

Idaho Center of Excellence Healthcare Partnership

Idaho State University • Lewis-Clark State College • North Idaho College

Personnel Overview

North Idaho College

Grant Funded

Not funded upon completion of grant

Infrastructure

Project Director

Under the direction of the Dean, the Project Director is responsible for coordinating all aspects of the TAACCCT IV grant. Manage all business and fiscal aspects of the grant in accordance with the TAACCCT IV approved project work plan and guidelines. Manage grant funds in coordination with the Business Office staff and prepares regular required and management reports. Develop protocols and systems to track all grant requirements. Work cooperatively with College faculty, staff and administration, employers and stakeholders, and be responsible for communications and information flow in this capacity, as well as monitoring and coordinating all grant activities, key performance indicators, timelines and expenditures to ensure all grant expectations are fully met. Remain thoroughly informed regarding TAACCCT guidelines, federal and state policies, College policies and procedures, grant terms/conditions, and ensures that the project operates in compliance with all entities throughout the period of Federal support.

Reports to: Dean of Instruction, Health Professions and Nursing
North Idaho College

Serves: Consortium Colleges – all members

Sr. Administrative Assistant / Data Analyst

The purpose of this position is to provide support to the Project Director as per the conditions of the Department of Labor TAACCCT grant. The Senior Administrative Assistant/Data Analyst is responsible for performing diverse administrative and support activities as well as data input for the ICEHP. The Sr. Admin Assist/Data Analyst will gather and interpret data, coordinate and prepare complex reports; maintain records requiring complication and classification of varied information; perform complicated reconciliation's, and maintain conform functions where time limits and procedural requirements are critical.

Reports to: Project Director, ICE Healthcare Partnership
North Idaho College

Serves: Consortium Colleges – all members

Grant Financial Technician

Responsible for the day-to-day grant accounting and monitoring activities related to ICE Healthcare Partnership. Assists with purchasing, travel, contracts and payroll for grant at the lead

institution. Maintains and keeps all grant financial documents up-to-date. Assists in the development and implementation of financial processes related to the grant.

Works with consortium members to ensure compliance processing and reporting as required by the grant. Assist with monitoring visits and audit questions related to the grant for ICE Healthcare Partnership. Assists with preparation of various financial reports and documents for submission to the U.S. Department of Labor and lead institution auditors.

Reports to: Project Director, ICE Healthcare Partnership
North Idaho College
Serves: Consortium Colleges – all members

Student Success Navigator

Under general supervision, this position will provide advising support to assist ICE Healthcare Partnership participants in achieving their academic and professional goals. The Navigator will oversee all recruitment and outreach strategies for program participants, will oversee participant assessments, and work closely with existing PTE student support services personnel to provide advising, registration, admissions, resource navigation, and financial aid services to program participants to ensure grant outcomes are met. The Navigator will prepare, submit, and present all reports, updates, and information to the Project Director.

Reports to: Project Director, ICE Healthcare Partnership
North Idaho College
Serves: Consortium Colleges – NIC and LCSC

Employment Transition Coordinator

Under general supervision, this position will assist in clinical or externship and job placement for students finishing Consortium programs using a combination of financial planning, support services, and mentorship. The ET Coordinator will work closely with the Consortium faculty Program Directors, industry employers, regional Idaho Department of Labor offices, and other agencies to place students as well as offer students job retention and career advancement support and community resources on and off the campuses. The ET Coordinator will prepare, submit, and present all reports, updates, and information to the Project Director.

Reports to: Project Director, ICE Healthcare Partnership
North Idaho College
Serves: Consortium Colleges – all members

Prior Learning Assessment Coordinator

Under general supervision, this position will assist ICE Healthcare Partnership consortium colleges in establishing a prior learning assessment system based on CAEL standards, applied uniformly on the consortium campuses and maintained electronically. The PLA Coordinator is responsible for helping to develop and implement the model adopted by the consortium for evaluation of prior learning. The PLA Coordinator will establish systems and tools to assist college-level personnel in preparing students for PLA evaluation and testing. The PLA

Coordinator will prepare, submit, and present reports, updates, and information to the Project Director as needed to ensure grant compliance.

