

EAST VALLEY INSTITUTE OF TECHNOLOGY

JOB DESCRIPTION

JOB TITLE: Adult Practical Nursing Instructor

DIVISION: School Instruction

STATUS: Part-Time/Exempt

DEPARTMENT: Adult Education

TERM: Varies

GENERAL PURPOSE: Under general supervision, the Practical Nursing Instructor will perform a variety of routine duties, as needed, to teach practical nursing to students from different backgrounds, ethnicity, nationalities, gender, ages, religions, or disabilities in the classroom and in the lab, using a variety of teaching methods with audiovisual and technological aids to supplement the presentations.

SUPERVISION RECEIVED: the Practical Nursing Administrator will directly supervise the Practical Nursing Instructors

SUPERVISION EXERCISED: None

ESSENTIAL DUTIES:

- Prepares performance-based objectives and outlines for course of study following curriculum guidelines and requirements of the school, State and Federal initiatives; meets State and local performance measures
- Develop, implement, and evaluate the program of learning
- Develop and implement standards for the admission, progression, and graduation of students
- Develops annual goals for program improvement; revise and update program curriculum using performance based open entry/open exit individualized curriculum materials, as needed
- Organizes program of practical and technical instruction, including demonstrations of skills required in health care professions, and lectures on theory, techniques, and terminology; prepares outline of instructional programs and studies and assembles materials to be presented; reviews with supervisor, as needed
- Instructs students in the importance of accuracy, neatness, efficiency, resourcefulness and good work habits in obtaining employment in hospitals or other health care related facilities
- Initiates purchase requisitions for supplies, materials, and equipment following district and the Arizona Department of Education (ADE) procurement policies and procedures; ensures preventive maintenance program for equipment is in place

- Assigns lesson to students and corrects homework; administers tests to evaluate achievement of students in knowledge and practical skills; records results, and issues reports to students, school
- Keeps records of daily attendance and student progress; reports to Program Director per requirements of the District, school, and AzBoN
- Presents subject matter to students, utilizing a variety of methods and techniques, such as lectures, discussions, or demonstrations; ensures use of classroom time is organized and that instruction and clean-up can be accomplished within the allotted time
- Assists students, individually or in groups, with lesson assignments to present or reinforce learning concepts; responds to basic student questions; may initiate study groups in preparation for exams
- Enforces classroom protocols, rules and regulations; maintains classroom discipline; utilizes effective classroom management techniques
- Maintains a clean and orderly classroom and lab area; ensures that waste and byproducts are disposed according to Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA) standards and procedures
- Provides feedback to supervisor and co-workers regarding student progress and/or comprehension of course content
- Assists students to develop and implement effective study skills, practices and techniques
- Assists students to develop and complete resumes, applications for employment, cover letters, etc.
- Develops and implements record keeping procedures that ensure proper documentation of action plans for success per requirements of supervisor; keeps and reports data required by funding agencies, i.e., attendance, progress, and competency based data for each student
- Ensures confidentiality of all program records and student information
- Develops a strong understanding of school policies and procedures, AzBoN requirements, etc.; upholds requirements and policies of the Program and the District, and the Board of Nursing.
- Develops and maintains an active program advisory committee; provides documentation of meetings, i.e., attendance reports and minutes of each meeting
- Maintains relationship with the business community to ensure job training goals, objectives, and curriculum are aligned with current business standards and practices
- Establishes effective and cooperative working relationships with EVIT staff while monitoring student progress
- Attends meetings and training per requirements of the supervisor; participates in faculty and professional meetings, educational conferences, and professional development workshops
- Participates on school committees as applicable annually

MINIMUM QUALIFICATIONS:

- o Minimum BSN with 3 years' experience as a professional nurse providing direct patient care
- OR**
- Graduate degree from an accredited university with a major in Nursing and at least 2 years of experience as a professional nurse providing direct patient care
- o Current registered nurse license in good standing or multi-state privilege to practice in Arizona under A.R.S. Title 32, Chapter 15

KNOWLEDGE, SKILLS, AND ABILITIES:

- o Knowledge of Medical/Surgical Nursing and/or Pediatric and Maternal/Child Nursing in a variety of settings, and familiarity with the scope of practice and clinical skills needed for the practical nurse.
- o Working knowledge of instructional theory, basic education principles, practices and methodologies, the developmental process, competency-based curricula, and general classroom and lab practices
- o Possesses good organizational skills; knowledge of record keeping procedures, including the ability to collect and organize data and information
- o Working knowledge of modern office practices and procedures, including applicable computer operations and software, i.e., Microsoft Office Suites, student record programs
- Ability to establish and maintain appropriate level of authority as well as creating an atmosphere of support and confidence for students
- o Possesses effective written and verbal communication skills
- Ability to develop effective working relationships with supervisors, co-workers, students and the general public
- o Ability to work adult learners effectively
- o Ability to work independently and to manage work assignments in a highly interpersonal contact environment
- Ability to deal effectively with stress caused by workload, deadlines, and situations as they occur
- o Must be tactful, have good interpersonal skills and sound judgment

WORKING CONDITIONS:

- The employee hired for this position will work an assigned workweek. Hours vary with program needs. The employee may work evening hours, attending basic functions of the school, such as career fairs, Open House, team meetings and other school-sponsored activities. Instructional planning periods and scheduled meeting times are available after the classroom instructional block on non-clinical days. Clinical hours will vary depending on space availability.

- The employee will interact with many types of personalities and other individuals, i.e., family members or friends who may be angry, difficult or indifferent. All these factors may contribute to a stressful environment, and therefore, while this work may be satisfying, it can also be emotionally draining
- Classroom and lab area will be provided for the Health Occupations Instructor, where students may work with the teacher individually or in-groups. A desk, computer workstation, a printer, and telephone are available for the employee. The employee may be exposed to dangerous chemicals or may operate hazardous equipment related to the training area
- Applicable Arizona Statutes pursuant to Title 15 (Education), Title 13 (Criminal), and Title 38 (Public Officers and Employees) prevail. Proof of immunization (*if **born on or after January 1, 1957***) and fingerprinting shall be required of all employees
- Pre-employment Drug screen and proof of negative TB test in past year required of all nursing faculty.

I FULLY UNDERSTAND THE JOB DUTIES, RESPONSIBILITIES, AND WORKING CONDITIONS THAT ARE OUTLINED ABOVE AND THAT HAVE BEEN DISCUSSED WITH ME BY MY SUPERVISOR.

Employee's Signature /Date

Supervisor's Signature /Date