

Gadsden State Community College
Division of Health Sciences
Nursing Education Programs

Job Description

TITLE: Instructor, Nursing Education/Clinical Coordinator

SUMMARY: Classroom, college laboratory and clinical instruction in Registered Nursing at the Associate Degree level and/or the Practical Nursing level, and related activities for program development, revision, and implementation. Liason for clinical agencies to include clinical rotation arrangements for all three campuses. Arranges simulation calendars, scenarios, and video-taping and computerized testing for all campuses. Maintains simulation equipment and other lab equipment for all campuses. Responsible for recruitment, orientation, supervision and evaluation data collection of all adjunct/associate faculty.

QUALIFICATIONS:

- Master's degree in nursing with a major in the required field. Area of emphasis to be defined as determined by program needs.
- Unencumbered, current Alabama licensure as a registered nurse, and Georgia licensure when applicable.
- Minimum of three years post-licensure experience as a registered nurse.
- Teaching experience in classroom and clinical preferred.
- Philosophy compatible with community college image.
- Documentation of required professional development activities.
- BCLS certification, Instructor or ACLS certification preferred.

DUTIES AND RESPONSIBILITIES:

- Assist in planning, developing, implementing, and evaluating of the program of learning.
- Assist in the construction, administration, assessment, and revision of teaching aides and evaluation tools for student activities in classroom, laboratory, and clinical settings as assigned.
- Assist in the evaluation and revision of each course and the related syllabi, evaluation tools, resources, and experiences, and the completion of the end of semester grades and reports as assigned.
- Maintain theoretical and clinical expertise in the assigned content areas and utilize current instructional methodologies in the classroom, laboratory and clinical settings.
- Supervise and/or coordinate the supervision of students in the clinical setting, adhering to the established clinical objectives, activities, times, and agency policies.
- Complete weekly student evaluations utilizing the established evaluation criteria by or before the next clinical day/ week.
- Serve as a professional role model and resource person for students and for clinical personnel.
- Plan for and complete student clinical rotation assignments and submit to the appropriate clinical personnel as directed.
- Counsel students experiencing academic difficulties and document the outcome.
- Work closely with clinical agency education departments to ensure adequate clinical rotations for all campuses.

- Work closely with course coordinators to ensure clinical rotations are adequate to meet student learning objectives.
- Conduct an adjunct orientation class each semester to ensure that program goals/ student learning objectives are communicated effectively.
- Maintain all simulation and laboratory equipment and supplies for all campuses.
- Schedule computerized testing and simulation labs for all campuses.
- Work closely with course coordinators with simulation scenarios and video-taping.
- Visit clinical adjunct/associate faculty at clinical sites to ensure that students are being supervised properly.
- Collect clinical adjunct/associate evaluation data and give feedback to clinical adjuncts/associates.
- Maintain the clinical adjunct/associate pool and recruit new adjuncts/associates as needed.
- Adhere to policies in the College Employee Handbook.
- Engage students in active learning in simulation lab, clinical experiences, and in the classroom setting.
- Participate in self-study required by accrediting body.
- Advise assigned student cohorts for retention and progression, according to Advisement Plan.
- Participate in the development of the semester schedule and abide by the schedule as approved by the Nursing Director and the Dean of Health Sciences for classroom, laboratory, clinical, and office hours.
- Serve as an active member of the Nursing Education department, division, and College, and serve on committees as assigned.
- Adhere to the established policies and procedures for reporting, requesting leave, etc.
- Maintain cooperative relationships with clinical agency personnel and participate in clinical agency activities as assigned.
- Submit yearly documentation of continuing education activities sufficient to ensure current knowledge in the area of expertise and to meet state and/or national licensure/certification requirements.
- Maintain records of student progress, grades, attendance and absences, adhering to the established policies.
- Comply with all policies of the Alabama Community College System and the College.
- Maintain annual health requirements as required by the Nursing Education Program.
- Perform essential functions as outlined by the College.
- Assume other related duties as assigned.

Note: The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Nursing Instructor/Clinical Coordinator Date

Director of Nursing Date

Dean of Health Sciences Date

2-2018