



POSITION DESCRIPTION

DIRECTOR OF THE DEPARTMENT OF NURSING AND HEALTH PROFESSIONS (DNHP) RESOURCE CENTER

Division: Nursing and Health Professions Reports to: Dean of Nursing and Health Professions
Classification: Staff Revised: May 26, 2020

The Director of the DNHP Resource Center will report to the Dean of the Division of Nursing and Health Professions and work directly with the Program Directors and Faculty of the DNHP to support the mission, vision and curriculum of Rivier University. The Director will be responsible for organization, day to day coordination, and management of the Resource Center to provide a safe, secure and effective learning environment.

RESPONSIBILITIES:

- Candidate must oversee the DNHP Resource Center maintaining current best practices for simulation education, accreditation preparation and assessing emerging trends;
- Candidate must orient, mentor and evaluate simulation faculty adhering to the best practices for simulation education and simulation competencies;
- Ability to partner with undergrad and graduate faculty content experts for simulation development according to best practices and for curriculum integration. Assess simulations for meeting course and program outcomes;
- Capability to support clinical faculty with remediation of students with clinical notices, provide case study and simulation practice to assist students to meet their clinical outcomes and competencies;
- Candidate must possess the skills to assist or conduct research related to simulation;
- Ability to assess, evaluate and remediate competencies for transfer and readmitted students;
- Aptitude to prepare and present faculty development topics related to simulation as needed;
- Candidate must serve as chair of the Learning Resource Committee and participate on the Wellness Committee;
- Ability to seek out continuing education to stay up to date with simulation current trends and best practices;

- Candidate must oversee the position of the DNHP Resource Center Assistant lab staffwork with that person to attend to the day to day activities of the simulation lab;
- Ability to Manage the budget for supplies and equipment for all DNHP labs:
 - a. Maintain an electronic inventory and restock supplies as needed;
 - b. Manage and provide recommendations for purchase of supplies, equipment, and Instructional materials for all programs;
 - c. Establish working relationship with suppliers;
 - d. Coordinate maintenance and repair of all labs and equipment; and
 - e. Coordinate the set-up and tear-down of skills and simulation labs.
- Ability to provide technical support and voice for the simulation technologies to provide realism and to follow best practices for simulation;
- Candidate must coordinate and schedule simulation labs for fall and spring semesters including on campus intensives (OCIs) for the nurse practitioner programs and manage the rooms of the DNHP Resource Center:
 - a. Open labs; and
 - b. Groups requesting lab times for clinical practice or meetings.
- Coordinate and supervise work study students:
 - a. Orientation;
 - b. Work schedules;
 - c. Workload management; and
 - d. Daily assignments.
- Ability to work with MS program faculty to manage the standardized patient program and:
 - a. Assist with scheduling and coordinating "patient" volunteers for Sim including providing the volunteers with the necessary information for their experience; and
 - b. Assist with recording and telemedicine technologies.

SUPERVISION GIVEN:

Direction and general supervision is given to the Department of Nursing and Health Professions clinical staff, nursing and work study students.

SUPERVISION RECEIVED:

Direction and general supervision is received from the Dean of Nursing and Health Professions.

MINIMUM QUALIFICATIONS:

- Earned Masters of Science in Nursing Education preferred, unencumbered license in the state of NH, BCLS certification.
- Must possess a strong clinical nursing knowledge and skills, effective communication, organizational and problem solving skills, and computer literacy.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to engage in critical thinking and exercise independent judgment.
- Ability to maintain confidentiality and manage confidential information.
- Ability to collaborate with other faculty and staff and maintain collegial relations.
- Self-starter, ability to communicate effectively in written and oral form.
- Computer skills and proficiency with a variety of computer applications including word-processing, on-line teaching and reporting platforms, as well as online calendaring and email.

This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with this job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other different tasks be performed as assigned.

This position classification has been defined as exempt and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).