

## **INSTRUCTOR, VOCATIONAL NURSING PROGRAM**

### **GENERAL STATEMENT:**

Serves 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:**

Campus Coordinator/Instructor, Vocational Nursing Program and Provost of Health Occupations

### **OCCUPATIONAL GROUP:**

Faculty

### **FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Associate Degree in Nursing, Bachelor of Science in Nursing, or Diploma in Nursing.

#### **LICENSE OR CERTIFICATION:**

Registered Nurse (RN) licensure in Texas

#### **EXPERIENCE:**

At least three (3) years of recent clinical experience in nursing; Teaching experience in vocational nursing program preferred.

#### **OTHER:**

Membership and participation in professional organizations; Good interpersonal skills and ability to work with students of varying levels.

### **DUTIES AND RESPONSIBILITIES:**

- Maintain academic standards as established by the College and nursing department.
- Teach assigned classes according to approved course syllabi and minimum competencies.
- Assume a full teaching load as assigned by the provost.
- Participate in development, implementation, and evaluation of the total nursing curriculum.
- 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 classes or notify the provost as early as possible of an inability to meet a class.
- Keep the administrators informed regarding matters affecting the welfare of students, faculty, and the institution.
- 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.
- Assist in planning of the budget and the selection of textbooks, visual aids, and library holdings.
- Maintain scheduled office hours, attendance and scholastic records as required by the College.
- Participate on College committees, nursing committees, sponsorship of College clubs and organizations, and other College activities.
- Observe regulations as outlined in College faculty handbook.
- Attend faculty meetings, commencements, and other special meetings called by the team leader, provost, the vice president of instruction, or the president.
- Keep abreast of current trends in nursing through active participation in continuing education/workshops and/or formal education activities.

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- Participate in Master Plan of Evaluation process with other vocational nursing faculty.
- Assist with counseling and registration of students.
- 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.*

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*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

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*Date*

*Approved: 09/20/95 Revised: 03/10/08*

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