



Turtle Mountain Community College

10145 BIA Road 7
P.O Box 340
Belcourt, ND 58316
Phone 701-477-7862
Fax 701-477-7892
www.tm.edu

Nursing Program Developer

Position Title: Nursing Program Developer
Contract Term: Present through May 2023
Accountable To: CTE Director
Salary: \$49,340 - \$53,569

Summary of Position: This position is to research and develop a post-secondary nursing program. This position will research the feasibility of offering a nursing program at TMCC. The research phase will include community surveys, employment projections, cost analysis, and identifying funding sources. The development phase will include curriculum development, obtaining approval from accrediting agencies including the North Dakota Board of Nursing, securing funding, hiring appropriate personnel and recruiting students. This position will teach one Nursing 101 course per semester including summer.

JOB CHARACTERISTICS:

Personal Contacts: This position will have frequent contact with community members, licensing boards, faculty, staff and administration of TMCC.

Supervision Received: This position will be supervised by the CTE Director.

Essential Functions: This position will research the feasibility of offering a Nursing program at TMCC and will conduct research to support the decision-making process.

RESPONSIBILITIES:

- Research the feasibility of offering a nursing program at TMCC. Research should include, but is not limited to, a needs analysis of whether an LPN, RN, or LPN to RN program are in the best interest of TMCC and the community.
- Gather and evaluate current data on nursing needs in the community and surrounding communities.
- Develop a budget analysis for a fully-functioning nursing facility, equipment, and staffing plan.
- In cooperation with administration, identify possible funding sources and assist with application processes.
- Develop curriculum in nursing to meet industry standards. This should include, but is not limited to, designing, writing, and revising course curricula and syllabi.
- Coordinate outreach, recruiting and marketing activities with the community and other institutions and agencies.
- Develop and maintain appropriate assessment mechanisms.
- Secure approval for the appropriate nursing program from the North Dakota Board of Nursing.
- Secure approval from internal and external agencies including the TMCC curriculum committee and the Higher Learning Commission.



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- Teach Nursing 101 each semester including summer or as demand dictates.
- Prepare and submit monthly program progress reports to supervisor.
- Carry out the mission of the institution, to include incorporating the local culture throughout the curriculum.
- Attend college-wide functions.
- Participate in department and institutional meetings and committees, or other activities within the scope of the position.
- Other duties as assigned.

JOB REQUIREMENTS:

Knowledge:

- Knowledge of nursing program requirements.
- Knowledge of TMCC institutional policies and practices.

Skills:

- Fosters mutually beneficial relationships with community stakeholders, outside agencies and training institutions.

Abilities:

- Ability to communicate effectively orally and in writing.
- Ability to conduct research.

EDUCATION AND EXPERIENCE:

Minimum Qualifications:

- Bachelor's Degree in Nursing.
- Unencumbered RN license from the ND Board of Nursing.
- Acceptance of and willingness to support the role that tribal community colleges serve in higher education and specifically its mission, values, goals, culture and objectives of Turtle Mountain Community College.
- Experience in curriculum development.

Preferred Qualifications:

- Master's Degree in Nursing Education.
- Broad experience in nursing practice.