

DIRECTOR OF NURSING

Position Title: Director of Nursing
Department: Allied Health
Contract Term: 12 Month Calendar Year
Funding Source: HEART Project
Accountable to: Career & Technical Education Director
Open: 6/13/18
Closed: Open until filled
Salary: \$70,015 - \$74,179

Summary of Position: The provision of instruction, guidance, direction, and supervision of the TMCC nursing faculty and staff. Major responsibility is to recruit, retain, and graduate safe, competent nursing students from the TMCC nursing program.

SKILLS:

The Director of Nursing provides leadership to Nursing faculty and staff, and is responsible for the administration of the department. Specific responsibilities include:

- Administrative
 - Maintain NLNAC and North Dakota Board of Nursing (NDBON) accreditation
 - Notifies NDBON of program changes
 - Prepares evaluation reports to the NDBON
 - Formulating and implementing policies pertinent to the nursing program in compliance with Board of Nursing policies
 - Develop and maintain an environment conducive to the teaching and learning processes at all TMCC Nursing Sites
 - Maintain a relationship with administrative and other units within the academic setting at TMCC
 - Provide faculty leadership in the development, implementation, and evaluation of the curriculum and nursing program at TMCC
 - Development of courses and programs
 - Provide oversight of faculty recruitment, development, performance review, promotion, and retention at the respective college and affiliated distant sites
 - Assess and respond to distant community requests for nursing education
 - Responsible for student admissions and the maintenance of student, faculty, and program records
 - Participate and support activities of the program, department, TMCC, and community agencies
 - Attend required faculty meetings
 - Participate, as appointed, in TMCC, department, and/or agency committees
 - Coordinate student advisement and recruitment
 - Participate in meeting the requirements of nursing and college regulatory agencies (i.e. North Dakota Board of Nursing, Vocational-Technical Education, NCAA)
 - Supervise Student Nursing Organization (SNO) and/or Nursing Student Associations (NSA) advisor for nursing students
 - Designated nursing program administrator

DIRECTOR OF NURSING

- Oversees CNA and CMA II program
 - Participation in the development of articulation agreements
 - Recommendations for hiring, supervision and evaluation of department personnel including faculty
 - Maintaining written agreements with cooperating agencies
 - Supervises faculty members and nursing staff
 - Participation in community outreach and development activities
 - Memberships and participation in professional organizations is encouraged
- Coordinate
 - Coordinate clinical experiences
 - Identify needed experiences
 - Contact clinical agencies
 - Collaborate with clinical agencies to create written affiliation agreements
 - Arrange for experiences
 - Create student schedules
 - Evaluate clinical site and experiences
 - Identify lab/clinical sites and plan experiences
 - Serve as liaison to health care agencies
 - Identify and recruit appropriate preceptors for clinical experiences
 - Collaborate with nursing coordinators and nursing director of the consortium colleges to provide seamless nursing education at each campus and site
 - Involve faculty in budget and equipment decisions
- Instruction
 - Participates in the teaching, scholarship, and service missions of TMCC
 - Demonstrate an ability to teach using a variety of technology
 - Demonstrate an ability to teach at the student's level in theory and lab/clinical
 - Inform students of expected course outcomes, method of instruction, and time allocation
 - Maintain a positive, stimulating learning environment in presenting classroom/lab material
 - Maintain set office hours for student access including telephone and email availability
 - Provide feedback to students on their progress in courses
 - Participate in the selection of textbooks
 - Integrate conceptual framework into student presentations
 - Monitoring student learning outcomes and assessment activities in the department
 - Follow the policy of the TMCC Nursing Program regarding student evaluation
 - Follow clinical agencies policy and procedures and assist students to do so
- Communicate
 - Communicate necessary information in a professional and timely manner to the nursing coordinators, instructors, staff, and students using a variety of technological methods
- Curriculum Development
 - Develop, Evaluate, and Revise Curriculum
- Nursing Practice

DIRECTOR OF NURSING

- Participate in maintaining activities that facilitate maintaining the faculty members own nursing competence and professional expertise in the area of teaching responsibilities

Licensure and Certifications:

- Current unencumbered registered nurse license or privilege to practice.

Human Contact Skills:

- Requires frequent/daily contact with the public, faculty, staff and students that will require skilled application of appropriate oral communication and human relation techniques.
- Participates in recruitment and outreach activities.
- Possess strong networking and communication abilities for working with students, college staff/faculty and community partners.
- Attend all scheduled college functions and meetings as required.
- Serve on college committees as appointed.

RESPONSIBILITIES

Responsibilities for Equipment or Facilities or Records

- Maintains confidential records/files of students.
- Maintain well equipped and furnished laboratory

Financial Responsibilities:

- Develop and manage the program budget

WORKING CONDITIONS

Job Environment and Hazards:

- Travel to all campuses and sites as schedule allows

Physical Demands:

- Position will occasionally require long periods of sitting and working on the computer and other office paperwork.
- Infrequently lifting and carrying up to 20lbs.

Mental Demands:

- Ability to be organized; reliable; logical and rational under pressure; highly accurate in maintenance of records; meet and assist the public; maintain high level of confidentiality; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships. Able to work in a fast-paced and deadline-driven work environment.
- Fosters mutually beneficial relationships with outside agencies, partner programs, and training institutions.

REQUIRED QUALIFICATIONS (Minimum Qualifications)

- Master's degree from an accredited institution with a major in nursing.
- Current unencumbered registered nurse license or privilege to practice; licensed or license eligible in North Dakota.

DIRECTOR OF NURSING

- Experience in teaching and knowledge of learning principles for adult education, including nursing curriculum development, administration and evaluation
- A current knowledge of nursing practice.
- Five years nursing experience.
- Thorough knowledge of the requirements of the ND Board of Nursing in developing, designing and maintaining a nursing program.
- Acceptance of and willingness to support the role that tribal community colleges serve in higher education and specifically its mission, values, goals, culture, and objectives of the Turtle Mountain Community College.
- Willingness and ability to travel and/or teach at various hours and locations, as necessary.
- Ability to work collegially with all individuals in the tribal college setting.
- Applicant must be able to pass a drug test and background check.
- Must meet ND State Career & Technical Education Postsecondary Certification Standards.

PREFERRED QUALIFICATIONS:

- PhD prepared nurse.
- Strong background in nursing theory, practice and research methods.
- Experience working with grant funded projects.
- Experience in curriculum development.
- Ability to competently advise and/or serve students from a variety of background, respecting cultural and socio-economic differences.
- Able to implement contemporary educational philosophies, methods, and techniques including multi-media to develop and deliver instruction in classroom and lab settings.
- Successful teaching experience with culturally and academically diverse student population.
- Ability to teach and work with students with learning disabilities.
- Demonstrated commitment to professional development.
- Willingness and ability to work flexible hours to accommodate the needs of the program.
- Must be team oriented, yet possess the ability to work independently.
- Communicates effectively orally and in writing.

Revised: 4/17, 5/18