

NORTHWEST TECHNOLOGY CENTER
JOB DESCRIPTION
Revised 9/2018

JOB TITLE:	Practical Nursing Instructor
JOB SUMMARY:	Provide instruction to students in a competency-based Practical Nursing program and collaborate with other staff members to teach the knowledge, attitudes and skills needed in practical nursing.
QUALIFICATIONS:	
Education:	Minimum of an Associate Degree in Nursing along with evidence of continued progress toward a baccalaureate degree in nursing with completion of a minimum of six (6) semester hours per calendar year; Bachelor's Degree and/or Master's Degree preferred.
Experience:	Minimum of two (2) years full-time equivalent practice as a Registered Nurse in a clinical setting; teaching experience in nursing/health education or related field preferred.
Certification:	Current Oklahoma licensure as a Registered Nurse (RN) with an unencumbered license
Dependability:	Regular attendance following a designated work schedule. Must be able to attend and participate in meetings/conferences as scheduled within school district and state and national level.
Skills Required:	Working knowledge of the health care industry, business management and business math. Ability to use or learn to use personal computers and major types of soft wear including word processing, spreadsheets, and presentation programs. Ability to read, analyzes, and interprets common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
Physical Requirements:	Requires lifting, handling, carrying books, manuals, file and presentation materials and equipment.
Mental/Emotional Requirements:	Moderate to extreme. Ability to meet frequent deadlines requiring concentrated effort and overtime work; ability to work on a variety of projects at the same time; ability to deal with major issues and problems which can create high stress; administrative and organizational skills; excellent interpersonal skills; ability to interpret and implement laws and regulations as pertain to the operation and management of personnel and schools; good judgment; excellent communication skills, attention to detail; ability to establish good rapport with staff and others is essential.

ESSENTIAL JOB FUNCTIONS:

1. Provide theoretical instruction and clinical or practicum experiences as assigned by Director, in accordance with NWTC guidelines and best practices in nursing instruction.
2. Develop, implement, evaluate, and update the purpose, philosophy, objectives and organizational framework of the nursing program.
3. Provide accurate, useful and timely feedback to students.
4. Design, implement and evaluate the curriculum, using a written plan.
5. Develop, evaluate, and revise student admission, progression, retention, and graduation policies within the policies of the institution.
6. Participate in academic advising and guidance of students.
7. Evaluate student achievement of curricular objectives related to nursing knowledge and practice; inform students of progress in the program.
8. Provide for student and peer evaluation of teaching effectiveness.
9. Participate in activities which facilitate maintaining the faculty member's own nursing competence and professional expertise in the area of teaching responsibility and maintaining clinical competence through clinical experience.
10. Develop course syllabi, in collaboration with nursing faculty, in accordance with career option philosophy and objectives.
11. Recommend appropriate tests & teaching aids which will be of the most value to the teaching-learning process.
12. Participate in nursing faculty meetings and NWTC staff meetings.
13. Participate in NWTC faculty meetings and committees as requested, elected or assigned.
14. Maintain relationships with local, state, regional, and national groups as determined by career option needs.
15. Coordinate assigned clinical activities to ensure the highest level of student learning and working relationships for the student, faculty and program.
16. Work closely with PN Coordinator to address instructional and student concerns.
17. Maintain current RN License in Oklahoma.
18. Maintain positive working relationships and open communication with hospital and other clinical sites and staff, as well as with faculty and staff within the career option and division.
19. Assist with maintaining individual student files to include appropriate records and information.
20. Assist with maintaining records and reports as required by the State and the District by the required deadlines including retention, program completion, and placement.
21. Develop rapport/communication with hospital staff and work cooperatively with clinical personnel to provide appropriate learning experiences.
22. Assign students to patients and/or learning experiences based on objectives and identified learning needs.
23. Provide self-orientation to the clinical environment prior to having student assigned to that area and work cooperatively with the clinical staff to provide student orientation to the facility.
24. Provide a means for students to evaluate clinical experiences.
25. Maintain professional competence through participation in professional and civic activities.
26. Maintain active Advisory Committee.
27. Develop and facilitate a systematic major evaluation.
28. Instruct students in safety procedures necessary for the safe operation of equipment and the care of materials, supplies, furniture and facilities.
29. Attend the Annual Technology Summer Conference and other conferences as required.
30. Assumes major responsibility for the recruitment of students in the Practical Nursing Program, including marketing of the program.
31. Perform other tasks, duties, and responsibilities as may be assigned.

OTHER JOB FUNCTIONS:

1. Maintain a line of communication and work cooperatively with instructors, administration, staff, and students.
2. Develop and maintain a line of communication with patrons, business and industry, economic development organization, and other educational institutions for the purpose of fulfilling the stated beliefs, mission and vision of Northwest Technology Center.
3. Perform other tasks and assume duties that may be required.

RESPONSIBLE TO: Practical Nursing Director

PERSONNEL CLASSIFICATION: Certified, FLSA – Exempt