VI. Specialized Administrative Positions

A. Business Coordinator III

Function:
The Business Coordinator coordinates unit business and financial affairs, develops budget, and ensures compliance with applicable policies and procedures. The Coordinator administers and evaluates unit financial procedures and provides professional support in the development and recommendation of strategic financial planning for a unit.

Scope:
The Business Coordinator III shall:

- Coordinate and oversee purchasing, accounting, accounts payable/receivable, budget, payroll, travel, and other related activities.
- Participate in complex budget and accounting projects.
- Provide appropriate training and guidance to unit staff.
- Prepare financial reports.
- Prepare, monitor and analyzes budgets.
- Approve and sign purchase, PTR, work orders and other required documents as delegated by supervisor.
- Reconcile periodic financial reports.
- Investigate and solve purchasing, accounting, accounts payable and payroll errors. Maintain confidentiality.
- Perform other duties as assigned.

Supervision:
The Business Coordinator III reports to the Dean.

Education:
Earned Bachelor of Business Administration degree with concentration in Business, Finance or Accounting

Experience:
The Business Coordinator III should have two years related financial/accounting experience in preparation for this position.

B. Coordinator of Student Services

Function:
The Coordinator of Student Services will administer or oversee all functions of the student experience
at the College of Nursing and Health Sciences; including academic/career advising, recruitment, orientation, admission, progression, academic support services, academic/career planning, graduation, nursing/health science student organization student centered events and College scholarships.

Scope:
The Coordinator of Student Services shall:

• Advise students and faculty concerning academic policies, degree requirements, and procedures through oral and written communications. Interact with faculty in interpreting and applying academic policy. Use discretion and independent judgment in grading exceptions to selected policies, and when appropriate recommend modifications to academic policies and procedures to the Associate Dean of Academic Programs.

• Instruct and counsel students, faculty, and staff on registration and enrollment policies, academic difficulties, and accommodations for disabilities. Maintain contact with students on leave.

• Facilitate discussion, initiatives and College activities that enhance student life, development and build community. Coordinate and initiate programs that enhance student academic and professional development, increase retention, and respond to student needs.

• Monitor and advise the activities of student organizations, including supervising and administration of their budgets, fundraising activities and planning for special programs. Ensure compliance with University regulations and ensure continuity from year to year. Coordinate student assignments on committees.

• Develop and implement strategies and plans in case of student emergencies. Ensure plans are consistent and compliant with other University initiatives.

• Oversee the ongoing evolution, implementation and maintenance of integrated computerized student record systems and technological resource in all functional areas.

• Plan and execute student orientation, white coat ceremony, recognition ceremony and other College events.

• Plan, coordinate and implement career-related services to students, alumni and employers in collaboration with other campus units.

• Provide needed information and data used in the preparation of annual reports, accreditation reports and other related surveys.

• Other duties as assigned.

Supervision:

The Coordinator of Student Services reports to the Associate Dean of Academic Programs.

Education:

An earned Masters or terminal degree from a regionally accredited university is required.
Experience

The Coordinator of Student Services should have exemplary interpersonal skills for working within the College, across the University, and with the public. Excellent and relevant computer skills: database design and management, statistical reports, word processing, spread sheets and web applications. Ability to identify uses of new technologies to enhance process efficiencies. Knowledge of University policies and procedures relevant to student services; knowledge of computer software including Banner, Argos and Excel. Demonstrated leadership and management experience with ability, including coaching skills and managing performance.

C. Director of Simulation and Clinical Learning Center (SCLC)

Function:
The Director of Simulation and Clinical Learning Center (SCLC) is primarily responsible for planning, designing, implementing and evaluating simulation-based learning across the continuum from standardized patients through high-fidelity simulators. The Director of Simulation is a key member of the leadership team and collaborates with the Associate Dean of Academic Programs. The Director will provide strategic insight and assist the Associate Dean in setting curricula priorities and objectives.

Scope:
The Director of Simulation and Clinical Learning Center (SCLC) shall:

- Lead the integration of simulation/instructional technologies throughout the CONHS curricula.
- Use evidence-based simulation models to design, implement, evaluate, and standardize educational programs for faculty/staff development in the use of clinical simulation, debriefing and assessment.
- Mentor faculty, clinicians, and graduate students in the design of curriculum involving clinical simulation.
- Ensure instruction is consistent with national professional standards for clinical practice.
- Collect data on learning outcomes for simulation exercises and collaborate with faculty on disseminating findings through peer-reviewed publications.
- Supervise all Simulation and Clinical Learning Center (SCLC) faculty and staff.
- Institute continuous quality improvement strategies for simulation program improvement.
- Prepare for future accreditation by Society for Simulation in Healthcare.
- Partner with SCLC manager and other administrative personnel in reporting of program activities, standards, accreditation requirements, external meetings, educational concerns, and student/staff success.
- Inspire the advancement of simulation research.
- Other duties as assigned.

Supervision:
The Director of Simulation and Clinical Learning Center (SCLC) reports to the Associate Dean of Academic Programs and supervises all SCLC faculty and staff.

Education:
A Doctoral degree from a regionally accredited university in a healthcare or related field (or Faculty Handbook
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documented program of study that adheres to the doctoral timetable for completion of a doctoral degree within an identified timeline) is required. Current, unrestricted RN/APRN Texas license.

