

**Dean, Nursing/Allied Health
Bakersfield College
Kern Community College District
JOB DESCRIPTION**

Definition

The Dean, Nursing/Allied Health, shall be responsible to the Vice-President, Academic Affairs, for effective, creative leadership to instructional and related areas.

Examples of Duties

1. Serve as the supervising dean for the following instructional programs and service areas: Registered Nursing, LVN to RN, Vocational Nursing, Emergency Medical Technology (EMT-1 and EMT-Paramedic), Nurse Assistant, Home Health Aide, Medical Sciences, Radiologic Technology and Sonography, Distance Education Registered Nursing programs, the American Heart Association Training Center and the Bakersfield Nursing Resource Center (Online Clinical Placement Tool).
2. Plan, develop, and implement innovative programs in order to provide a rich and support student-learning environment.
3. Work with faculty to conduct institutional research and evaluate student outcomes.
4. Assist in the grant and resource development, management, and reporting processes.
5. Coordinate and provide information and support for instructionally related grants.
6. Administer processes for faculty and staff evaluations.
7. Facilitate strategic planning processes in areas of responsibility and college-wide, and supervise the preparation of the college educational master plan for areas of responsibility.
8. Provide administrative support and direction to faculty chairs, program directors, site administrators, classified staff, contract staff, and others.
9. Recommend and implement program policies and procedures in compliance with college/district policies and procedures, state/national accrediting/approving agencies and local healthcare facilities rules and regulations; interpret program requirements, department policies and objectives to other college departments.

Examples of Duties (continued)

10. Recommend faculty and staff selection in accordance with College policies and procedures.
11. Provide personnel support and supervision.
12. Administer and implement District policies and procedures; assist in implementing contract provisions negotiated by the Governing Board and recognized bargaining units representing employees.
13. Work with faculty chairs and program directors in assignment of staff, preparation of college catalogue, class schedules and appropriate budgets and assure compliance with all outside regulating agencies rules and regulations.
14. Develop and manage budget allocations and expenditures.
15. Administer program planning and enrollment management processes in order to effectively and efficiently meet student and community needs.
16. Work with faculty chairs and program directors in preparing program evaluations and implementing evaluation recommendations.
17. Serve on, chair, co-chair advisory boards and/or committees as appropriate.
18. Assess community needs and develop partnerships and other collaborative relationships with business/industry, government agencies, high schools, colleges, universities and other entities.
19. Represent the college at public functions and/or in the community. Assist in the promotion and marketing of the College image and articulation of the programs in the College service area. Maintain close liaison and harmonious relationships with area hospitals, related health care facilities, and educational and public agencies to foster strong working relationships.
20. Serve as the Director of Nursing (Registered Nursing and Vocational Nursing Programs) as defined by the Board of Registered Nursing and Bureau of Vocational Nursing and Psychiatric Technicians.
21. Coordinate the administration and operation of the Bakersfield Nursing Resource Center, an online clinical (facilities) placement tool used by all schools of nursing in the college service area, in order to maximize the learning opportunities for students; liaison with clinical agencies in the planning and coordinating of clinical facilities; oversee the development and maintenance of clinical contracts with healthcare facilities used for student clinical placements.
22. Provide required reports for program and college accreditation. This includes accreditation reports for the Registered Nursing, Vocational Nursing, CNA/HHA,

Examples of Duties (continued)

Radiologic Technology and Paramedic Programs; and annual reports to the BRN, BVNPT, CoAEMSP, JRCERT and American Heart Association accrediting and/or licensing agencies. Assure currency of continuing education license.

23. Monitor the use and needs of specialized labs, facilities and equipment for the Nursing skills lab; supervise the ordering, inventorying, maintenance and storage of supplies and equipment.
24. Provide technical program information and assistance to faculty, administrators, staff, clinical agencies, and health facilities to promote the Nursing and Allied Health programs; facilitate preparation of application and brochure describing programs; interpret screening/selection processes and maintain compliance with Education Code and BRN rules and regulations.
25. Promote the development, evaluation, and revision of the curriculum to maintain compliance with licensing, accrediting, agencies, College policies and procedures and in keeping current with societal, community, and technological changes.
26. Evaluate and screen files of students entering the Registered and Vocational Nursing programs, including advising and notifying students of entrance status to the programs.
27. Evaluate results for Alcohol and Drug Screening and Criminal Background Clearance for all students in the Nursing/Allied Health Departments; liaison with local healthcare facilities to maintain compliance; advise and notify students of clinical placement status.
28. Disseminate research findings on health education issues to the faculty, staff, administration and other agencies as appropriate; act as a resource to the community regarding nursing education and healthcare issues.
29. Represent the Nursing Programs and the College as a member of local and regional health committees and boards. Participate in professional organizations in nursing education.
30. Perform other related duties as assigned.

Minimum Qualifications

- Master's degree from an accredited college or university, which includes course work in nursing, education, or administration.
- Valid, active registered nurse license issued by the California Board of Registered Nursing.

Minimum Qualifications (continued)

- A minimum of three (3) years experience in healthcare delivery as a Registered Nurse.
- A minimum of two (2) years teaching in pre- or post-licensure nursing programs within the last five (5) years.
- At least one (1) year experience as a Registered Nurse providing direct patient care.
- A minimum of three (3) years experience in an administrative position within the last five (5) years.
- Course or courses offered by an accredited school with instruction in administration, teaching, and curriculum development.
- Or equivalent experience and/or education as determined by the Boards of Registered Nursing and Vocational Nursing/Psychiatric Technicians.
- A demonstrated sensitivity to students with diverse academic, socio-economic, cultural, and ethnic backgrounds and student with disabilities.

Knowledge and Abilities

Knowledge of:

- Knowledge of and ability to accurately interpret laws, rules, and regulations pertaining to California Community Colleges and to Nursing and Allied Health Programs.
- Demonstrated effective management of personnel and budgets.
- Knowledge of and commitment to the California Community Colleges mission and philosophy.

Ability to:

- Demonstrated commitment to the continuous improvement of teaching and learning; ability to create an environment conducive to the development of instructional and service innovations.
- Willingness to work with students having a wide range of skills, motivation, and academic or vocational goals.
- A demonstrated ability to communicate effectively, orally and in writing, and to work effectively and harmoniously with students, colleagues, staff, and others.
- Ability to work as part of a management team dedicated to collaboration and the college goal of integrating instruction and student services as a way to create and maintain a supportive student-learning environment.

Knowledge and Abilities (continued)

- Ability to understand and support the development of learner-centered instructional programs, the teaching-learning process, and uses of instructional technology with emphasis on Nursing/Allied Health educational programs.
- Ability to conduct institutional research and to prepare and administer grants.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Occasional—25-50 percent = 2

Often—51-75 percent = 3

Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
3	Ability to stand for extended periods of time.
3	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
4	Ability to lift 10 pounds.
4	Ability to carry 10 pounds.
3	Ability to operate office equipment.

Status/Rationale

This is an educational administrator position. This position has direct responsibility for formulating and implementing policy regarding the instructional and student services program of the Colleges and the District.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)