



JOB DESCRIPTION

Job Title: Part-Time Health Test Site Coordinator (NA/AUA Training Programs) **Date:** June 10, 2024

Department: Health Sciences Center (HSC) **Prepared By:** Stephanie Harris

Reports Directly To: Director, Health Sciences Center

Position Closing Date: Position open until filled **Hourly Wage:** \$40 per hour

Exempt Certified
 Non-Exempt Specially Funded

Primary Function of Position:

Coordinate all aspects of the Health Certification Project (HCP) test site, Nurse Aid competency exam, and Advanced Unlicensed Assistant Exam to ensure test site standards are met. Serves as HSC Training Site Coordinator for all Nurse Aide programs and Advanced Unlicensed Assistant programs in conjunction with regulatory agencies (ODCTE, OSDH, and OBN).

Embrace the Francis Tuttle Culture as reflected in the Mission and Vision statements, and continually portray the Core Values: Service, Trust, Aspiration, Respect and Responsibility.

Essential Job Functions:

1. Coordinates with Oklahoma Department of Career and Technology Education (ODCTE) to maintain standards as an approved examination site.
2. Collaborates with Oklahoma State Department of Health (OSDH) and Oklahoma Board of Nursing (OBN) to provide required information as an approved examination site.
3. Coordinates scheduling of written and skill exams for individual and community partners.
4. Handles hiring, training, and monthly payroll of qualified clinical skills observers for the test site and submits records as required by ODCTE. Ensures new hires meet standards for Nurse Aide and/or AUA testing, as set forth by regulatory agencies.
5. Handles hiring, supervision, and monthly payroll of actor patients for the test site.
6. Maintains security of competency examinations, scoring process, standardized testing, and scoring procedures.
7. Provides examinees with notification of testing results, coaching report, and additional testing/re-testing requirements.
8. Coordinates accounting functions, maintains ledgers to ensure HCP account is credited for test paid by internal and external vendors. Coordinates accounting records and reconciliation with ODCTE invoicing monthly.
9. Develops statistics report on various tests to include pass rates of Francis Tuttle students taking HCP competency exams.
10. Works with community partners to increase partnerships and services.
11. Collaborates with Health Lab and Health Resource Center staff for testing services.
12. Assists with developing test site budget and operations.
13. Establishes and maintains a Nurse Aide training program that complies with requirements for state approved programs set forth by OSDA and ODCTE including recording and reporting of required records, instructor and staff qualifications, curriculum/competencies, and certification trainings.
14. Maintains centralized records of students for Nurse Aide, Nurse Aide/Home Health Aide, and Medication Aide (including criminal background checks, immunizations, and employment of students).
15. Establishes and maintains an Advanced Unlicensed Assistant (AUA) training program that complies with requirements for state approved programs set forth by OBN and ODCTE including

curriculum/competencies, instructor and staff qualifications, recording and reporting required records, and maintaining certification qualifications for staff.

16. Maintains professional credentials and competencies through attendance at professional meetings, workshops, school committees, and CTE professional organizations as necessary.
17. Ability to be present on the job as described under work conditions and contract details.
18. Other duties as assigned.

Knowledge, Skills, and Abilities:

- Must have current Oklahoma RN license with degree preferred.
- Must have three years of nursing experience to include two years in an acute care setting and a minimum of one year of experience caring for elderly and/or chronically ill of any age (Experience obtained through employment in a nursing home or other long-term care setting).
- One year of experience in home health and prior teaching experience preferred.
- One year of experience supervising unlicensed personnel in a clinical setting preferred.
- Ability to work independently with limited supervision and direction.
- Ability to maintain confidential testing records.
- Ability to understand and meet critical deadlines.
- Exceptional verbal and written communication skills.
- Strong written communication demonstrated in both letter and email.
- Ability to cultivate, build and maintain strong long-term working relationship with individuals or organizations with diverse perspectives and backgrounds, adopting practices that promoted diversity and equity, consequently maximizing opportunities for student engagement and motivation.
- Ability to consistently deliver superior customer service and work quality to internal and external customers.
- Anticipate needs, be resourceful and have ability to build strong employee partnerships within the organization.

Working Conditions:

Steady physical activity (walking and standing) is required during days of skills test administration. Strenuous physical activity is required intermittently when assisting in moving patients and/or equipment. Direct contact with blood or other body fluids requiring universal precautions apply to include personal protective equipment as required. Reliable, dependable and punctual attendance. This is not an exhaustive list and reasonable accommodations will be made as needed.

Organizational Relationship:

Part-time, exempt, personnel position reports directly to the Instructional Director of Health Sciences Center.

Contract Details:

Twelve-month contract subject to annual renewal. Working days and hours: Days vary depending on customer needs. Hours are a maximum of 19 hours per week. Flexibility with hours may be needed to meet customer needs for scheduled testing.

Contact:

Human Resources
12777 N. Rockwell Avenue
Oklahoma City, Oklahoma 73142
(405) 717-4625

Only persons of interest will be contacted.

Position open until filled.

Disclaimer:

"The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. This information is not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified."

Equal Opportunity E-Verify Employer