

Montana Nurses Association Position Posting: Director of Professional Development - 2020

Title: Director of Professional Development

Description: This position is a leadership role within MNA, accountable for operation of ANCC-accredited approver and provider units to support professional development and quality nursing practice of MNA members, Montana nurses, and others throughout the world who interface with MNA approved and individual activity providers. Management of departmental operations is an expectation of the position.

Qualifications: Active Montana nursing license; graduate degree with either graduate or undergraduate degree in nursing required; familiar with ANCC accreditation criteria and processes; certification in nursing professional development preferred; member of MNA or other C/SNA of ANA; proficient in Microsoft Word, Excel, and PowerPoint; knowledgeable of web-based learning/project management platforms and management of web site, social media, and other web-based resources.

Responsibilities:

Provider Unit

- Serve as lead nurse planner for MNA accredited provider unit
 - Maintain infrastructure of the provider unit for operational effectiveness and efficiency
 - Establish, monitor, measure, and report outcomes for both provider unit effectiveness and impact on nursing professional development
 - Oversee planning, implementation, and evaluation of educational activities in adherence to ANCC accreditation program criteria
 - Maintain activity files, NARS records, and learner participation data
 - Interface with internal and external stakeholders to support professional development of nurses and quality nursing practice in MT
 - Manage real-time and enduring materials to support ongoing professional development of MNA members and other MT nurses as well as interprofessional teams
 - Support collaboration with ANCC's SuccessPays® program to increase the number of certified nurses in MT

Approver Unit:

- Serve as nurse peer review leader for MNA accredited approver unit
 - Maintain infrastructure of the approver unit for operational effectiveness and efficiency
 - Establish, monitor, measure, and report outcomes for both approver unit effectiveness and impact on nursing professional development
 - Provide guidance and direction to approved providers and individual activity applicants
 - Orient, update, and monitor work of peer reviewers

- Decide on approval status for all individual activity and approved provider applicants based on adherence to ANCC nursing continuing professional development accreditation criteria
- Maintain approved provider and individual activity applicant records and NARS database

General:

- Participate in development of accredited provider and accredited approver self-studies for ANCC
- Provide annual reports to ANCC and periodic reports to the MNA Board of Directors
- Develop annual report for MNA convention
- Contribute articles to the *Pulse*
- Participate in ANCC-related educational and collaborative activities
- Support the work of MNA's Professional Development Council
- Prepare, implement, and monitor department budget
- Provide guidance, direction, and evaluation of professional development staff team

Anticipated start date: July 1, 2020; extensive orientation and onboarding process through January, 2021.

Submit Resume or CV to vicky@mtnurses.org by May 15, 2020