Reports to: Dean of Instruction, Health Professions and Nursing
North Idaho College
Serves: Consortium Colleges – all members

Curriculum Development and Faculty Support Specialist

The Curriculum Development and Faculty Support Specialist is responsible for leading the development, implementation and delivery of healthcare/general education curriculum and online/hybrid courses for the TAACCCT IV grant. They will work as part of a dynamic curriculum team to develop unit and lesson plans with established course goals, student objectives and course outlines for online/hybrid delivery. In addition, they will collaborate with publishers, subject matter experts, consortium colleges, instructional designers and student services. Key responsibilities include the following: 1) develop curriculum; 2) enhance healthcare instructional materials developed by consortium partners; 3) manage consortium curriculum development efforts to ensure curricula are developed on time and to grant specifications; 4) review student performance in member college courses and document areas that need improvement; 5) work with faculty and instructional designer in the evaluation and revision of courses; 6) manage faculty training program.

Reports to: eLearning Director
North Idaho College
Serves: Consortium College – NIC

eLearning Administrative Assistant

Creates, edits, and examines documents and materials for accessibility for the ICE Healthcare Partnership programs. This position also edits and captions videos in order to meet accessibility guidelines. Will work as part of a dynamic team to prepare curriculum resources for online health care programs.

Reports to: eLearning Director
North Idaho College
Serves: Consortium College – NIC

P/T IT Specialist

Under general supervision, this position will serve the IT needs TAACCCT grant programs in areas such as IVC or Blackboard. Will serve as main contact for troubleshooting technology issues for both students and faculty.

Reports to: IT Supervisor
North Idaho College
Serves: Consortium College – all members

Grant Funded**Program(s)**

Must be funded institutionally upon completion of grant

Dental Assistant Hygiene Program Director

The program director of the dental hygiene program is directly responsible and accountable for ensuring the fulfillment of curricular goals and objectives while maintaining full program accreditation. These responsibilities require leadership in both academic and workforce areas and include meeting student retention goals; directing and participating in educational planning; program organization; staffing and training of part-time faculty; evaluating program and student performance; motivating and advising students; developing and maintaining the program budget and generating program reports as needed.

Reports to: Division Chair, Health Professions
North Idaho College
Serves: Consortium College – NIC

Medical Laboratory Technician Program Director

The program director of the medical laboratory technology program is directly responsible and accountable for ensuring the fulfillment of curricular goals and objectives while maintaining full program accreditation through the *National Accrediting Agency for Clinical Laboratory Science (NAACLS)*. These responsibilities require leadership in both academic and workforce areas and include meeting student retention goals; directing and participating in educational planning; program organization; staffing and training part-time faculty; evaluating program and student performance; motivating and advising students; developing and maintaining the program budget and generating program reports as needed.

Reports to: Division Chair, Health Professions
North Idaho College
Serves: Consortium Colleges – NIC, LCSC

Pharmacy Technology Program Director

The program director of the pharmacy technology program is directly responsible and accountable for ensuring the fulfillment of curricular goals and objectives while maintaining full program accreditation. These responsibilities require leadership in both academic and workforce areas and include meeting student retention goals; directing and participating in educational planning; program organization; staffing and training of part-time faculty; evaluating program and student performance; motivating and advising students; developing and maintaining the program budget and generating program reports as needed.

Reports to: Division Chair, Health Professions
North Idaho College
Serves: Consortium Colleges – NIC, LCSC, ISU

Surgical Technology Program Director

The program director of the surgical technology program is directly responsible and accountable for ensuring the fulfillment of curricular goals and objectives while maintaining full program accreditation through the *Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA)* through the Commission on Accreditation of Allied Health Education Programs (CAAHEP). These responsibilities require leadership in both academic and workforce areas and include meeting student retention goals; directing and participating in educational planning; program organization; staffing and training of part-time faculty; evaluating program and student performance; motivating and advising students; developing and maintaining the program budget and generating program reports as needed.

