

Position Title: Program Director

Status: Full-Time Faculty, Exempt

Division: Allied Health

Department: Practical Nursing Program

Reports to: Dean of Division of Allied Health and Provost

Position Summary: The Program Director of an academic program is a faculty member who is distinguished by his/her leadership as the chief representative of a program. The Program Director has a special responsibility to build a program strong in scholarship and teaching and to assist the Provost and Dean in creating a culture of data-informed decision-making, strategic planning, assessment relevant to their program, and for moving their program forward with innovative and relevant curriculum and program development in all modalities. The Program Director is expected to keep constituents, including adjunct, part-time, full-time and staff, informed of all relevant meetings and information shared by the Dean and the Provost. Program Directors are responsible for implementing and/or maintaining ongoing accreditation as well as preparing and filing annual program reports, including the annual required accreditor reports.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Baccalaureate degree, preferable in nursing, with a specific plan for completing a master's degree
- Experience in nursing
- Strong skills in leadership and management.
- Hold Registered Nurse licensure in Pennsylvania
- CPR certified
- LPN/Nursing Program didactic and clinical teaching experience

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

- Masters in Nursing
- Successful administrative experience
- Experience with accreditation processes
- Experience with distance learning delivery
- Experience with virtual labs and clinical experiences
- Collaborative leadership abilities
- Openness to all modalities of teaching and learning.
- Possess an innovative spirit with an openness to change.

- Prior experience with nursing regulations and nursing accreditation standards is a plus but not required.
- Excellent oral, written, and interpersonal skills

General Responsibilities / Accountabilities:

1. Direct the program of instruction- Ensures overall Program meets the expectations of the Provost and Dean.
2. Strengthen, develop and evaluate program offerings, curricula and courses. Curricula and courses reflect ongoing improvement and strengthening.
3. Prepare and teach selected courses (Fall, Spring, Summer). Classroom results are effective as reflected in student/teacher evaluations and results of peer review and division dean evaluations.
4. Maintain inter-program relations and cooperate with other program directors in their effort to coordinate and to improve the instructional programs of the College.
5. Approve program course syllabi ensuring a standardized format, with adherence to the PA SBON standards. Forward one copy of each overview to the Division administrative assistant.
6. Orient, supervise, and mentor new full-time and adjunct program faculty, including approving course overviews and course content. Review student evaluation forms (full-time and adjunct) and conduct classroom observations of adjunct faculty including follow up as needed.
7. Conduct timely and productive meetings with the advisory board.
8. Serve as academic advisor to matriculated program students. Performs advisory activities as per Manor College academic advisor position description.
9. Supervise students on clinical sites, coordinate with clinical coordinator and site administrators. Ensures clinical rotations are relevant and enhance students' learning experience.
10. Encourage faculty members to continue their professional development and participate in their professional organization, are currently involved in ongoing professional development activities and in compliance with PA State Board of Nursing continuing education requirements for licensure.
11. Prepare, review and revise accurate and up to date materials for the College catalog and website that are pertinent to the program.
12. Recommend program faculty for appointment, re-appointment and non-appointment (full-time and adjunct) to the Provost.
13. Assist in grant writing to improve equipment, courses, library holdings, etc. Complies with requests for information by grant writers.
14. Plan/conduct meetings with program faculty as per accreditation/board requirements and post meeting minutes in Canvas. Minutes are complete, timely, and indicate that meetings are productive. Faculty coordination and calibration in academic and clinical

areas is ongoing. Faculty are kept informed of Division and College developments, activities and events. Faculty are in compliance with College policies and procedures (attendance tracking, grade submission, survey completion, etc.).

Other General Responsibilities / Accountabilities:

1. Recommend teaching assignments for full-time and adjunct faculty. Recommendations are sound and accepted.
2. Evaluate Program equipment and library holdings pertinent to the Program; recommend books and periodicals for library purchase. Program equipment is up-to-date and supports effective teaching techniques. Library holdings are adequate, current and support student research needs.
3. Participate in recruitment activities for admissions, including interviewing applicants, participating in open houses and information sessions, planning and participating in career days, and reviewing applicants' admissions files. Recruiting efforts are acceptable.
4. Work with the Provost in determining the annual program budget and administer the same. Budgets are adequate to support the program. Expenses are within budget on an annual basis.
5. Develop the program's goals and objectives. Program goals are reviewed and updated as needed supporting the division and institutional goals.

Practical Nursing Program Director Responsibilities / Accountabilities (Program Specific)

1. Nursing Accreditation: Establish and maintain a program which is consistent with guidelines. Didactic and clinical components of the program meet established standards. Annual reports are accurate, completed, and submitted by designated deadline. Accreditation self-study and curriculum documents are prepared and submitted to the Accrediting agency according to the schedule established. Prepare PN records/reports to include: Course pass/fail record, Course outcomes grid summary report, Attrition record, Board results record, Community Service record, Guest speaker presentations record.
2. Clinical Site Collaboration: Coordinate planning with Clinical Coordinator. Meets with clinical site administrators and staff as needed to ensure coordination and cooperation for all PN needs and oversight of students.
3. Coordinate dedicated classroom and lab use with Clinical Coordinator.
4. Contract clinical faculty. All clinical courses are covered and under contract by the beginning of the semester (according to the SBON guidelines). Orient, calibrate and arrange mentoring sessions for new clinic faculty. Schedule and staff clinic make-ups for any canceled sessions to ensure required clinic hours are met.

