

Southeast Technical Institute

Sioux Falls School District 49-5

JOB DESCRIPTION

Nursing Programs Clinical Instructor

Division/Department/Program:	Academics/Health and Human Services/Nursing	Job Status:	Part-time
FLSA Status:	Exempt Teacher	Reports To:	Dean of Curriculum and Instruction, Nursing
Grade/Level:	Flat rate per hour and/or lump sum stipend as authorized by the Vice President of Academic Affairs	Amount of Travel Required:	None
Work Schedule:	<ul style="list-style-type: none">• Variable depending on hospital/medical clinic schedules and student clinical schedules• Flexible to work days, evenings, and weekends.	Positions Supervised:	None
Prepared By Title or Dept:	Southeast Technical Institute Human Resources Staff	Approved By Title or Dept:	Vice President of Academic Affairs
Prepared By Date:	September, 2018	Approved By Date:	September, 2018

POSITION SUMMARY

The clinical instructor is a Nursing on-site medical facility resource for Southeast Technical Institute's Nursing Programs students. Responsible for student assignments in nursing field of study, clinical evaluations, and course assessment data to meet Southeast Technical Institute's educational requirements, the rules and regulations of its accrediting bodies, and the most current industry standards.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Provide Orientation for new students at the healthcare facility's nursing department, including the hospital's job description for Nursing staff, the Policy and Procedure Manual, location of educational resources, safety precautions and emergency protocols and blood-borne pathogens protection.
- Assign students to a variety of medical departments/procedures to gain experience in the role of the Nurse (Licensed Practical or Registered Nurses).
- Promote a positive learning environment with emphasis on patient/student safety and compliance that meets national accrediting agency standards.
- Exhibit professional behavior and communication that serves as a positive role model for students.
- Complete weekly clinical evaluations with systematic observations, and timely objective/subjective feedback to the student according to Southeast Technical Institute Program and hospital standards.
- Meet regularly with Southeast Technical Institute's Dean of Curriculum and Instruction, Nursing, to maintain productive two-way communication between the Program and the hospital/medical facility.
- Provide feedback to the Dean about current department/hospital policies or changes in practice in the Nursing Field, and recommend appropriate Program changes.
- Maintain current state-of-the-art knowledge and skills through continuing education and professional development opportunities.
- Perform supervisory and other duties as assigned by the Dean or other designee.

POSITION QUALIFICATIONS

Competency Statement(s)

- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Applied Learning - Ability to participate in needed learning activities in a way that makes the most of the learning experience.
- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Relationship Building - Ability to effectively build relationships with customers and co-workers.
- Tactful - Ability to show consideration for and maintain good relations with others.
- Technical Aptitude - Ability to comprehend complex technical topics and specialized information.

SKILLS & ABILITIES REQUIREMENTS:

Education:

- Licensed Practical Nursing (LPN): Associate's Degree in Nursing required. Bachelor's Degree in Nursing preferred.
- Registered Nurse (RN): Bachelor's Degree in Nursing required. Master's Degree preferred.

Experience:

- Three years' full-time (at least 35 hours per week) work experience as a Registered Nurse required.
- Prior experience and best practice knowledge that includes patient care, sterile techniques and procedures, first aid/emergency protocols, medication dispensary, in a hospital or related medical facility(ies) environment(s).

Computer Skills:

Strong computer skills in Microsoft Office Suite, database management systems and the ability to learn new software packages relative to the instructional field. Fully functional with online communication tools (instant messaging, live chat, forums, emails). Ability to conduct internet research and enter data in related software tools.

Certificates & Licenses: Current South Dakota Registered Nurse licensure required.

Other Requirements: Post-offer criminal background check required.

PHYSICAL DEMANDS

Physical Demands

		<u>Lift/Carry</u>	
Stand	C (Constantly)	10 lbs or less	C (Constantly)
Walk	C (Constantly)	11-20 lbs	F (Frequently)
Sit	O (Occasionally)	21-50 lbs	O (Occasionally)
Handling / Fingering	C (Constantly)	51-100 lbs	O (Occasionally)
Reach Outward	C (Constantly)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	<u>Push/Pull</u>	
Climb	O (Occasionally)	12 lbs or less	C (Constantly)
Crawl	O (Occasionally)	13-25 lbs	C (Constantly)
Squat or Kneel	O (Occasionally)	26-40 lbs	F (Frequently)
Bend	O (Occasionally)	41-100 lbs	O (Occasionally)

N (Not Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

Vision (Near, Distance, Color, Peripheral, and Depth Perception).

- Sufficient for observation and assessment necessary in technology
- Observe and monitor situations in full and dimmed light
- Visual acuity as required for Registered Nurses

Sense of Sound (Ability to hear and respond in a classroom and clinical setting)

- Auditory ability necessary to monitor and assess needs
- Communicate verbally with others
- Detect and distinguish sounds of specific program stipulations

Sense of Touch

- Tactile ability necessary for physical assessment
- Proceed attributes of an object via touch and palpate

WORK ENVIRONMENT

Standard hospital /medical facility work environment that contains equipment typical of the facility's business operations. Moderate to high noise levels typical to the facility's operations. Lighting and temperature are adequate. Some temperatures may vary with types of medical treatment procedures.

Job requires moderate to long periods of standing. Possible exposure to communicable diseases. Possible exposure to medical equipment injuries, human tissue and body fluids.

EMPLOYER STATEMENT AND EMPLOYEE AUTHORIZATION

EMPLOYER STATEMENT

Southeast Technical Institute has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors and/or Administrators as deemed appropriate. This document does not represent a contract of employment, and Southeast Technical Institute reserves the right to change this job description and/or assign tasks for the employee to perform, as it may deem appropriate.

EMPLOYEE AUTHORIZATION

I have read this job description and completely understand all of my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location and/or department without it being specifically included in the job description. If I have questions about job duties not specified on this job description that I am asked to perform, I should discuss them with my immediate supervisor and/or an Administrator. I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor and/or Administrator. I have discussed any questions I may have about this job description prior to signing it.

Employee Signature: _____ Date: _____

Employee Print Name: _____