



Illinois Department of Financial and Professional Regulation

Division of Professional Regulation

NAME OF EDUCATIONAL INSTITUTION:	Morton College
POSITION:	Director of Nursing Program – Full-time
RESPONSIBILITIES:	<ul style="list-style-type: none">• Provide leadership in developing the Nursing, Nursing Assistant and Advanced Bedside Care Technician programs, and ensure that program content remains current with practice and ACEN, IDFPR, IDPH and NCCT requirements.• Maintain oversight of operations with Nursing, Nursing Assistant and Advanced Bedside Care Technician programs.• Coordinate the review and development of Nursing, Nursing Assistant and Advanced Bedside Care Technician programs' policies and procedures.• Participate in local and State meetings of program deans, directors and coordinators.• Assess need for faculty, and participate in recruitment and hiring based on needs of curriculum.• Evaluate and mentor program faculty.• Provide guidance to program faculty to ensure program effectiveness.• Promote career planning and professional development of program faculty.• Involve program faculty in decision-making.• Communicate on a regular basis with all program faculty.• Coordinate monthly faculty meetings, and activities of the annual Nursing Program advisory committee meeting.• Review and assess Nursing, Nursing Assistant and Advanced Bedside Care Technician programs curriculum; submit changes for review.• Collaborate with faculty on course content.• Coordinate the preparation and annual review of syllabi and student handbook for Nursing, Nursing Assistant and Advanced Bedside Care Technician programs' courses.• Schedule courses and room assignments.• Provide oversight of clinical healthcare affiliations,

	<p>including site selection, affiliation agreements, clinical assignments and faculty selection.</p> <ul style="list-style-type: none"> • Provide oversight of textbook and teaching resources review, selection and ordering, as well as library acquisitions. • Assist with program marketing, including brochures, catalog, web site development and community outreach. • Assist with student recruitment: respond to all inquiries to the Nursing, Nursing Assistant and Advanced Bedside Care. Technician programs; coordinate application and readmission processes; review applicant and student readmission materials to ensure all program requirements are met. • Organize and coordinate new student orientation prior to fall semester classes. • Maintain student records. • Address student concerns/complaints. • Participate in academic/individual student counseling and advising. • Facilitate creation, interpretation and enforcement of Nursing, Nursing Assistant and Advanced Bedside Care Technician programs' policies/handbooks. • Facilitate NCLEX licensure examination application process. • Provide oversight of application process for IDPH Nurse Aide testing. • Provide oversight of certification testing for Advanced Bedside Care Technician Phlebotomy and ECG Technician applicants. • Ensure compliance with college, State and National guidelines. • Maintain program compliance with accreditation criteria. • Maintain records for ACEN, National League of Nursing, NCCT and State reports (IDFPR, IDPH). • Maintain policies and procedures and assessment data on students and faculty in compliance with ACEN and facility guidelines. • Assist in the development and communicate budget preparation. • Participate in ICCB program review. • Coordinate maintenance of a safe and effective physical environment conducive to the needs of instruction and student learning.
<p>MINIMUM QUALIFICATIONS:</p>	<p>The successful candidate will possess a minimum of a Master's degree in Nursing and be a Registered Nurse (RN). The candidate will have a minimum of five years of teaching or clinical experience. The candidate will have a minimum of five years' experience in an administrative</p>

	<p>role. The candidate will have excellent analytical, interpersonal, oral and written communications skills, as well as basic computer literacy.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
PREFERRED QUALIFICATIONS:	<p>Academic preparation and teaching experience in prelicensure or entry level nursing education. Experience working with culturally diverse students. Ability to use computer-assisted technology to enhance teaching and learning.</p>
TO APPLY:	<p>Please visit our website: Morton.edu or visit: http://careers.morton.edu/postings/480</p>