

**DIRECTOR, NURSING**

**DEPARTMENT:** Biological, Health & Environmental Sciences

**COLLEGE:** De Anza College

**SALARY GRADE:** [A2/A3 - I](#)

**POSITION PURPOSE:**

Under the direction of the Division Dean, Biological and Health Sciences, the Director of Nursing serves as the manager and program planner for a variety of instructional and learning support services related to the College's Nursing Department.

**NATURE and SCOPE:**

The Director of Nursing is responsible for local leadership and management of departmental programs and fostering an equity-minded, collaborative environment to facilitate program and student success. Responsibilities include budget development and management, oversight of curriculum requirements and directing the program per Board of Registered Nursing requirements. The Director, in consultation with the Dean, is responsible for advancing the College's mission, implementing College policies, and assuring compliance with all applicable accreditation requirements, education codes, and state/Federal laws.

**KEY DUTIES and RESPONSIBILITIES:**

The following duties and responsibilities are typical but not limited to the following:

1. Collaborate to build, support, and advance equity-minded, student-centered programs, services, and activities that coalesce with department goals and objectives.
2. Work with staff, faculty and administration to plan, carry out, and evaluate short and long term goals, policies and objectives for the nursing program, including safety, projects, staffing and facilities utilization.
3. Develop and foster partnerships with hospitals and other healthcare facilities, state and local healthcare agencies and organizations, community organizations, government agencies, educational institutions, corporations and local businesses.
4. Consult with clinical settings/partners to expand opportunities for students within and associated with the nursing program. Collaborate with faculty to regularly convene nursing program and advisory committee meetings.
5. Plan, direct, and coordinate safety procedures and regulations related to off-site student learning. Collaborate with hospital and other healthcare staff regarding student nursing rotations, credit course work, on-site experience and other activities, student supervision and activity coordination.
6. Collaborate with faculty and staff to develop class schedules, maintain staffing through hiring and evaluations of PT faculty and evaluate student learning in accordance with course articulation and college policies and standards, state and local healthcare training standards and regulations, enrollment services, licensing and certification standards, student needs, and program requirements.
7. Provide leadership and maintain accreditation and compliance activities for the nursing program. Specifically, maintain close contact with the Board of Registered Nursing (BRN) to ensure on-going compliance and anticipate changes to accreditation and reporting standards. Provide leadership for the department with institutional accreditation activities with the Accrediting Commission of Community and Junior Colleges (ACCJC).
8. Oversight of curriculum process for all new or revised courses/classes following the Division/College procedures on submission. Submission and approval of curriculum to the BRN.
9. Mentor faculty and staff, evaluate faculty in clinical settings. Engage in professional development to stay current in nursing and associated fields. Direct the work of support staff and faculty, in compliance with collective bargaining agreements, District policies, and established procedures. Project and plan for short- and long-range staffing needs, in conjunction with the Dean, faculty and staff.
10. Provide leadership in the development and implementation of department communication channels. Actively engage in campus governance discussions as needed.
11. Plan and recommend resource allocations that support instructional and student support including staffing, technology, facilities, and fiscal accountability.
12. Compile data for, prepare, and present financial, statistical, demographic, and other regular and special reports as needed by the BRN, division and campus.
13. Research, develop, and recommend advancements in the use of instructional technology across Nursing curriculum, programs, and services, and in the administration and implementation of student learning outcomes, reporting and activities.
14. Develop program documentation, student files, correspondence, demographic and statistical information, state and other required reports, informational materials, department equipment and materials inventory, and other data.
15. Perform other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge:**

1. Knowledge of Board of Registered Nursing Program requirements.
2. Knowledge of California Education Code and Title 5 requirements related to the operation of community college student health services and programs.
3. Knowledge of nursing regulations, accreditation standards, and state/Federal codes, statutes, and regulations that govern California community college instructional and student learning programs relating to nursing.
4. Knowledge of California Occupational Safety and Health Association Guidelines.

### **Skills and Abilities:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Knowledge of record keeping procedures.
3. Knowledge of appropriate software and databases.
4. Ability to interpret, apply and explain rules, regulations, policies and procedures.
5. Ability to develop and implement policies and procedures.
6. Ability to design, develop, and implement health services programs and activities.
7. Ability to work confidentially with discretion.
8. Ability to communicate effectively, both orally and in writing.
9. Ability to prepare and deliver oral presentations.
10. Ability to train and provide work direction to others.
11. Ability to establish and maintain effective working relationships with a diverse population of faculty, staff and students.

### **Education and Experience:**

1. Master's Degree in Nursing from a regionally accredited college or university, which includes course work in nursing practice, education, or administration.

### **Preferred Qualifications:**

1. Minimum of one (1) year of experience as a nurse administrator performing the manager role responsibilities consistent with a qualified administrator role in a clinical or educational setting.
2. Minimum of two (2) years of experience teaching nursing in pre-or post-licensure nursing program.
3. Minimum of one (1) year of continuous, full time experience providing direct patient care as a registered nurse in a health care setting.

### **License and Certifications:**

1. Must have a current, valid license to practice as a Registered Nurse in California and meet the California Board of Registered Nursing approval standards for program director.

## **WORKING CONDITIONS:**

### **Environment:**

1. Typical office environment; subject to some travel to conduct work and physical activities.

### **Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

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Creditable Service: PERS/STRS