

Job/Position Description

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| Position Title: Dean of Nursing | Department Name: Academic Affairs |
| UPH Affiliate: Methodist College | Department Number: 4061000 |
| Effective Date: 03/2019 | Review Date(s): 03/2022 |
| Prepared By: Human Resources | Approved By: Chancellor |
| Position Reports To: Provost/Vice Chancellor for Academic Affairs | |

Description of Position:

Provide a "snapshot" or the principal purpose or focus of the position, consisting of no more than three to five sentences. This summary should provide enough information to differentiate the major function and activities of the position from those of other positions.

The Dean of Nursing reports directly to the Provost and Vice Chancellor for Academic Affairs. S/he is an active member in decision-making processes in the Academic Affairs divisions. S/he is responsible for assisting the Provost in planning, directing, evaluating and developing undergraduate and graduate academic programs. The Dean of Nursing will collaborate with other divisions at Methodist College in response to evolving issues, and provide leadership in developing and achieving strategic initiatives.

Essential Functions/Responsibilities:

Essential functions are the duties and responsibilities that are essential to the position (not a task list). Do not include if less than 5% of work time is spent on this duty. Be specific without giving explicit instructions on how to perform the task. Do not include duties that are to be performed in the future. Duties should be action oriented and avoid vague or general statements.

% of Time
(annually)

Faculty Leadership

- Provides leadership, mentorship, and oversight of the Chairs of Undergraduate Nursing Programs and Graduate and Second Degree programs. and performance review for full-time and adjunct faculty.
- Makes recommendations for hire of Chairs and Full-Time faculty to the Provost.
- Collaborates with the Dean of Arts and Sciences to align general education and core curriculum with program-specific curricula
- In collaboration with the Chairs, engages faculty in the development of new curricula or in revision of existing curricula to meet the mission and vision of the college (e.g. college of choice for healthcare education in the region)
- Develops, in collaboration with stakeholders, a divisional strategic plan in alignment with the Methodist College strategic plan through leadership and collaboration with leadership
- Collaborates with the leadership of the faculty organization to enact shared governance that provides a partnership between faculty and administration
- Engages with the Core Curriculum and Undergraduate Student Learning Outcomes committee of the Faculty Senate to align offerings with the core curriculum

25%

Administration

- Responsible for collaboration with Chairs for hiring faculty and making teaching assignments in accordance with the requirements of the Higher Learning Commission and the Commission on Collegiate Nursing Education.
- Represents the Division of Nursing at professional, state, regional and national meetings.
- Serve as the administrator responsible for processing final grade appeals of student who have earned a failing grade in a course.

25%

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| <ul style="list-style-type: none"> • Steers faculty to use enterprise academic systems effectively (e.g. CAMS, D2L, Examssoft) • Develops the operational, personnel, and capital budgets for the Nursing Division in collaboration with department chairs, Director for Simulation and Clinical Learning, and faculty; assures alignment of resources with strategic plan; monitors expenditures to maintain operations within planned budget. • Formulates annual patient contact hour report based on input by faculty and reports annually to UnityPoint Health. • Prepares schedule of courses in collaboration with the department chairs and faculty to be offered in the fall, spring, summer, and special semesters to meet the demand for students in the division, including travel courses and service learning courses • Assures the development and implementation of an enrollment management plan by the Chairs and Director of Simulation and Clinical Learning, including foci on recruitment and retention • Supports student recruitment and orientation programming in collaboration with faculty and staff; assures attendance at events in accordance with faculty and staff responsibilities. | |
| <p>Simulation and Clinical Learning Leadership</p> <ul style="list-style-type: none"> • Leads the Director and staff of the Simulation Center to provide outstanding resources to meet the needs of the campus community, particularly student learning experiences, faculty support, and community engagement initiatives. • Serves on the Peoria Educators in Nursing Scheduling (PENS) to represent the needs of the nursing programs of Methodist College and to assign clinical spaces in the UnityPoint Health hospitals and clinics to the area nursing programs. • In collaboration with Methodist College faculty, obtains clinical affiliation agreements to support clinical placements of students in specialty areas outside the spaces scheduled through PENS. • Collaborates with the Director of Simulation to develop strategic planning initiatives, assuring progress toward the existing strategic plan • In collaboration with the Director, prioritizes the optimal utilization of the Center. • Reviews outcomes of services provided in the context of student success, including recruitment, retention, graduation, and satisfaction • Represents the Center, in collaboration with the Directors as best suits the needs, to external audiences, assuring integration of services and adequacy of resources | 15% |
| <p>Teamwork and alignment with mission, vision, and values</p> <ul style="list-style-type: none"> • Is an engaged and active member of the Academic Affairs Leadership Team and the Senior Leadership Team, serving as a conduit for communication and information. • Fosters collaborative teamwork among the nursing programs, nursing assistant program, and the Center for Simulation and Clinical Learning • Fosters collaborative teamwork among constituents of the division and groups across the college | 15% |
| <p>Accreditation/Regulation/Policy</p> <ul style="list-style-type: none"> • Assures current knowledge of, and compliance with, Higher Learning Commission, Department of Education, Illinois Department of Higher Education, and program specific accreditation and regulatory requirements. • Collaborates with department chairs and program directors to assure attainment of specialty accreditation as well as supporting continued accreditation. • Guides faculty to assure student management in accordance with Americans with Disabilities Act regulations. • Develops and revises Methodist College policies; assures that faculty and staff are aware of policies and that they are enacted/upheld. • Incorporates changes to curricula, courses, and/or policies in the MC Undergraduate Catalog/Student Handbook/Departmental Handbooks | 10% |
| <p>Basic UPH Methodist College Performance Criteria</p> <ul style="list-style-type: none"> • Demonstrates the UnityPoint Health Values and Standards of Behaviors as well as adheres to policies and procedures and safety guidelines. • Demonstrates the Methodist College Values and Standards of Behaviors as well as adheres to policies and procedures. • Demonstrates ability to meet business needs of department with regular, reliable attendance. | 10% |

