EMPLOYEE NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE HIRED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CAMPUS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SUPERVISOR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Position Title:**  | **Associate Director of Nursing** | **Job Category:** | Managerial |
| **Location:** | Branch Campus | **Department:** | Nursing |
| **Supervisor:** | Campus Manager | **Travel Required:** | As Needed  |
| **Job Code:** *Hourly/Exempt* | Salaried/Exempt | **Hours:** | Varies |

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| Position Description: |

The Associate Director of Nursing reports directly to the Campus Manager and supports the Director of Nursing in all duties pertaining to the Nursing Program. The position is administrative in nature. The position requires active participation in the management of all areas of the Nursing Program as dictated by the Board of Nursing in the state of employment.

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| Essential Functions: |

* + Working alongside with to the Director of Nursing, the Associate Director of Nursing will comply with all applicable Federal, State, Accreditation and all other regulatory bodies in policies and procedures.
	+ Deliver instruction in theory, skills lab, and clinical settings to promote student success as needed.
	+ Participate in planning, organizing, and developing curriculum for the Nursing Program.
	+ Assist instructors in preparing, reviewing, and revising the course syllabus, lesson plans, testing materials, course calendars, student evaluations, and learning objectives as needed.
	+ Supervise, evaluate, and mentor students in the classroom, lab, and clinical settings.
	+ Participate in management of the student retention, attendance, progress report, term transitions, and NCLEX pass rates.
	+ Appropriately document student progress in clinical sessions. Provide student service excellence through courteous, informed, accessible and professional engagement.
	+ Participate in departmental and team meetings.
	+ Provide staff development through new staff orientation, development of working practice guidelines and standard operating procedures.
	+ Ensure that instruction meets or exceeds the standards and guidelines established by accrediting bodies and legislation.
	+ Advise students as needed regarding academic, attendance, professional behavior issues, and assist graduates as needed in the application for licensure process.
	+ Assist with student admission interviews, orientation, and other department meetings as assigned by the Director of Nursing.
	+ Assist in planning and participate in the Advisory Committee meetings.
	+ Participate in the accreditation process by all regulatory bodies.
	+ Assist in the development of clinical site experiences, supervision and evaluation.
	+ Maintain student records in compliance with Summit College and BVNPT policies.
	+ Assure ongoing advisement of students regarding academic progress in the department from enrollment to graduation.
	+ Participate on committees providing input on policies regarding recruitment, admissions, retention, promotion, and graduation of students.
	+ Maintain professional competence by activities which may include nursing practice, community volunteer, continuing education, writing, or participation in professional associations.
	+ Participate in the development of departmental and institutional policies.
	+ Other duties as assigned by the Director of Nursing and/or Campus Manager.

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| Education and/or Work Experience Requirements: |

* Hold a baccalaureate degree from an approved school;
* Have a 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 approved registered nursing or vocational or practical nursing, or psychiatric technician school within the last five years; or have a minimum of three years’ experience in nursing administration or nursing education within the last five years; and
* Have completed a course or courses offered by an approved school with instruction (1) in teaching, (2) curriculum development, and (3) administration.

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| Licensure Requirements: |

Hold a current California active license as a Registered Nurse.

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| Physical / Working Requirements: |

Work primarily in a climate controlled environment with minimal of safety/health hazard potential. Sedentary, sitting, walking, occasional lifting (overhead, waist level) from floor, bending, frequent near vision use for reading and computer. The noise level in the work environment is usually quiet.

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| Special Requirements: |

May be subject to a background check and/or Life-Scan prior to employment.

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| Performance Evaluation Criteria: |

Performance Factors:

The following performance factors will be considered in evaluating the employee. Each area’s performance is based upon a scale of 1 through 5 with the following definitions:

 1 = Excellent (Outstanding effort-no adjustments needed)

 2 = Good (Very Minimal adjustments necessary)

 3 = Fair (Some adjustments necessary) \*

 4 = Poor (Major adjustments required) \*

 5 = Unacceptable (Serious Deficiencies noted – Probationary status) \*

(\*) = Supervisor required including written notes, comments and goals required to improve performance

**Areas of Performance:**

ATTENDENCE

Factors to be considered include employee’s history of attendance during the review period including early quits and tardiness

WORK PRODUCT

Factors to be considered include the quantity of work assigned and completed, accuracy and quality of work assignments, thoroughness, job knowledge, skill level, timeliness of completed assignments, etc.

WORK HABITS

Factors to be considered include ability to follow instructions, communication with supervisor, ability to work independently without close supervision.

RELATIONS WITH OTHERS

Factors to be considered include ability to establish and maintain effective working relationships with other staff members, students and management; ability to work as part of a team and/or cooperation with other departments to achieve goals.

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| Salary and Benefits: |

# Negotiable

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| Employee Acknowledgement: |

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? [ ]  Yes [ ]  No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Initial

I certify that I have read and understand the responsibilities and requirements of this assigned to this position.

Signature Date