

PROFESSIONAL JOB DESCRIPTION

Exempt; Full-time

POSITION TITLE: Director of Nursing

DEPARTMENT: Nursing

PURPOSE: Plan, organize, and supervise the college nursing program. This position will also teach 11 student contact hours per week.

ESSENTIAL FUNCTIONS

- Oversee the Practical and Associate degree nursing programs function within the college mission and policies, and the community.

Establish and maintain a long term vision for the department.

Provide department leadership through excellent communication, both within the department and between the department and administration.

Create and maintain an environment conducive to teaching and learning.

Coordinate program activities and delegate responsibilities to faculty as appropriate.

Create, review, and maintain program faculty handbook.

Facilitate program faculty meetings.

- Direct the development and evaluation of policies and standards for the selection, admission, promotion, and graduation of nursing students.

- Develop and maintain student advising activities.

Coordinate department participation in "Advising Day".

Provide timely information regarding program requirements and other information needed for pre-nursing students.

Coordinate with nursing faculty regarding advising needs of nursing students.

Work with nursing students to provide necessary documentation for licensure examination.

Prepare and update program student handbook.

Manage student concerns related to faculty, department, and program.

- Coordinate hiring, supervision, and evaluation of full-time and part-time faculty.

Recruit, review credentials, and recommend part-time and full-time faculty to be hired.

Serve on screening committees for faculty recruitments.

Facilitate and coordinate faculty activities related to academic policies, contractual requirements for workload, personnel policies, faculty development and evaluation, and planning, assessment, and accreditation.

Manage department faculty personnel issues adhering to contract, and college policy and expectations.

Conduct annual and periodic performance evaluations for faculty in accordance with contract and college policy.

Initiate participation in college-wide meetings, in-services, and committees for program enhancement.

Promote teaching excellence, professional development, and service to the college and community, keeping updated on nursing standards and college policies.

- Develop and maintain program curriculum to meet state, regional, national, and local health care needs.

Establish articulation agreements with other institutions of higher learning.

Maintain relationships with administrative authorities and other academic and support units for program planning and development.

Coordinate development and review of curriculum with members of department.

Work with members of department to develop a teaching schedule that considers: faculty and student needs, times of day classes are offered, and day/evening/distance opportunities. Develop schedule for courses for the quarter/year in a timely manner. Prepare and update quarterly/annual class schedule.

- Serve as contact person/coordinator for the department with regard to state, professional, and accrediting groups, the community, and other external contacts.

Maintain program in good standing with accrediting agency(ies).

Regularly assess program and course outcomes.

Serve as liaison to the Oregon State Board of Nursing (OSBN) in relation to the program's continuing compliance with board rules. Complete annual OSBN reporting requirements. Direct the OSBN self study process for continuing approval. Coordinate OSBN accreditation visits.

Represent program at local and state level; collaborate with community partners.

Maintain ongoing, meaningful, and regular connections with advisory committee and the industries served by department programs.

- Prepare budget with input from nursing faculty, and administer the budget with approval of the Dean of Instruction.
- Approve payroll work authorizations for all department staff.

TVCC values professionalism in its employees. The following attributes and behaviors are identified as examples of what is expected of an employee:

- Display empathy and positive regard for others in written, verbal and non-verbal communications.
- Work effectively with colleagues and students by practicing punctuality, respect for deadlines, collaborative problem solving, and honest communication.
- Build trusting relationships by acting with integrity, courtesy, and responsibility, even in the face of stress or demanding workplace conditions.
- Maintain proficiency as needed and approved by attending trainings, reading job-related materials, and meeting with others in area of responsibility.
- Dress appropriately for a workplace with frequent customer service interaction and community outreach.
- Meet all required standards of confidentiality and safety. Maintain work areas in a clean and orderly manner.

QUALIFICATIONS

MANDATORY: Master's degree in Nursing plus no less than five years of nursing experience, three of which shall have been as a nurse educator or administrator of a nursing education program. Educational preparation or experience in teaching and learning principles including curriculum development and administration. Broad knowledge of the budget process. Able to communicate effectively verbally and in writing.

PREFERRED: Multilingual.

SPECIAL LICENSE: Must have current unencumbered Oregon and Idaho Registered Nurse (RN) licenses and be CPR certified.

PHYSICAL DEMANDS

Minimum physical exertion: while performing the duties of the Director position, the employee is exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force continually to lift, carry, push, pull or move objects. Job is largely sitting, but more than sedentary walking or standing may be required. Work is light as job tasks are done sitting, but considerable upper body or arm movement or use of leg controls is involved.

Medium physical exertion: while performing the teaching duties, the employee is exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or 5 to 10 pounds of force continually to lift, carry, push, pull or move objects typical of a health care facility. Standing, walking, and/or other positional physical movements may be occasional to frequent.

WORKING CONDITIONS

Most work takes place in usual office working conditions, where the noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.

Teach 11 student contact hours per week. Perform duties of a nurse as needed for clinical instruction, which will include exposure to hazardous materials (such as body fluids, needle sticks).

Travel and evening and weekend hours may be necessary to attend monthly Board of Education and state meetings.

SUPERVISORY RESPONSIBILITY

Supervises 5 full-time faculty, 8 adjunct faculty, and 1 FTE clerical staff.

Responsible for performance evaluations of staff.

Carries out other supervisory responsibilities in accordance with college policies and applicable laws. Responsibilities include: interview, hire, and train employees; plan, assign, and direct work; reward and discipline employees; address complaints and resolve problems.

SUPERVISION RECEIVED

Works under the general supervision of the Dean of Instruction.

The above description covers the most significant duties performed but does not include other related occasional work.

Created 5/10

I have read and understand this position description.

Employee Signature

Date