**Adjunct Instructor (Theory and Clinical)**

**Responsibilities:**

The adjunct instructor’s most important duty is to deliver high quality instruction. The instructor supports the philosophies and procedures of the Division and College and strives to maintain constructive professional relationships with students, peers, administrators and the larger community.

The adjunct instructor reports to the lead faculty for the course. The scope and nature of responsibilities are negotiated with the Division Chair. If the adjunct instructor teaches more than six credits, evaluation occurs annually and is based on Division Chair and peer observations in classroom and clinical sites, and student reactions to instruction.

**Specific Duties:**

*Course Instruction for non-clinical courses (in class or on-line)*
1. Teach 12 credits (or the adjusted equivalent) per academic year, as assigned by Division Chair.
2. Teach on-site, fully or partially on-line, and/or through IVC as assigned by Division Chair.
3. Contribute to course Blackboard site and assists Lead Faculty to ensure currency, accuracy, and timely posting of course materials.
4. Develop and update course curriculum and related materials.
6. Maintain up-to-date records and grades for all assigned students.
7. Maintain satisfactory ratings on student, peer, and Chair evaluations of instruction.
8. Maintain and publish office hours and contact information for student access.
9. Notify the Division Chair when unable to conduct class or maintain office hours.
10. Demonstrate effective written and oral communication.
11. Attend team meetings.
12. Keep Lead Faculty informed of any concerns related to student conduct and/or classroom/clinical performance.
13. Initiate Performance Improvement Plan (PIP) for students demonstrating unsafe, inadequate, or unprofessional conduct and identify individualized learning activities to improve performance or correct behaviors.
14. Maintain credentials, including current WA & ID RN licensure required for teaching and for the profession.
15. Other duties as assigned.
**Clinical Instruction**

1. Provides clinical instruction to students in the BSN program based on assigned clinical schedule.
2. Establishes an environment conducive to learning in the clinical, simulation, and lab settings.
3. Assists with student orientation in the lab, simulation, and clinical setting.
4. Prepares for each clinical learning experience by identifying learning objectives for the day, determining appropriate clinical assignments, and incorporating a variety of learning modalities to assignment instruction.
5. Follows course content as provided in the syllabus and as directed by the course lead faculty.
6. Makes daily student assignments to clinical unit/department and patients.
7. Observes students in the clinical setting for medication administration and all invasive procedures (see exceptions or further clarifications in the NHS Faculty Handbook).
8. Plans and conducts mid-conference or post-conference with students in the clinical setting.
9. Evaluates student clinical, simulation and lab performance and maintains Clinical Evaluation Tool for each student assigned to clinical group.
10. Meets personally with each student for review of Clinical Evaluation Tool at a minimum at mid-term and for final course evaluation.
11. Provide consistent and timely feedback to students regarding clinical performance.
12. Initiate and evaluate student *Performance Improvement Plan* as needed with detailed explanation of less than expected student performance together with detailed plan for improvement and outcome required.
13. Demonstrate effective written and oral communication.
14. Return clinical assignments to students in a timely manner with constructive feedback.
15. Submit all paperwork for student evaluation by due dates.
16. Communicate at regular intervals with course lead faculty regarding student performance and/or any student issues.
17. Attends scheduled clinical meetings in person or through electronic means.
18. Demonstrate respect for students as individuals.
19. Demonstrates accessibility in dealing with students’ needs both individually and as a group.
20. Demonstrates excellence in instructor performance as reflected by the majority of positive responses on Student Course Evaluations (SCE’s).
21. Enters final course grades to Warrior Web prior to deadline.
22. Performs other related duties as assigned by lead course faculty or Division Chair.
23. Maintains credentials, current WA & ID RN licensure required for teaching and for the profession, and faculty health requirements.

*Note: this job description is intended to describe the general nature and level of work being performed by a nursing clinical instructor. It is not intended to be an exhaustive list of job duties that may be performed.*