



Job Description

JOB TITLE: Nursing Instructor (Specialization: Fundamentals & Medical/Surgical)
LAST REVISED: JUNE 1996

DEFINITION

Under minimum administrative direction of an educational administrator, collaborates as a team member with the nursing faculty and director in the ongoing development, implementation, and evaluation of the District's nursing educational programs, instructs nursing courses, and performs related work, as required.

JOB CHARACTERISTICS

Incumbent must be qualified in accordance with California Board of Registered Nursing (BRN), California Board of Vocational Nursing and Psychiatric Technicians (BVN), and California Department of Health Services (DHS) requirements to instruct in fundamentals of nursing and medical-surgical nursing, and must meet or be able to meet legal requirements to function as Program Director for the Nursing Assistant Program (DHS position description on file) and/or Home Health Aide Instructor.

EXAMPLES OF FUNCTIONS AND TASKS

Program Development - ESSENTIAL: Participate in ongoing faculty meetings to plan, evaluate and develop all aspects of the nursing programs including the philosophy, theoretical curriculum framework, program and level objectives, curriculum, policies, documents, forms and the total program evaluation plan as required by State regulating agencies; participate in preparing written curriculum revision proposals, self-studies and other reports for State regulating agencies, the District Curriculum Committee and/or other shared governance bodies as necessary; participate, either as course coordinator or as a course team member in ongoing faculty meetings to plan and develop assigned courses and course materials that are consistent with the philosophy and curriculum framework and are based upon program and level objectives (including course content, theory objectives, course methods, media, textbooks, assignments, examinations, syllabi, clinical objectives, correlated clinical experiences and clinical evaluation tools); review, select and order course textbooks and class media, supplies and equipment; assist in regularly updating the nursing literature in the District Learning Resource Center and the department reference library; assist in evaluating and establishing new clinical facilities to use for student learning experiences and participate in regional planning meetings to coordinate clinical experiences with other colleges.

Program Implementation - ESSENTIAL: Assume shared responsibility and accountability for implementing the planned instructional program (including conducting theory classes in areas of content expertise, supervising students in clinical areas of expertise, providing students with timely constructive feedback and advice regarding their theory and clinical performance, evaluating student theory and clinical performance according to established policies and procedures, meeting with clinical agency representatives to implement and evaluate specific clinical experiences, assisting in orienting, supervising and evaluating part-time nursing faculty, orienting new full-time faculty and preparing and maintaining program and student records including attendance, anecdotal notes, evaluations, needs improvement and educational agreement forms and grades).

Ancillary Student Services - ESSENTIAL: Maintain regularly scheduled office hours; serve as a professional role model for students; advise students concerning job and educational opportunities; participate in graduation and other student award ceremonies; assume responsibility for ensuring student participation in all aspects of curriculum and policy development and evaluation. **PERIPHERAL:** Write letters of recommendation upon student requests as warranted; precept students in local area graduate nursing programs.

Related Professional Responsibilities - ESSENTIAL: Maintain currency in areas of content and clinical expertise and keep abreast of current trends and issues in nursing and nursing education; adhere to established program policies in performing all responsibilities; promote departmental cohesion and maintain positive

Job Description

professional relationships with peers, other faculty, staff, students, clinical agency personnel and the general public; attend and/or participate in a variety of local professional nursing and nursing education meetings, conferences and workshops; participate in departmental, shared governance and staff development activities as appropriate and feasible; respond in writing to requests for information (e.g., employment process questionnaires, Unit Planning Guides, Environmental Impact Reports, etc.). **PERIPHERAL:** Represent department by serving on District committees; serve on employee selection committees as requested; attend Board of Trustees and/or College Council meetings as necessary; read and respond to information polls distributed by the Faculty Senate.

MINIMUM QUALIFICATIONS

Licenses:

ESSENTIAL: Incumbent must possess a valid, active California license as a Registered Nurse (RN) as issued by the California Board of Registered Nursing (BRN) and a valid California Class C or higher Driver's License in order to accomplish travel among District sites and other locations.

