POSITION DESCRIPTION  

School of Nursing  
Denver Campus  

To apply submit an employment application (click here for application), resume and letter to interest to: Nursing Program Chair  
1325 South Colorado Blvd Suite 100, Denver, CO 80222  

I. POSITION TITLE: Nurse Aide (NA) Training Program Coordinator  

II. EMPLOYEE CLASSIFICATION: Professional  

III. JOB CLASSIFICATION: Exempt  

IV. ACCOUNTABLE/REPORTS TO: Campus Nursing Program Chair and Associate Dean of School of Nursing.  

V. POSITIONS REPORTING TO THIS POSITION: NA Training Instructors and Adjunct Faculty  

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 with a minimum of a Diploma or Associate of Science in Nursing.  

EXPERIENCE: RN licensed in state governing the NA Training Program. Must be approved to coordinate/direct the course by the state agency governing the requirements for NA Training programs.  

PHYSICAL: Occasionally must exert force to lift and/or move objects up 20-40 lbs.  

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
Nurse Aide Training Program. The program coordinator reports on matters relating to teaching, advising students, utilizing and teaching the state required nurse aide curriculum, program revisions, clinical site management, textbook selection (if applicable), NA pass rates on state examinations all in support of the mission of the university as defined by the university president and the board of governors.

IX. DUTIES/RESPONSIBILITIES/EXPECTATIONS OF THE POSITION:
All essential elements 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 Nurse Aide Training program.
5. Evaluate annually instructional staff.
6. Establish appropriate job descriptions.
7. Assign faculty 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 members.
9. Participate in local, state and national nurse aide 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 staff.
3. Arrange for the procurement and inventory of supplies and instructional materials.

C. Administration
1. Participate in accreditation reviews and reports.
2. Coordinate program to meet state requirements.
3. Assist in publicizing and dissemination of information about the program.
4. Work with admissions in recruiting students.
5. Coordinate program agreements/contracts with outside entities.
6. Participate in professional organizations as appropriate.
7. Provide an environment conducive to learning for students and nursing.
8. Promote development of students and faculty.
9. Ensure ongoing evaluation of program.
10. Hear and assess faculty and student concerns.
11. Communicate accurately university policies and rationales.
12. Maintain meaningful working relationships with clinical agencies that provide clinical experiences for students.

D. Advising
1. Serve as the primary advisor for the program.
2. Serve as mentor and advisor for the faculty.
3. Serve as advisor for nurse aide students.

E. Curricula
   1. Review projected offerings for the program on a quarterly basis and recommend needed revisions to the nursing program chair.

F. Teaching Load
   1. Responsible for teaching and clinical supervision depending on need and time availability.

X. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING:
   A. Nursing faculty and nursing program chair
   B. School of Nursing administration, faculty, staff and students
   C. Campus director, academic dean and academic staff
   D. Administration, faculty, staff and students of the university
   E. Clinical site management and employees, business people, clients and customers

XI. LIMITS OF AUTHORITY:

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

I have reviewed and comprehend the responsibilities of the nurse aide training program coordinator. Upon acceptance of this position, I acknowledge and accept these responsibilities.

Employee Signature: ________________________________ Date: _____________

Nursing Program Chair Signature: ____________________ Date: ______________