#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** Compressed Program Manager

**Job Number:** X-402 | VIP: 1678

**Band:** EXEMPT - 6

**NOC:** 1221

**Department:** Trent/Fleming School of Nursing

**Supervisor Title:** Dean, Trent/Fleming School of Nursing

**Last Reviewed:**  July 20, 2021

#### **Job Purpose:**

The compressed manager reports to the Dean, and is a member of the TFSON Decanal Council. The Compressed BScN Program Manager’s primary responsibilities include overseeing the Compressed BScN program, and student advising for compressed and pre-qualifying students and working in conjunction with the Collaborative BScN Program Manager, program development and program quality assurance activities. The Compressed Program Manager is required to stay abreast of nursing professional issues as well as priority health issues for the community, bringing forward such information in a timely way to the appropriate members of the Trent/Fleming School of Nursing. Responsibilities are completed in conjunction with the Dean, Trent/Fleming School of Nursing, and others who take part in or support the program.

#### Key Activities:

**Program Administration**

1. Supports the Dean, School of Nursing and other faculty and staff in resolving daily operational and student matters in a timely and effective manner, as necessary.
2. Manages the recruitment/appointment processes for sessional instructors.
3. Facilitates and co-ordinates general professional development activities for sessional instructors in collaboration with the Dean or designate, as appropriate.
4. As part of the TFSON Decanal Council (leadership team), participates in the preparation of teaching assignments for full-time faculty in the School of Nursing.
5. As part of the TFSON Decanal Council, provides advice on enrollment numbers and admission of students to the program.
6. Plans orientation for incoming and returning students in cooperation with faculty, Academic Advisor, and other stakeholders.
7. Collaborates with the Academic Coordinator regarding yearly timetabling needs, conflicts or faculty issues for Program courses.
8. Assesses students transferring from other programs and allocation of transfer credits, in consultation with the Dean and the Academic Coordinator.
9. Ensures program-specific information is available to the Dean, as appropriate.
10. Liaises with the Trent/Fleming Placement and Clinical Learning Centre Co-ordinator and the Fleming Placement Officer to ensure adequate and equitable placements are available for students at both sites.
11. Plans and schedules level and course meetings, as necessary.
12. Ensures clinical faculty are oriented to their course and the BScN Collaborative Program and adhere to appropriate, current guidelines for clinical evaluation, means of meeting course requirements, and lines of communication for clinical issues concerning students and others.
13. Acts as an interface between BScN students/graduates and potential employers/employment services at Trent.
14. Assumes a lead role in the School and collaborates with stakeholders to address specific and relevant risk management and emergency preparedness needs, as required.
15. Prepares reports required by the Dean for relevant program processes such as incident reports, appeals, student/faculty issues and resolution, student withdrawals/transfers and rationale.

**Student Advising**

1. Provides guidance and information necessary to support student academic success in cooperation with the Academic Coordinator, Collaborative BScN Coordinator. PN to BScN Coordinator and the Dean
2. Creates individualized plans for students at risk or in crisis, in compliance with the regulations of the School of Nursing and of Trent University and in conjunction with the Academic Coordinator
3. Assists students in selecting course and clinical options in the program that support their career aspirations and abilities.
4. Develops appropriate mechanisms to increase student retention in the program, in the profession of nursing and at the university in conjunction with the Academic Coordinator and the leadership team of the program.
5. Assists faculty members in dealing with students who are at risk of failing or being incomplete.

**Program Development & Quality**

1. Works with the other Program Managers and with faculty to promote consistent application of teaching and learning principles within clinical and theory courses at the Symons Campus
2. Represents the Compressed BScN program of the Trent/Fleming School of Nursing at external provincial and national nursing associations, as appropriate, and brings information forward to effect improved quality in the Program.
3. Contributes to program review and evaluation by analyzing, communicating and utilizing graduate evaluation data, in cooperation with appropriate individuals and committees. Takes an active role in all aspects of the Accreditation process.
4. Works with the Coordinator of the Clinical Learning Centre to coordinate the delivery of clinical learning across the program.
5. Represents the Compressed pathway of the Trent/Fleming School of Nursing at external provincial and national nursing associations, as appropriate, and brings information forward to effect improved quality in the Program.
6. In collaboration with appropriate faculty and staff, the Program Manager is responsible for ensuring electronic and paper-based manuals are available and up-to-date. These include but are not limited to student, faculty and preceptor manuals.
7. Works with faculty to promote consistent application of teaching and learning principles with clinical and theory courses, as recommended by the TFSON Curriculum Committee.
8. Serves as a member of the Trent/Fleming School of Nursing Council and as a member of other committees/subcommittees or task forces as may be defined from time to time. Suggested committee membership includes Curriculum Committee, External Advisory Committee, and Appeal Committees (clinical and academic).

#### Education Required:

PhD in Nursing or a related field preferred, Masters Degree in Nursing or related field. At least one graduate degree in nursing required. Current registration with the College of Nurses of Ontario is required.

#### Experience/Qualifications Required:

* Five years of clinical and/or academic leadership experience
* Strong interpersonal, communication, collaboration and negotiation skills
* Ability to manage complex situations involving large numbers of people

#### Supervision:

* No formal supervision of others is required.