



EMPLOYEE NAME _____ DATE HIRED _____

CAMPUS _____ SUPERVISOR _____

Position Title: *Director of Nursing*
Location: *Campus*
Supervisor: *Campus Manager*
Job Code: *ie: Hourly/Exempt Salary/Exempt*

Job Category: *Supervisory*
Department: *Nursing*
Travel Required: *Maybe Required*
Hours: *Varies*

Position Description:

The Director of Nursing shall plan, supervise and evaluate all aspects of the Nursing Programs assigned to the department, including Licensed Vocational Nursing, IV Phlebotomy, CPR, and CNA Programs. The Director of Nursing is responsible for assuring that all Instructors who teach in these programs meet all qualification requirements.

Essential Functions:

- Work with the faculty to develop and implement a philosophy within the framework of the controlling institution
- Assume leadership for the development, implementation, evaluation, training and revision of the curriculum
- Assist in the development of department policies and procedures.
- Recruits, interviews, and reviews faculty qualifications. Hires, assigns, evaluates and terminates faculty, reporting changes to appropriate board.
- Reports to the Board within 10 days of the termination of a faculty member
- Plans for involvement of faculty in staff development programs
- Holds regular faculty meetings with a planned agenda. Minutes are kept which reflect recommendations made and actions taken. Reports of information received by faculty at workshops, conferences, seminars, etc., are also included in the minutes
- Is involved in the selection, counsel, evaluation and dismissal of students
- Coordinates activities between school and clinical facilities or other agencies
- Furnishes administration of clinical facilities school policies governing students and instructors
- Requests policies of facility administration regarding their expectations of students and instructors
- Coordinates with Clinical Coordinator, Business Administrator and staff on a regular basis for staff and student information
- Holds membership in school committees and professional organizations
- Shall be knowledgeable and current regarding the programs and the policies and procedures by which it is administered.
- All other duties assigned.

Education and/or Work Experience Requirements:

A minimum of three years' experience in nursing administration or nursing education within the last five years.
 A minimum of 2 years' experience teaching in pre or post licensure registered nursing program 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 or practical nursing, or psychiatric technician school within the last five years; 2 year's continuous, full time or its equivalent experience direct patient care as a registered nurse or equivalent experience or equivalent experience and/or education, as determined by the board.

Hold a baccalaureate degree from an accredited college or university which includes course work in nursing, education and administration.

Have completed a course or courses offered by an accredited school with instruction in administration, teaching, curriculum, and counseling.

Licensure Requirements:

Hold a current California active license as a Registered Nurse, and shall be approved by the State Board of Nursing. Within six (6) months of employment a certificate of completion of the Continuing Education Course in planning, implementing and evaluation in education programs in nursing must be completed.

Future Training Requirements:

CEU maintenance as required by the BVNPT, BPPE and CDPH

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 use; frequent stressful conditions (cardiovascular). The noise level in the work environment is usually quiet.

Special Requirements:

May be subject to a background check and/or LiveScan prior to employment. May be required to take a physical exam as required by Clinical sites.

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.

Salary and Benefits:

Negotiated

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