

## DEAN, NURSING AND ALLIED HEALTH

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### DEFINITION:

Under the direction of the Vice President of Academic Affairs, the Dean of Nursing and Allied Health plans, organizes, administers, and directs the programs, personnel, operations, and activities within the Nursing and Allied Health division. Implements and coordinates instructional planning objectives, manages and evaluates assigned programs, oversees student learning outcomes, assigns and supports faculty, coordinates and directs communications, manages resources, and supervises personnel to address the programs' needs effectively. The Dean of Nursing and Allied Health supports Districtwide initiatives to advance education through an equity mindset and the integration of inclusive, culturally competent practices to enhance awareness of student needs and identify best practices for accommodating diverse learning styles, responsible for compliance with accrediting agencies, including the Board of Registered Nursing (BRN), Board of Vocational Nurses and Psychiatric Technicians (BVNPT), and the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

### DISTINGUISHING CHARACTERISTICS:

The Dean is an educational administrator position responsible for managing the planning, operation and evaluation of the Nursing and Allied Health department. This classification is distinguished from other management positions in that it has significant authority over and oversight of academic fields in nursing and allied health with responsibility for accomplishing planning and operational goals and objectives of the nursing and allied health division.

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Serves as the liaison to Nursing and Allied Health accrediting bodies and regulatory agencies; prepares and maintains required accreditation reports and approval forms for the Board of Registered Nursing (BRN) for the Associate Degree of Nursing program, Board of Vocational Nursing and Psychiatric Technicians (BVNPT) for the Vocational Nursing program, California Department of Public Health for the Certified Nursing Assistant program, and additional appropriate agencies.
- Maintains current knowledge of Nursing and Allied Health State and federal licensure and certification examinations and processes; participates in professional growth activities and remains current in the Nursing disciplines.
- Oversees the initiation and maintenance of national programs' accreditation.
- Provides administrative support and direction to faculty chairs, program directors, site administrators, classified staff, contact staff, and other personnel.
- Initiates and maintains contractual agreements and clinical schedules with community service agencies used as clinical site students.
- Participates in the recruitment and selection of Nursing faculty, including determining and verifying required qualifications and submitting qualifications for State board approval.
- Assists in developing student recruitment materials, participating in student recruitment activities, and conducting activities that support student retention; participates in student orientation.

- Collaborates with faculty in curriculum development, evaluation, and revision, emphasizing program relevance and student equity.
- Develop and revise programs' policies and procedures with the Division's faculty.
- Recommends teaching assignments for Nursing and Allied Health and schedules of classes to the Vice President of Academic Affairs and Student Services.
- Remains informed on emerging educational technologies and innovations, advocating for relevant programs and adaptations to meet student and community needs.
- Prepares and presents the budget for the Nursing and Allied Health programs for the academic year; reviews and evaluates related financial data and reports; monitors the budget to ensure expenditures do not exceed established limitations; assists in preparing grants or other special funding requests.
- Updates annual Nursing and Allied Health program applications; oversees ongoing Nursing and Allied Health program reviews.
- Meets regularly with the Nursing and Allied Health faculty & staff to plan, develop, revise, and evaluate student progress, curriculum, and program outcomes; supports faculty in the assessment and selection of textbooks, learning resources, and equipment for the Nursing and Allied Health program.
- Monitors and directs the maintenance of the clinical/simulation skills labs; ensures the appropriate use, cleanliness, maintenance, and repair of lab equipment; oversees requisition and inventory of required lab supplies; ensures proper maintenance and updates to audiovisual materials.
- Delegates and follow-ups on required student remediation; confers with Nursing and Allied Health students and faculty to ensure remediation requirements are met, or other measures are initiated to ensure the students meet the programs' requirements.
- Promotes collaboration with other nursing schools and the healthcare community in developing Nursing and Allied Health partnerships. Promotes, publicizes, and represents the Nursing and Allied Health program.
- Develops meeting agendas, conducts staff meetings, and maintains meeting minutes for audit purposes.
- Communicates changing expectations, trends, and needs of Nursing Allied Health educational preparation effectively to division and college administrators.
- Communicates with personnel, administrators, outside agencies, and the community to exchange information, coordinate activities, and resolve issues or concerns.
- Responsible for assigned reports and regular evaluation of all areas under direct supervision
- Attends regularly scheduled management meetings.
- Creates a welcoming and inclusive work and educational environment; implements, supports, initiates, and participates in activities to increase diversity and equity; promotes a culture of inclusiveness, respect, and belonging; advocates diversity, equity, inclusion, accessibility, and culture.
- Works with the faculty to ensure the completion of the Nursing and Allied Health program reviews.
- Works with the department chairs and the faculty to ensure the assessment of the Student Learning Outcomes (SLOs).
- Performs other duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

##### Knowledge of:

- Principles and practices of public health administration.

