



POSITION DESCRIPTION

TITLE: Director, Nursing Programs

FLSA STATUS: Exempt, 1.0FTE	GRADE LEVEL: F
LOCATION: Applied Science Center	UNIT: Academic Affairs
SHIFT: 8:00am-5:00pm M-F	DEPT: Health, Human, and Public Services
INCUMBENT: Vacant	EMPLOYEE SIGNATURE: Date
REPORTS TO: Dean, Health, Human, and Public Services	PREPARED BY & DATE: , February 2012
Reviewed/ Revised By:	EE Name: Date: February 2015
Reviewed/ Revised By:	EE Name: Date: July 2019
Reviewed/ Revised By:	EE Name: Date: January 2020

I. POSITION PURPOSE – *List brief summary of position*

The Director, Nursing Programs provides leadership and program administration for the College’s Associate Degree Registered Nursing and Practical Nursing Certificate programs. Responsibilities include, but are not limited to, facilitating faculty involvement in the processes of curriculum review and revisions, and ensuring the program curriculum is relevant to current evidence-based nursing practice. The Director, Nursing Programs also facilitates the professional development of and evaluates the performance of the RN and PN program full-time and adjunct faculty; regularly reviews and revises program-specific policies including those related to student admission, progression, and graduation; and tracks, trends, documents, and reports student learning and program outcomes. This position also ensures Ohio Board of Nursing (OBN) approval for the College’s Registered Nursing and Practical Nursing programs and Accrediting Commission for Education in Nursing (ACEN) accreditation of the College’s Registered Nursing programs by keeping abreast of changes in their standards, implementing the necessary compliance actions, and submitting required annual and periodic reports.

II. RELATIONSHIPS AND CUSTOMERS – *(In addition to Clark State Faculty, Staff, and Students, this position also interacts with the following external individuals, organizations and agencies)*

Health Care Facility/ Agency Personnel	Professional colleagues (DANE, OCADNEA)	Nursing approval and accrediting agencies (ACEN and OBN)	General Public
Secondary and Adult Career Center Personnel	Bachelor degree completion programs		

III. DIMENSIONS – *If this position controls, manages, or has a direct impact on the expenditure of dollars, identify how, the type of budget, and the gross dollar amount involved)*

Provides input on nursing programs budget to Dean of Health, Human, and Public Services for inclusion in the Health Technologies budget.

IV. ESSENTIAL DUTIES AND RESPONSIBILITIES

Under broad supervision, this position performs the following duties:

1.	Provides leadership and ensures regular faculty meetings to facilitate faculty communication and faculty participation in planning, implementing, and evaluating the curriculum
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2.	Conducts program evaluation, research, and reporting activities in accordance with college, state and accrediting commission requirements.
3.	Maintains RN and PN programs approvals and accreditation
4.	Schedules and facilitates advisory committee meetings
5.	Certifies to the Ohio Board of Nursing the RN applicants who have successfully completed the program and can be approved to take their licensure exam
6.	Recommends faculty for appointment; verifies that each nurse teaching a course in the program holds a current, valid license; supervises and evaluates nursing program faculty and recommends for promotion, retention, and termination
7.	Facilitates new nursing program faculty orientation and ongoing faculty development
8.	Ensures recruitment, orientation, and evaluation of adjunct faculty
9.	Ensures course classroom and clinical schedules are set and maintained
10.	Participates in program recruitment activities; facilitates academic advising for prospective and current students regarding program admission, progression, and completion requirements
11.	Oversees the liaison to clinical agencies
12.	Projects and plans for program human and resource needs, including preparation of the annual budget; monitors and approves work hours and absences of RN and PN full-time and PN adjunct faculty
13.	Responds to and resolves day-to-day issues with students and faculty
14.	Ensures College catalog is current and correct for nursing programs
15.	All other duties assigned by supervisor

V. SUPERVISORY RESPONSIBILITIES – *The following position title(s) report to this position. If there are no reporting positions, type “None.”*

- Supervises 20 full-time faculty; approximately 29 adjunct faculty. Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include, but are not limited to interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications – *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

VI. EDUCATION and/or EXPERIENCE – *List minimum requirements necessary to perform essential duties and responsibilities, i.e., High School/GED plus 3-5 years related experience or AS Degree preferred.*

- Completion of an approved registered nursing education program
- Master Degree in Nursing required; PhD or DNP preferred
- Experience of at least five years in the practice of nursing as a registered nurse
- Experience of at least two years as a faculty member in an approved registered nursing education program
- Experience with administration of an accredited nursing program preferred

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VII. SKILLS AND ABILITIES – *List basic skills and abilities necessary to perform essential duties and responsibilities, i.e., computer skills, oral and written skills, interpersonal skills, presentation skills, ability to motivate employees, etc.*

- Ability to interact positively with staff, faculty, students and external agencies and individuals
- Effective verbal and written communication skills
- Proven management skills including forecasting, planning, organizing, reporting, communicating, supervising, delegating, and evaluating.
- Ability to effectively analyze, trend, and use data to facilitate continuous improvement of program outcomes.
- Proficient computer skills to include e-mail and Microsoft products, i.e., Word and Excel.

VIII. CERTIFICATES, LICENSES, REGISTRATIONS – *List minimum requirements necessary to perform essential duties and responsibilities, i.e., Certified Novell Administrator (CNA), Certified NetWare Engineer (CNE), Professional Human Resources (PHR), Certified Public Accountant (CPA), Notary Public, Ability to be Bonded, etc.*

- Current valid licensure as a registered nurse in Ohio

IX. LANGUAGE SKILLS – *(To be completed by HR)*

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals, Ability to effectively present information and respond to questions from managers, faculty, and students.

X. MATHEMATICAL SKILLS – *(To be completed by HR)*

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

XI. REASONING ABILITY – *(To be completed by HR)*

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

XII. PHYSICAL DEMANDS – *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, i.e., ability to lift up to 75 pounds, etc. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (To be completed by HR).*

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms, and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

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XIII. WORK ENVIRONMENT – *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (To be completed by HR).*

The work is performed in an office-like environment.