



Job Description

Job Title: Director, Nursing/Allied Health Skills Lab III

JTC: ALG

Salary Range: E02

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Responsible for the development, preparation, implementation and evaluation of a nursing/allied health program. Coordinate the nursing program and lead the health training environment for Continuing Education (CE) and Credit programs.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge and experience of Allied/Health programs. Demonstrated ability coordinating student learning experiences in the Skills Labs and Simulation center. Expertise and knowledge of current nursing specialty areas.

Experience program planning, simulation strategic planning, budgeting and operations management. Theoretical knowledge and clinical expertise with lab simulations and computer assisted instruction.

Maintains effective relationships with students and other co-workers to promote a diverse environment and maintain a positive learning setting. Requires the ability to plan and organize multiple tasks and responsibilities. Motivation, dedication, professionalism, integrity and enthusiasm for teaching.

Experience and knowledgeable to ensure that safe and effective high-fidelity simulation is implemented across the allied health programs. Knowledge of curriculum development, implementation and evaluation. The ability to inspire students to the highest level of achievement in preparation for meeting employer expectations.

Excellent knowledge of computer technology to access data, maintain records, generate reports and communicate effectively with individuals. Excellent presentation skills and the ability to present ideas to individuals or groups. Must have excellent customer service skills.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Works with light easy to handle materials most of the time, however, must have the ability to physically lift and move Sim-man simulators.

MINIMUM KNOWLEDGE AND EXPERIENCE

Master's degree or higher including the possession of a current license to practice as a Registered Nurse in the State of Texas and three years of current clinical experience. Must have current driver's license for offsite travel. Official transcripts and proof of nursing license required. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for scheduling lab activities to maximize classroom utilization. Maintains compliance with Board of Nurse Examiners (BNE), National League for Nursing (NLN), Occupational Safety and Health Administration (OSHA), Texas Department of State Health Services and other appropriate agencies/organizations' standards, rules and regulations.

Develops and implements skills competencies in a lab environment designed to train students in a patient care environment for employment as a Registered Nurse/Allied health professional. Travels to offsite nursing/allied health labs to consult with staff and ensure consistency of equipment and learning opportunities.

Collaborates with satellite nursing/allied health campuses to develop and equip offsite skills labs. Participates in college-wide activities, including recruitment and student success initiatives. Prepares skills lab according to syllabi and selects appropriate materials for use in each nursing/allied health skills. Evaluates skills and equipment to maintain the skills lab parallel to current hospital environments.

Validates student skill competency levels in collaboration with CE and credit faculty. Reviews and selects appropriate audio-visual, computer programs and other learning resources for skills lab. Researches, reviews and evaluates computer databases for current information on medication, skills, treatments and current therapies to be purchased for the skills lab. Informs faculty and staff of new and current audiovisual/computer information available for purchase.

Develops scenarios for computerized simulations for computerized manikins. Provides faculty support for Sim-man™ simulator computerized programs. Maintains student records as required by the institution, BNE or other appropriate agencies and organizations. Responsible for skill lab inventory and supplies and monitors inventory of equipment.

Develops and administers annual division budget and monitors division expenses. Must complete required DCCCD Professional Development training hours per academic year. Must have excellent interpersonal, presentation, verbal and written communication skills in order to interact with individuals from diverse backgrounds within the DCCCD community network.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.