

DACUM Competency Profile for The Associate Degree Nursing Program Director

The Associate Degree Nursing Program Director is an RN, meeting BRN requirements, who leads the nursing Education program in the development of graduates eligible for licensure.

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The Associate Degree Nursing Program Director is an RN, meeting BRN requirements, who leads the nursing Education program in the development of graduates eligible for licensure.

A	Manage Nursing Programs	A-1 Develop annual department goals and objectives	A-2 Maintain compliance with all requirements of all regulatory and accrediting agencies	A-3 Maneuver within campus culture	A-4 Anticipate and take action to prevent problems	A-5 Intervene to solve problems
		A-6 Collect and analyze program data	A-7 Oversee systematic program evaluation	A-8 Prepare required reports	A-9 Participate in state and regional Associate Degree Nursing director meetings	A-10 Participate in policy/procedure development
		A-11 Set agendas and chair meetings to facilitate program decision making and communications	A-12 Disseminate pertinent information to appropriate faculty	A-13 Provide information required by accrediting agencies to clinical facilities	A-14 Certify compliance with graduation and licensing requirements	A-15 Oversee maintenance of student files (immunization etc...)
		A-16 Assure access to learning resources	A-17 Coordinate textbook process	A-18 Maintain currency of local clinical agency requirements	A-19 Develop and maintain program advisory	A-20 Develop creative ways to respond to community
		A-21 Participate in state, local and national meetings	A-22 Maintain currency with local, state and federal regulations	A-23 Direct standardized testing	A-24 Oversee projects	
B	Manage Nursing Student Enrollment	B-1 Recruit students	B-2 Advise potential applicants	B-3 Collaborate with counselors	B-4 Manage admission process	B-5 Evaluate non-generic students (i.e. transfer, internationally trained, advanced placement)
		B-6 Coordinate new student orientation	B-7 Oversee retention strategies	B-8 Analyze weekly student contact hours / FTES ratio	B-9 Develop course and clinical schedules	
C	Manage Nursing Curriculum	C-1 Participate in identification and validation of pre-requisites	C-2 Participate in state alignment process for development of standardized prerequisites	C-3 Coordinate prerequisite requirements with other disciplines on campus (including counseling)	C-4 Participate in curriculum development	C-5 Orchestrate approvals of curriculum change with curriculum committee BRN, Chancellor's
D	Manage Human Resources	D-1 Provide adequate faculty to meet program needs	D-2 Participate in full-time faculty recruitment and hiring process	D-3 Participate in on-going recruitment and hiring of part-time faculty	D-4 Participate in recruitment and hiring of support staff	D-5 Monitor compliance with state, local, federal and contractual regulations
		D-6 Ensure faculty licensure and certification	D-7 Manage orientation of all personnel	D-8 Schedule professional and support staff	D-9 Supervise professional and support staff	D-10 Participate in evaluation of professional and support staff
		D-11 Promote team building	D-12 Mentor and coach faculty and support staff			
E	Manage Fiscal Resources	E-1 Develop annual budget	E-2 Advocate for necessary program funding	E-3 Perform on-going budget analysis	E-4 Monitor on-going expenses	E-5 Utilize funds within fiscal calendar

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**Promote
Community
Awareness and
Public Relations**

E-6 Modify expenditures in response to evolving budget	E-7 Develop/manage materials fee structure	E-8 Maximize VTEA funding	E-9 Develop external funding resources	E-10 Manage external funding resources	
E-11 Administer grant programs					
F-1 Research and obtain clinical sites reflecting changing health care environment	F-2 Obtain contractual affiliation agreements	F-3 Update and maintain affiliation contractual agreements	F-4 Manage use of clinical sites	F-5 Evaluate clinical site in meeting program objectives	
F-6 Obtain skills lab space	F-7 Obtain and maintain equipment and supplies currently used in industry	F-8 Manage use of skills lab	F-9 Manage classroom space	F-10 Obtain computer lab space	F-11 Ma of comp lab
F-11 Manage use of computer skills lab	F-12 Obtain and maintain off campus sites	F-13 Participate in building design process			
G-1 Maintain student contact	G-2 Provide student advisement	G-3 Facilitate communication of pertinent program and professional information	G-4 Refer students to appropriate student services (DSPS, Remediation)	G-5 Provide safe and reasonable accommodations	
G-6 Administer student disciplinary process	G-7 Facilitate employment opportunities	G-8 Administer scholarship process	G-9 Oversee student ceremonies	G-10 Support student clubs and associations	G-11 Mar alumni re
G-11 Manage alumni relations					
H-1 Advocate for nursing department needs	H-2 Advocate for nursing at administrative level	H-3 Follow established protocol for college board communication and approvals	H-4 Maintain currency with college/district developments (including Academic Senate)	H-5 Meet campus/district policies and procedures	
H-6 Utilize campus/district systems to meet program needs	H-7 Participate in development of campus/district policies	H-8 Participate in campus/district committees	H-9 Participate in college-wide hiring process	H-10 Collaborate with student support services	
H-11 Advocate for availability and accessibility of required general education courses	H-12 Advocate for availability and accessibility of student support services	H-13 Promote and facilitate faculty participation in college wide committees	H-14 Actively participate in college events		
I-1 Follow established protocol for media relations	I-2 Advocate for improvement of nursing education	I-3 Promote nursing and nursing education in public venues	I-4 Represent college/district on boards and committees at local, regional, state and national levels	I-5 Assure consistency and accuracy in all college/district publications	

