



IIHT
**INDIAN INSTITUTE OF
HEALTH & TECHNOLOGY**

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Job Location: IIHT NURSING COLLEGE, DEOBAND

Department: Nursing Education

Reports To: Principal, GNM and ANM Programs

Job Overview:

The Vice Principal of the General Nursing and Midwifery (GNM) and Auxiliary Nurse Midwifery (ANM) programs plays a crucial leadership role in assisting the Principal in overseeing the academic, clinical, and administrative functions of the nursing programs. The Vice Principal is responsible for supporting the daily operations, managing faculty and students, ensuring academic excellence, and fostering a positive learning environment. This role involves a balance of leadership, management, and support in ensuring high-quality nursing education.

Key Responsibilities:

1. Academic Management and Leadership:

- Assist the Principal in the planning, development, and implementation of the GNM and ANM curricula to ensure they meet academic standards, regulatory guidelines, and industry needs.
- Oversee the delivery of educational programs, ensuring that the curriculum is effectively taught and that students receive appropriate theoretical and practical training.
- Support faculty members in curriculum delivery, instructional strategies, and student assessments.
- Regularly monitor and evaluate the academic performance of students and provide feedback to the Principal regarding improvements or adjustments to teaching methodologies and academic support.

2. Faculty and Staff Support:

- Provide leadership and guidance to faculty members in the development of lesson plans, teaching methods, and the use of educational technologies.
- Assist in the recruitment, training, and professional development of faculty members, ensuring that they stay current with best practices in nursing education and clinical care.
- Help organize and facilitate faculty meetings to discuss academic updates, student progress, and departmental goals.
- Encourage a collaborative, student-centered approach to teaching and ensure faculty members are committed to delivering quality education.

3. Student Support and Academic Oversight:

- Supervise and monitor students' academic progress and clinical competencies, providing support where needed.
- Address student concerns, grievances, and disciplinary matters in coordination with the Principal and ensure that policies are followed fairly.
- Encourage student engagement and promote a positive learning environment that fosters academic growth, professionalism, and personal development.
- Support students during clinical placements and in managing their clinical competencies.

4. Administrative and Operational Duties:

- Assist the Principal in overseeing the day-to-day operations of the GNM and ANM programs, including scheduling classes, clinical rotations, and examinations.
- Help in managing student admissions, records, and documentation related to academic progress, clinical placements, and evaluations.
- Ensure compliance with all regulatory bodies, including the Nursing Council and relevant accreditation bodies, and prepare for periodic inspections or accreditation reviews.
- Assist in the management of resources, including teaching materials, classrooms, clinical facilities, and other necessary infrastructure.

5. Quality Assurance and Compliance:

- Work closely with the Principal to maintain and enhance the academic and clinical standards of the nursing programs.
- Regularly assess the quality of education and student outcomes, utilizing feedback from students, faculty, and clinical partners to implement improvements.
- Ensure that the institution's nursing programs are compliant with local, state, and national regulations and accreditation standards.
- Act as a liaison between the nursing school, regulatory authorities, and other educational institutions to ensure continuous improvement and compliance.

6. Collaboration and External Relationships:

- Establish and maintain relationships with healthcare institutions, clinical placements, hospitals, and other external partners to facilitate practical training opportunities for students.
- Participate in community outreach programs, nursing conferences, and seminars to promote the nursing programs and develop industry connections.
- Represent the nursing school at events and engage in networking to stay current with trends in nursing education and practice.

7. Support the Principal:

- Act as the Principal in their absence, handling any administrative, academic, or faculty-related matters.
- Assist the Principal in decision-making, strategic planning, and the overall management of the nursing programs.
- Support the development of institutional policies and procedures that align with the goals of the nursing department and the wider institution.

Qualifications:

- **Education:** B.sc Nursing with 3 year experience.
- **Licensure:** Registered Nurse (RN) with a valid nursing license.
- **Experience:** Minimum of 3years of teaching experience in nursing education, with at least 3 years.
- **Clinical Experience:** Significant clinical experience in nursing practice.
- **Skills:**
 - Strong leadership and management skills with the ability to lead and motivate faculty and students.
 - In-depth knowledge of nursing education standards and current healthcare practices.
 - Excellent communication and interpersonal skills, with the ability to interact effectively with students, faculty, and external stakeholders.
 - Strong organizational skills and the ability to manage multiple tasks simultaneously.
 - Familiarity with regulatory requirements and accreditation processes in nursing education.
 - Proficiency in the use of educational technologies and nursing simulation tools.

Working Conditions:

- **Work Hours:** Full-time position; regular working hours, with occasional evening or weekend hours depending on academic or administrative needs.
- **Travel:** Some travel may be required for clinical placements, conferences, or networking events.
- **Location:** Based at Indian Institute of health and technology, with occasional travel to partner healthcare facilities or external events.