

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH

**JOB DESCRIPTION**

**Employee Name:** \_\_\_\_\_ **Employee Number:** \_\_\_\_\_  
**Job Title:** Nursing Instructor, SON **Item Number:** 5210A  
**Department:** School of Nursing **Shift:** Day

**JOB SUMMARY:**

Responsible for teaching theory and clinical content in the nursing course(s).

**REPORTS TO:**

Semester Coordinator

**QUALIFICATIONS:**

The incumbent must meet the Board of Registered Nursing requirements for an Instructor.

1. Current California Registered Nursing License
2. Holds a Master's or higher degree from an accredited college or university which includes course work in nursing, education, or administration
3. Two years of experience as a registered nurse providing direct patient care
4. One year of teaching courses related to nursing or one year as a clinical instructor in a professional School of Nursing
5. A clinical specialty

**AGE-SPECIFIC COMPETENCIES:**

Faculty are remediated or cross-trained in age-specific concepts and skills according to classroom and clinical assignments. Validation of faculty competency to teach age-specific content and supervise student clinical performance is included in the performance evaluation as indicated. Board of Registered Nursing (BRN) approval of School of Nursing faculty remediation is maintained in the employee personnel file.

**FUNCTIONS ARE CARRIED OUT IN SUCH A WAY THAT:**

- College and Healthcare Network policies, regulations, and procedures are properly interpreted and utilized as a baseline for actions
- Constructive and productive relationships are maintained with all clients and staff
- Written and verbal communication is clear, concise, professional and addresses the issues
- Physical and human resources are used to their best advantage and in a manner which assures cost containment
- Professional standards are utilized and maintained in all actions
- The College and the Network is positively interpreted to students, staff, and the community
- Legal and regulatory agency requirements are met and upheld.

*This is to acknowledge that I have received a copy of my job description.*

Date Received: \_\_\_\_\_ Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Supervisor's Signature: \_\_\_\_\_

**JOB DESCRIPTION**

**NURSING INSTRUCTOR, SON (Continued)**

General Duties and Responsibilities

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**FUNCTIONS WILL BE CARRIED OUT IN SUCH A WAY THAT:**

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1. School and Medical Center policies, regulations and procedures are properly interpreted and utilized as a baseline for action.
2. Constructive and productive relationships with applicants/students and faculty/staff of the School, nursing service personnel, staff of other Medical Center Departments, Educational affiliates, and the community are maintained.
3. Communication, written and verbal, is clear, concise, addresses the issue, and is acceptable.
4. Resources, physical and human, are utilized to the best advantage and in a manner which assures cost containment.
5. Professional standards are utilized and maintained in all actions.
6. The role of the Medical Center as a setting for the School is positively interpreted to the applicants/students, staff, and the community.
7. Legal and regulatory requirements of the School, the Medical Center, the County, and State and Federal Governments are met.

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**A. DEVELOPS COURSE CONTENT IN RELATION TO THE OBJECTIVES FOR THE COURSE:**

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1. Prepares course outlines and lesson plans:
  - Selects appropriate teaching methods and learning experiences for achieving course objectives, review, and implements current practices and knowledges.
  - Reviews textbooks and makes recommendations for the course.
  - Reviews library holdings and makes bibliography listings.
2. Prepares formal class:
  - Provides a learning atmosphere that promotes student participation.
  - Reflects the objectives of the course in lesson plans.
  - Provides for an environment that is physically comfortable.
  - Prepares and utilizes teaching materials and equipment properly and appropriately.
  - Employs a variety of teaching methods and tools.
  - Is knowledgeable of content being taught.
3. Plans and supervises the clinical laboratory experience:
  - Selects the learning experiences appropriate to the level of student achievement and for meeting the objectives of the course.
  - Prepares and posts an assignment sheet which focuses the student's learning experiences and responsibility for the scheduled clinical laboratory period.
  - Guides the learning experiences in the clinical laboratory.

