

Job Classification: Exempt, Adjunct Part Time

Work Schedule: Minimum of 8-10 credit hours per academic year (1:45 credit to clock hour ratio clinical and 1:30 credit to clock hour ratio lab)

Compensation: As stated in offer letter

Reporting Relationship: Vice President of Student Success/CAO through Director of Nursing

Primary Accountabilities:

The Practical Nursing (“PN”) Adjunct Clinical Instructor will lead and direct students toward their goal of completion of the PN program in simulation labs and clinical agencies. The PN Clinical Instructor promotes development of the effective use of critical and analytical thinking, evaluation, communication, computation, problem solving, and decision-making.

Major Duties:

- Demonstrates a thorough and accurate knowledge of the discipline of Practical Nursing.
- Works constantly to instill in students the technical and academic competencies and employment behavior expected within the career of nursing.
- Collaborates with nursing faculty members to prepare for clinical, lab and simulation instruction.
- Develops and maintains a clinical learning environment conducive to effective learning with the limits of the resources provided.
- Enforces appropriate rules and expectations of students in the classroom and lab settings that comply with Manhattan Area Technical College (“MATC”) policies/procedures and that result in a safe, effective learning environment.
- Effectively uses technology tools including, but not limited to, MATC Online, e-mail, MS Office, Internet.
- Adheres to learning objectives as stated in course syllabi.
- Uses evaluation methods that fairly measure student progress toward objectives.
- Maintains accurate, complete, and correct records as required by law and administrative guidelines.
- Meets scheduled classes in accordance with college policy.
- Maintain confidentiality of student information.
- Ensures that safe and reasonable precautions are implemented to protect students, equipment, and facilities.
- Responds in a timely fashion to information requests and required reports from college (e.g. attendance reports, rosters, and grades).
- Contributes to curriculum development processes.
- Effectively communicates with staff, students, and the public, the mission and operation of MATC and the specific program.
- Maintains scheduled office hours to ensure accessibility to students and colleagues.
- Evaluates and utilizes student work to promote maximum learning.
- Attends and participates in nursing faculty meetings, staff meetings, college committees, and college activities as required by college administration.
- Performs all other duties as assigned.

Qualifications:

- Registered Nurse (current Kansas license in good standing with no disciplinary action pending).
- Possess an undergraduate degree in nursing, or evidence of enrollment and plan for completion of BSN program within six (6) years.
- Minimum of two (2) years' experience in clinical nursing required with recent clinical experience preferred.
- Maintain nursing licensure and specialty certifications as appropriate.
- Maintain Kansas State Board of Nursing requirements for teaching in PN.
- Provides proof of the following health records:
 - Hepatitis B series (three (3) doses) or proof of one (1) positive titer.
 - Varicella (two (2) doses) or proof of immunity by titer.
 - MMR (two (2) doses) or proof of immunity by titer to:
 - Rubeola
 - Rubella
 - Mumps
 - Documentation of tetanus vaccine within the last ten (10) years.
 - Proof that the candidate does not have active tuberculosis.
 - Requirement to receive an annual influenza vaccine at the expense of the faculty member.
- Health Insurance to cover any illness or injury that may occur during clinical instruction.
- Ability to communicate clearly and professionally through both verbal and written skills.
- Strong interpersonal skills, including public speaking and ability to present the college in a positive way.
- Ability to work with individuals from diverse backgrounds.
- Strong computer and word processing skills.
- Demonstrated poise, tact and diplomacy with the ability to handle sensitive and confidential information and situations.

Physical Demands:

- Ability to sit for extended periods of time.
- Ability to read computer screens and mail, email, and talk on the phone.
- Ability to unpack and move supplies up to twenty-five (25) lbs.
- Ability to work occasional evenings and attend events as required.

Work Environment:

- Professional and deadline-oriented environment in an educational setting.
- Interaction with students, staff and guests.

MANHATTAN AREA TECHNICAL COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. WE COMPLY WITH TITLE IX OF THE EDUCATIONAL AMENDMENTS OF 1972. WE COMPLY WITH THE REHABILITATION ACT OF 1973, THE VIETNAM ERA VETERANS' READJUSTMENT ASSISTANCE ACT OF 1974, AND THE AMERICANS WITH DISABILITIES ACT.



Practical Nursing Adjunct Clinical
Instructor
Job Description

Additional Duties:

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

Employee Signature

Date

Supervisor Signature

Date