provide concise coaching to client relevant to criteria, identify missing content and provide suggested content to ensure document flows easily for reader.
- Maintain a thorough understanding of Magnet requirements and expectations.
- Proofread for grammar and spelling.
- Consult with other freelance writers and staff members to share insights, resolve issues and manage workloads.

Competencies, skills and experience required for the role:

- Attention to detail.
- Strong analytical skills.
- Experience in editing technical, healthcare, engineering or scientific material.
- Ability to complete complex analyses and provide effective coaching guidance in a deadline-based environment.
- Excellent project and time-management skills.
- Ability to multitask, prioritize and develop and maintain own schedule.
- Excellent ability to work as lone editor/writer on an assignment or to collaborate closely with others as needed.
- An understanding of the basic concepts, practices and specialized vocabulary used within a healthcare environment.
- Proficient in Microsoft Office programs (Word, Excel, PowerPoint).