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**JOB DESCRIPTION**

**NURSING INSTRUCTOR, SON** (*Continued*)

- Shows knowledge and skill as a practitioner in teaching and demonstrations.
  - Holds pre- and post- assignment conferences as needed to meet the learning needs of the student.
  - Plans and conducts clinical conferences using appropriate teaching methods.
  - Keeps anecdotal records of student's behavior.
4. Evaluates course:
- Evaluates course objectives, content, methods of teaching, evaluation tools, and modifies as necessary.
  - Makes recommendations for changes to the Curriculum Committee through the subcommittee.
5. Works with nursing service personnel in providing learning experiences:
- Meets with the area personnel to discuss school objectives and any problems which may arise out of the clinical laboratory experience.
  - Participates in orientation, interim, and evaluation meetings of School and nursing service in the clinical area where students are assigned.
  - Makes out clinical laboratory experience schedules and distributes to assigned areas.
  - Keeps proper personnel informed of any changes.
  - Upholds hospital and School policies in teaching.
  - Establishes a harmonious working relationship with nursing and ward staff.
  - Makes self and students an integral part of the team in providing nursing care.
  - Functions as a resource person.

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**II. EVALUATES STUDENT ATTAINMENT OF COURSE AND SCHOOL OBJECTIVES:**

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1. Tests and assigns course grades:
- Constructs, administers, and evaluates tests.
  - Corrects required written assignments and assesses acceptability of work.
  - Assigns theory grades.
  - Determines student competency in clinical performance based on course objectives.
  - Is knowledgeable about principles of test construction and evaluation.
2. Holds scheduled conferences relative to levels of achievement:
- Conducts progress conferences at periodic intervals.
  - Prepares written report of student's clinical performance at end of course or clinical rotation.
  - Gives each student an evaluation report at a scheduled conference.
  - Makes referrals to Promotions Committee and/or Student Counselor after conferring with Level Coordinator.
  - Attends in-service and area meetings.

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**JOB DESCRIPTION**

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**III. MAINTAINS EDUCATIONAL RECORDS:**

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1. Keeps attendance and grade sheets.
2. Keeps written assignment sheets.
3. Keeps any other records deemed necessary for progress of student education or school program.

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**IV. CONFERS WITH ASSIGNED LEVEL COORDINATOR:**

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1. Matters pertaining to student achievement.
2. Problems related to clinical facilities.
3. Teaching problems and responsibilities.

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**V. PARTICIPATES IN DETERMINING PURPOSES AND POLICIES OF THE SCHOOL PROGRAM:**

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1. Is an active member of the Faculty Organization.
2. Serves on standing committees and/or as a faculty advisor to student groups.
3. Accepts responsibility for appropriate participation in meetings, committees, and programs of the faculty organization.

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**VI. SUPPORTS AND PROMOTES THE PHILOSOPHY AND OBJECTIVES OF THE SCHOOL:**

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1. Interprets educational philosophy and policy to others.
2. Participates in official School functions.
3. Shares in assessing the strengths and/or weaknesses and initiating action for improvement of the educational program.

**JOB DESCRIPTION**

**NURSING INSTRUCTOR, SON** *(Continued)*

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**VII. PROMOTES SELF-GROWTH THROUGH EDUCATIONAL AND PROFESSIONAL ACTIVITIES:**

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1. Evaluates own needs for professional growth and seeks opportunities to meet the needs.
2. Attends classes, workshops, lectures, conventions, and meetings whenever possible.
3. Keeps abreast of current practices in nursing education.

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**VIII. WORKS WITH MEMBERS OF OWN COMMITTEE:**

1. Provides leadership in promoting similar approaches and philosophy of teaching, guidance, and evaluation related to student attainment of course objectives that is consistent with School philosophy.
2. Promotes seeking of more effective learning experiences, methods of teaching, and evaluation of the attainment of course objectives.
3. Promotes discussion related to student learning problems and means by which assistance can be given.

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**IX. PERFORMS RELATED DUTIES AS ASSIGNED:**

1. Assumes responsibility of other instructors during emergencies or absences.
2. Guides and assists the clinical instructor as assigned.
3. Participates in the orientation of new faculty members.