

Job Description
WESTERN OKLAHOMA STATE COLLEGE

Job Title: Adjunct Clinical Nursing Instructor

Qualifications

Education: Bachelor's Degree in Nursing, working toward a Masters degree; Masters Degree preferred

Credentials: Drivers license and acceptable driving record is required for instructor; Must have R.N. license in Oklahoma.

Special Knowledge, Skill, or Ability: Demonstrated instructional and advisement abilities. Must be able to use and demonstrate various equipment (monitors, warmer, and intensive care equipment), computerized programs, audio-visual equipment etc. within area of instruction.

Training or Experience Required: Must have prior nursing work experience in the last five years; must have two years full-time practice as a RN in a clinical setting; one year in a hospital within the past five years prior to teaching.

Reports to: Director of Nursing

Performance Expectations: As an Instructor the incumbent has a knowledge of subject matter; cares for and effectively assists students with special concerns; establishes syllabus with effective instructional objectives; encourages effective learning with proper teaching techniques; ensures students are acquiring skills and knowledge to apply principles, theories and other learning; properly monitors student progress in clinicals (grading, feedback, etc.) and provides environment to encourage independent thinking challenges for more motivated students; maintains proper classroom discipline.

Contributes to effectiveness/quality of college programs, including extracurricular programs; keeps accurate records, reports, etc. pursuant to college policy; actively supports and looks for ways to improve the quality of customer service; cooperates with other college personnel to improve the quality of education; when serving on committees, maintains an attitude of constructive, supportive behavioral feedback and input to improve the quality of service; continues to be involved in personal growth and development.

Job Goal (Purpose of Position): Performs responsible instructional level duties under limited supervision to teach clinicals assigned; grade reports and progress; Coordinates special equipment, supplies, or other needs. Attends meetings and participates in overall quality of program and college.

An incumbent in this position will utilize discretion, ingenuity, and independent judgment due to the complexity of the job. Since there may be several ways to solve a problem, an incumbent is free to choose the solution.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person

with the public to determine actual information needed. Job requires interpreting and translating facts and information, explaining situations and issues to persons and advising them of alternative courses of action.

Essential Job Functions/Performance Responsibilities: Other than those included in the performance expectations:

1. Oversees skills, skills lab, and clinical training at health care facilities.
2. Maintains proper records and accountability of supplies and equipment entrusted to care.
3. Maintains expertise/competence in area of specialty by attending necessary conference/seminars and/or schools as required. Reads and keeps current on latest technologies and requirements in the area of specialty and in the division's programs. Attends professional meetings and participates in surveys, continuing education, academic study or clinical practice to improve own nursing competency in areas of responsibility.
4. Assists with recruiting students, provides items of interest to the Office of Public Information and maintains proper professional contacts with others outside of the college.
5. Performs other duties as required.

Supervision exercised: None

Physical/Mental Requirements and Working Conditions: Other than those physical/mental requirements included in the essential functions, employee must be able to communicate on the telephone and in person. Must be able to use or demonstrate use of equipment within department, computers, office/lab machines, and nursing instruments. May for some labs have to handle dangerous, caustic chemicals. Some minor lifting may be required of the position. Must be able to assist students with nursing duties in hospital including responding quickly to emergencies if necessary; must follow universal precautions within hospital environment; may be required to assist with field trips and some driving.