



Instructor and Program Director
Allied Health, Patient Care Technology (PCT)
(Burdette Center)
(Grant-Funded)

Position Description: The position is a full-time, 10½-month teaching contract with program director responsibilities and reports to the Dean of Nursing, Allied Health, & HPER and the Vice President of Instruction. The Patient Care Technology Instructor/Director will prepare students with the knowledge, clinical skills, and work habits required to pursue an entry-level position as a Patient Care Technician (PCT). PCT's are multi-skilled individuals who are part of the health care team. Graduates of PCT program will be qualified to work under the supervision of licensed professional personnel and alongside other health care providers in a variety of health care settings.

Qualifications: Registered Nurse with an unencumbered license in Arkansas or a Compact State. Bachelor's degree in Nursing preferred; applicant must have an Associate degree in Nursing and be willing to pursue and complete the Bachelor's degree in Nursing. Minimum of two years of nursing experience to include Long-Term Care, along with experience in education preferred.

Responsibilities: The Instructor/Director responsibilities include, but are not limited to:

- Manages the Allied Health PCT Program Courses of instruction to ensure proficiency and excellence at both the Burdette and Paragould Campuses
- Recruits and admits students into the Allied Health, Patient Care Technology Program
- Provides academic advising to Allied Health, PCT students
- Provides PCT theory and clinical instruction consistent with course syllabus. May include courses such as: Nursing Assistant, Phlebotomy, Medical Terminology and EKG
- Schedules and supervises part-time instructors in the PCT Program as indicated
- Manages clinical site affiliation and fosters positive relationships
- Develops and disseminates Allied Health PCT student assignments and rotation schedules to affiliated clinical agencies
- Maintains student academic records
- Develops, maintains, and revises PCT program curricula, Information Guidelines, and Student Handbook as appropriate
- Orders and maintains program supplies and equipment
- Participates in developing and managing PCT program budget
- Develops and implements a systematic assessment and strategic plan for the PCT Program and report as scheduled

Responsibilities (Cont'd.):

- Submits all required documentation to meet any regulatory guidelines with State or other regulatory agencies as required
- Participates in college-wide committee assignments
- Maintains clinical competence and develops/maintains skills in a variety of teaching/learning methods including distance education and web-enhanced courses

Salary: Salary is determined by education and experience as defined on the faculty placement schedule. A generous fringe benefits package is included.

Application Deadline: Review of applications will begin immediately and continue until the position is filled. Interviews may occur throughout the application period.

Application Procedure: To apply, send completed ANC application, letter of interest, resume, references, and transcripts to: **Office of Human Resources, Arkansas Northeastern College, P. O. Box 1109, Blytheville, AR 72316-1109.** Call (870) 762-3121 or email cwulf@smail.anc.edu for more information.

Date of Announcement: June 24, 2010

ANC is an affirmative action, equal opportunity employer.