Degrees/Experience*:

ESSENTIAL: Incumbent must possess a Master's or higher degree in nursing from an accredited college or university, **OR** a Bachelor's degree in Nursing **AND** a Master's or higher degree in Health Education or Health Science from an accredited college or university which included course work in Nursing, Education, or Administration **OR** the equivalent, as determined by the BRN and/or the District Equivalency Committee, as appropriate. Additionally, the incumbent must possess a minimum of two (2) years experience as a RN, the equivalent of one (1) year's full-time experience as a RN providing direct patient care within the last five (5) years (clinical teaching applies toward direct patient care) **AND** must have completed a course in teaching from an accredited college or university **AND** must have completed at least one (1) year's experience teaching courses related to Nursing **OR** a course which included practice in teaching Nursing **AND** must meet or be able to meet legal requirements to function as Director for the Nursing Assistant Program **AND/OR** Home Health Aide Instructor, as approved by the California DHS, which include:

(1) One (1) year of experience as a licensed RN providing direct patient care in a long-term care facility **AND** one (1) year of experience planning, implementing, and evaluating educational programs in nursing,

OR,

(2) Two (2) years of full-time experience as a licensed RN, at least one (1) year of which must be in provision of direct patient care in a nursing facility*,

OR,

(3) Two (2) years of nursing experience, at least one (1) year of which must have been in the provision of home health care.

*NOTE:

(BRN, BVN, and DHS academic and experience and District academic minimum qualifications requirements applied concurrently). Applicants for this position should check with DHS to determine compliance with eligibility requirement.

Knowledge of:

ESSENTIAL: Fundamentals of nursing; basic medical-surgical nursing; teaching principles and methods and their impact on the learning process; curriculum development; nursing education trends and issues; nursing theory; supervisory techniques; professional standards of conduct and ethics in the nursing profession;



Job Description

laboratory equipment operation, uses, and precautions; test writing techniques; basic microcomputer operation, including software packages/applications for word processing. **PERIPHERAL:** Software packages/applications for spreadsheets and/or database management and/or desktop publishing.

Ability to:

ESSENTIAL: Lecture and otherwise instruct students in the classroom **AND** practice laboratory **AND** clinical settings; exercise skill in fundamentals of nursing and the practice of medical-surgical nursing; instruct in fundamentals of nursing and medical-surgical nursing; supervise students in the clinical setting; contribute to curriculum development; form and maintain positive, supportive relationships with students to facilitate learning; maintain accurate student records; work cooperatively with peers, other faculty, staff, and students; teach in registered and vocational nursing and Nursing Assistant programs; work some evenings and/or weekends, as required; write course objectives, outlines, and lesson plans; prepare course syllabi; communicate effectively orally and in writing; follow oral and written instructions; function as a team member; maintain positive relationships with external clinical agencies; maintain professional standards of conduct and ethics; function as a professional role model; participate in student, faculty, shared governance, and professional activities; exercise appropriate safety precautions in practice laboratory and clinical settings; type/keyboard and/or utilize mouse to operate microcomputers to utilize software packages/applications for word processing. **PERIPHERAL:** Operate microcomputers to utilize software packages/applications for spreadsheets and/or database management and/or desktop publishing and to access host computer network utilities to send and receive electronic ("e") mail.

Physical Suitability Requirements:

ESSENTIAL: Incumbent must be able to work in office, laboratory, and clinical work environments engaged in work of primarily a moderately active nature, and to meet the following physical suitability requirements, with or without reasonable accommodation: Almost Constantly: walking, standing, and bending in performance of duties; operate machinery (stationary and/or mobile), including Hoyer lift, intravenous (I.V.) pumps, feeding pumps, etc.; utilize manual and finger dexterity to utilize computers and classroom equipment, make beds, dispense medications, remove sutures and dressings, and for other aspects of patient care; utilize vision (near and far) to read written materials, computer screens, analog and digital gauges and meters associated with medical equipment, and patient monitors, observations required for patient assessment, patient records, medication and other orders; utilize hearing for ordinary conversation and for hearing other sounds, such as equipment sound prompts, patient breathing, etc. Frequent: lifting (max. 75 lbs. from floor and waist levels), pushing, pulling and carrying (both in clinical laboratory sessions and hospital practicums) to utilize and move equipment and materials and for routine patient care. Occasional: running, to assist in hospital emergency room, as needed. Environmental Hazards/Precautions: Incumbent is required to frequently wear protective clothing/equipment to protect skin, arms, hands, fingers, face, eyes, and overall body, and must work in environments subject to almost constant exposure to hazards from risk of contagion with infectious diseases, and occasional exposure to hazards from needle sticks, radiation from X-ray and other medical equipment, and caustic chemicals used in chemotherapy and other medical treatments.

Faculty Salary Schedule, Subject to Placement at Date of Hire.

FLSA exempt.

SCFA bargaining unit status.

Classification 1, Bloodborne Pathogens Exposure Control Program.