DACUM Competency Profile for the Associate Degree Nursing

The Associate Degree Nursing Program Director is an RN, meeting BRN requirements,

Duties	← Tasks →				
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-13 Disseminate pertinent information to appropriate faculty	A-14 Certify compliance with graduation and licensing requirements	A-15 Oversee maintenance of student files (immunization, background check, etc…)	A-16 Assure access to learning resources	A-17 Coordinate textbook process
	A-25 Respond to legal issues to minimize risk				
B Manage Nursing Student Enrollment	B-1 Recruit students	B-2 Advise potential applicants	B-3 Collaborate with counselors	B-4 Manage selection process in accordance with current regulations	B-5 Evaluate non-generic students (i.e. transfer, internationally trained, advanced placement)
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 Facilitate curriculum development	C-5 Orchestrate approvals of curriculum change with curr-iculum committee BRN, Chancel-lor's Office, NLNAC, etc.
D Manage Information Technology Related to Nursing Program	D-1 Facilitate incorporation of current educational technology into curriculum and clinical practice	D-2 Provide access to high-tech classrooms	D-3 Oversee nursing program website/web resources	D-4 Oversee faculty and student utilization of web portal for instruction	D-5 Facilitate development of program policies and offerings for distance education
E Manage College Facilities for Nursing Program	E-1 Obtain skills and simulation lab space	E-2 Obtain and maintain equipment and supplies, including simulation	E-3 Manage use of skills and simulation labs	E-4 Obtain computer lab space	E-5 Manage use of computer skills lab
F Manage Human Resources	F-1 Provide adequate faculty to meet program needs	F-2 Participate in full-time faculty recruitment and hiring process	F-3 Participate in on-going recruitment and hiring of part-time faculty	F-4 Participate in recruitment and hiring of support staff	F-5 Monitor compliance with state, local, federal and contractual regulations

Category	Col1	Col2	Col3	Col4	Col5
	F-13 Mentor and coach faculty and support staff	F-14 Investigate personnel issues and student complaints	F-15 Facilitate conflict resolution	F-16 Participate in disciplinary actions	F-17 Facilitate and encourage on-going professional development of faculty and staff
G Manage Clinical Resources	G-1 Research and obtain clinical sites	G-2 Obtain contractual affiliation agreements	G-3 Update and maintain affiliation contractual agreements	G-4 Participate in regional planning of clinical placements	G-5 Communicate with clinical agencies regarding regulatory changes affecting nursing program
	G-13 Problem solve student/staff concerns in clinical environment	G-14 Assure compliance with contractual obligations	G-15 Provide information and documentation for students pursuing other career and employment licensure		
H Facilitate Student Needs and Activities	H-1 Maintain student contact	H-2 Provide student advisement	H-3 Facilitate communication of pertinent program and professional information	H-4 Refer students to appropriate student services (DSPS, Remediation)	H-5 Provide reasonable accommodations
I Collaborate with College/District	I-1 Advocate for nursing department needs	I-2 Advocate for nursing at administrative level	I-3 Follow established protocol for college board communication and approvals	I-4 Maintain currency with college/district developments (including Academic Senate)	I-5 Adhere to campus/district policies and procedures
	I-13 Promote and facilitate faculty participation in college wide committees	I-14 Actively participate in college events			
J Promote Community Awareness and Public Relations	J-1 Follow established protocol for media relations	J-2 Advocate for improvement of nursing education	J-3 Promote nursing and nursing education in public venues	J-4 Represent college/district on boards and committees at local, regional, state and national levels	J-5 Assure consistency and accuracy in all college/district publications
	J-13 Educate legislators regarding nursing education	J-14 Monitor and respond to proposed legislation			
K Manage Fiscal Resources	K-1 Develop annual budget	K-2 Advocate for necessary program funding	K-3 Perform on-going budget analysis	K-4 Monitor on-going expenses	K-5 Utilize funds within fiscal calendar

Program Director

who leads the nursing Education program in the development of graduates eligible for licensure.

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A-6 Develop semester schedule for nursing courses	A-7 Collect and analyze program data	A-8 Oversee systematic program evaluation	A-9 Prepare required reports	A-10 Participate in state and regional Associate Degree Nursing director meetings	A-11 Participate in policy/procedure development	A-12 Set agendas and chair meetings to facilitate program decision making and communications
A-18 Develop and maintain program advisory committees	A-19 Develop creative ways to respond to community needs	A-20 Participate in state, local and national meetings	A-21 Maintain currency with local, state and federal regulations	A-22 Direct assessment testing (i.e. TEAS, etc)	A-23 Oversee projects	A-24 Coordinate special events
B-6 Coordinate new student orientation	B-7 Create and implement student success strategies	B-8 Implement nursing program student policies	B-9 Analyze weekly student contact hours / FTES ratio	B-10 Develop course and clinical rotation schedules	B-11 Manage grant specific enrollment requirements	
C-6 Facilitate implementation of curriculum	C-7 Monitor and evaluate existing curriculum on a continuing basis	C-8 Monitor faculty adherence to established curriculum	C-9 Facilitate incorporation of current educational strategies and technology into curriculum	C-10 Establish collaboration initiatives (i.e. ADN to BSN/MSN) etc…		
D-6 Ensure implementation of district policies for distance education	D-7 Utilize information technology to meet program needs					
E-6 Manage classroom space	E-7 Advocate for administrative, staff, and faculty office and storage space	E-8 Obtain and maintain off campus sites	E-9 Participate in building design process			
F-6 Ensure faculty meet requirements of clinical agencies	F-7 Manage orientation of all personnel to school, program and clinical sites	F-8 Assign faculty and support staff	F-9 Supervise faculty and support staff	F-10 Manage evaluation process for faculty and support staff	F-11 Participate in evaluation of faculty and support staff	F-12 Promote team building

