

# PROGRAM ADMINISTRATOR, DNAP-PD PROGRAM

## JOB SUMMARY

Under the direction of the Executive Vice President, the Program Administrator performs tasks to support the DNAP-PD Program, including acting as the Chief Clinical Officer and a professional CRNA educator.

## QUALIFICATIONS

- Doctorate in Nursing or related field
- Previous clinical experience as a nurse anesthetist
- Current CRNA certification by NBCRNA
- Licensure or eligibility for licensure as a Registered Nurse and Advanced Practice Registered Nurse in state(s) of practice
- Teaching philosophy commensurate with MTSA's mission and values
- Current BLS, ACLS, and PALS certifications
- Current APRN licensure in Tennessee
- Minimum of five (5) years of teaching and educational administrative experience
- Post-Graduate level courses in curriculum, instruction, and evaluation
- Minimum of five (5) years of clinical experience as a CRNA.

## RESPONSIBILITIES

- The **Program Administrator** performs each of the following functions for the DNAP-PD program:
  - Interviews, hires, and evaluates all faculty with academic appointments
  - Maintain faculty records
  - Determines the academic schedules
  - Ensures the development of manuals for curriculum plan and course outlines
  - Reviews Course Outlines and Objectives for courses
  - Reviews student performance for courses and the Self-Evaluation Examination (SEE)
  - Reviews scores of graduates on the National Certification Examination (NCE)
  - Participates in teaching classes
  - Ensures that student evaluations of academic courses/faculty are reviewed quarterly
  - Provides mentoring and training to the Assistant Program Administrator to fulfill these same duties
- As the **Chief Clinical Coordinator**, performs each of the following functions for the DNAP-PD program:
  - Establishes and maintains multiple clinical affiliations, and assures valid contracts
  - Ensures that site visits are made to all full-time clinical affiliates at least annually
  - Ensures that site visits are made to all new and recurring senior elective clinical affiliates
  - Develops and maintains the practicum requirements, methods and process of teaching, and student evaluation
  - Plans and publishes each of the following:
    - Performance-based objectives relevant to the students' performance

- Performance-based objectives for specific affiliating institutions
- Determines, schedules, and supervises the publication of each of the following:
  - Student affiliation rotation schedules
  - Student vacation and holiday schedules
  - Students' Clinical Experience Records on a monthly basis
- Ensures that summary evaluations of students' clinical performance are reviewed
- Ensures that evaluations of affiliate sites and clinical instructors are completed and reviewed
- Provides mentoring and training to the Assistant Program Administrator to fulfill these same duties
- As the **Director of Admissions**, performs each of the following functions for the DNAP-PD program:
  - Reviews all applications for admission
  - Oversees verification of originality of transcripts
  - Oversees the verification and review of references for number, content, and appropriate referral
  - Oversees the distribution of appropriate selection materials to the Admissions Committee
  - Assures orderly processing and handling the selection of the new class
  - Provides mentoring and training to the Assistant Program Administrator to fulfill these same duties
- In the role of **Support to the Vice President of Academics** in performing each of the following for the DNAP-PD program:
  - Develops, maintains, amends, and implements School policies governing the academic program
  - Develops and maintains Administrative Manual sections related to the function of the Faculty, Staff, and Students; and procedures for establishing affiliations with hospitals
  - Develops and maintains policy governing qualifications of instructional staff and documentation of compliance with criteria
  - Reviews and directs revisions of policies as the appropriate committees propose policy changes
  - Collaborates with the Assistant Program Administrator(s) and the department of Institutional Effectiveness to direct Self-Studies for Reaffirmation of Accreditation from the Council on Accreditation of Nurse Anesthesia Educational Programs (COA)
  - Collaborates with the department of Institutional Effectiveness to direct Self-Studies for Reaffirmation of Accreditation from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
  - Collaborates with the Department of Institutional Effectiveness to assure appropriate submission of IPEDS data
  - Assures that MTSA committees fulfill their objectives as scheduled
  - Assists with applications for various grants completed by entities/persons within MTSA
  - Collaborates with the Director of Operations regarding office staff needs
  - Reviews evaluations by faculty and students, in conjunction with the Evaluation Committee
  - Completes performance evaluations as appropriate based on the School's organizational chart
  - Provides mentoring and training to the Assistant Program Administrator to fulfill these same duties
  - Other duties as assigned by the Executive Vice President
- In the role of **Medical Missions Coordinator** performs each of the following functions for the DNAP-PD program:
  - Assure that mission service opportunities are in line with the Mission and Values of MTSA
  - Confer with Clinical Coordinator to establish best dates for mission trips
  - Promote mission and service opportunities for students and staff
  - Collaborate with other institutions to share ideas and opportunities for mission service
  - Monitor student fund-raising for mission trips for appropriateness related to the Mission and Values of MTSA
- In the role of a **Professional CRNA Educator** attends the following meetings when appropriate:
  - AANA Assembly of School Faculty
  - AANA National Convention
  - AANA Mid-Year Assembly
  - Tennessee Association of Nurse Anesthetists (TANA) Annual meeting

- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Annual Meeting
- Workshops presented by the Council on Accreditation (COA)
- Workshops presented by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- Professional development workshops
- Provides mentoring and training to the Assistant Program Administrator to fulfill these same duties
- Other duties as assigned

## COMMITTEE INVOLVEMENT

- Board of Trustees (*Ex-officio, Non-voting*, by invitation)
- BOT Academic/Student Affairs Committee School Liaison
- Chairperson, Nurse Anesthesia Program (NAP) Council
- Progressions Committee Member
- Chairperson, Interview Committee
- Chairperson, Screening Committee
- President's Council Member
- MTSA Faculty/Staff Committee Member
- Strategic Planning Committee Member (ad hoc)
- Evaluation Committee Member
- Other committees as assigned

## REPORTING

Reports to the Executive Vice President

## TERMS OF EMPLOYMENT

Full-time Employment