

Duke University School of Nursing

Job Description

HR Title: Associate Director, COE GNE

Working Title: Associate Director, Center for Excellence in Geriatric Nursing Education

Job Code: 2616

Job Level: 16

Revised: 01/2008

Occupational Summary

Develops, executes, and evaluates a strategic plan related to the implementation of the Center of Excellence in Geriatric Nursing Education, including a plan for marketing, and recruitment of participants in both the grant-funded and post-grant funding period, subject to the approval of the CoE Director

Work Performed

Develops, executes, and evaluates a strategic plan related to the implementation of the Center of Excellence in Geriatric Nursing Education, including a plan for marketing, and recruitment of participants in both the grant-funded and post-grant funding period, subject to the approval of the CoE Director

Develops and guides efforts to strengthen relationships and partnerships with over 50 associate degree and baccalaureate nursing education programs across North Carolina and South Carolina, in addition to over 100 other expected programs nationally and internationally, to develop and access innovative pathways to careers in academic geriatric nursing education.

Oversees compliance with all federal, state, university and accreditation regulations as they apply to the development of the CGNE

Leads a collaboration of over 20 leading public and private health systems in North and South Carolina, the state Area Health Education Center (AHEC) system, and the Department of Veterans Affairs to identify, develop and implement new innovative geriatric nursing clinical instructor faculty training models.

Provides leadership for special projects related to DUSON strategic plans related to care of aging people and housed within the Center.

Collaborates with faculty, educational technologists and information technologists to develop new and expand existing geriatric nurse training resources, including a state-of-the-art virtual learning community, which will house over 950 learning resources contributed by over 100 faculty nationally, including archived evaluation data on the effectiveness of each learning resource. Serves as a convener and facilitator of faculty wishing to develop new initiatives that advance the work of the CoE.

Identifies and advances opportunities for revenue streams that will assure the financial sustainability of the CGNE, including development of a business plan for continuing education institutes, development of funding proposals for partnerships between businesses, philanthropies, or federal entities and DUSON to support the work of the CoE.

In collaboration with the Director of the CoE, develops a plan to advance the goals of the CoE based upon input from key internal and external stakeholders, and manages the plan for achieving those goals. Provides ongoing analysis of success in achieving the established goals.

Proposes and executes an annual budget for the CGNE ensuring detailed accounting consistent with School and University policies and procedures in collaboration with the Center's faculty leadership team.

Supervises administrative staff assigned to the CoE, including making recommendations for hiring, advancement, promotion.

Establish liaison relationships with University and Health System departments as appropriate to support the strategic planning needs of the DUSON.

Perform other related duties incidental to the work described herein. The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

Required Qualifications at this Level

Education/Training: Master's degree in related field required, nursing degree required.

Experience: A minimum of seven years of previous experience in health-related strategic planning and execution, program development, accreditation and compliance, and revenue, expense, and resource management required. A minimum of 5 years senior level experience leading a healthcare organization or a significant portion of a healthcare organization required.

Skills: Requires demonstrated effective communication skills in oral and written forms, interpersonal skills to effectively develop collaborative relationships, and leadership skills to develop and facilitate multiple projects.