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| <ul style="list-style-type: none"> Employee maintains current licenses and/or certifications required for the position. Practices and reflects knowledge of HIPAA, TJC, DNV, OSHA and other federal/state regulatory agencies guiding healthcare. Practices and reflects knowledge of FERPA with respect to protecting the privacy of student education records. Completes all annual education and competency requirements within the calendar year. Is knowledgeable of college compliance requirements. Brings any questions or concerns regarding compliance to the immediate attention of leaders. Takes appropriate action on concerns related to compliance. | |
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Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Demonstration of UPH Values and Standards of Behaviors

Consistently demonstrates UnityPoint Health's values in the performance of job duties and responsibilities

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| Foster Unity: | <ul style="list-style-type: none"> Leverage the skills and abilities of each person to enable great teams. Collaborate across departments, facilities, business units and regions. Seek to understand and are open to diverse thoughts and perspectives. |
| Own The Moment: | <ul style="list-style-type: none"> Connect with each person treating them with courtesy, compassion, empathy and respect Enthusiastically engage in our work. Accountable for our individual actions and our team performance. Responsible for solving problems regardless of the origin. |
| Champion Excellence: | <ul style="list-style-type: none"> Commit to the best outcomes and highest quality. Have a relentless focus on exceeding expectations. Believe in sharing our results, learning from our mistakes and celebrating our successes. |
| Seize Opportunities: | <ul style="list-style-type: none"> Embrace and promote innovation and transformation. Create partnerships that improve care delivery in our communities. Have the courage to challenge the status quo. |

Demonstration of Methodist College Values and Standards of Behaviors

Consistently demonstrates Methodist College's values in the performance of job duties and responsibilities

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| Human Dignity: | <ul style="list-style-type: none"> Unconditional respect for the inherent worth, uniqueness, and autonomy of individuals. |
| Integrity: | <ul style="list-style-type: none"> Displaying strong moral character and acting in accordance with accepted standards of behavior and an appropriate code of ethics. |
| Inquiry: | <ul style="list-style-type: none"> An active process of exploration and investigation that leads to understanding and construction of knowledge throughout one's life. |
| Social Justice: | <ul style="list-style-type: none"> Acting in accordance with fair treatment regardless of gender, economic status, race, religion, ethnicity, age, citizenship, disability, or sexual orientation. |

QUALIFICATIONS:

| | Minimum Requirements Identify items that are minimally required to perform the essential functions of this position. | Preferred or Specialized Not required to perform the essential functions of the position. |
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| Education: | <ul style="list-style-type: none"> Master's degree in Nursing Doctoral degree in Nursing or a related field (e.g. higher education administration, health-related doctoral programs) | |
| Experience: | <ul style="list-style-type: none"> Four years of experience as a department head, program director or administrator Four years of experience teaching at the higher education level | <ul style="list-style-type: none"> Five years of experience as a department head, program director or administrator Five years of experience teaching at the higher education level |

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| License(s)/Certification(s): | Licensed to practice as a registered nurse in the State of Illinois (or licensed in another state with eligibility to obtain a license in the State of Illinois) | |
| Knowledge/Skills/Abilities: | <ul style="list-style-type: none"> • Extensive written and verbal communication across divisions and across staff hierarchy • Knowledge of accreditation standards and regulatory requirements • Knowledge of shared governance systems and strong background in higher education settings with demonstrated commitment to shared governance and academic freedom, balanced with the ability to move initiatives forward in a collaborative manner • Assessment of student learning outcomes and core curriculum requirements • Knowledge of strategic planning process and plan implementation • Knowledge of the role of academic affairs in student recruitment and capacity to communicate academic programs to prospective students and the community • Ability to align course offerings with enrollment needs, space availability, student preferences, faculty qualifications, and capacity for content delivery • Experience developing and managing budgets within the confines of a fiscal accounting system • Knowledge of enterprise systems (Learning Management Systems, Student Management Systems, etc.) in the academic environment • Manage competing priorities in a time sensitive manner with timeline expectations and accountability • Manage relationships with a variety of individuals demonstrating a high level of emotional intelligence • Experience in human resources management at the departmental level • Experience in pedagogical practices that facilitate student engagement and success in learning; such as online learning and curriculum design • Promotes an academic environment of professional growth, accountability, and success. • Knowledge of the planning and delivery of academic support services | <ul style="list-style-type: none"> • Service as a site visitor for a regional or specialty accreditation organization (e.g. HLC, CCNE, MAERB, etc.) • Leadership skills demonstrated through multiple and progressively more responsible leadership positions in higher education |

