SON OP 10.042 Role and Responsibilities of Executive Leadership
Attachment E

Position Description

JOB TITLE: Associate Dean for Clinical Services and Community Engagement

FLSA STATUS: Exempt
REPORTS TO: Dean, TTUHSC School of Nursing
DIVISION: School of Nursing
APPROVED BY: Dean, TTUHSC School of Nursing
Approved: July 11, 2007

SUMMARY: Develops the clinical services agenda of the School of Nursing by facilitating individual and programmatic clinical services efforts among faculty and students of the School of Nursing. Responsible for collaborating with the Department Chairs(s) of the School’s education program(s) to identify and/or develop specific clinical services activities and/or roles suitable for faculty and student participation, and with Associate Dean of Outcomes and Evaluation, collaborate on scholarship initiatives that integrate clinical services. Facilitates the SON outreach mission to engage in activities and initiatives with local, national and global communities in improving access to quality health care, particularly among vulnerable populations.

ESSENTIAL DUTIES and RESPONSIBILITIES: includes the following, with other duties that may be assigned by the Dean of the School.

- Provides collegial assistance to faculty and students of the SON in preparation and implementation of clinical services initiatives.
- Establishes and maintains strong networks for continued community engagement.
- Manages clinical services and community outreach programs through development and implementation of policies and procedures.
- Directs resource utilization for clinical service and outreach activities in collaboration with the Dean.
- Serves as the Executive Director for the School of Nursing business enterprise.
- Facilitates on behalf of the School of Nursing faculty clinical services contracts.
- Maintains a record system for documentation of nursing clinical services and community outreach activities for the School of Nursing.
- Collaborates with internal units and external community organizations to build the Clinical Services and Community Engagement enterprise of the SON.
- Develops resource driven innovative community partnerships.
- Evaluates faculty clinical services sites and assess faculty contributions and potential for productive clinical services.
- Assists faculty in meeting their goals for clinical services through sharing of resources and facilitating role development.
- Mentors and advises faculty on administration of successfully funded program grants.
- Assists in developing grant applications for program development in clinical/community outreach.
- Prepares reports as requested for the clinical services and community outreach programs for the SON.
- Administers grants and other sources of external funding.
- Plans professional development activities for self, faculty and staff, including those at the Larry Combest Community Health and Wellness Center, such as continuing education offerings, workshops, professional meetings, related to clinical services and community outreach.
- Participates in program, school and university committees and in other activities associated with Associate Dean status.
- Maintains membership in and participate in activities of professional associations.
- Serves as a knowledgeable resource person on clinical services and community engagement to colleagues, students and community.
- Shares professional expertise at the regional, state, national and international level.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES: Supervisory responsibility for the management staff for the SON business enterprise, administrative staff and other staff as assigned by the Dean of the School of Nursing.

QUALIFICATION REQUIREMENTS: To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Faculty rank of at least Associate Professor and an earned doctoral degree in Nursing (required) or related field and a master of Science Degree in Nursing (required) with extensive experience in administration and grant development/management. All degrees must be from an accredited university.
LANGUAGE SKILLS: Excellent written and verbal communication skills. Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, faculty, staff, students and members of the profession of nursing and other business entities. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to individuals at all levels, ranging from children to members of board of directors and legislators.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY: Ability to define problems, collect data, establish facts and draw valid conclusions to solve problems and plan initiatives. Ability to interpret and extensive variety of technical instructions in mathematical or diagram form and deal with various abstract and concrete variables.

OTHER SKILLS or QUALIFICATION:
- Preparation and experience in program development, implementation and evaluation.
- Expertise in and a democratic approach to interpersonal relations and interdisciplinary collaborations.
- Expertise in cultural nursing and health care.
- Maintain awareness of current issues/trends in clinical services and community engagement.
- Community and professional leadership and networking skills regarding clinical services and community engagement goals of the School of Nursing.
- Successful experiences with improved clinical practice, broad-based clinical focus and preference is made for certification in a clinical area.
- Knowledgeable about relevant accreditation and practice standards.
- Commitment to the principles of affirmative action and equal employment opportunity.

WORK ENVIRONMENT:
Normal job functions performed within a standard office environment. Exposure to clinical patient care and/or research laboratory is likely. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CERTIFICATES, LICENSES, REGISTRATIONS:
Refer to Faculty Personnel Description and Qualification Document.