

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Director, Nursing	Range: 26 (AC)	Management Schedule
Date Revised:	June 2002, June 2018	Date Approved:	May 1994

### PRIMARY PURPOSE

Reporting directly to the Dean of Health Science, the Director of Nursing is responsible for the administration of the Registered Nursing Program. The administrative responsibilities include student advocacy, selection, orientation, evaluation and discipline, coordination of class schedules and clinical rotations, faculty hiring, training and evaluation, and representation of the nursing program at the division, campus, District, community, and statewide levels. Director of Nursing is 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, which prepares the student for licensure as a Registered Nurse.

### ESSENTIAL FUNCTIONS

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Maintain open communication and transparency with the nursing faculty and students.
2.	Meet regularly with the nursing faculty to plan, develop, revise, and evaluate student progress, curriculum, and program outcomes.
3.	Support faculty in the assessment and selection of textbooks, learning resources, and equipment for the nursing program.
4.	Counsel students having difficulty meeting learning outcomes for their program of study, clinical performance, or the development of a professional role.
5.	Interview and determine placement, in consultation with the nursing counselor, of candidates seeking transfer from other registered nursing programs.
6.	Supervise the preparation, proctoring, and grading of challenge and equivalency exams for career ladder students, veterans, and transfer students.
7.	Develops and prepares the annual preliminary budget for the Nursing Program; monitors and controls budget expenditures, including application and management of grants and assures expenditures and operations remain within established budget.
8.	Participate in student orientation and interpretation of student policies. Annually supervise the review and revision of the Student Handbook.
9.	Maintain working relationships with other divisions and programs on campus to maintain core and prerequisite courses for students of the nursing program.
10.	Act as liaison for the nursing program with the college community, clinical facilities, hospital staff members, advisory committees, educational partners, nursing professional organizations, and Orange County communities.
11.	Prepare annual reports and complete surveys for the California Community College Chancellors Office, Board of Registered Nursing, National League for Nursing, and the Accrediting Commission for Education in Nursing.
12.	Follow campus and District standards for staff assignments and performance evaluations of tenured nursing faculty.

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13.	Participate in the selection and orientation for new faculty. Chair tenure review committees for new faculty members. Supervise class observations and student survey process for tenure review.
14.	Serve in advisory capacity for planning the pinning ceremony for students completing the RN program.
15.	Prepare and maintain reports, records, and files regarding the instructional program, student progress, personnel, and department activities.
16.	Analyze, interpret, and monitor student success rates and preparedness. Recommend changes as needed.
17.	Communicate changing expectations, trends, and needs of nursing educational preparation effectively to division and college leaders and administration.
18.	Maintain Board of Registered Nursing Continuing Education Provider certification, supervise educational offerings, and maintain accurate records of educational offerings and attendance.
19.	Attend workshops, professional conferences, and classes to maintain professional competence and knowledge. Support and encourage faculty members to participate in lifelong learning activities.
20.	Attend management team activities, participate in campus and District committees as needed, support campus strategic plan and campus activities throughout academic year.
21.	Maintains current knowledge of instructional methods and new technologies pertinent to assigned programs; learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized and timely manner.
22.	Perform related duties as assigned.

**OTHER FUNCTIONS**

**WORKING RELATIONSHIPS**

The Director of Nursing maintains frequent contact with college and District administrators, students, faculty and staff, and outside agencies.

**EDUCATION AND EXPERIENCE**

**Minimum Qualifications**

Master's Degree in Nursing from a regionally accredited college or university, which includes course work in nursing practice, education, or administration.

Minimum of one (1) year of experience as a nurse administrator performing the manager role responsibilities consistent with a qualified administrator role in a clinical or educational setting.

Minimum of two (2) years of experience teaching nursing in pre-or post-licensure nursing program.

Minimum of one (1) year of continuous, full time experience providing direct patient care as a registered nurse in a health care setting.

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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.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff.

### **Desirable Qualifications**

Experience working with a community college nursing program.

Experience with Board of Registered Nursing (BRN) and Accrediting Commission for Education in Nursing (ACEN) accreditation processes.

Terminal degree in Nursing, Health Sciences, or Education.

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### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of Board of Registered Nursing Program requirements

Knowledge of Accreditation Commission for Education in Nursing Standards

Knowledge of District organization, operations, policies and objectives

Knowledge of California Education Code and Title 5 requirements related to the operation of community college student health services and programs

Knowledge of California Occupational Safety and Health Association Guidelines

Knowledge of research project policies, procedures and practices, including data collection and analysis

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of record keeping procedures

Knowledge of appropriate software and databases

Ability to design, develop, and implement health services programs and activities

Ability to work confidentially with discretion

Ability to interpret, apply and explain rules, regulations, policies and procedures

Ability to develop and implement policies and procedures

Ability to assess, analyze, implement and evaluate research project activities

Ability to analyze situations accurately and adopt an effective course of action

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to work independently with little direction

Ability to understand and follow oral and written directions

Ability to communicate effectively, both orally and in writing

Ability to prepare and deliver oral presentations

Ability to supervise, train and provide work direction to others

Ability to establish and maintain effective working relationships with a diverse population of faculty, staff and students

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### **SPECIAL REQUIREMENTS**

Health Care Provider Basic Life Support Certification

A valid California Driver's License

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### **WORKING CONDITIONS**

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); may require some off-site duties and activities.

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