Reports to: Division Chair, Health Professions
North Idaho College
Serves: Consortium College – NIC

Non-Grant Funded

Infrastructure

Dean of Instruction, Health Professions and Nursing

The dean shall assist in providing quality education to students by representing all instructional unit academic and staff employees and assisting the College administration in various activities, recognizing that the functions of the dean are supervisory, advisory and administrative in nature. The dean will function within the philosophy of the vision, mission, values and objectives of North Idaho College, the governing boards and accrediting agencies of all programs, and the overall principles and ethics of the health and nursing professions.

Reports to: Vice President for Instruction
North Idaho College
Serves: Consortium Colleges – all members

Division Chair, Health Professions

The division chair is responsible for the supervision and evaluation of the faculty and staff assigned to the Health Professions division. The chair is responsible for the organization, planning, and evaluation and assessment of the programs and courses within the Health Professions division e.g. supervises and coordinates with program directors/faculty in a collaborative manner the development of curriculum, course offerings, scheduling, course syllabi, textbook selection, and outcomes and the assessment of courses and programs in the division; supervises and coordinates the course offerings through the service area including those offered through eLearning, distance education, and off-campus dual classes.

Reports to: Dean of Instruction, Health Professions and Nursing
North Idaho College
Serves: Consortium Colleges – all members

Dean of Instruction, General Studies

The dean of general studies reports is responsible for the operational management of academic transfer courses and programs, college skills courses, and all related offerings in the area of general

education. Divisions supervised include College Skills; Natural Sciences; Math; Social and Behavioral Sciences; English and Modern Languages; and Communications and Fine Arts.

Reports to: Vice President for Instruction
North Idaho College

Serves: Consortium College – NIC

Director – eLearning

Provide leadership for eLearning, instructional design, and faculty development in alternative methods of instructional delivery. Responsible for the planning, implementation, and coordination of all eLearning support services. Provide leadership to faculty and other emerging technologies that strengthen off-site access to educational opportunities in the NIC service area.

Reports to: Vice President for Instruction
North Idaho College

Serves: Consortium College – NIC

Accountant

Responsible for post award grant accounting, ensuring compliance with funding source administrative guidelines, timely receipt of revenue, and assistance with submission of financial reports, A-133 Audit and orderly closure of project. Completes bi-annual fiscal monitoring visits for consortium members. Works directly with Project Director and Project Staff as a fiscal point of contact for the U.S. Department of Labor.

Reports to: Assistant Controller
North Idaho College

Serves: Consortium Colleges – all members

Idaho State University-College of Technology
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Grant Funded

Not funded upon completion of grant

Infrastructure

Student Success Navigator

Under general supervision, this position will provide advising support to assist ICE Healthcare Partnership participants in achieving their academic and professional goals. The Navigator will oversee all recruitment and outreach strategies for program participants, will oversee participant assessments, and work closely with existing CTE student support services personnel to provide advising, registration, admissions, resource navigation, and financial aid services to program participants to ensure grant outcomes are met. The Navigator will prepare, submit, and present all reports, updates, and information to the Department Chair.

Reports to: Health Occupations Department Chair

Serves: Consortium College – ISU

PT OTA Administrative Assistant

Under general supervision, this position will provide administrative support to ICE Healthcare Partnership faculty and staff.

Reports to: Health Occupations Department Chair and
OTA Program Director
Serves: Consortium College – ISU

Vet2Nurse Program Director

The program director of the Vet2Nurse program is directly responsible and accountable for ensuring the fulfillment of curricular goals and objectives while maintaining full compliance with the state standards set forth by the Idaho State Board of Nursing. These responsibilities require leadership in both academic and workforce areas and include meeting student retention goals; directing and participating in educational planning; program organization; staffing and training of part-time faculty; evaluating program and student performance; and motivating and advising students. The nursing program director, in conjunction with the full time Vet2Nurse faculty member, will be responsible for the Prior Learning Assessment of each candidate for admission to the Vet2Nurse Program.

Reports to: Health Occupations Department Chair and
Nursing Program Director
Serves: Consortium College – ISU

Adjunct Support Vet2Nurse

In consultation with the Veteran Student Services Center and the Center for New Directions at the College of Technology, this adjunct will be available to program students who have questions or concerns that are directly related to Veterans Services.

