



NATIONAL AMERICAN UNIVERSITY

POSITION DESCRIPTION

**School of Nursing
Bloomington Campus**

To apply submit an employment application ([click here for application](#)),
resume, and letter of interest to: **Program Chair**
7801 Metro Parkway, Ste. 200, Bloomington, MN 55425

- I. POSITION TITLE:** Full Time Nursing Instructor
- II. EMPLOYEE CLASSIFICATION:** Professional
- III. JOB CLASSIFICATION:** Exempt
- IV. ACCOUNTABLE/REPORTS TO:** Nursing Program Chair
- V. POSITIONS REPORTING TO THIS PERSON:** Part-Time Clinical Nursing Instructor and Nursing Skills Lab Coordinator
- VI. DUTY HOURS:** The basic workweek shall be 40 hours plus such additional time as is necessary to accomplish the basic function/purpose.
- VII. MINIMUM REQUIREMENTS:**

EDUCATION: Master's degree in nursing, a doctorate degree in nursing or related field preferred require current Minnesota RN licenses in good standing, requirement of other state RN licenses (unless a compact state) may be required. Current healthcare provider CPR card.

EXPERIENCE: Preferred previous teaching experience. 2+ years of full-time clinical experience. Knowledge and skill related to teaching adults, teaching methodology, curriculum development, evaluation or be willing to plan for acquisition of these skills no later than the first year of teaching.

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 a current TB skin test or chest x-ray, current immunizations and proof of Hepatitis B series, titer or a waiver.

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 criminal background check.

VIII. BASIC FUNCTION/PURPOSE OF THE POSITION: Nursing instructors are directly responsible to the nursing program chair. The nurse instructor will develop, implement and evaluate the nursing program on an ongoing basis. They will be participative in selection of students, advising students, curriculum development, program revisions, program evaluations, textbook selection, teaching in the classroom and clinical setting, evaluation of student achievement 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:

A. Personnel

1. Participate in interviewing and make recommendations for hiring of adjunct faculty.
- *2. Arrange for coverage of classes during own absences and emergency leaves.
- *3. Promote rapport within the department, campus and community.
- *4. Post and keep a minimum of 5 office hours per week that are convenient to students who seek assistance with counseling, academic advising and coursework.
- *5. Maintain punctuality in meeting assigned classes and clinical.
- *6. Function as a lead faculty for assigned courses. Plan, monitor and evaluate the instruction provided by adjunct faculty assisting with any aspect of the course.
- *7. Model professional behavior and standards of practice while in the workplace.

B. Budget

1. Make recommendations regarding equipment and software purchases and equipment maintenance contracts.
2. Participate in budget planning process.

C. Administration

- *1. Attend and participate in faculty meetings.
- *2. Participate in accreditation reviews and reports.
- *3. Participate in developing programs, evaluating and revising student policies, organizational framework and revising curricular offerings.
4. Participate in publicizing and dissemination of information about the program.
- *5. Participate in recruitment, orientation and coordination of adjunct faculty.
- *6. Participate in the orientation and advisement of students.

D. Committee/Meeting Responsibilities

- *1. Serve as a member of the School of Nursing BSN Assessment and Curriculum Committee.
- *2. Attend and participate in the Bloomington BSN Nursing Faculty Committee.
- *3. Serve as a member of the Bloomington BSN Collaborative Committee.
- *4. Serve as a member the Bloomington BSN Decision Committees for Clinical Core Entrance.
- *5. Serve as a member the Bloomington BSN Advisory Committee.
6. Participate in university-wide committees when requested.

E. Advising

- *1. Serve as an advisor for nursing students.
- *2. Assist students with course scheduling and provide guidance in their academic and personal development.

- *3. Develop remediation plans with students.
- *4. Schedule regular meetings with students who are at risk to be unsuccessful in a course or the nursing program.
- *5. Assist students in identifying and utilizing resources that may contribute to their success.

F. Curricula:

- *1. Syllabi, including all course requirements and assignments, must be implemented for all students.
- *2. Submit suggestions for changes in master syllabi to nursing program chair.
- *3. Design and implement new curriculum.
- *4. Participate in the evaluation of curriculum.

G. Teaching Load:

- *1. Teaching load will not exceed 28 contact hours per week.
- *2. Teaching load may be divided between theory and clinical instruction if needed.

H. Instruction:

- *1. Responsible to maintain control of the classroom.
- *2. Develop assigned course and clinical syllabi to reflect the School of Nursing philosophy, theoretical constructs, course description and objectives and curriculum in conjunction with the nursing program chair.
- *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. Encourages student participation and questions.
- *10. Model and encourage a collaborative instructor-student relationship.
- *11. Provide or utilize course materials (handouts, interactive notes, technology) that enhance student learning and follows 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.
- 15. Additional responsibilities for nursing faculty performing clinical supervision in an affiliating agency include:
 - *a. Participate in clinical orientation as required by the institution.
 - *b. Complete validations as required by contract with clinical agencies, orient students to clinical facilities.
 - *c. Make clinical assignments for students at the clinical setting.
 - *d. Supervise students in patient care area in collaboration with staff
 - *e. Conduct pre and post conferences with students.
 - *f. Schedule make-up clinical as needed.
 - *g. Maintain ongoing weekly evaluation of individual student progress in the clinical area.
 - *h. Provide timely ongoing verbal and written feedback to students.
 - *i. Guide and counsel with students toward personal development in dealing with clinical stress.
 - *j. Keep the nursing program chair informed on issues that arise with students and clinical sites.

*k. Model professional behavior and standards of practice.

I. Evaluation:

- *1. Responsible for providing the evaluation of students in both didactic and clinical courses.
- 2. Responsible to participate in peer evaluations when requested.
- 3. Participate in the evaluation of the nursing program chair when requested.
- *4. Responsible to review student evaluation summaries of assigned courses and utilize the feedback for planning and implementing future courses.
- *5. Responsible to participate in program planning in response to student program evaluation feedback.
- *6. Responsible to participate in program planning in response to clinical evaluation feedback.
- *7. 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 faculty and nursing program chair
- B. School of Nursing Executive Committee and dean
- C. Administration, faculty, staff and students of the university
- D. Clinical site management and employees, business people, clients, and customers
- E. 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.

*Denotes essential elements of the position.

I have reviewed and comprehend the responsibilities of the full-time nursing instructor position. Upon acceptance of a full-time instructor position, I acknowledge and accept these responsibilities.

Signed: _____

Date: _____