






TO: SOUTHERN NEVADA DISTRICT BOARD OF HEALTH **DATE:** November 17, 2016

RE: *Approval of new classification specification for Academic Affairs Coordinator, Schedule 19 (\$48,818 - \$68,120)*

PETITION # 39-16

That the Southern Nevada District Board of Health *approves the new classification specification for Academic Affairs Coordinator.*

PETITIONERS:

Shandra Hudson, SPHR, SHRM-SCP, Human Resources Administrator 
Andrew J. Glass, FACHE, MS, Director of Administration 
Joseph P. Iser, MD, DrPH, MSc, Chief Health Officer 

DISCUSSION:

The Health District serves as a training site for several healthcare education programs. With burgeoning requests to place students and interns at the District, the Academic Affairs Coordinator position is necessary for managing District-wide internship activities and providing consultation to the Chief Health Officer and program staff. The Academic Affairs Coordinator will be tasked with coordinating and overseeing a standardized system, to include working closely with the Academic Affairs Committee and assuring compliance with District and program policies and procedures. The incumbent will develop and or assist with the development of policies and procedures and recommend changes to effectively meet the goals and requirements of the District's education program in general. In addition, due to assignments involved in the decisions of management affecting collective bargaining, this position is regarded as confidential pursuant to NRS 288 and is not eligible for participation in the union.

FUNDING:

Funding is available for the Academic Affairs Coordinator within the general funds budget.

ACADEMIC AFFAIRS COORDINATOR

DEFINITION

To perform a variety of professional, technical and analytical activities in support of Southern Nevada Health District's Academic Affairs Program including coordination, recruitment and community engagement.

SUPERVISION RECEIVED AND EXERCISED

- Receives direction from the Chief Health Officer or designee
- Exercise functional and technical supervision over interns, nursing cohorts, medical students and medical residents, and all other student programs

EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES – *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

Coordination:

- Coordinate and/or provide general orientation sessions for interns, nursing cohorts, medical students, medical residents, and other individuals positioned to acquire in-depth operational and skill specific knowledge of Public Health systems.
- Coordinate Preceptor Training, setting program goals, objectives and anticipated outcomes, confirming completion and appropriate training of all preceptors, in collaboration with Academic Affairs Committee.
- Coordinate and collaborate with the Academic Affairs Committee, sub-committees, and committee leadership.
- Access to confidential files including but not limited to SNHD personnel files and student files
- Catalogue nursing cohort placements with respective Clinical Service managers to ensure assignment of preceptor, and balance of experience with staffing and service delivery.
- Index other intern and student delegations incorporating program assignment, learning contract and expected deliverables.
- Roster aggregate data and record qualitative findings, concerns, and outcomes for formal presentation to the Health District and, as necessary, community stakeholders.
- Prepare and maintain list of student evaluations due for appropriate departments /students and leadership dissemination.
- Research and investigate programmatic placement and operational matters and develop alternative courses of action and probable outcomes.
- Summarize evaluation for preceptors.
- Coordinate with SNHD Contracts and Legal division in the establishment of Affiliation and Interlocal Agreements
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement programs in support of program goals
- May serve as a scribe and management assistant during negotiations
- Maintain confidentiality of client information and records, and ensure compliance with regulations such as the Family Educational Rights and Privacy Act (FERPA), when applicable
- Prepare various periodic and scheduled reports on program activities and operations and gather statistical data as needed or requested.
- Chair the Academic Affairs committee.

- Recommend methods for improvement of procedures and coordination of departmental functions;
- Develop, monitor, and revise academic affairs policies and procedures in collaboration with individual programs, as necessary

Recruitment:

- Ensures leadership and management understanding of how to initiate a formalized project recruitment solicitation on website portal.
- Participate in all academic affairs related meetings, particularly where potential agreements or project associations will be initiated.
- Coordinate and monitor inbound intern application portal, facilitate coordinated disbursement of student/institution initiated application/correspondence and placement/assignment.

Community Engagement:

- Coordinate an annual community stakeholder symposium, engaging community based organizations, educational institutions and other potential collaborators to present SNHD Academic Affairs programming, establishing discovery of partner opportunities and program enhancements.
- Provide staff and collaborator support for academic focused visits for purposes of introduction, capacity building or evaluation.
- Prepare and review written documentation for dissemination internally and within the community.

QUALIFICATIONS

Knowledge of:

- Academic settings, varied public health disciplines, and potential conflicting nuances
- Fundamental database principles to identify problems, glitches in functionality and reflectively convey challenges to IT/Informatics personnel for correction, and suggest potential upgrades for optimal functionality.

Ability to:

- Relate and interact successfully with persons of various social, cultural, economic and educational backgrounds.
- Operate a computer and a variety of software programs.

Training and Experience Guidelines

Training:

- Equivalent to a bachelor's degree from an accredited college or university with major course work in Education, Public Administration or Business.

Experience:

- Three (3) years of experience in the adult training process which includes experience in planning, coordinating and conducting trainings.

License or Certificate

- Possession of, or ability to obtain and maintain, an appropriate, valid Nevada driver's license as a condition of employment

Conditions:

All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may

require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

New employees must complete Incident Command System training, ICS 100, ICS 200 and NIMS as a condition of continuing employment, prior to the completion of the probationary period.

Bargaining Unit Ineligible
FLSA Exempt
Schedule 19
Approved by the Board of Health on _____

DRAFT