Reports to: Nursing Program Director
Serves: Consortium College – ISU

Grant Funded

Program(s)

Must be funded by institution upon completion of grant

Vet2Nurse Faculty

This Vet2Nurse Faculty is responsible for planning, organizing and delivering subject matter to students within the approved program curriculum. She is responsible for providing students with regular and meaningful feedback on their progress within specific courses and the program curriculum. She works closely with the program director to assure program quality and efficacy.

Reports to: Nursing Program Director
Serves: Consortium College – ISU

OTA Program Director

The program director of the Occupational Therapy Assisting program is directly responsible and accountable for ensuring the fulfillment of curricular goals and objectives while maintaining full compliance with the standards set forth by the Idaho Division of Professional Technical Education and the programs national accreditation organization. These responsibilities require leadership in both academic and workforce areas and include meeting student retention goals; directing and

participating in educational planning; program organization; staffing and training of part-time faculty; evaluating program and student performance; and motivating and advising students.

Reports to: OTA Operations Coordinator
Serves: Consortium College – ISU

OTA AFWC/Faculty

The Academic Fieldwork Coordinator carries primary responsibility for overseeing the clinical externship components of the OTA program with hospitals, rehabilitation centers, and other healthcare sites. She is also responsible for planning, organizing, and delivering subject matter to students within the approved program curriculum. She is responsible for providing students with regular and meaningful feedback on their progress within specific courses and the program curriculum.

Reports to: OTA Program Director
Serves: Consortium College – ISU

PT OTA Faculty

The part-time OTA faculty is responsible for delivering subject matter to students within the approved program curriculum. She is responsible for providing students with regular and meaningful feedback on their progress within specific courses and the program curriculum. She works closely with the Program Director to assure program quality and efficacy.

Reports to: OTA Program Director
Serves: Consortium College – ISU

Pharmacy Technology Program Coordinator

The program director of the Pharmacy Technology program is directly responsible and accountable for ensuring the fulfillment of curricular goals and objectives while maintaining full compliance with the state standards set forth by the Idaho Division of Professional Technical Education and the programs national accreditation organization. These responsibilities require leadership in both academic and workforce areas and include meeting student retention goals; directing and participating in educational planning; program organization; staffing and training of part-time faculty; evaluating program and student performance; and motivating and advising students.

Reports to: Director/Assistant Professor of Respiratory Therapy
Serves: Consortium College – ISU

Health Information Technology Instructor

This HIT/Medical Coding Instructor will advise and mentor students. She will also provide instruction and supervision on a regular basis in both seated and online environment. She will provide students with the knowledge and competence needed for entry level HIT and Medical Coding practice. This faculty member will also assist the Academic Fieldwork Coordinator for Clinical Education in identifying and securing professional practice experience worksites.

Reports to: IT Program Coordinator
Serves: Consortium College – ISU

Non-Grant Funded

Infrastructure

Dean, College of Technology

The Dean shall assist in providing quality education to students by representing all instructional unit academic and staff employees and assisting the College administration in various activities, recognizing that the functions of the Dean are supervisory, advisory and administrative in nature. The Dean will function within the philosophy of the vision, mission, values and objectives of Idaho State University, College of Technology, the governing boards and accrediting agencies of all programs, and the overall principles and ethics of the health and nursing professions.

Reports to: Executive Vice President Academic Affairs
Serves: Consortium College – ISU

Health Occupations Department Chair

The Department Chair is responsible for the organization, planning, and evaluation and assessment of the programs and courses within the Health Occupations Department, e.g. supervises and coordinates with program directors/faculty in a collaborative manner the development of curriculum, course offerings, scheduling, course syllabi, textbook selection, and outcomes and the assessment of courses and programs in the department; supervises and coordinates the course offerings through the service area including those offered through eLearning, distance education, and off-campus classes.

