JOB DESCRIPTION
Associate Degree Nursing Clinical Instructor

Division: Instruction
Department: Nursing

Classification: Adjunct
Pay Grade: 

Accountability: Reports to Director of Nursing and Allied Health
FLSA Status: Exempt

JOB SUMMARY

Leads and directs students toward their goal of completion of the Associate Degree Nursing program in simulation labs and clinical agencies. Promotes development of the effective use of critical and analytical thinking, evaluation, communication. Computation, problem solving, and decision-making. Provides the student with timely information and feedback on his/her progress.

QUALIFICATIONS

1. Registered Nurse (Kansas License in good standing)
2. Master’s degree in nursing, or evidence of enrollment and plan for completion of MSN program within six years.
3. Minimum of 2 years’ experience in clinical nursing with responsibility and experience related to ADN curriculum competencies.
4. Faculty member will provide an immunization record prior to the first scheduled clinical rotation. Local clinical agencies require evidence of:
   a. Hepatitis B series (3 doses) or proof of one positive titer.
   b. Varicella (2 doses) or proof of immunity by titer.
   c. MMR (2 doses) or proof of immunity by titer to:
      i. Rubeola
      ii. Rubella
      iii. Mumps
   d. Documentation of tetanus within the last 10 years.
   e. Proof that the candidate does not have active tuberculosis. See attached sheet for details.
5. Faculty member will also be required to receive an annual influenza vaccine at the expense of the faculty member.
6. Health insurance to cover any illness or injury that may occur during clinical instruction.
7. Effective oral and written communication skills.
8. Ability to interact effectively and professionally with students, staff, and faculty.
9. Display a student-centered approach.
10. Consistently demonstrate the highest levels of integrity and professionalism.
11. Physical and emotional qualifications (the incumbent may be required to use the following during any part of the working day): speaking, hearing, walking, visual observation of student
performance, hand/eye coordination to perform computer applications, and consistency of temperament.

RESPONSIBILITIES

Mastery of Subject Matter
- Demonstrate a thorough and accurate knowledge of the discipline of Associate Degree Nursing.
- Maintain nursing licensure.
- Maintains Kansas State Board of Nursing and ACEN requirements for teaching in ADN.

Teaching Performance
- Work constantly to instill in student the technical and academic competencies and employment behavior expected within the career of nursing.
- Collaborate with nursing faculty members to prepare for clinical instruction.
- Develop a clinical learning environment conducive to effective learning within the limits of the resources provided.
- Enforce appropriate rules and expectations of student in the clinical setting that are in compliance with MATC policies/procedures and that result in a safe, effective learning environment.
- Effectively use technology tools including, but not limited to, MATC Online, email, MS Office and Internet.

Evaluation of Student Learning
- Adhere to learning objectives as stated in course syllabi.
- Use evaluation methods that fairly measure student progress toward objectives.
- Maintain accurate, complete, and correct records as required by law and administrative guidelines.

Support of College Policies and Procedures
- Meet scheduled classes in accordance with college policy.
- Maintain confidentiality of student information.
- Ensure that safe and reasonable precautions are implemented to protect students, equipment, and facilities.

Participation in College and Program Activities
- Respond in a timely fashion to information requests and required reports from college (e.g. attendance reports, rosters, grades).
- Contribute to curriculum development processes.

Contribution to the Growth and Enhancement of College Mission and Programs
- Communicate effectively with staff, students, and the public the mission and operation of Manhattan Area Technical College and the specific program.

Perform other duties as assigned by the supervisor.

LENGTH OF CONTRACT: Varies by course and by semester

SALARY: Payment is based on the adjunct salary per credit hour as well as clinical contact hours

GENERAL STATEMENT OF FUNCTION: This position supports the clinical rotations within the Associate Degree Nursing program.

EVALUATION:

Updated: November 19, 2013