



**GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES**

DEPARTMENT OF HEALTH
Virgin Islands Board of Nurse Licensure
P.O. Box 304247
St. Thomas, Virgin Islands 00803

Tel: (340) 776-7397

Fax: (340) 777-4003

**Job Description
Territorial Executive Director**

The Virgin Islands Board of Nurse Licensure is seeking applications of qualified candidates for the position of Executive Director.

General Summary

The Territorial Executive Director of the Virgin Islands Board of Nurse Licensure (VIBNL) plans and implements a nursing practice program which promotes the practice and education standards of the nursing profession and the accomplishments set forth by the Board of Licensure for the territory of the Virgin Islands. The Executive Director must be an advocate for the art and science of nursing in the workplace as well as for patient advocacy.

Qualifications

Eligible/current RN licensure in the United States Virgin Islands.
Must possess a valid driver's license.

Minimum Education

Masters degree in Nursing or related field; nursing desirable. If the Master's degree is in a field other than nursing, a Bachelor's degree in nursing is required.

Experience

5-7 years of nursing practice/education experience; required.
Actively engaged in nursing or health related field for a minimum of five years prior to appointment (in nursing practice, education, or administration); prior experience in regulatory process desirable; experience in nursing practice, education, or administrative positions with increasing authority.

Skills

A thorough knowledge of fundamental nursing practice and education issues; proven managerial skills; ability to meet deadlines, strong organizational and interpersonal skills are required; strong written and oral communications skills required; decision making capabilities; results oriented outlook and approach; be knowledgeable of legislative process, legal and voluntary standards of nursing and laws governing nursing, the



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Nurse Practice Act; proficient in basic computer skills, Microsoft Office and Excel.

Accountabilities

1. Develops a strategic plan for the development and implementation of the nursing practice program for the VIBNL, identifies target audiences and prepares implementation strategies based upon the VIBNL's stated purpose, goals and objectives.
2. Administers the VIBNL's program of nursing continuing education for the purpose of supporting the VIBNL's nursing practice program.
3. Develops and maintains a working knowledge of nursing practice and education issues and their potential implications for the VIBNL's activities; interprets these issues and actions to Board members, staff and other territory public.
4. Recruits, works with and assumes staff liaison responsibilities for VIBNL's structural units and constituent groups whose primary focus is nursing practice and education.
5. Recommends policies, develops procedures, implements; evaluates, and oversees record keeping for the nursing practice program. Establishes and updates continuing education/education/practice resource files. Directs the VIBNL's distribution of practice and education publications.
6. In conjunction with the Board of the VIBNL, advise elected and appointed governmental leaders about the needs of direct care nurses. As requested by the Legislature and the Board, prepare and provide nursing correspondence and testimony, as it relates to the VIBNL and the nursing practice in the territory; Implements legislative changes.
7. Work to establish and reinforce connections with the Virgin Islands schools of nursing, school of nursing faculty, and nursing students.
8. Prepares and reviews budget; Provide over site to maintain fiscal accountability of appropriated government funds.



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9. Coordinates and oversees the regulation and approval process for educational programs for advanced practice nurses, registered nurses, practical nurses and certified nursing assistants in the USVI territory.
10. Administers and oversees alcohol and drug recovery program for licensees not actively involved in activities affecting safe practice.
11. Guides and recommend administrative, professional and fiscal policy to the VIBNL and makes administration and professional decisions subject to the VI Code, Rules and Regulations and Board regulations.
12. Coordinates and informs legislators, agency personnel, other professionals and the general public when developing or revising statutory and administrative laws necessary for safe nursing practice affecting public safety and clinical practice.

DISCLAIMER STATEMENT: The job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the job description provided that such duties are characteristic of that classification.

Salary

Currently \$ 60,000 per annum – 8%*

**(The reduction in salary is due to the Economic Stability Act 7270 of the 29th Legislature of the Virgin Islands which implemented a 8% salary reduction to all wages earn (via NOPA or contractual agreements through the Virgin Islands Government).*