NATIONAL AMERICAN UNIVERSITY

POSITION DESCRIPTION

School of Nursing

To apply, submit an employment application (click here for application), resume, and letter of interest to: Nursing Program Coordinator
7801 Metro Parkway Ste 200, Bloomington, MN 55425

I. POSITION TITLE: Adjunct Nursing Faculty

II. EMPLOYEE CLASSIFICATION: Professional

III. JOB CLASSIFICATION: Exempt

IV. ACCOUNTABLE/REPORTS TO: Lead Faculty/Nursing Program Chair

V. POSITIONS REPORTING TO THIS PERSON: None

VI. DUTY HOURS: Hours and assignments may vary by quarter as defined by the nursing program chair. Faculty schedules for classroom/lab instruction may consist of day and evening hours. Clinical site assignments are based on clinical site availability; faculty clinical schedules must remain flexible.

VII. MINIMUM REQUIREMENTS:

EDUCATION: Master’s degree in nursing required; a bachelor’s of nursing may be considered per the respective state/national accreditation rules and regulations.

EXPERIENCE/LICENSURE: Preferred previous teaching experience. 2+ full-time years of clinical experience. For faculty teaching in Texas, at least two years in the last four years of nursing practice experience in the anticipated subject area of teaching responsibility. Current/unencumbered RN license in required states. Current healthcare provider CPR card.

PHYSICAL: Good visual acuity, accurate color vision, ability to read, speak, and hear. Ability to lift/transfer patients in excess of 40 pounds, may require pushing, pulling, and utilizing a full range of body movement. Ability to stand, walk, stoop, kneel, crouch, and/or crawl. Ability to reach, grasp, use fine finger movement, and feel fine sensation to discern temperature, texture, size and shape. Must provide evidence of current health status as defined by the respective clinical agency and/or state.

SKILLS EXPECTATIONS: Management and leadership skills; organizational and research skills; strong interpersonal and communication skills; strong clinical and professional skills.

BACKGROUND CHECK: Must be able to pass a background check.
VIII. BASIC FUNCTION/PURPOSE OF THE POSITION: Adjunct nursing faculty are directly responsible to the nursing program chair and have responsibility to the lead faculty of the associated course. The adjunct nursing faculty will participate in the development and ongoing evaluation of the nursing program. They will be participative in program revisions, program evaluations, teaching in the clinical/classroom setting, and other matters as assigned in support of the mission of the School of Nursing and in support of the mission of the university as defined by the university president and the board of governors.

IX. DUTIES/RESPONSIBILITIES/EXPECTATIONS OF THE POSITION:
(Essential elements of the position)

A. Personnel
1. Arrange for coverage of classes during own absences and emergency leaves as approved by the nursing program chair.
2. Promote rapport within the clinical agency, campus, and community.
3. Model professional behavior and standards.

B. Administration
1. Attend and/or provide input into faculty meetings.
2. Participate in accreditation reviews and reports.
3. Participate in evaluation and revision of student policies and the organizational framework.
4. Assist in publicizing and dissemination of information about the program.
5. Participate in the orientation of students.

C. Committee/Meeting Responsibilities
1. Serve as a member of the respective School of Nursing Assessment and Curriculum Committee.
2. Attend and participate in the Campus Program Nursing Faculty Committee.
3. Serve as a member of the Campus Program Collaborative Committee.
4. Serve as a member the Campus Program Decision Committee for Clinical Core Entrance.
5. Serve as a member the Campus Program Nursing Advisory Committee.
6. Participate in college-wide committees when requested.

D. Advising
1. Develop, in collaboration with lead faculty, clinical remediation plans with students.
2. Assist students in identifying and utilizing resources that may contribute to their success.

E. Curricula
1. Syllabi, including all course requirements and assignments, must be implemented for all students.
2. Submit suggestions for changes in course content to the nursing program chair.
3. Participate in the evaluation of curriculum.

F. Teaching Load
1. May vary by quarter as defined by the nursing program chair.

G. Clinical Instruction
1. Conduct pre or post conferences each clinical day.
2. Maintain punctuality in meeting assigned clinical.
3. Make appropriate clinical assignments based on the level of the student.
4. Provide direct supervision of assigned nursing students in the clinical area.
6. Participate in clinical orientation as required by the facility.
7. Complete competencies as required by contract with clinical agencies.
8. Schedule make-up clinical as needed.
10. Keep lead faculty informed on issues that arise with students and clinical agencies.
11. Model and encourage a collaborative faculty-student relationship.
12. Demonstrate considerations for diverse cultural backgrounds.
13. Develop the clinical syllabus to reflect the School of Nursing philosophy, theoretical constructs, course descriptions, and objectives.
14. Address students by name.
15. Model professional behavior and standards of practice.
16. Supervise students in patient care areas in collaboration with staff.
17. Maintain ongoing weekly written evaluation of individual student progress in the clinical area.
18. Provide timely ongoing verbal feedback to students.
19. Keep the nursing program chair informed on issues that arise with students and clinical agencies.

H. Classroom/Lab Instruction
1. Responsible to maintain control of the classroom.
2. Develop, in collaboration with lead faculty, assigned course to reflect the School of Nursing philosophy, theoretical constructs, course description, and objectives.
3. Utilize a variety of teaching methods to accommodate the learning styles of the students.
4. Provide for opportunities for active student involvement through practice and application.
5. Demonstrate a command of the subject matter.
6. Demonstrate considerations for diverse cultural backgrounds.
7. Begin and end class on time.
8. Address students by name.
9. Encourage student participation and questions.
10. Model and encourage a collaborative faculty-student relationship.
11. Provide or utilize course materials (handouts, interactive notes, technology) that enhance student learning and follow the course syllabus.
12. Maintain eye contact with the class.
13. Respond appropriately to student cues of confusion or boredom.
14. Model professional behavior and standards of practice.

I. Evaluation
1. Responsible for the evaluation of students in the assigned course.
2. Participate in the evaluation of the nursing program chair when requested.
3. Responsible to review student evaluation summaries and utilize the feedback for planning and implementing future courses.
4. Responsible to participate in program planning in response to student program evaluation.
5. Responsible to participate in program planning in response to employer satisfaction surveys.
J. Other duties as assigned.

X. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING:
   A. Nursing program chair, faculty, and staff
   B. School of Nursing Dean and Associate Dean
   C. School of Nursing Executive Committee
   D. School of Nursing Project Manager/Compliance Officer
   E. Administration, faculty, staff, and students of the university
   F. Business people, clients, and customers
   G. All accreditation and regulatory bodies at the state and federal levels.

XI. LIMITS OF AUTHORITY:  As defined by the policies, procedures, and practices of the School
       of Nursing, university, and /or the university president.

   National American University reserves the right to alter this position’s job description/job duties to meet
   the needs and goals of the organization.

   I have reviewed and comprehend the responsibilities of the adjunct nursing faculty position. Upon
   acceptance of this position, I acknowledge and accept these responsibilities.

   Signed:_________________________  Date:________________