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| Other: | Use of usual and customary equipment used to perform essential functions of the position. | |
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SCOPE: Position has supervisory responsibilities? Yes or No If yes, complete below.

| Number of Employees Supervised (Complete if position has supervisory responsibilities of individuals) | | | |
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| | Direct | Indirect | Total |
| Exempt | 3 | 29 | 32 |
| Non-Exempt | 0 | 20 | 20 |
| Total | 3 | 49 | 52 |

| Budget Control (Complete if position has budget responsibilities) | |
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| Annual Operating Budget (including payroll) | |
| Annual Revenue/Sales | |
| Other Scope Measurements | |
| Pertinent to the position, such as number of beds, number of units/departments, number of employees leading, cases per month, etc. | |
| Item | Number |
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| Mental/Cognitive Demands: |
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| (List any special mental and cognitive abilities required by the position in your specific environment) |
| <ul style="list-style-type: none"> • Ability to communicate effectively both verbally and in writing • Ability to multi-task, organize, prioritize, and follow multiple projects and tasks through to completion • Ability to complete tasks with attention to detail • Ability to work independently while contributing to a team environment • Ability to analyze problems, identify solutions, and take appropriate action to resolve problems • Ability to maintain strict confidentiality related to sensitive information • Ability to exercise sound independent judgment and decision-making processes • Ability to establish and maintain effective working relationships with others • Ability to relate to a diverse population |

WORKING CONDITIONS:

| Physical Requirements | |
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| (Check all that apply if essential to perform job – with or without accommodations) | |
| <input checked="" type="checkbox"/> | Talk/Hear (communicate, detect, converse with, discern, convey, express oneself, exchange information) |
| <input checked="" type="checkbox"/> | See (defect, determine, perceive, identify, recognize, judge, observe, inspect, estimate, assess) |
| <input checked="" type="checkbox"/> | Stand or Sit (stationary position) |
| <input checked="" type="checkbox"/> | Walk (move, traverse) |
| <input checked="" type="checkbox"/> | Use hands/fingers to handle or feel (operate, activate, use, prepare, inspect, place, detect, position) |
| <input type="checkbox"/> | Climb (stairs/ladders) or Balance (ascent/descent, work stop, traverse) |
| <input type="checkbox"/> | Bend/Stoop/Kneel |
| <input type="checkbox"/> | Squat/Crouch/Crawl |
| <input type="checkbox"/> | Reaching/Twisting |
| <input type="checkbox"/> | Taste/Smell (detect, distinguish, determine) |
| <input type="checkbox"/> | Pushing/Pulling |

| Lifting Requirements |
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| (Check appropriate category to perform job – with or without accommodations) |

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| <input checked="" type="checkbox"/> Level 1; Sedentary Work: Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met. |
| <input type="checkbox"/> Level 2; Light Work: Exerting up to 20 pounds of force occasionally or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires walking or standing to a significant degree, pushing or pulling arm or leg controls or maintaining a production rate pace. Light work requires physical exertion of forces greater than that of sedentary work. |
| <input type="checkbox"/> Level 3; Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. |
| <input type="checkbox"/> Level 4; Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. |
| <input type="checkbox"/> Level 5; Very Heavy Work: Exerting in excess of 100 pounds of forces occasionally, and/or in excess of 50 pounds of force constantly to move objects. |

| Hazards and Atmospheric Conditions (check all that apply) | |
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| <input checked="" type="checkbox"/> Normal Office Surroundings | <input type="checkbox"/> Vibration |
| <input type="checkbox"/> Exposure to Fumes | <input type="checkbox"/> Mechanical Hazards |
| <input type="checkbox"/> Exposure to Dust | <input type="checkbox"/> Chemical Hazards |
| <input type="checkbox"/> Exposure to Extreme Temperatures | <input type="checkbox"/> Electrical Hazards |
| <input type="checkbox"/> Wet and/or Humid | <input type="checkbox"/> Radiant Energy Hazards |
| <input type="checkbox"/> Noise | <input type="checkbox"/> Explosives Hazards |
| <input type="checkbox"/> Mists or Gases | <input type="checkbox"/> Burn Hazards |
| Other/Comments: Precautions must be followed when working in any health care environment. | |

| OSHA Categories (Complete this OSHA section for clinical/patient related jobs) |
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| <input type="checkbox"/> Category I: Duties performed routinely require exposure to blood, body fluid and tissue. |
| <input type="checkbox"/> Category II: Normal routine involves no exposure to blood, body fluid or tissue, but exposure or potential for exposure may occur. |
| <input checked="" type="checkbox"/> Category III: Normal routine involves no exposure to blood, body fluid, or tissue and as part of their employment, incumbents are not called upon to perform or assist in emergency care or first aid. |

| HR USE ONLY | |
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| FLSA Designation: Exempt | Lawson Position Code: 7653 |