

# DACUM Research Chart for RHORC Director

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# DACUM Research Chart for RHORC Director

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.

<b>Duties</b>		<b>Tasks</b>			
<b>A</b>	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-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-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	A-16 Provide faculty/staff development
		A-17 Promote workforce development	A-18 Build public relations		
<b>B</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	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		
<b>C</b>	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-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
		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

<b>D</b>	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	D-6 Provide progress reports to funding sources		
<b>E</b>	Promote Healthcare Careers	E-1 Market healthcare courses	E-2 Promote diversification of health workforce	E-3 Provide health career information to education counselor	E-4 Participate in healthcare career fairs
		E-5 Maintain RHORC web sites	E-6 Recruit healthcare students	E-7 Develop retention strategies	E-8 Promote career mobility
<b>F</b>	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	F-6 Maintain RHORC records	F-7 Participate in college management activities	F-8 Develop board agenda items
		F-9 Perform formative/summative evaluation			
<b>G</b>	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	G-6 Participate in California Community College Association for Occupational Education activities		

**Future Trends and Concerns**

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

**General Knowledge and Skills**

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

**Tools, Equipment, Supplies and Materials**

- Car (dependable)
- Cell phone
- Computer
- Copier
- Facsimile
- Internet access
- Mail system
- Office equipment
- Office phone system
- Office space

- Office supplies
- Palm Pilot/organizer
- Printer
- Scanner
- Storage space

**Worker Behaviors**

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

