

**INSTRUCTOR AND RETENTION COORDINATOR FOR ASSOCIATE DEGREE
NURSING PROGRAM**

GENERAL STATEMENT:

Serves to develop, implement, and evaluate, with assigned team members, the associate degree nursing curriculum in accordance with the academic standards of TVCC and the nursing program, and serves to develop, implement and evaluate strategies related to the retention and remediation of students in the ADN program. This position is funded by the THECB Professional Nursing Shortage Reduction program grant.

REPORTS TO:

Team Leader, Associate Degree Nursing Program and Health Science Center Provost

OCCUPATIONAL GROUP:

Faculty

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Master's degree in Nursing preferred. Bachelor's degree in Nursing required. If applicant does not have MSN must be currently enrolled in master's or doctorate nursing education program and have completed at least 50% of the credits required.

LICENSE OR CERTIFICATION:

Registered Nurse (RN) licensure in Texas.

EXPERIENCE:

At least three (3) years of recent clinical experience in nursing, preferably in a variety of settings; Teaching experience in an Associate Degree Nursing program preferred. Experience with retention/mentoring of ADN students preferred.

OTHER:

Good interpersonal skills and ability to work in a team.

DUTIES AND RESPONSIBILITIES:

As Retention Coordinator:

- Serve as chair of the Retention/Mentoring committee.
- Coordinate development, implementation and evaluation of the TVCC ADN Retention/Mentoring Program.
- Identify at-risk ADN students (A² scores; previous admission; failing first exam; faculty or counselor referral, students one year out of high school, etc.) and meet with these students on a continuing basis for the purpose of developing, implementing and evaluating individualized retention plans aimed at helping the students develop personal and academic skills needed to successfully complete the ADN program.
- Conduct individual and small group test counseling sessions as needed at HSC and distance learning site.
- Serve as resource to faculty in retention and remediation of at-risk and culturally diverse populations.
- Analyze retention data, evaluate the effectiveness of retention strategies, and recommend changes based on evidence-based research and documented data.
- Develop and share a list of tools to assist students with nursing courses including handouts and web sites.
- Recommend purchase of software to assist with student retention, especially in the areas of test-taking and critical thinking.

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As Clinical Instructor:

- Maintain academic standards as established by the College and nursing program.
- Teach assigned clinical according to approved course syllabi and minimum competencies.
- Participate in curriculum development, including the establishment of departmental learning outcomes, and the reporting of learning outcomes results as required by departmental procedures.
- Arrive on time for clinicals or notifies the team leader as early as possible of an inability to meet a clinical.
- Maintain scheduled posted office hours, attendance and scholastic records as required by the College.
- Assist with counseling and registration of students.
- Attend all faculty meetings, commencements, and other special meetings called by the team leader, provost, the vice president of instruction, or the president.
- Keep the administration informed regarding matters affecting the welfare of students, faculty, and institution.
- Assist in planning of the budget and the selections of textbooks, visual aids, library holdings and simulation equipment.
- Observe regulations as outlined in College faculty handbook.
- Participate in development, implementation, and evaluation of total nursing curriculum.
- Coordinate clinical experiences and maintain public relations with the respective clinical agencies.
- Serve as a resource person for clinical students.
- Participate in evaluation of nursing students.
- Keep abreast of current trends in clinical nursing through active employment in local hospital or through continuing education.
- Participate in Master Plan of Evaluation process with other ADN faculty.
- Participate in professional organizations.
- Participate in activities related to NLNAC accreditation and Texas BON approval including writing of the self-study.
- Adhere to the health occupations division health and safety policy.
- Maintain current CPR certification for health care providers.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office or classroom environment.
- May be required to don personal protective equipment such as mask, gloves, goggles, and gown to prevent exposure to blood and body fluids in the clinical setting.
- May require irregular evening and weekend hours.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 4/7/2010

Revised: 7/5/10