

Nevada State Board of NURSING

Job Posting: CNA Program Manager

The minimum requirements:

1. Active Nevada RN license required.
2. Bachelor's degree in nursing required.
3. Ability to travel up to 75% of time.
4. CNA instructor experience preferred.

The applicant must have evidence of:

- Thorough knowledge of current issues in health research, particularly those related to the aging and disabled populations, medical terminology, and the principles and practices guiding CNA practice.
- Knowledge and skill in the principles of adult education and the development of instructional training and educational resources.
- Extensive knowledge of consultation, training, and educational techniques.
- Knowledge of state and federal statutes and administrative codes governing nurse assistant training and testing requirements.
- Knowledge of current professional nursing and interdisciplinary theory and practice.
- Extensive skills in verbal and written communication to convey complex information and issues to develop training, influence decision making and understanding, recommend continuous improvement strategies, and to present in forums where differing opinions are frequent.
- Ability to work independently, in work groups and in teams.
- Ability to handle multiple tasks, adapt to change quickly and meet deadlines.
- Ability to utilize current computer software programs.
- Ability and skills to set goals, objectives and measurable outcomes.

Responsibilities:

- Review, approve and monitor nurse assistant training program applications.
- Review nurse assistant training programs for compliance with state and federal regulations including program content, length, ratio or classroom to skills training, instructor qualifications and quality of clinical supervision.
- Assist with the development of materials and conducting presentations for various size groups regarding the Nurse Practice Act and Board policies as they apply to certification, licensure, practice, education, training and trends in nursing.
- Review physical facilities used in classroom, skills training and clinical facilities for the administration of the competency evaluations.
- Issue appropriate enforcement action for programs that fail to meet state and federal requirements (e.g. plan of correction, suspension, termination).
- Assist with training and consultation to health care providers and operators of training programs and competency evaluation programs and to staff regarding state and federal nurse assistant training regulations.
- Analyze regulatory changes to assess their impact on nurse assistant training and competency evaluation programs and facilities and agencies subject to the nurse assistant training requirements.

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- Provide training to providers and to the public regarding state and federal regulations, application procedures and survey procedures.
- Review, provide feedback and when applicable revise webpages specific to nurse assistant training programs.
- Develop memos, responses to inquiries, and informational materials that clearly explain the NSBN's position on nurse assistant programs, done in accordance with NSBN correspondence protocol.
- Identify nurse assistant training needs.
- Review proposals for major curriculum changes and new program development and provide summaries and recommendations to the Director of Nursing Education for action.
- Identify, analyze and interpret data trends or patterns to prioritize needs and locate and define new process improvement opportunities.
- Serves as liaison with CNA testing vendor and works with CNA programs and the Director of Nursing Education to resolve issues with testing, including reviewing and revising test questions.
- Prepares annual CNA letter to the Bureau of Licensure and Certifications.
- Assists the Director of Nursing Education with CNA Testing Vendor (Headmaster) Workshops throughout the state.

Salary and Benefits:

The salary range for the CNA Program Manager is 71,000 – 112,000 and will be set commensurate with knowledge and experience as described in this document. This is a full-time Monday-Friday position with 75% travel required. Board employees currently observe 11 state holidays and are eligible for Paid Time Off benefits. The Board receives no Nevada General Fund monies and exists solely on licensure and certification fees. The position is entitled to receive health and retirement benefits through the State of Nevada Public Employee Benefit Plan and Public Employee Retirement System.

How to apply:

Interested applicants must submit a cover letter describing how the applicant meets the requirements of the position and a resume to: Nevada State Board of Nursing, Attn: Gail Trujillo, 5011 Meadowood Mall Way, #300, Reno, NV, 89502, via fax to: 775-687-7707 or email scanned documents to: gtrujillo@nsbn.state.nv.us.