

## **JOB POSTING AND DESCRIPTION:**

### **ASSOCIATE DIRECTOR, NURSING EDUCATION & PRACTICE NURSE PLANNER (NYC)**

The New York State Nurses Association is a labor organization of over 40,000 frontline nurses standing together for strength at work, nursing practice, safe staffing, and healthcare for all. We are New York's largest union and professional association for registered nurses.

**POSITION SUMMARY:** Responsible for assisting the Director, Nursing Education and Practice and provider unit Program Director in implementing a wide array of activities surrounding the practice and educational needs of members.

#### **GENERAL RESPONSIBILITIES:**

- Assist in reviewing and evaluating on an ongoing basis, trends in the delivery of health care and its impact on the practice and educational needs of the nursing profession.
- Review and analyze developments and trends in the organization and delivery of health care, the practice and education of nurses, legal and ethical issues in nursing, legislative and regulatory issues affecting nurses, and other areas pertinent to the nursing profession to identify educational gaps, a problem in practice, or an opportunity for improvement.
- Provide consultation to NYSNA members, other nurses or nursing groups, federal and state regulatory bodies, consumer groups and others regarding education, practice issues and regulatory affairs.
- Responsible for supervising and evaluating performance of the Nursing Education and Practice staff and recommending candidates for hire in staff positions.
- Function as nurse planners for the NYSNA CE/T Accredited Provider Unit. This includes serving as an active member of the planning committee for all nursing professional development activities; being actively involved in all aspects of identification of gap analysis; designing programs that meet the needs of learners using adult education principles; ensuring objectives to be achieved align with Bloom's taxonomy; ensuring content and delivery methods meet the needs of various learning styles; ensuring programs contain various teaching strategies for the identified audience; ensuring the inclusion of content experts, presenters and nurse planner on the planning committee; managing relevant financial relationship identification, mitigation, and disclosures; managing commercial support agreements and recordkeeping; determining the number of

contact hours to be awarded for each educational program; coordinate, plan, develop, approve, implement, evaluate and maintain database files of all continuing nursing professional development programs according to American Nurses Credentialing Center (ANCC) guidelines and International Accreditors of Continuing Education and Training (IACET) guidelines. This also includes maintaining internal and external communication systems essential to the interpretation and implementation of the CE/T Accredited Provider Unit.

- Conduct needs analysis and propose educational opportunities for members, conduct continuing nursing professional development conferences and workshops (in all mediums of live workshops, online learning and web casts) for Association departments and other groups as appropriate in accordance with IACET/ANCC standards and NYSNAs Accredited CE/T Provider Unit policies and procedures.
- Participate in curriculum planning, development and coordination for continuing nursing professional development conferences and workshops (in all mediums of live workshops, online learning and web casts) with the appropriate NYSNA programs and other groups. Specific examples include Annual Convention, Lobby Day, Seminar-at-Sea, Clinical Ladder Guidance, and others in accordance with IACET/ANCC standards and the NYSNA CE/T Accredited Provider Unit policies and procedures using adult learning principles. Participate in facility-based strategic campaigns.
- Participate in the ongoing training and evaluation of the nursing education and practice staff in order to assist them in maintaining a high level of competence and expertise in professional practice issues in accordance with IACET/ANCC standards and the NYSNA CE/T Accredited Provider Unit policies and procedures.
- Assist in regulatory and legislative lobbying. Review legislative and regulatory proposals for impact on the practice of nursing and make recommendations for association policy.
- Assist in the preparation of necessary documentation to guide and support governmental relations activities.
- Act as liaison with outside agencies, committees and groups to support educational activities and nursing practice issues, and to represent NYSNA's position on issues affecting nurses.
- Act as staff facilitator and coordinator for the activities of NYSNA councils, Practice Focus Groups and other committees, task forces, networks and coalitions. These groups focus their work on nursing practice, research, education, political and regulatory issues.
- Plan, coordinate and deliver NYSNA workshops.
- Serve as nursing consultant to negotiated nursing practice committees.
- Participate in the development of written and electronic materials and other communications to the membership and other individuals or groups to promote nursing practice and nursing professional development education activities and strategies.
- Collaborate with other NYSNA departments and staff in identifying and addressing member practice and educational needs in order to streamline activities and utilize resources efficiently.
- Act as co-managing editor of The Journal of the New York State Nurses Association and oversee the functioning of the Journal editorial board.

## **QUALIFICATIONS:**

- 5-7 years' experience in nursing education.
- Recent supervisory and leadership experience required.
- Strong analytical and communication skills are critical.
- Labor Union experience and demonstrated commitment to labor movement strongly preferred.
- License as a Registered Professional Nurse, required.
- Bachelor's degree in nursing, required.
- Master's in nursing or related field preferred.

Note: Every effort has been made to make this position description as complete and comprehensive as possible. However, it in no way states or implies that these are the only duties required of the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment within the position

**NYSNA takes the health of their employees, families, members and communities very seriously. Proof of Covid-19 vaccination is required as a condition of employment.**

**We are committed to fostering an organizational culture of diversity and inclusion. Women, minorities, people of color, individuals with disabilities, and members of the LGBTQ+ community are strongly encouraged to apply.**

**Salary range is based upon Union salary scale of \$115,000-\$135,000 depending upon education and experience**

### **TO APPLY:**

All interested candidates should e-mail their resumes to: [Employment@nysna.org](mailto:Employment@nysna.org), Subject: "ASSOCIATE DIRECTOR-NEP- NYC"