

## **JOB POSTING AND DESCRIPTION:**

### **DIRECTOR, NURSING EDUCATION & PRACTICE ACCREDITED PROVIDER UNIT PROGRAM DIRECTOR (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:** To provide strategic, administrative, academic and contemporary leadership, oversight, and accountability for the NYSNA Nursing Practice & Education Department, NYSNA Continuing Education & Training (CE/T) Accredited Provider Unit (ACU), and continuing nursing professional development programs that serve the life-long nursing practice, labor, employment and occupational health and safety education needs of registered professional nurses and other licensed healthcare professionals.

To oversee the planning, implementation and evaluation of all of the programs and activities of the NYSNA CE/T Accredited Provider Unit and Nursing Practice and Education Department, staff development and orientation, and continuing nursing professional development, employment, labor, and occupational health and safety education programs.

#### **GENERAL RESPONSIBILITIES:**

- Serve as primary resource on nursing practice.
- Develop the process used for evaluating the overall effectiveness of the Provider Unit and identify Provider Unit Quality Outcomes to improve Provider Unity operations.
- To oversee the acquisition and distribution of granted funds in support of continuing nursing professional development employment
- Oversee and maintain NYSNAs status as a New York State Department of Health approved and New York State Education Department approved and accredited provider of the Mandatory Continuing Education Programs in Infection Control, Child Abuse, 2B Provider Status, and DEA Mandatory Prescribers.
- Coordinate the implementation and evaluation of the NYSNA strategic plan and the Provider Unit strategic plan as it relates to the provision of continuing nursing professional development, labor, employment, and occupational health and safety education to all members.
- Oversee the International Accreditors of Continuing Education and Training (IACET) and the American Nurses Credentialing Center (ANCC) criteria re-application process, ensure maintenance of NYSNA status as an IACET and ANCC accredited provider of CH/CEUs.

- Coordinate the development, implementation, evaluation and revision of the NYSNA CE/T Provider Unit Policy and Procedure Manual as it relates to the provision of continuing nursing professional development, labor, employment, and occupational health and safety law programs to all members on an annual basis.
- Revise Provider Unit processes based on aggregate data including, but not limited to, individual educational activity evaluation results, stakeholder feedback, and learner feedback.
- Coordinate, oversee and maintain the policies of the NYSNA continuing education provider unit status for instructional programs in compliance with the International Accreditors of Continuing Education and Training (IACET) and the American Nurses Credentialing Center (ANCC) criteria;
- Monitor and ensure the application of IACET and ANCC standards for each learning program, conduct periodic reviews, generate and place mandatory annual reports that all learning programs comply with IACET and ANCC criteria.
- Prepare and administer the budget for the NYSNA CE/T Accredited Provider Unit and the Nursing Education and Practice Department.
- Coordinate the conduct of needs assessments and the development of outlines, materials and educational products based on best available current evidence.
- Oversee the establishment and maintenance of IACET/ANCC activity files and a clearinghouse of available nursing practice, labor, employment, and health and safety policy and procedure information for use by staff.
- Ensure that all NYSNA provider unit Nurse Planners understand IACET and ANCC criteria and competently and appropriately applies IACET and ANCC criteria to all continuing education processes, operational aspects, and programs.
- Screen and recommend for hire and/or orient NYSNA Education Program staff; NYSNA instructors; and Baccalaureate in Nursing prepared Nurse Planners to ensure the competence in the design, development, conduction and evaluation of contemporary nursing professional development, labor, employment, and occupational health and safety continuing education programs using various methods and media, tailored for the adult learner and in accordance with IACET and ANCC criteria.
- Develop and update NYSNA CE/T Accredited Provider Unit policies and procedures, standards, and best practices.
- Act as co-managing editor of The Journal of the New York State Nurses Association and oversee the functioning and biannual distribution of the Journal and the Journal Editorial Board.
- Coordinate and oversee the Secor Scholarship Program and annual Seminar at Sea.

## **QUALIFICATIONS:**

### **Education:**

- License as a registered professional nurse, required.
- Masters' Degree in Science, with concentration in nursing education, required.

- Baccalaureate Degree in Nursing, required.
- Doctorate degree in educational administration, preferred.

**Experience:**

- Experience with accrediting agency review processes and compliance standards, preferred.
- Experience in the design, development, conduct and evaluation of staff development and nursing professional development activities, required.
- Supervisory experience, required.
- Experience in working with diverse and multicultural populations of staff and learners, required.
- Demonstrated commitment to labor movement strongly 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 \$145,000 to 165,000 depending upon education and experience**

**TO APPLY:**

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