F-18 Develop and mentor faculty for assistant director role						
G-6 Utilize computerized clinical placement system	G-7 Maintain relationships with clinical affiliates	G-8 Manage use of clinical sites	G-9 Evaluate clinical sites in meeting program objectives	G-10 Maintain currency of local clinical agency requirements	G-11 Manage preceptor placements	G-12 Communicate pertinent program and professional information to clinical agencies
H-6 Administer student disciplinary process	H-7 Participate in student grievance process	H-8 Facilitate employment opportunities	H-9 Administer scholarship process	H-10 Oversee student ceremonies	H-11 Support student clubs and associations	H-12 Manage alumni relations
I-6 Utilize campus/district systems to meet program needs	I-7 Participate in development of campus/district policies	I-8 Participate in campus/district committees	I-9 Participate in college-wide hiring processes	I-10 Collaborate with student support services	I-11 Advocate for availability and accessibility of required general education courses	I-12 Advocate for availability and accessibility of student support ser vices
J-6 Collaborate with public information office	J-7 Publicize program activities and accomplish-ments	J-8 Participate in marketing activities	J-9 Participate in outreach activities	J-10 Develop continuing education programs in response to community needs	J-11 Initiate legislation thru professional associations	J-12 Participate in political action committees
K-6 Modify expenditures in response to evolving budget	K-7 Develop/manage materials fees	K-8 Develop external funding resources	K-9 Manage external funding resources (i.e. grants, endowments etc)	K-10 Administer grant programs	K-11 Manage grant specific reporting requirements	

DACUM Competency Profile for

The Associate Degree
Nursing Program Director

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Future Trends and Concerns

Aging population
Aging faculty and program directors
Bio-terrorism
BSN programs displacing ADN programs
Changes in healthcare delivery and practice areas
Changing reimbursement
Clinical site shortage
Downsizing of schools/programs
Effect of residency on clinical placement
Entry level into practice issue
Funding – variable sources, HIPAA, Perkins
Global diverse student population, changing
Healthcare practices impacting curriculum
HIPPA/Privacy
Hospital requirements
Impacted programs – abundance of applicants
Inadequate basic education preparation (high school in California)
Increased Litigation
Increasing costs of materials and supplies
Knowledge of governing boards
Legal issues
Nursing shortage
Patient simulation experience
Political changes
Professional role changes
Proliferation of for profit
Regulation changes
Shortage of educationally prepared faculty
Social Networking
Technology changes
Unfunded mandates

Worker Behaviors

Able to choose battles
Accepts criticism/defeat
Analytical
Anticipates change
Approachable
Aware of campus culture
Uses common sense
Compassionate
Consistency
Creative thinker
Curious
Empathetic
Energetic
Enthusiastic
Ethical
Exhibits professional demeanor
Facilitator
Fair
Flexible

Global thinker
Honest
Logical
Open minded
Optimistic
Patient
Perseveres
Personable
Politically astute
Proactive
Progressive
Resilient
Respectful
Risk taker
Role model
Self assured
Self directed
Sense of humor
Socially adept
Visionary

Tools, Equipment, Supplies and Materials

Basic office supplies
Board of Trustees policies
Business cards
Calculator
Car
Cell phone
Clerical Support
College stationary
Computer hardware/software
Conducive environment
Copy machine/printer
Driver's license
Ergonomic environment
Fax machine
E-mail

Internet access
Laptop computer
Legal assistance
Name tag
Office furniture
Organizational dues resource
PDA/organizer
Private office
Private telephone line with long distance access
Professional attire
Reference manuals
Regulation References-Nursing Practice Act
Clerical support
Share drives
Tech support

General Knowl

Ability to influence others
Ability to work with diverse

Knowledge of governing boards
Knowledge scope of practice
Leadership skills/management
Legislative process knowledge

populations
Academic preparation
Accounting and budgeting skills
ADN teaching skills
Assessment skills
Basic knowledge of
    diagnostic technology
Change agent/facilitate change
Clinical services/practices
Coaching
Communications skills: (written/
    oral, presentation, listening,
    approachability, electronic)
Community awareness and
    knowledge
Community College environment
Computer skills/information technology
Conflict management
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
Information technology
Interest in learning
Know and understand campus culture
Knowledge of California
    Education Code
Knowledge of higher education

Masters in Nursing
Minimum requirements: 1 year clinical experience
                        2 years teaching experience
                        1 year assistant director experience
                        R.N. license – active