

DIRECTOR, NURSING AND ALLIED HEALTH

JOB SUMMARY

Under the direction of the area administrator, responsible for program administration, development and maintenance of healthcare partnerships, promotion of academic progression, and ensuring adherence to the Board of Registered Nursing (BRN) regulations and outside accrediting agencies. Incumbent will direct, improve and evaluate the Nursing Program's services and activities; and provide oversight, development, and coordination of all assigned elements of the Associate Degree Nursing Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements and duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

1. Coordinate development, evaluation, and revision of the curricula of the nursing program for compliance with licensing, accrediting agencies, and District policies and procedures; strengthen processes, programs, and services through the effective and efficient use of assessment, program review, planning, and resource allocation.
2. Responsible for meeting requirements to maintain Board of Registered Nursing program approval status and national accreditation (Accreditation Commission for Education in Nursing) as an Associate Degree Program; prepare and review state and national reports required by accrediting and governmental agencies, including but not limited to the Board of Registered Nursing; serve as lead researcher and writer for accreditation reports for internal and external accreditation agencies, such as the BRN.
3. Assist in resolving staff, faculty, and/or student problems in the nursing program; provide guidance, feedback, and consistent follow-up to resolve problems and build a cohesive department and academic program.
4. Supervise, direct, train and evaluate the work of assigned personnel, including faculty, staff, and administrators; recommend transfers, reassignments, other personnel actions as needed; delegate and review assignments and projects; anticipate, prevent, and resolves conflicts under areas of responsibility.
5. Act as primary liaison to develop and maintain relationships with clinical facilities, advisory boards, and other nursing programs within and outside of the District; arrange for the use of off-site facilities for clinical instruction; negotiate, administer and supervise compliance with contractual agreement with agencies used for student clinical placements; maintain contractual relationships and obligations with local health organizations to foster strong working relationships.
6. Develop and prepare the annual program budget; monitor and control expenditures, including application and management of grants; monitor and take necessary action regarding expenditures for assigned areas; assist with grant preparation and program fund applications; ensure detailed and accurate audit trails for all budgets; and ensure compliance with requirements.
7. Promote nursing programs and assist in recruiting a qualified pool of student applicants; implement student selection and admission policies and procedures; evaluate applications for admission to the program, including advising and notifying students of admission status to the

programs.

8. Participate in student orientation and interpretation of student policies; supervise the review and revision of the Student Handbook; analyze, interpret, and monitor student success rates and preparedness; recommend changes as needed.
9. Recommend teaching assignments in collaboration with faculty with final approval by the Dean.
10. Prepare and maintain reports, records, and files regarding the instructional program, student progress, personnel, and department activities; ensure the development and maintenance of accurate and complete student files for the programs according to regulatory requirements.
11. In collaboration with the Dean, pursue emerging opportunities to grow the nursing program—such as concurrent enrollment agreements, Baccalaureate degree in nursing, and grants.
12. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Board of Registered Nursing Program requirements.
2. National League for Nursing accreditation standards.
3. California State Board of Vocational Nursing regulations.
4. Current nursing educational trends.
5. Diverse nursing career pathways.
6. Relevant California Education Code and Title V regulations.
7. Healthcare industry trends and needs.
8. Accreditation Commission for Education in Nursing (ACEN).
9. Principles of administration and supervision.
10. California Occupational Safety and Health Association Guidelines.
11. Research project policies, procedures and practices, including data collection and analysis.
12. Record keeping procedures.
13. Appropriate software and databases.

Skills in:

N/A

Ability to:

1. Interpret, apply, and explain rules, regulations, policies, and procedures.
2. Design, develop, and implement health services programs, activities, policies, and procedures.
3. Work confidentially with discretion.
4. Assess, analyze, implement and evaluate research project activities
5. Analyze situations accurately and adopt an effective course of action
6. Plan, organize and prioritize work; work independently, with little direction.
7. Meet schedules and timelines
8. Prepare and deliver oral presentations
9. Establish and maintain collaborative and effective working relationships with a variety of college staff and community partners.
10. Communicate effectively both orally and in writing.

11. Represent the college in a professional manner
12. Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

QUALIFICATIONS AND REQUIREMENTS

Education and Experience:

1. A master's or higher degree from an accredited college or university in nursing, education or administration; AND
2. One (1) year experience as a nurse administrator performing the manager role responsibilities consistent with a qualified administrator role in a clinical or educational setting.; AND
3. Two (2) years experience teaching in pre- or post licensure nursing programs; AND
4. One (1) year experience as a registered nurse providing direct patient care; AND
5. Must have a current, unencumbered, valid license to practice as a Registered Nurse in California and meet the California Board of Registered Nursing approval standards for program director.

Licenses and Certifications:

Travel will be required for this position between District locations. Incumbent will be responsible for securing transportation to assigned locations.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Incumbents regularly sit or stand for long periods, travel short distances on campus on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 25 pounds.

Office environment with moderate noise levels, controlled temperature conditions, and constant interruptions. Incumbents may interact with upset staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.