



POSITION

Assistant Professor of Nursing- Clinical Skills Lab & Clinical Placement Coordination

JOB SUMMARY

The School of Nursing is seeking a full-time (40 hours per week) Registered Nurse as a Clinical Placement Coordinator and Simulation and Skills Lab Specialist as a nursing faculty member. The faculty member coordinates and collaborates with colleagues and students in a wide range of supervised, self-directed, and technologically mediated learning activities within the clinical skills lab. This position requires a dynamic response to a constantly changing work environment. The areas of overall lab and simulation operations require flexibility and adaptability. This position requires the abilities of a tech savvy instructor with broad clinical experience in many different clinical areas and levels of complexity including substantial expertise in teaching with simulation. This is a 12-month position.

The faculty member effectively participates in the affairs of the program and the division, and provides professional leadership in the University, nursing profession, and community. Nursing Faculty hold academic rank based upon credentials and experience and to meet expectations for teaching load as defined by the University. Full-time faculty teaching load (assignments) allow adequate administrative time for classroom, online, laboratory, and clinical preparation.

DUTIES AND RESPONSIBILITIES

In addition to the policies and procedures contained in the *Spalding University Faculty Governance Document*, *Spalding University Policy Manual*, *Bylaws of the Faculty Organization of the School of Nursing*, and the Policies and Procedures of the School of Nursing, the following duties and responsibilities include:

CLINICAL SKILLS LAB (70%)

1. Support the mission and philosophy of Spalding University.
2. Develop, implement, evaluate, and update the mission (purpose), philosophy, learning outcomes (objectives) of the nursing education programs in the Nursing Division.
3. Design, implement, and evaluate the clinical component of the curriculum.
4. Supports the daily operations of the Clinical Learning Lab and Simulation Center.
5. In conjunction with nursing faculty, develops laboratory teaching schedule each session.
6. Maintains laboratory environment to assure lab security, cleanliness, and safety.
7. Establishes policies and procedures to guide student and faculty use of laboratory spaces
8. Ensures all labs contain necessary equipment and supplies to enable faculty to utilize lab effectively for teaching activities
9. Facilitate simulation equipment care and maintenance, including troubleshooting and repair as required
10. Programs simulation applications and scenarios in coordination with nursing curriculum outcomes
11. Monitors lab equipment and performs routine assessments including preventive maintenance to ensure proper functionality
12. Identifies new technologies, receives input from faculty and submits recommendations to department head concerning integration into lab activities
13. Orients faculty and students to lab equipment through use of seminars and tutorial videos
14. Coordinates requests and purchases of supplies and equipment

15. Receives, audits, and stores supplies in designated locations, and updates lab directories
16. Implements and coordinates standardized patient program by recruiting and training actors to provide students with realistic assessment simulation scenarios
17. Assists in the development of clinical simulation lab student guidelines, grading rubrics, and related documents.
18. Collaborate with Director, Course Coordinators and faculty to ensure preparation of lab supplies and equipment based on faculty requests and course schedule.
19. Submits written and verbal reports to program directors and department head at conclusion of each semester
20. Provides lab tours to prospective students and visitors as requested and promotes positive image of lab facilities
21. Evaluate student achievement of curricular outcomes (objectives) related to nursing clinical skills.
22. Utilizes evidence based practice for the laboratory experiences.
23. Maintain files and records specific to Clinical Learning Lab and Simulation Center equipment and inventory.
24. Actively participate in department, school, and University committees.
25. Engage in service to the University, the community, and the profession.
26. Other duties as identified and/or assigned.

CLINICAL PLACEMENT (30%)

1. Communicate via email, phone and/or in person with nurse educators and /or placement coordinators in acute care sites to develop clinical placements.
2. Coordinate with BSN Program Director to determine the numbers of student placements needed at each semester, level, and type of experience needed.
3. Identify facility requirements at each clinical placement location, such as orientation and EHR training, and communicate these clinical entry requirements to instructors and student groups in a timely manner. Keep a record of these facility requirements, updating them as required when the facility changes their expectations.
4. Utilize the Louisville area process for requesting placements for groups of students and for precepted positions as to meet facility deadlines.
5. Confirm placements with nurse educators and /or placement coordinators in clinical sites by timely follow up communications.
6. Communicate confirmed or changed clinical placement agreements with BSN Program Director and nursing faculty
7. Attends meetings for Placement Coordinators when they occur.
8. Collaborates with nursing faculty and BSN Program Director in the identification of potential part time clinical instructors.
9. Coordinates the orientation of new clinical instructors to the School of Nursing and assists faculty in the orientation to the clinical component of courses.
10. Ensures that contracts for clinical instructors are processed in a timely manner and ensures that each is completed.
11. Performs other related duties as needed.

Knowledge, Skills, and Abilities

1. A Bachelors in Nursing with credits earned toward a Masters in Nursing.
2. An active license in good standing to practice as a Registered Nurse in Kentucky is required.
3. Two years of full-time, or equivalent, professional nursing clinical experience.
4. Prior teaching experience in a RN program is preferred.
5. Documented knowledge and skills related to the teaching of adults, teaching methodology, curriculum development, and curriculum evaluation.
6. Knowledge of simulation equipment hardware and software is preferred
7. Excellent oral, written, and interpersonal skills
8. Ability to organize tasks and space
9. Effective interpersonal and communication skills

10. Ability to work collaboratively with faculty, students, staff, and parties outside of the university
11. Knowledge and understanding of Microsoft Office Suite, i.e. Word, Excel, PowerPoint, and Outlook.
12. Experience with online education preferred.
13. Experience with Moodle or similar system preferred.
14. Ability to work independently, problem-solve and make decisions effectively
15. Ability to work well as a member of a team in demanding college environment
16. Ability to work well with a diverse student population including people of all ages from academically, culturally, and economically diverse backgrounds
17. Working irregular hours, including evenings and weekends, may be expected.

Nature of Work Environment

1. Tasks involve the ability to manage multiple meetings, priorities, extensive e-mail communication, projects, people, and activities.
2. Tasks may involve extended periods of time at a computer keyboard or workstation.
3. While performing the duties of this job, you may be required to walk; stand; sit; reach with hands and arms; balance; stoop; speak with clarity, have appropriate vision and hearing capabilities.

ABOUT SPALDING UNIVERSITY:

Spalding University is a diverse community of learners dedicated to meeting the needs of the times in the tradition of the Sisters of Charity of Nazareth through quality undergraduate and graduate liberal and professional studies, grounded in spiritual values, with emphasis on service and the promotion of peace and justice.

With a focus on community service and leadership, Spalding offers all students a mission-driven connection to the community and comprehensive learning resources while striking a distinctive balance serving the educational needs of both the traditional student and the working adult. Also, our unique 6-week session delivery format affords students needed scheduling flexibility amidst other life responsibilities.

Spalding University is an Equal Employment Opportunity/Affirmative Action employer. The University complies with all federal, state and local equal employment opportunity laws. It is the University's policy not to discriminate against any individual or group of people. Likewise, to provide equal employment opportunity to all qualified persons regardless of race, color, national origin, age, disability, religion, sex, pregnancy, sexual orientation, gender identity, marital status, military status, veteran status or other protected status. All job offers are contingent upon successful completion of a pre-employment drug screen and a criminal background check.

CONTACT

For more information and/or to apply, please electronically submit your Curriculum Vitae, names and contact information for three (3) professional references, along with a letter of interest to:

Susan O'Keefe
School of Nursing
sokeefe@spalding.edu

Review of applications will begin immediately, and the search will remain open until the position is filled.