Reports to: Dean, College of Technology
Serves: Consortium College – ISU

Assistant to the Dean for Grants and Scholarships

The Assistant to the Dean for Grants and Scholarships works directly with the Dean in developing and submitting competitive grants. Collaborates with faculty, staff, and administrators to develop innovative programs for student success. Coordinates the review process for student applications submitted for scholarships offered through the College of Technology. He/she works with the ISU Scholarship team in awarding these scholarships. With the CoT Development Officer, works with existing and potential scholarship donors to ensure compliance with donor wishes.

Reports to: Dean, College of Technology
Serves: Consortium College – ISU

Vet2Nurse Operations Coordinator

The Vet2Nurse Operations Coordinator works closely with the Department Chair to ensure day to day operation of the Vet2Nurse program in accordance with the ICE grant.

Reports to: Health Occupations Department Chair
Serves: Consortium College – ISU

Pharmacy Technology Operations Coordinator

The Pharmacy Technology Operations Coordinator works closely with the Health Occupations Department Chair to ensure day to day operation of the Pharmacy Technology program in accordance with the ICE Healthcare Partnership grant.

Reports to: Health Occupations Department Chair
Serves: Consortium College – ISU

OTA Operations Coordinator

The OTA Operations Coordinator works closely with the Health Occupations Department Chair to ensure day to day operation of the Occupational Therapy Assistant program in accordance with the ICE Healthcare Partnership grant.

Reports to: Health Occupations Department Chair
Serves: Consortium College – ISU

Lewis-Clark State College

Grant Funded

Program(s)

Must be funded by institution upon completion of grant

Student Success Navigator

Under general supervision, this position will provide advising support to assist ICE Healthcare Partnership participants in achieving their academic and professional goals. The Navigator will oversee all recruitment and outreach strategies for program participants, will oversee participant assessments, and work closely with existing CTE student support services personnel to provide advising, registration, admissions, resource navigation, and funding options to program participants to ensure grant outcomes are met. The Navigator will prepare, submit, and present all reports, updates, and information to the Project Director.

Reports to: Allied Health Coordinator
Serves: Lewis-Clark State College

Adjunct Faculty, Pharmacy Technology Lab

The adjunct lab faculty will teach established curriculum including educational rigor and appropriateness of delivery method with valid and reliable assessments of student progress in achieving acceptable programmatic requirements. He will create lesson plans and be collaboratively involved with the program director.

Reports to: Patty Bowles, AH Coordinator, LCSC
Serves: Lewis-Clark State College

Non-Grant Funded

Infrastructure

Dean of Career and Technical Education

The dean shall assist in providing quality education to students by representing all instructional unit academic and staff employees and assisting the College administration in various activities, recognizing that the functions of the dean are supervisory, advisory and administrative in nature.

Reports to: Provost, LCSC
Serves: Lewis-Clark State College

Director of Workforce Training

The director is the primary manager for Workforce Training Department within Lewis-Clark State College. She is responsible for all aspects of operation of WFT and serves as the primary spokesperson for the unit. The director also serves as an advisor to the Dean of Career Technical programs.

Reports to: Dean of CTE
Serves: Lewis-Clark State College

Allied Health Coordinator

The AH coordinator will plan, budget, develop, market, and implement allied health training including accredited programs on a customized and open enrollment basis for business, industry and agencies in Region II. She will participate in grant seeking activities, promote Workforce Training services to the public, serve as a liaison with government agencies, business, industry, and educational institutions and oversee development and delivery of distance learning delivery methodologies such as on-line training.

Reports to: Linda Stricklin, Director of WFT
Serves: Lewis-Clark State College

Grants & Contracts Specialist

The Grants & Contract Specialist is responsible for post award grant accounting, ensuring compliance with funding source administrative guidelines, timely receipt of revenue, and assistance with submission of financial reports.

Reports to: Jeffrey Ober, Dean of CTE
Serves: Lewis-Clark State College

This workforce solution was funded \$6,438,050 (100% of its total cost), from a grant awarded under the Trade Adjustment Assistance Community College and Career Training Grants, as implemented by the U.S. Department of Labor's Employment and Training Administration. (#TC-26479-14-60-A-16). The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information linked on sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability or ownership.



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