

DACUM Research Chart for RHORC Director

DACUM Panel

Bonnie Adams
Mt. San Antonio College
Walnut, CA

Dianna Bicocca
Mission College
Santa Clara, CA

Jim Comins
Sacramento City College
Sacramento, CA

José Ramón Fernández-Peña
City College of San Francisco
San Francisco, CA

Joanne Gray
Saddleback College
Anaheim, CA

Bruce Hines
Mt. San Antonio College
Walnut, CA

Marsha Roberson
Santa Barbara College
Santa Barbara, CA

Colly Tettelbach
Hartnell College
Salinas, CA

Marlies Vandenberg
Southwestern College
Chula Vista, CA

DACUM Facilitators

Mike Weinberg
Grossmont College
El Cajon, CA

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Leadership and Economic Development Institute

8800 Grossmont College Drive
El Cajon, California 92020
www.DacumJobProfiles.org

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DACUM Research Chart for Regional Health Occupations Resource Center (RHORC) Director

Job Description: *The Director of a Regional Health Occupations Resource Center (RHORC) is a member of the California Community Colleges' healthcare delivery initiative who provides leadership to address healthcare workforce needs.*

Duties		← Tasks				
A	Provide Leadership in Healthcare Education & Training	A-1 Develop advisory committees	A-2 Facilitate partnerships among major stakeholders	A-3 Chair regional advisory committee	A-4 Serve as member on external advisory committee	A-5 Participate on health-related task forces
		A-11 Serve as a professional expert	A-12 Serve as a mentor	A-13 Serve as a preceptor	A-14 Mediate special interest issues	A-15 Provide technical assistance to other grant writers
B	Assess Health Sector Workforce Needs	B-1 Develop data collection tools	B-2 Conduct assessment surveys	B-3 Conduct focus groups	B-4 Conduct interviews	B-5 Conduct literature/web searches
C	Respond to Health Sector Workforce Needs	C-1 Conduct performance consulting	C-2 Complete job analysis	C-3 Disseminate job analysis	C-4 Identify program resources	C-5 Develop new curriculum
		C-13 Facilitate career ladders	C-14 Disseminate statewide model curriculum	C-15 Facilitate management tools to schedule clinical placements		C-16 Administer certification exams
D	Leverage Financial Resources	D-1 Identify funding sources	D-2 Market RHORC services	D-3 Establish collaborative partnerships	D-4 Identify in-kind resources	D-5 Write grant proposals
E	Promote Healthcare Careers	E-1 Market healthcare courses	E-2 Promote diversification of health workforce	E-3 Provide healthcare information to education counselor		E-4 Participate in healthcare career fairs
F	Manage Regional Health Occupations Resource Center	F-1 Staff RHORC office/projects	F-2 Supervise certificated / professional staff	F-3 Supervise classified staff	F-4 Develop RHORC contracts	F-5 Manage RHORC budgets
G	Continue Professional Development	G-1 Establish a professional development plan	G-2 Maintain professional competencies	G-3 Fulfill continuing education requirements	G-4 Participate in professional organizations	G-5 Participate in ED>Net activities

February 11 – February 12, 2002

A-6 Participate in health policy forums	A-7 Support statewide leadership network	A-8 Provide linkages between educational segments (e.g., articulation, program placement, equipment sharing)		A-9 Develop health sector/education collaboratives	A-10 Share resources with stakeholders (e.g., human, facilities, curriculum, equipment, financial)	
A-16 Provide faculty/staff development	A-17 Promote workforce development	A-18 Build public relations				
B-6 Monitor labor market trends	B-7 Monitor regulatory activity	B-8 Analyze collected data	B-9 Create final reports	B-10 Disseminate findings		
C-6 Facilitate revision of existing curriculum	C-7 Adapt curriculum to new educational technologies	C-8 Develop training programs	C-9 Implement training programs	C-10 Evaluate training outcomes	C-11 Institutionalize curriculum	C-12 Conduct workshops
D-6 Provide progress reports to funding sources						
E-5 Maintain RHORC web sites	E-6 Recruit healthcare students	E-7 Develop retention strategies	E-8 Promote career mobility			
F-6 Maintain RHORC records	F-7 Participate in college management activities	F-8 Develop board agenda items	F-9 Perform formative / summative evaluation			
G-6 Participate in California Community College Association for Occupational Education activities						

General Knowledge and Skills

Management skills
Computer skills
Analytical skills
Financial management skills
Interpersonal skills
Communication (oral, written, nonverbal)
Grant writing
Cultural competency
Leadership skills
Meeting facilitation
Health field issues
California Community College system
Educational segments and their interactions
Health regulatory entities
California demographics
Political process affecting health services & education
Principles of education
Principles of adult learning

Tools, Equipment, Supplies and Materials

Office space
Computer
Internet access
Printer
Facsimile
Scanner
Office equipment
Storage space
Palm Pilot/organizer
Cell phone
Office phone system
Office supplies
Car (dependable)
Mail system
Copier

Worker Behaviors

Entrepreneurial	Open to learning
Self-motivated	Quick learner
Organized	Able to travel frequently
Assertive	Flexible
Patient	Responsive
Diplomatic	Ethical
Tactful	Able to meet deadlines
Able to maintain confidentiality	Dependable
Visionary	Able to follow through
Open-minded	Able to work with others
Creative	People-oriented
Sense of humor	Team player
Culturally sensitive	Team leader
Able to work under pressure	Ability to multitask
Able to handle stress	Ability to prioritize

Future Trends and Concerns

New technology (workplace and education)
Emerging health occupations
Evolving healthcare delivery systems
Changing image of healthcare providers
Labor market trends
Regulatory changes
Legislative actions
Societal issues
Emerging public health changes
Changing funding patterns
Budget deficits
Increased need for rapid response
Decreasing competition / Increasing collaboration
Demographic changes (increasing age, increasing diversity)
Expanded capacity needed for RHORCs
Expanded capacity needed for colleges
Flexible scheduling
Pipeline issues: students/faculty