

CAMPUS COORDINATOR/INSTRUCTOR, VOCATIONAL NURSING PROGRAM

GENERAL STATEMENT:

Serves to coordinate the activities of the teaching teams and to develop, implement, and evaluate, with assigned team members, the vocational nursing curriculum in accordance with the academic standards of TVCC and the vocational nursing program.

REPORTS TO:

Provost of Health Occupations

OCCUPATIONAL GROUP:

Faculty

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Associate Degree Nursing, Bachelor of Science in Nursing, or Diploma in Nursing; Bachelor's degree preferred.

LICENSE OR CERTIFICATION:

Registered Nurse (RN) licensure in Texas.

EXPERIENCE:

At least three (3) years of recent clinical experience in nursing; At least two (2) years teaching experience in a vocational nursing program, preferred.

OTHER:

Membership and participation in professional organizations; Good interpersonal skills and ability to work in a team.

DUTIES AND RESPONSIBILITIES:

- As Coordinator:
 - follow curriculum guidelines as set forth by the Texas Board of Nursing and TVCC.
 - maintain current syllabi.
 - cooperate and provide input into curriculum revisions with other vocational nursing faculty.
 - maintain open lines of communication between vocational nursing faculty and faculty of the health occupations division.
 - cooperate in the preparation of manuals and instructional materials for vocational nursing curriculum.
 - assist students with applications for the licensing examination and licensure.
 - cooperate with vocational nursing faculty in the organization of student activities.
 - submit all required student grade reports to the registrar's office on schedule.
 - assist in first-level problem-solving with faculty and students.
 - assist in recruitment, selection, orientation and evaluation of instructors as member of the teaching team.
 - coordinate new student orientation annually.
 - prepare the annual report to the Texas Board of Nursing.
 - prepare materials for visits from Texas Board of Nursing.
 - provide input into revisions of policies for vocational nursing program and Health Occupations division.
 - provide input into selection processes for vocational nursing program.
 - maintain minutes of vocational nursing faculty meetings.

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- As Instructor:
 - maintain academic standards as established by the College and nursing department.
 - teach assigned classes 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.
 - participate in Master Plan of Evaluation process with other vocational nursing faculty.
 - arrive on time for classes or notify the provost as early as possible of an inability to meet a class.
 - maintain scheduled 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 campus provost, assistant vice presidents, vice president of instruction, or the president.
 - keep the administrators informed regarding matters affecting the welfare of students, faculty, and the institution.
 - participate on College committees, health occupations committees, sponsorship of College clubs and organizations, and other College activities.
 - assist in planning of the budget and the selection of textbooks, visual aids, and library holdings.
 - observe regulations as outlined in College faculty handbook.
 - participate in the development, implementation, and evaluation of the total nursing curriculum.
 - coordinate clinical experiences and maintenance of public relations with the respective cooperative agencies.
 - serve as a resource person for students.
 - assist in recruitment and retention of nursing students.
 - participate in evaluations of nursing students.
 - keep abreast of current trends in nursing through active participation in continuing education/workshops and/or formal education activities.
 - 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

Approved: 08/07/96

Revised: 02/28/08

