

**WORKFORCE EDUCATION, VOCATIONAL NURSING COORDINATOR, KAUFMAN  
HSC CAMPUS**

**GENERAL STATEMENT:**

Serves to coordinate the activities of the teaching teams and to develop, implement, and evaluate, with assigned team members, the vocational nursing curriculum in accordance with the academic standards of TVCC and the vocational nursing program.

**REPORTS TO:**

Provost, Health Science Center

**OCCUPATIONAL GROUP:**

Faculty

**ELSA:** Exempt

**QUALIFICATIONS FOR APPOINTMENT:**

**EDUCATION:**

- Hold a bachelor's degree or higher in the teaching discipline;
- OR: Hold an associate's degree or Diploma (in the teaching discipline) and a minimum of 3 years relevant full-time work experience.

**LICENSE OR  
CERTIFICATION:**

Registered Nurse (RN), licensure in Texas.

**EXPERIENCE:**

At least three (3) years of recent clinical experience in nursing; At least two (2) years teaching experience in a vocational nursing program, preferred.

**OTHER:**

Membership and participation in professional organizations. Good interpersonal skills and ability to work in a team.

**DUTIES AND RESPONSIBILITIES:**

As Coordinator:

In addition to the instructional responsibilities outlined in TVCC Board Policy DDA (LOCAL), program coordinators:

- Oversee curriculum development in program, including the establishment, incorporation, and the reporting of program learning outcomes.
- Present curricular recommendations to division chairperson for consideration and approval by the curriculum and instruction committee.
- Coordinate the program's selection and adoption of textbooks and materials to support the respective learning outcomes of the program.
- Inform administration of matters affecting the welfare of students, faculty, and the institution.
- Follow curriculum guidelines as set forth by the Texas Board of Nursing and TVCC.
- Maintain current syllabi.
- Maintain open lines of communication between vocational nursing faculty and faculty of the health occupations division.
- Cooperate in the preparation of manuals and instructional materials for vocational nursing curriculum.
- Assist students with applications for the licensing examination and licensure.
- Cooperate with vocational nursing faculty in the organization of student activities.
- Approve class rolls and submit all required student grade reports by deadlines.
- Assist in first-level problem-solving with faculty and students.
- Assist in recruitment, selection, orientation and evaluation of instructors as member of the teaching team.
- Coordinate new student orientation annually.

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- Prepare the annual reports to the Texas Board of Nursing (NEPIS and CANEP) and any required follow up reports.
- Prepare materials for site visits from Texas Board of Nursing.
- Provide input into revisions of policies for vocational nursing program and Health Occupations division.
- Provide input into selection processes for vocational nursing program.
- Maintain minutes of vocational nursing faculty meetings.
- Keeps VN faculty informed about current Board of Nursing regulations affecting vocational nursing education.
- Make sure the VN program is in compliance with all Board of Nursing rules and regulations.

As Instructor:

- Maintain academic standards as established by the College and nursing department.
- Teach assigned classes according to approved course syllabi and minimum competencies.
- Participate in Master Plan of Evaluation process with other vocational nursing faculty.
- Arrive on time for classes or notify the provost as early as possible of an inability to meet a class.
- Maintain scheduled office hours, attendance and scholastic records as required by the College.
- Attend all faculty meetings, commencements, and other special meetings called by the campus provost, assistant vice presidents, vice president of instruction, or the president.
- Participate on College committees, health occupations committees, sponsorship of College clubs and organizations, and other College activities.
- Assist in planning of the budget and the selection of visual aids and library holdings.
- Observe regulations as outlined in College faculty handbook.
- Participate in the development, implementation, and evaluation of the total nursing curriculum.
- Coordinate clinical experiences and maintenance of public relations with the respective cooperative agencies.
- Serve as a resource person for students.
- Assist in recruitment and retention of nursing students.
- Participate in evaluations of nursing students.
- Keep abreast of current trends in nursing through active participation in continuing education/ workshops and/or formal education activities.
- Adhere to the health occupations division health and safety policy.
- Maintain current CPR certification for health care providers.
- Other duties as assigned by appropriate supervisory personnel.

**PHYSICAL REQUIREMENTS:**

- Within the general range of an office or classroom environment.
- May be required to don personal protective equipment such as mask, gloves, goggles, and gown to prevent exposure to blood and body fluids in the clinical setting.
- May require irregular evening and weekend hours.

*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

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*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*Approved:*

*01/22/2016*

*Revised:*