

**ASSOCIATE DEAN, NURSING PROGRAM – MJC****DEFINITION**

Under general administrative direction from the Division Dean coordinates and directs all activities in developing, implementing, and managing a nursing program, including its fiscal planning; meet requirements to maintain Board of Registered Nursing program approval status and national accreditation and other related functions as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general administrative direction from the Dean of Instruction, School of Health Professions.

Provides direct supervision to program faculty, assigned classified professionals on the MJC campus and the Columbia College campus.

**ESSENTIAL DUTIES:**

- Maintains current knowledge of laws relating to nursing education, licensure and practice, and interprets such to the administration, faculty and staff.
- Implements and ensures compliance with California Board of Registered Nursing (BRN) rules and regulations within the program.
- Assists in maintaining a comprehensive system of records used in preparing reports for the BRN and in Program Review.
- Coordinates preparation for, and participates in, BRN approval visits.
- Oversees consistent implementation of program philosophy, objectives, policies, and curriculum.
- In cooperation with the nursing faculty, plans, organizes, and directs the development of the Nursing Program.
- Chairs nursing faculty meetings.
- Provides leadership in the development of the nursing philosophy, objectives, and curriculum.
- Coordinates with community agencies to secure clinical assignments.
- Oversees the overall program evaluation process.
- Maintains administrative oversight of the Nursing Program budgets, including general funds and categorical funds resulting from fund-raising, grant proposals, scholarships and emergency student loans.
- Assists in the development and implementation of procedures and policies for selecting students.
- Oversees evaluation of student progress.
- Leads actions related to student discipline, academic probation, withdrawal, re-entry, success and graduation/licensing examination.
- Advises pre-nursing students and confers with nursing students on request.
- Maintains ongoing communication with support staff, counselors, and community.
- Represents the college and Nursing Program through appropriate committee memberships.
- Participates in effective screening procedures to recommend hiring nursing faculty in accordance with District and College policies and procedures
- Assist in the recruitment and evaluation of nursing program faculty in accordance

contracts between the district and employee group.

- Assist in the planning, organizing and implementation of strategies and schedules that meet enrollment goals for the division and college.
- Provides oversight in support of course scheduling, program review, course learning outcomes, course outlines, degree program design,
- Serves as project director for program local, state and federal grants
- Serves as a liaison with healthcare agencies, clinical sites, and federal, state and local regulatory agencies to maintain currency and effectiveness of curriculum.
- Develops strategies to promote and market the Nursing Program; its courses, services and facility.
- Represents Nursing Program concerns and needs to the Dean; serves on governance councils and committees within and outside the district, analyzes community needs for nursing education and training; works with advisory groups to formulate, plan and evaluate goals to provide quality education to meet the needs of the community.
- Designs, develops and reviews the curriculum to ensure that it complies with the standards, practices and content specified by the Board of Registered Nursing.
- Develops and expands available resources for the Nursing Program through acquired donations, partnerships and grant funding.
- Participates in campus committee work; attends faculty, division, and program meetings.
- Performs other duties as assigned by college administration or required by the Board of Registered Nursing.
- Prepares annual reports for the BRN
- Represents the college at regional and statewide directors' meetings.
- Attends local and state conference meetings; maintains currency of state and conference decisions impacting the Nursing program and effectively communicates updates to the Dean, classified and certificated staff.
- Plans, develops, coordinates and implements fund-raising activities to support student scholarships and general fund resources
- Assesses community needs and develops partnerships and collaborative relationships with industry partners.

### **MINIMUM QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Education/Experience, Knowledge and Ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.*

#### **Education and Experience:**

- **Education:** Master's degree in nursing OR bachelor's degree in nursing AND master's degree in health education or health science OR the equivalent OR the minimum qualifications as set by the Board of Registered Nursing, whichever is higher. Per BRN CCR1425: A master's or higher degree from an accredited college or university which includes course work in nursing, education or administration;

- **Experience** (Per BRN CCR 1425):
  - One (1) years' experience as an administrator with validated performance of administrative responsibilities consistent with section 1420(h);
    - 1. Administrative position is defined as a director or assistant director whose responsibility and accountability includes coordinating, directing, fiscal planning, and all activities involved in developing, implementing and managing the nursing program.
    - 2. Administrative responsibility: (a) in a registered nursing education program, which includes diploma, associate, baccalaureate and post licensure RN programs; or (b) the registered nurse administrator of a hospital professional nursing education services program.
    - 3. An academic year of two (2) semesters or three (3) quarters will be regarded as equivalent to one year's administrative experience
  - Two (2) years' experience teaching in pre- or post-licensure registered nursing programs; and
    - 1. An academic year is defined as two (2) semesters or three (3) quarters.
    - 2. Two (2) years teaching experience as instructor.
    - 3. Full-time teaching experience preferred.
    - 4. Pre- or post-licensure registered nursing program such as associate, baccalaureate, master's, or doctoral degree nursing programs.
  - One (1) year's continuous, full-time or its equivalent experience direct patient care as a registered nurse; or
    - 1. One (1) year's continuous full-time experience, or equivalent, as a registered nurse providing direct patient care.
  - Equivalent experience and/or education, as determined by the board.

**Knowledge of:**

- Current legislative and state regulatory changes
- Current nursing practices, techniques and procedures, including the operation and maintenance requirements of various apparatus and equipment to be used in training. Principles and techniques used in the administration of budget and planning.

**Ability to:**

- Plan, organize, direct, administer, review and evaluate, assigned programs and services; and supervise the work of assigned staff.
- Relate effectively with students, staff and public agencies in the coordination of Nursing Program activities.
- Demonstrate effective written and verbal communication.
- Professionally represent and advocate for the Nursing Program locally, regionally and at the state level.
- Exhibit strong, motivational leadership to facilitate collaborative teamwork to meet objectives.
- Communicate and coordinate effectively with diverse constituencies within the district and also with public agencies.
- Willingness to seek out, learn and implement new technologies to facilitate learning, teaching, and program administration.

- Establish and maintain cooperative working relationships.
- Prepare accurate budgets and financial reports.

**Licenses and Certificates:**

- Active license to practice as a Registered Nurse in the state of California (includes continuing education hours as required by the Board of Registered Nursing)
- Basic Life Support (BLS)
- Rapid Regulatory Compliances: Clinical I and II
- Possession of a valid California Motor Vehicle Operator's License
- Current CPR Card

**Physical and Mental Standards:**

- **Mobility**: ability to sit and/or stand for long periods of time; move about an office; move about the training facility and training obstacles; reach above and below desk level.
- **Dexterity**: fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting**: occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- **Visual Requirements**: close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking**: ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors**: ability to make decisions and concentrate; frequent contact with others including public contact; frequent deadline and time-limited assignments
- **Health Clearance**: as required industry partners

*\*Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.*

**TYPICAL WORKING CONDITIONS**

- Work is generally performed in a standard office environment. Local, regional and state travel is expected for conducting partnership-oriented and resource-development work.
- Evening and weekend work may be required.

*Adopted:*

*Amended: 7/1/24*