



JOB VACANCY ANNOUNCEMENT

POSITION TITLE: **Associate Degree in Nursing – Department Chair/Instructor**

DEPARTMENT: Health Professions

FLSA: Exempt

REPORT TO: Associate Dean of Health Professions

POSITION SUMMARY: Provides advising, instruction, and evaluation of students in a postsecondary educational nursing program.

PROJECTED STARTING DATE: August 16, 2011, or as soon as possible thereafter.

QUALIFICATIONS:

1. Master's in Nursing required
2. Minimum of 3 years of administrative experience required, preferably in nursing education in a community college setting.
3. Teaching experience in nursing education required
4. Licensure or eligibility for licensure as a Registered Nurse in Alabama required.
5. Commitment to Nursing Education at various levels – Associate Degree in Nursing, Practical Nursing and Nursing Assistant required (Experience with various Nursing Education programs desirable).
6. Knowledge of state and national accreditation requirements required.

ESSENTIAL FUNCTIONS:

- Good knowledge of institution's program of studies related to mission, goals and organization.
- Be courteous and professional at all times with excellent human relations skills.
- Possess the patience, caring and desire needed to work with the students to see that each student has the opportunity to succeed.
- Maintain a neat and appropriate appearance.
- Skilled and effective oral and written communication.
- Organize and manage the Nursing Program.
- Recommend proposed budgets and manage finalized budgets.
- Assist with the recruiting, screening and recommendation of faculty.
- Orientate, supervise, observe and evaluate faculty.
- Provide for systematic evaluation of the nursing program.
- Serve as liaison between health agencies, the community, Schools of Nursing, appropriate state, regional and national agencies and other divisions of the college in promoting and maintaining satisfactory relationships.
- Maintain, prepare and submit required records and/or reports for the Health Professions Programs.
- Supervise the preparation of publications, brochures and catalogs for the Health Professions Programs.

- Maintain a program of recruitment, selection and promotion of students.
- Encourage continuing education and/or professional development for self and Health Professions faculty.
- Disseminate information from administration, state and national agencies to the Health Professions faculty.
- Counsel students and faculty as necessary and serve as a resource person.
- Direct the development, revision and implementation of this curriculum.
- Negotiate and arrange contractual agreements for clinical affiliation and attend affiliation meetings.
- Develop and submit to the Associate Dean a class schedule after coordination of classes with other divisions.
- Arrange for class coverage when an instructor is absent.
- Approve the final clinical rotation schedule.
- Serve on special committees and represents Health Profession as required by administration.
- Recommend textbook adoption conjointly with faculty.
- Develop and utilize unit plan.
- Attend to temporary assignments as requested by the President, Vice President or the Associate Dean.
- Function in accordance with the philosophy, rules and regulations of the Health Professions Program and area clinical agencies.
- Plan and teach classes in Nursing technology, simulated laboratory and clinical in accordance with approved course outlines and course of study.
- Demonstrate comprehensive knowledge and clinical competence in assigned teaching area.
- Maintain accurate student records.
- Plan clinical rotation schedules.
- Maintain good working relationship with area clinical agencies and co-workers.
- Arrange field trips and guest speakers.
- Advise students academically.
- Counsel and/or conference with students as necessary.
- Serve on department, divisional and institutional teams or committees.
- Collaborate with teaching teams in curriculum development, syllabi review, classroom and clinical instruction.
- Revise and update teaching materials and exams as necessary.
- Accept teaching assignments which may include day, evening and weekend classes and off-campus sites.
- Demonstrate willingness to develop knowledge and clinical skills in other clinical specialties as needed.
- Demonstrate literacy in computer technology.
- Confer with course coordinator in assigned course and clarify student's clinical objectives for the Semester.
- Assume responsibility for the clinical care given by assigned students.
- Obtain student clinical rotation schedule. Make a copy available to the assigned clinical unit and head nurse.
- Familiarize yourself with assigned unit and orient students to unit to include:
 - Unit objectives, rules and regulations and protocols
 - Area for storage of personal effects
 - Location of fire alarms and emergency equipment
 - Method of obtaining supplies
 - Location of storage areas and method of accountability for use of medical supplies and equipment
 - Clinical Conference Room
- Post student/patient assignment in nurse station the day prior to clinical experiences by 1:00 p.m. Coordinate selection of appropriate patient assignments with unit nursing staff and classroom content.
- Report to unit on clinical days in full uniform and remain on unit or in building for supervision or consultation throughout the clinical time period.
- Assure that students are prompt and adequately prepared for clinical experience (e.g. full uniform, care plan in readiness)
- Conduct pre and post conferences with students each clinical day as necessary.