I-6 Collaborate with public information office	I-7 Publicize program activities and accomplishments	I-8 Participate in marketing activities	I-9 Participate in outreach activities	I-10 Maintain relationships with clinical affiliates
I-11 Develop continuing education programs in response to community needs	I-12 Monitor and initiate legislation	I-13 Participate in political action committees	I-14 Respond to proposed legislation	

Future Trends and Concerns

- ✓ Bio-terrorism
 - ✓ Changing reimbursement
 - ✓ Funding – “semi-state” institutions,
 - ✓ VTEA, PFE, HIPAA
 - ✓ Inadequate basic education
 - ✓ preparation (high school in
 - ✓ California)
 - ✓ Knowledge of Governing Boards
 - ✓ Regulation changes
 - ✓ Nursing shortage
 - ✓ Workforce shortage – faculty
 - ✓ Impacted programs – abundance of
 - ✓ applicants
 - ✓ Culturally diverse student population,
 - ✓ changing
 - ✓ Unfunded mandates
 - ✓ Technology changes
 - ✓ Entry level into practice issue
 - ✓ Changes in healthcare delivery and practice
 - ✓ areas
 - ✓ Healthcare practices impacting curriculum
 - ✓ Increasing costs of materials and supplies
 - ✓ Political changes
 - ✓ Downsizing of schools/programs
 - ✓ Professional role changes
 - ✓ Shortage of educationally prepared faculty
 - ✓ Aging population
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Tools, Equipment, Supplies and Materials

- ✓ Adding machine/10-key
- ✓ Basic office supplies
- ✓ Board of Trustees policies
- ✓ Business cards
- ✓ Car
- ✓ Cell phone
- ✓ College stationary
- ✓ Computer hardware/software
- ✓ Conducive environment
- ✓ Copy machine
- ✓ Driver’s license
- ✓ Ergonomic environment

General Knowledge and Skills:

- ✓ Ability to influence others
- ✓ Ability to work with diverse populations
- ✓ Academic preparation
- ✓ Accounting and budgeting skills
- ✓ ADN teaching skills
- ✓ Basic knowledge of diagnostic technology

Worker Behaviors

- ✓ Able to choose battles
- ✓ Accepts criticism/defeat
- ✓ Honest
- ✓ Analytical
- ✓ Logical
- ✓ Anticipates change
- ✓ Open minded
- ✓ Approachable
- ✓ Optimistic
- ✓ Aware of campus culture
- ✓ Patient
- ✓ Uses common sense
- ✓ Perseveres
- ✓ Compassionate
- ✓ Personable
- ✓ Consistency
- ✓ Politically astute
- ✓ Creative thinker
- ✓ Proactive
- ✓ Curious

Tools, Equipment, Supplies and Materials (continued)

- ✓ Fax machine
- ✓ Inter campus e-mail
- ✓ Internet access
- ✓ Laptop
- ✓ Name tag
- ✓ Office furniture
- ✓ Organizational dues resource
- ✓ Overhead projector
- ✓ PDA/organizer
- ✓ Private office
- ✓ Private telephone line with long distance
- ✓ access
- ✓ Professional attire
- ✓ Reference manuals
- ✓ Regulation References-Nurse
- ✓ Practice Act
- ✓ Secretarial support
- ✓ Share drives
- ✓ Typewriter

General Knowledge and Skills (continued)

- ✓ Mentoring
- ✓ Motivation skills
- ✓ Multitasking skills
- ✓ Negotiation/mediation
- ✓ Organizational skills
- ✓ Politically astute

- ✓ Change agent/facilitate change
- ✓ Clinical services
- ✓ Coaching
- ✓ Communications skills: (written/ oral, presentation, listening, approachability)
- ✓ Community awareness and knowledge
- ✓ Community College environment
- ✓ Computer skills
- ✓ Contact development/management
- ✓ Crisis management
- ✓ Critical thinking
- ✓ Curriculum/program development
- ✓ Data collection/analysis
- ✓ Delegation skills
- ✓ Effective body language, non-verbal communication skills
- ✓ Healthcare laws
- ✓ Human resource regulations
- ✓ Interest in learning
- ✓ Know and understand campus culture
- ✓ Knowledge of California
- ✓ Education Code
- ✓ Knowledge of higher education
- ✓ Knowledge of governing boards
- ✓ Leadership skills/management
- ✓ Legislative process knowledge
- ✓ Mandated reporting regulations

- ✓ Professional staff management
- ✓ Recruitment and retention
- ✓ Mandated reporting regulations
- ✓ Mentoring
- ✓ Motivation skills
- ✓ Multitasking skills
- ✓ Negotiation/mediation
- ✓ Organizational skills
- ✓ Politically astute
- ✓ Professional staff management
- ✓ Recruitment and retention
- ✓ Regulatory agencies – College,

Masters in Nursing

Minimum requirements:

- 1 year clinical experience
- 1 year teaching experience
- 1 year assistant director experience
- R.N. license – active