

PERALTA COMMUNITY COLLEGE DISTRICT

FACULTY JOB DESCRIPTION

Associate Degree Nursing (ADN) Nursing Program Director
Salary: Based on the Peralta Federation of Teachers Salary table
Job Code: 1020

CLASS PURPOSE

Under the supervision of the Dean, the Program Director will be responsible for overall leadership, development, direction, and administration of all aspects of the nursing program, for ensuring that the program is in compliance with all laws and regulations of the Board of Registered Nursing, and for coordinating the nursing curriculum with other degree program requirements.

DUTIES AND RESPONSIBILITIES:

- Plan, manage and evaluate all aspects of the program, including but not limited to:
 1. Develop and implement the program budget,
 2. Plan, manage and evaluate all aspects of the program including, but not limited to:
 - a. Faculty and staff
 - b. Curriculum development and implementation, including coordination with curriculum committee
 - c. Program admissions, recruitment, advanced placement, and outreach,
 - d. Compliance with Board rules and regulations, and
 3. Act as a student advocate.
- Maintain knowledge and currency regarding the program and the policies and procedures by which it is administered.
- Responsible for developing policies and procedures, planning, organizing, implementing and evaluating all aspects of the program.
- Oversee the assistant director.
- With faculty input, determines program policies and procedures and monitors implementation.
- Coordinates, develops, and approves student assignments and clinical rotations.
- Maintains an approved substitute list.
- Coordinates and oversees orientation of new faculty.
- Assists with identification and contract negotiation for use of clinical facilities; assures that contracts comply with Board of Nursing regulations; and maintains file of current contracts.
- Communicates, reports, and interpret program requirements, objectives, and BRN Requirements to administration and other departments.

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- Submits annual reports and coordinates development of self-study required for continued Board of Registered Nursing Approval.
- Screens and recommends candidates for faculty appointments, assuring that all nursing faculty meet the BRN Requirements for nursing and submits faculty appointments, resignations, leaves, and other forms to the Board of Registered Nursing as required.
- Maintains and updates ADN Student Handbook assuring accurate and up-to-date content of program policies and procedures. Ensures consistency between Student Handbook, course syllabi, and Board of Registered Nursing regulations.
- Develops and monitors department budget; pursues other funding sources such as grants.
- Makes periodic visits to clinical facilities; attends
- Coordinates all departmental faculty committees and nursing advisory committees.
- Attends meetings for California Directors of Associate Degree Nursing programs, and other assigned meetings as the department representative.
- Chairs Associate Degree Nursing faculty meetings.
- Coordinates program, personnel and facilities with other allied health programs.
- Ensures ongoing program evaluation; takes appropriate action to resolve problems or nonconformance items.
- Performs other related duties assigned by the college including those duties of Department Chair whereas those duties are consistent with the above listed duties and responsibilities.

In addition to the above:

- Each faculty member, director, and assistant director shall hold a clear and active license issued by the board and shall possess the following qualifications:
 - (a) Each faculty member shall assume responsibility and accountability for instruction, evaluation of students, and planning and implementing curriculum content.
 - (b) Each faculty member shall participate in an orientation program, including, but not limited to, the program's curriculum, policies and procedures, strategies for teaching, and student supervision and evaluation.
 - (c) A registered nurse faculty member shall be responsible for clinical supervision only of those students enrolled in the registered nursing program.
 - (d) Each faculty member shall be clinically competent in the nursing area in which he or she teaches. The board document, "Faculty Remediation Guidelines" (EDP-R-08 Rev. 02/09), which provides guidelines for attaining and documenting clinical competency, is herein incorporated by reference.
- SECTION 1425 All faculty, the director, and the assistant director shall be approved by the board pursuant to the document, "Faculty Qualifications and Changes Explanation of CCR Section 1425

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Minimum Qualifications:

Section 1425(a) the director of the program shall meet the following minimum qualifications:

1. A master's or higher degree from an accredited college or university which includes course work in nursing, education or administration;
2. One (1) year of experience as an administrator with validated performance of administrative responsibilities consistent with section 1420(h);
 - a) Administrative position is defined as a director or assistant director whose responsibility and accountability includes coordinating, directing, fiscal planning, and all activities involved in developing, implementing and managing the nursing program.

Administrative responsibility:

- a) in a registered nursing education program, which includes diploma, associate, baccalaureate and post-licensure RN programs; or
 - b) As a director of nursing and/or hospital in-service education program.
 - c) An academic year of two (2) semesters or three (3) quarters will be regarded as equivalent to one year's administrative experience.
3. Two (2) years' experience teaching in pre- or post-licensure registered nursing programs; and
 4. One (1) year's continuous, full-time or its equivalent experience providing direct patient care as a registered nurse.
 5. Equivalent experience and/or education as determined by the board.

DESIRABLE QUALIFICATIONS

- Demonstrated experience in the Accrediting commission for Education in Nursing (ACEN).
- Demonstrated experience collaborating with and coordinating groups of individuals while exercising initiative, diplomacy, tack, creativity, and balance.
- Demonstrated experience in the integration of curriculum development, program planning, program evaluation and student learning outcomes assessment.
- Experience in coordinating and implementing programs in an educational setting
- Experience in project and budget management
- Experience with grant management and reporting preferred
- Excellent oral, written and interpersonal skills; excellent organizational skills
- Ability to work in a collegial setting with staff at all levels

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PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

Resource: FACULTY QUALIFICATIONS AND CHANGES –EXPLANATION OF TITLE 16, CCR SECTION 1425 State of California, Department of Consumer Affairs Board of Registered Nursing

Revised: 11/4/2014