

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

NURSING ACT ASSISTANT COORDINATOR

POSITION CODE: 29731
Effective: 10-16-91

DISTINGUISHING FEATURES OF WORK:

Under administrative direction, performs highly professional nursing functions, assisting in administering the provisions of the Illinois Nursing Act relative to the licensure of nurses and the approval of professional and practical nursing education programs and current nursing practice update courses; conducts surveys of nursing education programs; provides consultation for the improvement and development of nursing education programs including current nursing practice update courses; monitors nursing education programs for compliance with the rules for Administration of the Illinois Nursing Act; assists in coordination of Committee on Nursing activities; assists in interpreting the Illinois Nursing Act for nurses, employers, nursing and health care organizations; and assists in development of department policy formation relative to the Illinois Nursing Act and rules.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Interprets provisions of the Illinois Nursing Act and rules for administration of the Illinois Nursing Act for nurses, employers, nursing and health care organizations as requested.
2. Assists with the development of minimum educational standards for approved schools of professional and practical nursing.
3. Provides consultation and evaluation of new nursing education programs and monitors existing programs as they relate to the Illinois Nursing Act and rules for program approval.
4. Assists in development of policies for determination of eligibility for nursing licensure consistent with the Illinois Nursing Act and rules; provides consultation and expertise in evaluation of applicants for nursing licensure.
5. Assists in the collection, analysis, interpretation and distribution of data related to nursing practice, education, and licensure in Illinois.
6. Participates in meetings of the Committee on Nursing; serves as liaison in the absence of Nursing Act Coordinator.
7. Confers with representatives of colleges, universities, public schools and vocational education relative to the improvement of established programs or the development of new programs.

NURSING ACT ASSISTANT COORDINATOR (Continued)

8. Assists in conducting surveys of educational programs to evaluate methods and techniques; prepares reports and recommendations.
9. Represents the department at state and national nursing organization meetings as directed.
10. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires a master's degree in nursing from an approved college or university.*

Requires registration as a professional nurse in Illinois.*

Requires three years of experience since graduation in progressively responsible positions in nursing education.*

Requires evidence of being actively engaged in nursing education not less than one year prior to appointment.*

Knowledges, Skills and Abilities

Requires extensive knowledge of the Illinois Nursing Act and rules and their application to nursing practice and education.

Requires extensive knowledge of professional nursing theory and practice.

Requires extensive knowledge of curriculum construction, program implementation and principles of school administration.

Requires working knowledge of the requirements for nursing licensure and education in other states from which endorsement applications are received.

Requires ability to exercise sound judgment in evaluating educational programs objectively and constructively.

Requires ability to work with and maintain harmonious relationships with faculties in schools of nursing and college and university faculties employed by schools of nursing.

Requires ability to assist in developing and implementing immediate and long range goals to meet the nursing needs of the State through nursing educational programs.

Requires ability to evaluate qualifications of applicants for nursing licensure according to the Illinois Nursing Act.

Requires ability to work with and maintain positive working relationships with nursing education faculty and administration, nursing organizations, applicants, and others.

*Note: Education and Experience requirements are minimums, in accordance with Section 11 of the Illinois Nursing Act of 1987.