



EMPLOYEE NAME _____ DATE HIRED _____

SUPERVISOR – Director of Nursing or LVN Program Manager

Position Title:	<i>LVN Nursing Instructor</i>	Job Category:	Faculty – 2 (Nursing)
Location:	<i>Campus</i>	Department:	Nursing
Supervisor:	LVN Program Manager or Director of Nursing	Travel Required:	<i>Maybe required</i>
Job Code:	Hourly – Nonexempt	Hours:	varies

Position Description:

Under the supervision of the LVN Program Manager or the Director of Nursing, the instructor is responsible for the overall instruction involved in conveying the curricular content of the program to students through implementation of the program objectives as outlined and described in the Program Syllabus and Course Outline. The instructor is responsible for teaching vocational nursing students in the clinical area following the same guidelines as the theory instructors.

Essential Functions:

Theory

- Have available a copy of the overall lesson or instructional plan which correlates theory and clinical practice. (The document which gives a day-by-day plan of instruction and correlated clinical practice)
 - Develop tests that relate to objectives and reflect the scope of practice of the vocational nurse as well as NCLEX preparation materials (your supervisor must approve all)
 - Assists in the orientation of the faculty
 - Attends all faculty meetings
 - Presents any proposed need for any content or curriculum change of administration
 - Issues classroom orientation materials and classroom protocols to the students on the first day of class
 - Establishes testing procedures for the classroom and maintains records of the grades
 - Monitors and records classroom attendance
 - Develops instructional materials, including information sheets, modules, and testing materials at an appropriate level for the term
 - Previews and selects appropriate audio-visual aides
 - Develops instructional materials, including information sheets, modules, and testing materials at an appropriate level for the term
 - Handout information specific for the term
 - Adheres to all of the regulations of the Board of Vocational Nurse and Psychiatric Technician Examiners.
 - Attends workshops, conferences, and staff development programs
 - Facilitates regular communication between the theory and clinical instructor
 - Regular and reliable attendance
 - All other duties assigned
-
- Provides the clinical facility with a copy of the students’ current CPR cards and health records
 - All other duties assigned.

Clinical

- Participates in a team conference before the start of clinical rotation
- Participates in a team summary conference at the end of each clinical rotation
- Plans and organizes the clinical laboratory learning experience and selection of appropriate, related instructional device/procedures or materials to aid in the achievement of student learning
- Develops clinical rotations distributing them to students and posts them in appropriate areas of the clinical facilities
- Distributes/posts course objectives to specified units
- Orients the students to the clinical facility

- Keeps students informed of clinical progress every two weeks at the end of each term by completion of Bi-Weekly Clinical Evaluation
- Evaluates clinical written assignments
- Evaluates student performance in the clinical setting utilizing the clinical objectives for the appropriate term, evidenced by:
 - Making rounds with each student and discussing nursing care objectives for each patient for that day
 - Verifying student documentation regarding vital signs, intake and output, treatments, narrative charting, flowcharting, and medications
 - Utilizing post-conference to verify learning by promoting discussions of objectives met during the clinical day (e.g., medications administration, laboratory tests, assessments, diagnostic studies, etc.)
- Adheres to the philosophy, objectives, policies, and standards of the college and clinical facilities
- Establishes and maintains effective working relationships with staff personnel in clinical facilities
- Attends all faculty meetings,
- Reports to supervisor any student problem regarding attendance or clinical incidents
- Notifies student via verbal and written notification of misconduct or anticipated non-completion of objectives (clinical failure) before the end of the term
- Provides the clinical facility with all student names and telephone numbers in the clinical rotation
- Provides the clinical facility with a copy of the students' current CPR cards and health records
- Receives immunizations and health physicals as required by all clinical facilities.
- Organizes team conference before the start of the clinical rotation
- Organizes summary team conference at the end of the clinical rotation
- Facilitates regular communication between the theory and clinical instructor
- All other duties assigned.

Education and/or Work Experience Requirements:

Required:

RN: BA Degree, RN License active in CA and must have a minimum of two years experience as a registered nurse

LVN: AA or AS Degree and six years LVN nursing experience.

Must meet current LVN teaching requirements and be Board approved.

Preferred:

Teaching Experience is preferred.

Hold a baccalaureate degree from an accredited school, or a valid teaching credential; or have completed a minimum of one year full-time teaching experience in a state-accredited or approved registered nursing or vocational or practical nursing, or psychiatric technician school within the last five years; or met community college or state university teaching requirements in California.

Licensure Requirements:

Hold a current California active license as a Registered Nurse or LVN; must be approved by the Board of Nursing and provide a transcript. Must hold a valid driver's license.

Future Training Requirements:

Must attend mandatory Summit training. Each instructor shall maintain their knowledge by completing continuing education courses in his or her subject area, classroom management, or other course-related to teaching. Faculty are required to maintain current licensure at the employee's own cost.

Physical / Working Requirements:

Work primarily in a climate-controlled environment with minimal safety/health hazard potential. Prolonged periods of sitting at a desk and working on a computer. Long periods of walking, occasional lifting of objects (overhead, waist level) up to 15-20 pounds at a time, from the floor, bending, occasional lifting of patients as needed for treatment, frequent near vision use for reading and computer use, the noise level in the work environment varies among different facilities.

Special Requirements:

May be subject to a background check and/or LiveScan and current physical prior to employment. Clinical instructors are required to comply with assigned clinical site requirements

Performance Evaluation Criteria:Performance Factors:

The following performance factors will be considered in evaluating the employee. Each area's performance is based upon a scale of 1 through 5 with the following definitions:

- 1 = Excellent (Outstanding effort-no adjustments needed)
- 2 = Good (Very Minimal adjustments necessary)
- 3 = Fair (Some adjustments necessary)*
- 4 = Poor (Major adjustments required)*
- 5 = Unacceptable (Serious Deficiencies noted – Probationary status)*

(*) = Supervisor required including written notes, comments and goals required to improve performance

Areas of Performance:**ATTENDANCE**

Factors to be considered include employee's history of attendance during the review period including early quits and tardiness

WORK PRODUCT

Factors to be considered include the quantity of work assigned and completed, accuracy and quality of work assignments, thoroughness, job knowledge, skill level, timeliness of completed assignments, etc.

WORK HABITS

Factors to be considered include ability to follow instructions, communication with supervisor, ability to work independently without close supervision.

RELATIONS WITH OTHERS

Factors to be considered include ability to establish and maintain effective working relationships with other staff members, students and management; ability to work as part of a team and/or cooperation with other departments to achieve goals.

Training Acknowledgement:

As instructors of Summit College you are responsible to read and follow all policies and procedures.

Please see Instructor Training Acknowledgement Form of Policy (FOP) 3 502c for polies and procedures relating to your position.

Salary and Benefits:

- Negotiated

Employee Acknowledgement:

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? Yes No _____

Initial

I certify that I have read and understand the responsibilities and requirements of this assigned to this position.

- Signature

Date