

**UAB School of Nursing
Position Description**

**Program Manager-SON Programs
Nurse Anesthesia Pathway
ACADEMIC AFFAIRS
UAB Career Site: T222703**

SUMMARY:

The Program Manager for Graduate Clinical Education with a focus on the Nurse Anesthesia Pathway is aligned with the Director of the Nurse Anesthesia Pathway as well as the Associate and Assistant Deans for Graduate Clinical Education and provides significant administrative support with minimal supervision for Graduate Clinical Education in the School of Nursing. This role administratively supports the Graduate Clinical Assistant Deans and identified Directors in their administrative roles to provide leadership for the Nurse Anesthesia BSN-DNP Pathway in the School of Nursing. This role provides administrative support: coordinates and/or facilitates on and off campus intensives, lecture series, orientations, meetings, webinars, course support; performs applicant licensure screening; prepares and manages course data and materials, provides data for reporting, and assists the Nurse Anesthesia Pathway Director in completion of accreditation reports for the Council on Accreditation (COA) and oversight of clinical sites. Additionally, this role supports travel and recruitment arrangements, reimbursements, and other accounting actions for the Nurse Anesthesia budgets to track and ensure adherence to established budgets. This role works collaboratively with the Program Manager II for the Associate Dean for Graduate Clinical Programs and with other Academic Affairs and School of Nursing faculty and staff to support the academic mission. This role also has a secondary report to the Senior Associate Dean for Academic Affairs, the Associate Dean for Graduate Clinical Education, and as a staff member in the School of Nursing, also has a reporting responsibility to the Director of Human Resources and Faculty Affairs.

RESPONSIBLE TO:

Direct report to:

Director for Nurse Anesthesia Pathway

Assistant Dean for Graduate Clinical Education – DNP & Other Pathways

Associate Dean for Graduate Clinical Education

Senior Associate Dean for Academic Affairs

RESPONSIBILITIES:

1. Provides data and information for the purpose of decision-making and for reporting as necessary for the business of the SON.
2. Ensure proper records and data are maintained to support the ongoing accreditation by the Council on Accreditation for Nurse Anesthesia Education (COA), National Board

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of Certification and Recertification of Nurse Anesthetists (NBCRNA) as well as the Commission on Collegiate Nursing Education (CCNE) or other certifying bodies as appropriate.

3. Manages the student orientation process including preparation, coordination, and implementation for all orientation events.
4. Responsible for processing requests from clinical agencies for documentation of student compliance with requirements for specific agencies as identified in the agency contract. Works collaboratively with the Pathway Director, Pathway Clinical Coordinator and students to ensure credentialing materials and supporting documents are completed in a timely manner. Inputs and maintains student schedules in Typhon.
5. Works collaboratively with the Pathway Director and Clinical Placement Coordinator to ensure new clinical contracts are initiated, processed in a timely manner, and updated as needed.
6. Provides faculty support in the planning, coordination, and implementation of Nurse Anesthesia Pathway events including on-campus orientations and intensives for students and managing incoming guest lecturers. Schedules calendar and meetings as requested, manages calendar of program events and program calendars – coordinates with Program Manager II in the Associate Dean's office to ensure Graduate Clinical Education calendar is current. Responsible for maintaining program and track events on the SON Event calendar and attending monthly school-wide event planning meetings.
7. Provides faculty support for admissions review.
8. Works collaboratively with student affairs in planning of student recruitment, applicant review for admission, and applicant interviews.
9. Collects and maintains data base of enquiries from potential students and provides information as needed. Assists Pathway Directors and faculty in follow-up with all potential applicants.
10. Provide program and administrative and project support for the Nurse Anesthesia Pathway. Develops and maintains tracking system for information related to the students enrolled. Process student applications, test scores, transcripts and additional forms as needed. Assists in completion of accreditation reports, and Health Resources & Services Administration (HRSA) reports.
11. Composes, types, updates, proofreads, and edits general correspondence, memos, presentation materials, forms, and recurring reports. Types and monitors correspondence by electronic mail. May manage calendars and appointment schedules for various functions/individuals. May fax, mail, copy, scan and input materials for program.

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12. Responsible for processing all requisitions through oracle, maintaining/ordering supplies, and processing travel arrangements and other actions such as PSF/Contract processes for guest lecturers and program/track faculty in accordance with established budget. This individual may be responsible for payment requests/scholarship processing for fellowships associated with these programs. Supports and maintains financial actions to ensure adherence to established budget.
13. Provides administrative support to Nurse Anesthesia Pathway when appropriate, Committees and Task Forces associated with Graduate Clinical Programs as directed to include but not limited to setting up meetings, notifications, attending, taking and distribution of minutes. Completes graduate Program Verification Forms in collaboration with the registrar's office in a timely fashion.
14. Maintains student database. Input student information into student databases. Process applications for graduation: distribute and collect Application for Degree; review student files to determine eligibility for graduation.
15. Manages work in a timely and efficient manner to provide immediate turn-around time on assignments when necessary.
16. Maintains current knowledge of SON/departmental/program policies, procedures and regulations, and provides information and assistance as needed to facilitate the daily operations of the office in accordance with all SON and University guidelines, policies and procedures.
17. May support, as directed, SON events such as recruitment, awards, lecture series, student events, and the UAB NA Update.
18. Ethically and appropriately handles sensitive or specialized correspondence with students, administration, faculty, staff, and other constituents as needed. Ensures the protection and privacy of student information and files by ensuring adherence to all FERPA guidelines.
19. Ethical conduct is a fundamental expectation for every UAB community member. All employees must abide by the standards of behavior outlined in the UAB Enterprise Code of Conduct. Upon hire, new employees are required to attest to the Code by completing the online training assigned to them. Behaviors inconsistent with the Code may result in appropriate consequences.
20. Performs other related duties as directed to support the missions of the School of Nursing.

QUALIFICATIONS:

- A minimum of a Bachelor's degree and 2 years of related experience is required; a Master's degree is preferred with a minimum of 2 years related experience
- Previous administrative and project management experience, background in business or healthcare

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- Experience in developing and managing spreadsheets and providing significant program support including financial and budget support
- Working competency of End Note, PowerPoint, Excel, Word, and other Microsoft package software
- Working knowledge of Typhon
- Detail orientation, effective problem-solving skills
- Demonstrated expertise in communications, customer service, and relationship building

12/26/2018; 11/11/20; 12/5/2024

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