



## Job Description

**JOB TITLE:** Nursing Instructor (Medical/Surgical, Assistant Instructor)

**LAST REVISED:** April 2025

### 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) requirements to instruct in fundamentals of nursing and medical-surgical nursing.

### 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's 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.

**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 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



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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 bachelor's degree in nursing from an accredited college or university. Additionally, the incumbent must possess a minimum of two (2) years experience as a RN, the equivalent of one (1) years full-time experience as a RN providing direct patient care within the last five (5) years (clinical teaching applies toward direct patient care).

#### 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; 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; 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.

#### 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,



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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.**