



Program Administrator of Nursing - PN & ADN Programs Job Description (11- month position)

Job Title:	Program Administrator of Nursing – PN & ADN Programs
Job Class:	Instructional
Department:	Health & Sciences
Reports To:	Director of Nursing
FLSA Status:	Exempt
Compease:	Grade 14
Approved by:	Vice President of Academic Affairs
Approved Date	March 4, 2024

I. Position Purpose

The Program Administrator of Nursing – PN & ADN programs (PA-PN/ADN), facilitates the general operations and is responsible for the continued successful accreditation/approval of the PN and ADN programs through leadership and management. The PA-PN/ADN is responsible for curriculum, instruction, and provides engaged instruction, course, and student outcomes assessment; advises and support students. The PA-PN/ADN will engage in the professional work to advance the College's mission by participating in institutional advancement, professional development, and community service in the pursuit of excellence. The PA-PN/ADN assumes the responsibilities of the Program Administrator for the RN-BSN Program should they be temporarily away.

II. Duties and Responsibilities

ORGANIZATION AND ADMINISTRATION: The PA-PN/ADN shall have the authority accountability, and responsibility of all aspects of the PN and ADN programs, including but not limited to: supervising and evaluating faculty; development and maintenance of program budgets supportive of optimal student outcomes; maintaining communication with the controlling agency, nursing faculty, students, clinical agencies; regular meetings of the faculty to facilitate communication and faculty participation in planning, implementing, and evaluating the curriculum; implementing an orientation process for new faculty; recommending faculty for appointment, promotion, retention, and termination; leading and assisting nursing program faculty with problem solving to support optimal student outcomes; facilitating faculty development, including enhancing educational competencies; leading towards the development of standards of practice throughout the nursing program to achieve consistency, establish trust, and develop greater customer satisfaction and outcomes; establishing the faculty or teaching assistant ratio for direct care experiences of no greater ratio than ten students to one faculty or teaching assistant, or smaller in clinical settings; ensuring a written policy related to the evaluation of faculty, teaching assistants and preceptors is implemented; ensuring the evaluation process for faculty, teaching assistants, clinical faculty, and preceptors are completed per policy; certifying to the board, in a format prescribed by the board, for each student who is an applicant for licensure in Ohio that each applicant successfully completed the requirements of the program and the date the applicant completed program requirements; submitting to the board a corrective action plan any time the program faculty director submits one or more erroneous certifications of program completion; verifying that each nurse teaching a course in the program holds a current, valid license; and maintaining resources, including but not limited to classroom and skills laboratory equipment and supplies necessary for students to successfully complete the program.



DEVELOP CURRICULUM AND CONDUCT ASSESSMENT: The PA-PN/AND will network with community and industry partners to build a strong advisory board; gather feedback from stakeholders to design curricula and develop program outcomes. The PA-PN/ADN will be responsible for annual program assessment and comprehensive program reviews; gather and analyze data including student outcome, enrollment, retention, and completion data to support continuous improvement. The PA-PN/ADN will collaborate with business, industry, and professional organizations in order to understand changes in the field and explore future trends.

LEAD ACCREDITATION & APPROVAL: The PA-PN/ADN will understand and follow Ohio Board of Nursing regulations and standards and complete accreditation/certification requirements including reports, self-studies, and campus visits by accrediting/approval agencies. The PA-PN/ADN will build partnerships to coordinate and maintain placement sites for clinical or experiential learning for students as required by accreditation/approval. The PA-PN/ADN will recruit and mentor adjunct faculty; assist in staffing and evaluating part-time and full-time faculty; assist in budget management for the programs; assist in the development of grants in support of the programs; and serve as the initial point of contact for student concerns or issues.

PROVIDE INSTRUCTION: The PA-PN/ADN will provide instruction per policy #4.348 of the WSCO Policy and Procedure Manual. The PA-PN/ADN will assess, revise, and develop courses to maintain a current, relevant curriculum; develop lesson plans; organize and manage instructional activities; use appropriate learner-centered instructional methods; utilize new technology and the WSCO learning management system in all classes. The PA-PN/ADN will be responsible for the evaluation of student learning and provide evaluation methods appropriate to outcomes; evaluate student learning fairly; maintain accurate records of evaluation and course work, including attendance; submit grades; seek feedback on course delivery and student learning; order textbooks; and maintain lab and equipment.

ENGAGE IN ADVISING & STUDENT SUPPORT: The PA-PN/ADN will engage students in the advising process; meet with advisees face-to-face as often as needed; use institutional tools to create student plans and maintain documentation for each advisee; maintain required office hours compatible with student schedules; direct students to appropriate college resources; and evaluate graduation progress and completion.

PARTICIPATE IN INSTITUTIONAL ENGAGEMENT & ADVANCEMENT: The PA-PN/ADN will work to advance the College's mission and vision; abide by the College's values, following policies and procedures; promote a positive working relationship across divisions; participate in committees and institutional activities; participate in program recruitment; support workforce development; and perform other job-related duties as assigned. PA-PN/ADN represents the college at statewide meetings to advance nursing education.

ENGAGE IN PROFESSIONAL DEVELOPMENT: The PA-PN/ADN will formulate and implement goals for growth; identify personal professional development needs and participate in professional development for continuous improvement; maintain or attain appropriate certification, licensure, or credentials; and serve on community, state, and professional committees and boards.

DEMONSTRATE PROFESSIONAL AND QUALITY CUSTOMER SERVICE: The PA-PN/ADN will demonstrate professionalism and provide quality customer service in accordance with the College's values; maintain positive working relationships, and make decisions and solve problems. Maintain confidentiality, positive communication, accurate records, and an organized, safe working environment. Exhibit flexibility, willingness to learn, ability to change, and maintain current technology skills.



III. **Qualifications – Education, Experience, Skills**

- Completion of an approved registered nursing education program.
- Minimum of a Master's Degree in Nursing from a regionally or nationally accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation.
- Experience of at least five years in the practice of nursing as a registered nurse, two of which have been as a faculty member in a registered nursing education program.
- Current, valid, license as a registered nurse in Ohio and West Virginia.
- Evidence of professional development in the field of Nursing.

Reasonable accommodations may be requested and reviewed according to the Americans with Disabilities Act. (ADA)