5. Oversee the administration of the clinical facility by the PN Clinic Coordinator ensuring: The clinical facility and equipment are maintained in peak condition, Facilities and equipment are adequate for program needs, OSHA compliance/Infection Control Standards are met.
6. Collaborate with the PN Clinic Coordinator in planning/adjusting clinic requirements, number of sessions/hours, activities and meetings.
7. Develop a schedule for PN courses and labs which are integrated with the clinical components of the program. Class/laboratory/clinic schedule is submitted by the designated due date.
8. Clinical Rotation Sites: Administrate affiliate clinical rotation sites. Ensure Clinical program is consistent with and enhances on-site program. Draft / maintain / update formal articulation agreements with rotation sites. Coordinate with on-site supervisor: draft and confirm student schedule, address issues that arise including: student performance, on the job injuries, schedule revisions, etc. Orient students to clinical programs: review policies, procedures protocols and student expectations review required rotation activity documentation [reports and evaluation submission guidelines] Evaluate sites on an ongoing basis to ensure quality, relevance and continuing student benefit. Investigate new opportunities to further enhance the student's clinical growth and development.
9. Develop and administer student enrichment programs to ensure all students are exposed to all aspects of nursing as required by accreditation guidelines.
10. Ensure student and faculty compliance with mandatory health and educational requirements which are prerequisites for clinical practice. Tracks, records and maintains current required documentation files for all faculty and students.
11. Maintain good public relations for the PN Program.
12. Meets with prospective students as per admissions protocol.
13. Program Handbooks/Manuals: Maintain the current PN Faculty Handbook. Reviews and updates all PN required handbooks in collaboration with the PN Clinic Coordinator. Provides and reviews appropriate sections of the handbook with new hire faculty. Collaborate with the PN Clinic Coordinator in the development, evaluation and revision of operational manuals. OSHA Manual, Departmental Inventory Log, any required records are updated and reviewed on a routine basis.
14. Assist in preparation for the annual Convocation Awards Ceremony. Solicits awards from corporate and professional sponsors. Conducts faculty nomination and voting process for PN award recipients.
15. Collaborate with the PN Clinic Coordinator in planning and conducting orientation programs. Incoming freshman orientation events are held annually. Late acceptance students are oriented by the PN Program Director on an individual basis.

16. Student Kits: Place and process student instrument kit orders and to ensure best pricing. Checks all kit orders prior to distribution, resolves issues as needed, submits payment processing requests.
17. Textbooks: Oversee textbook review and selection process.
18. Liaison and direct coordination with PN board examination agency 19. Approves students' candidacy for board examinations.
20. Liaison with PA State Board of Nursing: Certifies student graduation from PN Program. Completes/signs state licensure documents for program graduates
21. Addresses/resolves faculty and student issues/grievances.
22. Ensures faculty support for the attainment of program goals and objectives.
23. Maintain public relations with dental and dental hygiene professionals.
24. Connect with: corporate nursing educational representatives, PN professional organizations. All vendors/manufacturers to support student/program needs, uniform suppliers to select uniforms and supplies.
25. Invite community nursing professionals to present educational seminars for students and faculty.
26. Curriculum: Conduct a formal, ongoing system of curriculum management. Plans and coordinates all PN curriculum management activities. Conducts ongoing curriculum review and course evaluation. Ensures Coordination of instruction among program faculty as well as between PN faculty and other faculty who teach PN students. Monitors, investigates and incorporates emerging technology into the PN curriculum. Coordinates, administers and reviews all evaluations and surveys used in the curriculum review process: course inputs, general curriculum inputs, graduate exit surveys, faculty reports, alumni surveys, employer surveys, patient surveys, etc.
27. Assessment: Demonstrate program effectiveness using a formal, ongoing planning and assessment process that is systematically documented. Maintains the program plan and ensures that program goals and objectives are: consistent with the Division and College's goals and objectives appropriate to PN education. Gather information/data from all stakeholders. Prepares all statistical records and reports program goals and objectives are met. Maintains the competencies assessment tracking system. Assesses outcomes, including measures of student achievement. Uses the results for ongoing curriculum and program improvement.

To Apply: Please submit a cover letter with salary requirements and 3 references to jobs@manor.edu.

Equal Opportunity Statement:

Manor College is committed to the principle of equal educational and employment opportunities for all people and embraces diversity. Furthermore, the College provides equal opportunity for all regardless of race, color, religion, national origin, age, sex (including pregnancy, childbirth and related medical conditions), disability, genetics, citizenship status, military service or any other status protected by law.