

NDEP Position Description – Preceptor Director

POSITION DESCRIPTION: The Preceptor Director will serve and represent the NDEP members by supporting members' continuing education needs and representing preceptors' perspectives and issues relating to education practice and policy.

TERM OF OFFICE: The Preceptor Director is elected for a two (2) year term.

ELIGIBILITY FOR OFFICE: The Preceptor Director must be an RDN or NDTR and an NDEP member. The candidate must be a preceptor in an ACEND-accredited program.

TIME COMMITMENT: The position of Preceptor Director requires a time commitment of approximately 2 days each year for travel to FNCE for the NDEP Council meeting. Additional time is required for monthly NDEP Council conference calls, Preceptor Committee conference calls and correspondence. Depending on NDEP's program of work, this time commitment may be greater.

RESPONSIBILITIES:

- Serves on the NDEP Council as a voting member
- Serves as the Preceptor Committee Chair and leads the committee's plan of work, which includes
 - Hosts conference calls as needed with the Preceptor Committee, typically 1 x month. Provides minutes to the meetings
 - Executes the Outstanding Preceptor Awards and identifies winners for each region by April 1st
 - Provides article for NDEP Line "Preceptor Pulse" section which is published quarterly
- Communicates with NDEP preceptor members as needed; prepare preceptor issue updates when requested by the Chairs, the Academy BOD or the HOD
- Provides preceptor perspective on issues brought forward for deliberation and decisions by the NDEP Council
- Coordinates, along with the NDEP Membership Committee, the responsibilities for the FNCE NDEP Booth
- Attends all day (9am-9pm) Face-to-Face NDEP Council Meeting Pre-FNCE
- Attends (or arranges for preceptor committee to be represented), the NDEP Spring Regional Meetings
- Leads the efforts of the Preceptor Committee to recruit and retain new preceptors for accredited programs
- Serves on the NDEP Nominating Committee
- Performs other duties as may be assigned by the NDEP Chair or NDEP Council.