- Laws pertaining to the practice of Nursing and Allied Health services in accordance with State, local, and federal guidelines.
- Working knowledge of all applicable laws, regulations, guidelines, and contracts, such as Title V, Americans with Disabilities Act, Title IX, OSHA, and Hazmat regulations.
- Curriculum standards, requirements, interpretation, and application in assigned programs and services.
- College, State, and federal standards and requirements governing College District instructional programs.
- Instructional techniques and strategies related to assigned instructional programs and services.
- Title V regulations and applicable sections of the California Education Code.
- Rules and regulations set forth by the Board of Registered Nursing governing undergraduate professional nursing educational programs.
- Principles of leadership, community college curriculum, and instructional programs development.
- Community college goals, laws, and regulations related to California Nursing and Allied Health program.
- Learning theory and community college student characteristics.
- Management principles, including planning, organizing, influencing, motivating and evaluating.
- Diagnostic methods for medical conditions and diseases.
- Record-keeping techniques.
- Oral and written communication skills.
- Policies and objectives of assigned programs and activities.
- Interpersonal skills using tact, patience, and courtesy.
- Principles and practices of supervision and training.
- Basic budget preparation and control.
- Knowledge of applicable computer operation, software and data entry devices.

Skills and Abilities to:

- Plan, organize, control and direct designated operations, activities, programs and services of Gavilan College's Nursing and Allied Health programs.
- Coordinate and direct communications, personnel, resources, curriculum, schedules, and information to meet the instructional needs of assigned programs and enhance the educational effectiveness of designated programs and services.
- Assist with educational planning and program development by the College and Programs' missions, goals, and objectives.
- Plan and organize tasks relevant to programs' needs.
- Train, supervise, and evaluate the performance of assigned personnel.
- Relate effectively with diverse students, faculty, personnel, and community members.
- Communicate effectively orally and in writing with students, faculty, personnel, outside agencies, and representatives and relate well to the College community and students.
- Develop consensus-building skills.

Licenses, and Other Requirements:

- Must hold a current unencumbered California license as a Registered Nurse.
- Must possess a valid California driver's license and have a satisfactory driving record.

**ILLUSTRATIVE EDUCATION AND EXPERIENCE:** A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

- Master's degree in nursing education from an accredited college or university, including nursing, education, or administration courses.
- Minimum of three years of 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 vocational/practical nursing, or psychiatric technician school within the last five years; or a minimum of three years of experience in nursing administration or nursing education over the previous five years.
- Have completed a course or courses approved by an accredited institution with instruction in administration, teaching, and curriculum development. Willingness to complete any missing course(s). The Board of Vocational Nursing requires all three courses to approve a Nursing Director.
- One year of experience as an administrator with validated performance of administrative responsibilities.
- One (1) year of continuous full-time experience, or equivalent, as a registered nurse providing direct patient care.
- Must meet the California Nursing Practice Act minimum qualifications for the director of a nursing program and be approved by at least one of three Boards: the California Board of Nursing (BRN), the Board of Vocational Nursing (BVN), and the California Department of Public Health (CDPH) within 30 days to 45 days of appointment:
- Demonstrated sensitivity to and understanding of the diverse academic, ethnic, racial, age, national origin, religious, gender, gender identity, sexual orientation, disability, and socio-economic backgrounds of students, faculty, administrators, and personnel.

**PHYSICAL CHARACTERISTICS:** The physical abilities involved in the performance of essential duties are:

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.*

While performing the duties of this class, employees may sit or stand for extended periods and are regularly required to talk or hear, in person and by telephone; use hands to finger, handle, feel or operate computers and other standard office equipment; and reach with hands and arms. Duties require close vision and the ability to adjust focus. Use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex and ambiguous problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work under changing, intensive deadlines on multiple concurrent tasks; and interact with all levels of the District, students, public officials, members of the media, vendors, the public and others encountered in the course of work. Work is typically conducted in an office environment. May require work in the evenings and/or on weekends and travel as part of the assignment.