

## **AALNC Accredited Provider Program Director Job Description**

### *Role Description*

The Accredited Provider Program Director (AP-PD; also referred to as Director of Education and Programs) identifies and oversees the development of AALNC's educational programming; establishes internal and external collaborations for the development of educational products and services for the AALNC membership; and maintains AALNC's status as an ANCC-accredited provider of continuing education.

### *Licensure and Education Requirements*

Licensure: Must hold a current, unencumbered nursing license.

Education: Must hold a graduate degree. Must hold a baccalaureate degree or higher in nursing (or international equivalent).

### *Duties and Responsibilities*

#### **1. ANCC Accreditation**

- The Accredited Program Provider Director (AP-PD) has the authority to within a Provider Unit to ensure adherence to the ANCC NCPD Accreditation Program criteria in the provision of NCPD.
- Ensures compliance with the ANCC Accreditation Program criteria that pertain to the operations of the organization as a Provider Unit
- Ensure that requirements for the ANCC Provider status are met and maintained (via collaboration with AALNC staff).
- Submit the ANCC annual report.
- Accreditation is current through 2028 (reaccreditation application process to begin in 2027). All education goals set with future accreditation in mind.
- Oversees the Nurse Planners for AALNC or fills the role of the Nurse Planner for AALNC.

#### **2. Education Strategy Development**

- AALNC's Strategic Goals are designed to ensure AALNC's education and products continue to meet the needs of the marketplace and its members. The Accredited Provider Program Director is responsible for providing cohesive learning and development opportunities rooted in member needs research, LNC trends, and CNE opportunities to meet the evolving needs of the Legal Nurse Consulting marketplace. The Accredited Provider Program Director will work with the Board of Directors, Provider Unit staff, and Education Committees to plan education that meets both current and future needs.
- Strategy for Education plans and event placement should align with organizational goals and support the organization's annual calendar.

### **3. Product Management -**

- On-Demand Webinars
  - Lead Content Planning and Education Committee through webinar speaker recruitment
  - Ensure webinar offerings are up to date throughout their lifespan on website (three years)
  - Facilitate SME reviews for any expiring webinars.
  - Identify any webinars that are not selling and review or recommend removal from store
- LNC Professional Course – online modules
  - Lead Content Planning and Education Committee to identify any content issues and needed corrections
    - Report technical and/or functional issues to HQ staff to fix
  - Maintain timeline for periodic reviews of all online modules
    - Identify any content related issues and solutions to fix
    - Report technical and/or functional issues to HQ staff to fix
- Growing Your Practice Online Resource
  - Maintain timeline for periodic reviews of all online materials
  - Lead Content and Planning Education Committee to identify any content related issues and solutions to correct
    - Report technical and/or functional issues to staff to fix
- Principles and Practices Textbook
  - Collaborate on project timeline and interface with project lead

### **4. Partnerships**

- Participate on calls regarding educational institutions and how AALNC can position itself as a necessary resource for these institutions
- Facilitate discussions with potential partners and recommend best options for collaboration

### **5. Education Provider Units/Committee Management**

- Annual Forum
  - Approve annual plan of work for committee
  - Identify and create processes and tasks for committee members
  - Participate in internal team meetings
  - Provide guidance and final say on educational direction as outlined in the strategic plan and to ensure ANCC criteria adherence
  - Help identify appropriate individuals to present at Forum
  - Review all PPT content for educational adherence and compliance with ANCC criteria
  - Attend Forum
  - Review and analyze evaluation data post Annual Forum with planning committee

- Jumpstart
  - Oversee all educational content for AALNC's virtual *Jumpstart* program
  - Maintain timeline for planning event(s)
    - Identify planning group and presenters
    - Work with staff and presenters to produce event and any follow-up activities related to LNC Jumpstart
- Content Planning & Education
  - Collaborate with Board (President-Elect) to identify appropriate committee member for role of chair to meet ANCC Nurse Planner criteria
  - Approve annual plan of work for committee
  - Identify and create processes and tasks for committee members
  - Provide guidance and final say on educational direction as outlined in the strategic plan and to ensure adherence to ANCC criteria
  - As needed, help identify appropriate individuals to present
  - Review and analyze evaluation data post education activities with planning committees

## **6. Operations**

- Provide support and consultation to the Executive Director and Board of Directors on issues related to AALNC's education activities and products, which includes attendance on monthly board calls and in-person board meetings
- Establish and document a procedure for periodic review of existing educational activities and products.
- Participate in annual budget development as it relates to education, including the Annual Forum.
- Collaborate with the AALNC staff team to maintain awareness of AALNC educational programs in terms of marketing potential.
- Review accuracy of educational content in all marketing materials
- Directs or oversees all sub-contractors, including editors and/or volunteers.
- Manages content development of AALNC developmental products and programs