**Associate Director, Nursing and Clinical Care Services Standard Job Description**

**Classification Title:** Associate Director, Nursing and Clinical Care Services

**FLSA Exemption Status:**Exempt

**Pay Grade:** 19

**Job Description Summary:**

The Associate Director of Nursing and Clinical Care Services, under general direction, operates within an integrated health care model that includes behavioral health and has responsibility for all nursing and related clinical care services.

**Essential Duties and Responsibilities:**

**40% Leadership and Oversight**

* Provides leadership for evidence-based and outcomes-driven health services within the university setting.
* Serves as co-leader for integrating the Collaborative Care Model of behavioral health services into the primary care setting.
* Develops policies and procedures for all programs and nursing peer review in compliance with the Texas Board of Nursing.
* Provides oversight of quality client care and outcomes, confidentiality, client and health care worker safety, compliance, and quality assurance.
* Motivates and fosters a collaborative, team-based, and quality-driven service setting for college students and the broader community.

**20% Staff Management and Development**

* Provides effective and timely performance management through performance evaluations, employee recognition, and disciplinary actions.
* Serves as the hiring manager for all full- and part-time nursing positions.
* Provides training for nursing staff and student employees.
* Oversees nursing staff compliance with state licensing requirements.
* Supervises assigned nursing staff and oversees nursing staff assignments to all clinical service areas.

**10% Patient Care and Consultation**

* Provides direct patient care within the scope and standards of practice for licensure.
* Serves as a licensed health professional in the provision of clinical health care services.
* Provides expert consultation and service within the community and the profession.

**10% Program Development and Quality Improvement**

* Initiates new programming in collaboration with members of the leadership team.
* Develops and implements new programs and initiatives in collaboration with staff and the leadership team.
* Serves as chair of the nursing peer review committee and addresses patient complaints pertaining to nursing services.
* Researches and recommends continuing nursing education activities.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree in Nursing or equivalent combination of education and experience

**Required Experience:**

* Eight years of related experience

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Telephone
* Computer
* Calculator

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**