**Experience:**
The Director of Simulation and Clinical Learning Center (SCLC) position requires 3-5 years of experience with simulation-based education and training, evaluation of outcomes, patient safety, and implementation of innovative simulation-based education and training programs; familiarity with use and basic maintenance of simulation equipment. Preferred qualifications include evidence of scholarship contributions related to clinical simulation and knowledge regarding accreditation through the Society for Simulation in Healthcare.

**D. Manager of the Simulation and Clinical Learning Center (SCLC)**

**Function:**
The Manager of the Simulation and Clinical Learning Center (SCLC) manages the Simulation and Clinical Learning Center (SCLC) and is responsible for the acquisition, maintenance, and safe use of equipment and materials essential to the implementation of effective learning activities. The Manager of the SCLC ensures equipment and materials are available in a timely manner by the effective coordination of the Simulation and Clinical Learning Center (SCLC) schedule.

**Scope:**
The Manager of the Simulation and Clinical Learning Center (SCLC) shall:

- Assist in establishing, evaluating and directing the SCLC activities.
- Implement objectives and policies of the SCLC.
- Review check-off schedules of students for assigned psychomotor skills.
- Participate in the facilitation of skills remediation of students with skill deficits using faculty-generated prescriptions.
- Facilitate the use of the various laboratories in the SCLC by scheduling available times equitably among courses requiring laboratory time.
- Collaborate with faculty to be certain that the appropriate equipment is available in the scheduled labs.
- Participate/assist with simulation as needed.
- Assign work study/cooperative education/teaching assistants to support SCLC activities.
- Collect data and prepares utilization reports representing annual SCLC operations.
- Inventory disposable items, dispense them judiciously, stock at appropriate levels and order replacements through the appropriate College process.
- Arrange for the pick-up and delivery of laundered linen.
- Review with the Director of Simulation and Clinical Learning Center (SCLC), all capital equipment orders.
- Remain current on new information that may enhance the effectiveness of the SCLC.
Supervision:
The Manager for the Simulation and Clinical Learning Center (SCLC) reports to the Director of Simulation and Clinical Learning Center (SCLC) in the College of Nursing and Health Sciences. The Manager supervises teaching assistants assigned to support Learning Center activities.

Education:
An earned Bachelor of Science in Nursing degree from a regionally accredited university is required. Current, unrestricted license as RN/APRN in the State of Texas is required.

Experience:
The Manager of Simulation and Clinical Learning Center (SCLC) position requires experience with simulation-based education and training, implementation of innovative simulation-based education and training programs, familiarity with use and basic maintenance of simulation equipment.

E. School Nurse
Scope:
The School Nurse shall:
- Practice within the defined limits of the Texas Nursing Practice Act and the American Nurses Association standards of nursing practice.
- Comply with the Texas Department of Health Regulations and District Policy.
- Perform screening procedures as required by Texas Department of Health, Texas Education Agency and District policy and make appropriate referrals as indicated.
- Serve as a Health Advocate for the child.
- Provide temporary and emergency care for sick and injured students or staff.
- Notify parents of accident or illness and secures medical care for students in emergency cases if parents or emergency contact cannot be reached.
- Provide emergency care according to policy and procedures.
- Serve as health liaison among school, physician, parents and community.
- Assess student problems and makes appropriate referrals, working with students, teachers, parents, family physicians and other community health providers as needed.
- Make home visits concerning health-related problems as necessary.
- Coordinate a system of administration and management of medications given at school.
- Administer medications according to policy and procedures.
- Review and evaluate immunization records and records in database.
- Maintain complete and accurate health records on each student and inputs data into the database.
- Maintain accurate and complete clinic records and inputs data into the database.
- Serve as a mentor and supervisor for undergraduate students in the Health and Wellness Center and the School Nurse Clinic.
- Submit timely reports as requested by the Department Chair of Women, Children and Family Health
• Report potential health/safety hazards in school to the Department Chair of Women, Children and Family Health Sciences.
• Promote wellness and provide information to facilitate healthy lifestyles among students by teaching throughout the curriculum as directed by the Department Chair of Women, Children and Family Health Sciences.
• Provide health counseling and teaching on an individual basis.
• Maintain current communications with the Department Chair of Women, Children and Family Health Sciences regarding health problems and related matters.
• Perform vital signs and health histories on the clients in the Health and Wellness Center.
• Maintain certification in CPR, Vision and Hearing Screening.
• Participate in staff meetings and professional growth activities.
• Complete mandated Continuing Nursing Education (CNE) requirements to maintain R.N. license.
• Remain informed of the latest trends in health and education by attending meetings that contribute to professional growth.
• Perform other duties as assigned.

Supervision:
The School Nurse reports to the Department Chair of Women, Children and Family Health Sciences within the College of Nursing and Health Sciences and the Director of Nursing for the Corpus Christi Independent School District.

Education:
An earned Associate or Bachelor of Nursing Degree is required; a Master of Science in Nursing is preferred.
The School Nurse must hold an unrestricted license as RN/APRN in the State of Texas.

Experience:
Additional required certifications include CPR (updated yearly), audiometric and vision screening.