



National American University
Position Description
Denver

To apply, please submit completed employment application, resume and letter of interest to: Nursing Program Chair, 1325 S. Colorado Blvd., Suite 100, Denver, CO 80222-3308.

- I. POSITION TITLE: Nurse Aide Program Coordinator
- II. EMPLOYEE CLASSIFICATION: Professional
- III. JOB CLASSIFICATION: Exempt
- IV. ACCOUNTABLE/REPORTS TO: Nursing Program Chair
- V. POSITIONS REPORTING TO THIS POSITION:
- VI. DUTY HOURS: The basic workweek shall be 40 hours plus such additional time as is necessary to accomplish the basic function/purpose.
- VII. MINIMUM REQUIREMENTS:

EDUCATION: Registered Nurse (RN) with a minimum of a diploma or associate of science in nursing.

EXPERIENCE: RN with a license in good standing in the state governing the CNA Program. A minimum of 2 years experience in caring for the elderly and/or chronically ill of any age of which at least one year must be in the provision of services in a long-term care facility. Must have completed a course in teaching adults or have documented experience in teaching adults or have one year experience in managing nurse aides.

PHYSICAL: Occasionally must exert force to lift and/or move objects up 20-40 lbs; good vision, speaking, hearing; must be able to sit or stand for long periods of time.

SKILLS EXPECTATIONS: Management and leadership skills; organizational skills; strong interpersonal and communication skills.

- VIII. **BASIC FUNCTION/PURPOSE OF THE POSITION:** The program coordinator has primary responsibility and the authority to administer the Nursing Assistant (NA) Program. The program coordinator reports on

matters relating to teaching, advising students, utilizing and teaching the state approved nurse aide curriculum, program revisions, clinical site management, textbook selection (if applicable), nursing assistant program pass rates on state examinations all in support of the mission of the school of nursing and in support of the university as defined by the university president and the board of governors.

IX. DUTIES/RESPONSIBILITIES/EXPECTATIONS OF THE POSITION:

* **A. Personnel**

1. Recruit, interview and recommend qualified persons for open positions.
2. Arrange for coverage of classes during own absences and emergency leaves.
3. Promote rapport within the department, campus and community.
4. Oversee administration of the NA program.
5. Evaluate annually instructional staff.
6. Establish appropriate job descriptions.
7. Assign instructor teaching loads in accordance with state's policy and regulations.
8. Foster development of the team concept of program responsibility and commitment to the program objectives and mission by encouraging active participation of program instructors.
9. Participate in local, state and national NA and nursing meetings.

* **B. Budgets**

1. Make recommendations regarding equipment and software purchases and equipment maintenance contracts.
2. Prepare an annual budget proposal in consultation with program instructors.
3. Plan and arrange for the procurement and inventory of supplies and instructional materials.

* **C. Administration**

1. Attend and participate in the Department of Nursing meetings.
2. Attend and participate in instructor meetings.
3. Participate in accreditation reviews and reports.
4. Coordinate program to meet state requirements.
5. Assist in publicizing and dissemination of information about the program.
6. Work with admissions in recruiting students.
7. Coordinate program agreements/contracts with outside entities.
8. Participate in professional organizations as appropriate.
9. Provide an environment conducive to learning for students and instructors.
10. Promote development of students and faculty.
11. Ensure ongoing evaluation of program.

12. Hear and assess instructor and student concerns.
13. Communicate accurately University and NA program policies and rationales.
14. Maintain meaningful working relationships with clinical agencies that provide clinical experiences for students.
15. Assure that each student is clearly identified by their name badge while in the clinical setting.
16. Acquiring written clinical contracts from eligible facilities that provide client services that allow for assessment of the terminal competencies.
17. Assure that reports to the Colorado State Board of Nursing are accurate, complete and submitted within the defined time frame
18. Maintain secure program records and student files for a minimum of two years.
19. Develop program policies and guidelines.

* D. Advising

1. Serve as the primary advisor for the program.
2. Serve as mentor and advisor for the instructors.
3. Serve as advisor for NA students.

* E. Curricula

1. Review projected offerings for the program on a quarterly basis and recommend needed revisions to the NA program.
2. Ensure that NA students receive an orientation to their assigned clinical facility and those hours do not compromise the program meeting the minimum 75 hours.

X. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING:

- A. Nursing Program
- B. Academic Staff
- C. Academic Dean
- D. Campus Director
- E. Administration, faculty, staff and students of the university
- F. Business people, clients and customers

XI. LIMITS OF AUTHORITY:

As defined by the policies, procedures and practices of the university and/or the university president.

National American University reserves the right to alter this position's job description/job duties to meet the needs and goals of the organization.

* Denotes essential elements of the position.

