

# **PRACTICAL NURSING PROGRAM INSTRUCTOR & CLINICAL COORDINATOR**

*Job Description: Vocational*

*Created 07.12*

**SALARY:** Per certificated staff schedule.

**QUALIFICATIONS:** The Practical Nursing Instructor/Clinical Coordinator of the Rolla Technical Institute/Center shall be a graduate of a recognized college or university and shall meet all educational requirements of the State Board of Education for employment as a career and technical education center educator. Applicants must have a current undisciplined license to practice professional nursing in Missouri. Applicants must be approved by the Missouri State Board of Nursing prior to appointment and shall have a Bachelor's degree in Nursing (BSN) with clinical component (faculty appointed before January 1, 1999 exempt from requirement). Applicants must have the equivalent of two (2) years of full-time or part-time experience within the last five (5) years. Evidence of active pursuit of a Master's of Science degree in Nursing or higher advanced degree is recommended. Experience shall be in nursing education, clinical practice or administration.

**REPORTS TO:** The Director and Assistant Directors of Career and Technical Education Center

**TERMS OF  
EMPLOYMENT:** 210 days

**EVALUATION:** The Director and Assistant Directors of the Career and Technical Education Center will evaluate performance on this job annually prior to April 1.

## **RESPONSIBILITIES:**

- Serve on the advisory committee as an ex-officio member and as an active member of the admission, coordinating and curriculum committees and other committees in the school system.
- Work closely with other members of the faculty as a committee of the whole, in such areas as the formulation of educational policies, the construction, implementation, evaluation and revision of the curriculum and the revision of the course syllabi.
- Ensure the availability of academic advisement and guidance of students.
- Responsible for meeting Minimum Standards for Accredited Programs of Practical Nursing.
- Each nursing instructor will be responsible for the instruction of the nursing students, in both classroom and clinical areas as assigned to him/her, keeping a written record of each student's attendance, grades, and performance as determined by Rolla Technical Center and the Program of Practical Nursing;
  - An evaluation of each student's progress will be written every four (4) weeks during the introductory period, every eight (8) weeks during the clinical theory period, and at the end of each clinical rotation during the clinical period. The instructor will confer with each student regarding this evaluation and then submit it to the nurse director.

- He/she, and other members of the faculty, will work together as a committee of the whole and provide input in such areas as the formulation of departmental and institutional policies, the development, implementation, evaluation and revision of the curriculum, admission, retention, promotion and graduation of students.

### **SPECIFIC DUTIES:**

- Instruct the students in at least one course during the introductory period and clinical period and maintain clinical and educational competencies in area of instructional responsibilities.
- Work closely with the Director and Assistant Directors of the Rolla Technical Center/Institute and the cooperating clinical facilities in coordinating committees, keeping them informed of the educational needs and activities of the students in both the classroom and the clinical areas, and in a manner in which will objectives will be met.
- Work cooperatively with clinical facilities providing them with program objectives for clinical experience, develop contractual agreements, and provide expectations for both education setting and clinical site.
- Be an active member of professional organization and attend convention workshops, etc.
- Participate in program and school activities (i.e. CTE Month, Health Fairs, Blood Drives, Academies, and Job Fairs).
- Annually review job description with RTI-C director and assistant directors as necessary.
- The instructor will be responsible for making all preparations for his/her classes. The instructor will be allowed ample time for course and clinical preparation, instruction, program evaluation and professional development.
- Will be responsible for maintaining educational competencies through the development of a course syllabus for each course taught.
- All duties required of teachers for the District and RTI-C.
- Will be responsible for outcome criteria and a written orientation plan for each clinical area taught which is to be included in a clinical syllabus.
- It will be his/her responsibility to help carry out the philosophy and outcome criteria of the program, and to assist in any other areas requested by the director:
  - Provide input on annual budget to nurse director.
  - Assist in the recruitment, admission, promotion and graduation of the students.
  - The instructor will maintain clinical and education competencies in areas of instructional responsibilities. Professional competence activities may include nursing practice, continuing education, writing for publication and/or participation in professional associations
  - Ensure confidentiality of student records.
- Participate in the development of departmental and institutional policies.
- Contract with Rolla Public School's as the sponsoring agency and follow contractual agreement.
- Other duties as assigned.