



# **PALO VERDE COMMUNITY COLLEGE DISTRICT**

## **ASSOCIATE DEAN OF NURSING & ALLIED HEALTH**

### **NATURE OF THE POSITION**

Under the direction of the Vice President of Instruction and Student Services, plan coordinate and direct the activities and operations of the Nursing and related Allied Health occupations programs; oversee and participate in nursing curriculum development, monitoring and review; coordinate and direct accreditation and interim visits by accrediting agencies including the Board of Vocational Nurses and Psychiatric Technicians (BVNPT) and the Commission on Accreditation of Allied Health Education Programs (CAAHEP); train, supervise and evaluate assigned personnel.

### **DUTIES AND RESPONSIBILITIES**

1. Serve as the liaison to Nursing and Allied Health accrediting bodies and regulatory agencies; prepare and maintain required accreditation reports and approval forms for the BVNPT for the Vocational Nursing program, California Department of Public Health for the Certified Nursing Assistant program, California Emergency Medical Services Authority for the Emergency Medical Technician (EMT) program, Department of Health Services for the Phlebotomy program and additional appropriate agencies.
2. Maintain current knowledge of Nursing and Allied Health State and federal licensure and certification examinations and processes; participate in professional growth activities and remain current in the Nursing disciplines.
3. Train, supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
4. Initiate and maintain contractual agreements and clinical schedules with community service agencies used as clinical sites for Nursing and Allied Health students.
5. Participate in the recruitment and selection of Nursing faculty, including the determination and verification of required qualifications and submission of qualifications for State board approval.
6. Assist in the development of Vocational Nursing (VN) student recruitment materials, participation in student recruitment activities and in conducting activities that support student retention.
7. Collaborate with Nursing and Allied Health faculty to review and update curriculum and enhance student learning outcomes.
8. Recommend teaching assignments and schedules of classes to the Vice President of Instruction and Student Services.

9. Prepare and present the Nursing program budget for the academic year; review and evaluate related financial data and reports; monitor budget to ensure expenditures do not exceed established limitations; assist in the preparation of grant requests or other special funding requests.
10. Update annual applications for the CNA and VN programs; oversee ongoing Nursing and Allied Health program review; facilitate and participate with faculty teaching didactic and clinical education for the VN program review.
11. Exercise direct leadership for all curriculum development and text book selection; oversee review and updates to curriculum, instructional plans and program lesson plans in compliance with governing body regulations; select and renew scholarly journals for use as reference materials, evidence-based practice updates and scholarly resources for clinical and class assignments.
12. Monitor and direct the maintenance of the clinical skills lab; ensure the appropriate use, cleanliness, maintenance and repair of lab equipment; oversee requisition and inventory of required lab supplies; ensure proper maintenance and update to audiovisual materials.
13. Delegate and follow-up on required student remediation; confer with VN student and faculty to ensure remediation requirements are met or other measures are initiated to ensure student is in compliance with program requirements.
14. Develop meeting agendas, conduct staff meetings and maintain meeting minutes for audit purposes.
15. Communicate with personnel, administrators, outside agencies and the community to exchange information, coordinate activities and resolve issues or concern; drive a vehicle to conduct work.
16. Operate a variety of office equipment including a copier, fax machine, computer and assigned software; operate various clinical tools and equipment.
17. Attend regularly scheduled management meetings.
18. Perform other duties as assigned.

## **KNOWLEDGE AND ABILITIES**

### KNOWLEDGE OF:

1. Planning, organization and direction of designated operations, activities and services of PVC's Nursing and Allied Health program.
2. Principles and practices of public health administration.
3. Laws pertaining to the practice of Nursing and Allied Health services in accordance with State, local and federal guidelines.
4. Curriculum standards, requirements, interpretation and application in assigned programs and services.
5. College, State and federal standards and requirements governing College District instructional programs.
6. Instructional techniques and strategies related to assigned instructional programs and services.
7. Title V regulations and applicable sections of the California Education Code.
8. Rules and regulations as set forth by the Board of Registered Nursing that govern undergraduate professional nursing educational programs.

9. Principles of leadership, community college curriculum and instructional program development.
10. Community college goals, laws and regulations as they related to Nursing and Allied Health programs in California.
11. Learning theory and community college student characteristics.
12. Management principles, including planning, organizing, influencing, motivating and evaluating.
13. Diagnostic methods for medical conditions and diseases.
14. Record-keeping techniques.
15. Oral and written communication skills.
16. Operation of a computer and assigned software.
17. Policies and objectives of assigned program and activities.
18. Interpersonal skills using tact, patience and courtesy.
19. Principles and practices of supervision and training.
20. Basic budget preparation and control.
21. Knowledge of applicable computer operation, assigned software and data entry devices.

**ABILITY TO:**

1. Plan, organize, control and direct designated operations, activities, programs and services of the PVC Nursing and Allied Health Program.
2. Coordinate and direct communications, personnel, resources, curriculum, schedules and information to meet the instructional needs of assigned program and enhance the educational effectiveness of designated programs and services.
3. Assist with educational planning and program development in accordance with the missions, goals and objectives of the College and Program.
4. Plan and organize tasks relevant to program needs.
5. Train, supervise and evaluate the performance of assigned personnel.
6. Relate effectively with a wide diversity of students, faculty, personnel and community members.
7. Communicate effectively both orally and in writing with students, faculty, personnel and outside agencies and representatives and relate well to the College community and students.
8. Develop consensus-building skills.

**MINIMUM QUALIFICATIONS**

1. Master's degree in a related field from an accredited college or university.
2. A minimum of one year of formal training, internship, or leadership experience reasonably related to the administrator's assignment.
3. Minimum of three years experience as a registered nurse; one year shall be in teaching or clinical supervision, or a combination thereof, in a state accredited or approved registered nursing or vocational/practical nursing, or psychiatric technician school within the last five years; or a minimum of three years experience in nursing administration or nursing education within the last five years.

4. Have completed a course or courses approved by an accredited institution with instruction in administration, teaching and curriculum development.
5. Sensitivity to and understanding of the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disabilities and sexual orientation of students, faculty, administrators and personnel.

### **LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS**

1. Valid California Community College Supervisor Credential.
2. Valid and Active California license as a Registered Nurse.
3. Valid California Class C driver's license.

### **PREFERRED QUALIFICATIONS**

1. Ph.D. in Nursing Education from an accredited college or university.
2. Progressively responsible administrative experience in an accredited institution of higher education, preferably in a community college.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

1. The physical demands and work environment are typical of an administrative job in an office environment.
2. The incumbent must be able to perform the essential functions of the job, with or without a reasonable accommodation.

### **CLASSIFICATION/SALARY**

1. This is an Educational Administrator position.
2. Row 10 of the College's Administrator/Management/Confidential salary schedule with placement appropriate to experience.
3. The college offers an attractive package of fringe benefits including medical, prescription, dental, vision and life insurance.

## **PALO VERDE COMMUNITY COLLEGE DISTRICT**

*Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, the Palo Verde Community College District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex, age, religion, marital status, disability, gender identity, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.*