

*ASSIGNMENT OPPORTUNITY ANNOUNCEMENT*

**Assistant Nursing Program Director (s)  
Position 2**

**40% Assignment**

**Closing Date: February 5, 2024**

**Objectives of Assignment:**

This position will:

- Support internal and external functions of the Department of Nursing.
- Provide added resource support to be compliant with the California Board of Registered Nursing (BRN) accreditation standards outlined in Article 3, Title 16, Chapter 14, California Code of Regulations and Article 4, Chapter 6, Business and Professions Code Sections 1424 (d), (e), (f), (j) based on growth in program size and complexity.
- Be filled by a nursing faculty member who meets the BRN requirements for “Assistant Program Director”, who is interested and willing to support administrative activities required to manage a program that has doubled in size, and who will work in collaboration with a second Assistant Nursing Program Director and the Associate Dean / Nursing Program Director.
- Provide for the coverage required in SECTION 1424(f) “The program shall have a registered nurse faculty member who is knowledgeable and current regarding the program and the policies and procedures by which it is administered and who can perform the director’s duties in that person’s absence”.

**Description of Assignment:**

These individuals will work in cooperation with the Nursing Program Director to ensure that internal campus activities, and the many external duties, activities, and responsibilities are successfully accomplished to maintain successful outcomes, compliance, and relationships with our accrediting bodies and many community affiliates. The individuals will work collaboratively and closely with the program director to ensure continued compliance with the 4 overriding BRN benchmarks of persistent student satisfaction, attrition of 25 % or less, persistent licensure pass rates greater than 70%, and persistent employer satisfaction. The individuals will also work with the program director in implementation of new legislative requirements in SB 1309 which went into effect January 1, 2007.

**Tasks and/or Activities Required:**

- Support external activities with clinical affiliates (hospitals and agencies):

- Oversee arrangements for clinical requirements with the more than 20 hospitals and health care affiliates. This involves roughly 38 off campus class “sections” each semester and 6 to 8 “sections” each intersession. This scheduling requires coordination with hospitals and other programs and has become significantly impacted and time consuming. Specifics of student needs, nursing specialty areas, times, and days must all be matched to not conflict with traditional classroom offerings on campus. This external component is the equivalent of an external semester scheduling layered upon the internal scheduling that occurs on campus.
- Maintain communications with clinical affiliates regarding news or updates regarding clinical requirements of nursing students (section 1427 (c) (5) )
- Review clinical affiliates contracts annually for currency (section 1427 (c)).
- Work with the GCC contracts office for the renewal of contracts
- Participate in advisory and planning meetings with external agencies.
- Support the required Evaluation Plan (section 1424 (b) (1)). and activities :
  - Coordinate and report results of graduate, new graduates, and employer surveys in compliance with the Evaluation Plan
  - Coordinate and report results of faculty and student resource surveys in compliance with the Evaluation Plan
  - Complete annual review of student files using existing survey tools. Provide summary report of findings and recommendations to the faculty for quality improvement. Revise survey tools as needed.
- Assist with management of program resources (section 1424 (d)):
  - Coordinate department textbook reviews and selections.
  - Oversee the textbook ordering for the nursing program in conjunction with the bookstore and the library.
  - Oversee approval of textbooks and library holdings.
  - Collaborate with the library regarding holdings and needs.
  - Annually survey the library holdings for currency, usefulness, and needs.
  - Oversee implementation of clinical simulations and scenarios into the nursing curriculum.
- Assist with the preparation of the California Board of Registered Nursing Annual Report each October.
- Assist with other duties as they arise

**Preferred Qualifications** (The following are required by Section 1425 (b) (2), 1425 (b), 1425 (b) (3), 1425 (b) (4)):

- Registered Nurse Faculty Member
- Minimum 1 year administrative experience
- 2 years teaching experience
- Master’s Degree or higher from an accredited college or university which includes course work in nursing, education, or administration.

**Stipend and/or Released Time:** 40 %

**Term of Assignment:** Two years subject to an annual review by the RT/EP Committee and the availability of funding.

**Application Procedure:**

1. Interested faculty members should submit an application (attached) and letter of interest which clearly describes how the candidate is qualified to fulfill the duties of the position as listed on this announcement. The letter of interest must be received in the Human Resources Office by 4:30 p.m. on the closing date for consideration for this position.
2. A selection committee composed of the Vice President of Instruction, Senate President and Guild President will interview the candidates for the position and make a final recommendation to the Vice President, Instructional Services.

*All activities related to this position in no way supplant contractual responsibilities such as office hours, committee assignments and curriculum revision and development.*

*2008*

Released Time/Extra Pay Assignment  
Application



APPLICATION FORM

**Assistant Nursing Program Director  
Position 2  
40% Assignment  
CLOSING DATE: February 5, 2024**

Attach Additional Sheets, If Necessary

<b>Name:</b>	
<b>Current Position at GCC:</b>	<b>GCC Telephone Extension:</b>
<b>Relevant Experience and Education:</b>	
<b>Other:</b>	
<b>References:</b>	

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

*All activities related to this position in no way supplant contractual responsibilities such as office hours, committee assignments and curriculum revision and development.  
This position is subject to availability of continued funding.*