



# TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

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## ELIZABETHTON

### Position Announcement

### Director of Nursing and Allied Health

The Tennessee College of Applied Technology-Elizabethton is accepting applications for the position of a full-time Director of Nursing and Allied Health.

#### **MINIMUM REQUIREMENTS:**

BSN degree: Master's degree in nursing (MSN) preferred; 5 years of hospital clinical experience and current unencumbered RN license, State of Tennessee; 3 years teaching experience in the nursing field; administrative and/or managerial supervision experience of nurses; good computer and communication skills

#### **GENERAL DUTIES:**

- Manage/Coordinate the Licensed Practical Nursing Program
- Staff the department, train, evaluate, and supervise faculty and staff.
- Assign teaching and non-teaching job responsibilities, assist with teaching, and act as a mediator between students and teachers.
- Prepare annual reports for accrediting bodies and maintain records for the State Board of Nursing.
- Provide leadership in teaching, service, research, clinical practice and developmental tasks for the department.
- Some travel will be required.

#### **RESPONSIBILITIES:**

- Director of Nursing and Allied Health will report to the Vice-President of TCAT Elizabethton.
- Organize and ensure advisory meetings are conducted according to policy.
- Maintain completion, placement, and licensure standards of COE, TN Board of Nursing, and TCAT-Elizabethton.
- Work with area healthcare facilities to secure clinical sites. Renew/Review clinical affiliation agreements on a regular basis.
- Identify equipment needs for the Allied Health department.
- Work with appropriate administrative personnel to develop adequate program budgets.
- Develop, review, and update curricula and instructional material with faculty to ensure adherence to all applicable regulatory or accreditation standards.
- Facilitate professional development programs for assigned faculty.
- Annually review and prepare Student Handbooks for all Allied Health programs and related manuals and brochures on a timely basis.
- Administer policies and procedures established by TBR/ TCAT and participate in college and departmental policy development.
- Counsel students for academic and attendance issues.
- Perform all other duties as assigned by the Vice President and President.

**SALARY:** Commensurate with qualifications and experience and according to salary guidelines established by the Tennessee Board of Regents.

**APPLICATION PROCESS:** Résumé, cover letter, transcripts, and TCAT Elizabethton employment application are required. TCAT employment application is available at: <https://tcatelizabethton.edu/sites/default/files/media/2018-10/TCAT%20Employment%20Application%20%28Revised%2010-28-14%29.pdf>

Mail completed documents to:

Tennessee College of Applied Technology-Elizabethton

ATTN: Connie Black

426 Highway 91 N

Elizabethton, TN 37644

**OR email:**

[Connie.wyche@tcatelizabethton.edu](mailto:Connie.wyche@tcatelizabethton.edu)

**APPLICATION REVIEW:** Review of applicants will begin immediately. All application packets must include all required documents in order to be included in the review process.

**EMPLOYMENT DOCUMENTS:** Current federal law requires identification and eligibility verification prior to employment. Only U.S. citizens and aliens authorized to work in the United States may be employed.

Tennessee College of Applied Technology- Elizabethton is a TBR institution; is an AA/EEO/ADA Employer; and does not discriminate on the basis of race, color, national origin, sex, disability or age in its program and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Danny O'Quinn, Vice President, 426 Highway 91 N, Elizabethton, TN 37644, 423-543-0070, [danny.oquinn@tcatelizabethton.edu](mailto:danny.oquinn@tcatelizabethton.edu).