- Supervise, assist and teach students in the clinical area as indicated. Seek learning opportunities as available for student learning.
- Assure student's nursing notes are appropriate and complete before they are documented in medical record.
- Critique and grade nursing care plans and medication sheets each week in timely fashion.
- Maintain anecdotal notes, positive and negative. Counsel students regarding areas of strengths and weaknesses as the need arises.
- Supervise all medication administration.
- Assess all medication computations, co-sign all narcotics.
- Complete midterm and final clinical evaluations with student input. The evaluations may be done during clinical time if feasible or scheduled outside of clinical time.
- Keep course coordinator informed about any unusual problems and/or student performance.
- Have students complete clinical agency evaluations at the end of the semester as required by agency.
- Attend scheduled faculty meetings.

ESSENTIAL PHYSICAL SKILLS:

- Possess the ability to stand or sit for extended periods during the day and to assist and monitor student performance and behavior in the classroom, clinical or laboratory setting.
- Ability to maneuver in small spaces, and move from one place to another, such that the student can move around in clients' rooms and bathrooms, into and out of work spaces, access treatment areas, and procure need emergency materials when indicated. While health care agencies must meet ADA physical access standards, potential clients with equipment may limit the amount of available space in which to move.
- Ability to demonstrate gross and fine motor skills sufficient to provide safe and effective nursing care such that the student can move and position clients in and out of bed, ambulate and transport patients, calibrate and use equipment, and perform cardiopulmonary procedures.
- Ability to hear well enough to monitor and assess clients' health status and changes in condition such that student can hear cries for help, alarms on equipment, emergency signals, breath and heart sounds on auscultation, and various overhead codes.
- Ability to see well enough to observe and assess clients' health status and changes in condition such that student could see grimacing, movement, changes in skin color, rashes, and other observed client changes or responses
- Ability to have tactile capabilities sufficient for physical assessment such that the student could successfully perform palpation, note changes in temperature, perform skills related to therapeutic activities and identify by touch other changes in client condition.
- Have ability to lift and carry equipment and supplies weighing up to 40 pounds
- Ability to bend, stoop, reach
- Near vision sufficient to read written communications and computer display screen
- Stamina to teach clinical practicum's on site with timely access by students
- Ability to think critically, such that the student can begin to make clinical decisions, identify cause-and-effect relationships with clinical data, and develop nursing care plans.
- Ability to demonstrate interpersonal abilities such that the student can appropriately interact with individuals, families and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
- Ability to clearly communicate in verbal and written forms such that students can communicate nursing actions, interpret client responses, inmate health teaching, document and understand nursing activities, and interact with clients, staff and faculty supervisor.
- Must be able to work flexible work hours, evenings, weekends and days as deemed necessary.
- Attend convocations, professional development workshops and graduation
- Be able to travel based on responsibilities of job.

SALARY: The salary will be based upon education level and teaching experience in accordance to Alabama State Board of Education Salary Schedule D1- ranging from \$40,746 to 61,755 for nine months.

DEADLINE: Monday, July 11, 2011, at 4:00 p.m.

APPLICATION PROCEDURE:

Applicants must meet the minimum qualifications and must submit a **complete** application packet by the stated deadline in order to be considered for this position. Submission of a complete packet by the deadline is the responsibility of the applicant. Application packets must be received in the Human Resources Offices by 4:30 p.m. on July 11, 2011 if hand delivered, or postmarked by July 11, 2011 if information is submitted via U. S. Postal service or other carriers. Information delivered or postmarked after the deadline date will **not** be considered. Hand delivered material or packets may be submitted to either campus (Birmingham or Bessemer) by the deadline date.

The completed application packet consists of the following:

- (1) A letter of application (cover letter) with reference to position title as found on the Job Vacancy Announcement,
- (2) A completed and signed Lawson State Community College Application for Employment,
- (3) A current resume,
- (4) Three (3) current and relevant letters of reference, (one year or less) with at least one verifying employment information contained on the resume or application.
- (5) Transcripts from all colleges attended (official or unofficial).

Finalists will be required to provide official transcripts that are mailed directly to the Office of Human Resources at Lawson State Community College from the institution(s) granting the credits.

Application packets should be returned to the following address:

Office of Human Resources
Lawson State Community College
3060 Wilson Road, Southwest
Birmingham, AL 35221

A printable online Employment Application is available at: www.lawsonstate.edu

OTHER INFORMATION:

Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. Applicant must also agree to a criminal background check.

The College reserves the right not to fill the position in the event of budgetary or operational constraints.

Lawson State Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Lawson State Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to the awarding.