PAUL D. CAMP COMMUNITY COLLEGE
NURSING AND ALLIED HEALTH PROGRAMS

Position Title: Skills/ Simulation Laboratory Instructor

Department: Nursing, Franklin Campus

Supervisor: Reports directly to the Program Head for Nursing and Allied Health.

Job Summary: Responsible for assisting faculty with skills and simulation laboratory for the Nursing and Allied Health Programs.

Compensation: $18-$22 an hour commensurate with education and experience. This is a part-time hourly wage position (no benefits) with no more than 1,500 hours in 365 days.

The Skills/Simulation Laboratory Instructor is a staff member who has primary responsibility to organize the learning experiences that take place in the skills/simulation laboratory. This instructor maintains the skills/simulation laboratories and its equipment, orders supplies, sets up learning experiences, and offers open laboratory practice time for the nursing and allied health students. In addition, this instructor assists with ordering and up-dating health science programs computer software, DVDs, and/or videos. If the need arises the Laboratory Instructor may be required to function in the role of a Clinical Instructor (B.S.N. prepared). The Laboratory Instructor is in a staff position which involves collaboration with faculty teaching courses that require practice in the simulated clinical laboratory. This is not a primary teaching role.

DESCRIPTION OF ESSENTIAL FUNCTIONS (Critical Tasks)

1. Assist with the instruction of skills and simulation laboratories assigned by the Nursing and Allied Health faculty and Program Head;
2. Prepare and/or revise skills and simulation guides (in cooperation with course instructors) and submit to the instructor and the Program Head for review and approval;
3. Maintain all simulation equipment in excellent working order as well as transport it off campus for presentations at community locations;
4. Assist with the preparation of budget requests for instructional equipment and materials including books, audio-visual aids, simulation aids, and other supplies;
5. Observe, support, and enforce the regulations and policies of the Health Sciences Programs and inform the faculty and Nursing and Allied Health Program Head in writing of any problem that might have a detrimental effect on Programs and the students;
6. Assist with the preparation of requests for new library books and materials as needed;
7. Collaborate with course faculty to plan, implement, and evaluate course curriculum as applicable to develop and prepare nursing skills and simulations;
8. Promote high standards of excellence in the performance of skills and simulation performance;
9. Maintain close communication with course faculty regarding progress of students participating in laboratory sessions;
10. Participate in curriculum development, review, and revision as it pertains to skills and simulated laboratory experiences;
11. Complete grading of course work and records that pertains to the skills and simulated laboratory
experiences and maintain proper documentation;

12. Function as a teaching assistant for an M.S.N. prepared faculty member in any assigned clinical courses in accordance with policies set by the governing organizations (if BSN prepared);

13. Keep informed about major trends and innovations in clinical practice as it relates to topics taught in the skills and simulated laboratory;

14. Maintain professional competence and licensure through practice, continuing education, and professional activities;

15. Be on campus, in classrooms, laboratories, library, or office for not less than twenty hours a week;

16. Arrive at the laboratory prior to the scheduled class time ensuring simulation laboratory is set-up and ready for use;

17. Cooperate in the promotion of extracurricular activities by accepting reasonable assignments and encouraging student participation;

18. Serve on such committees for the betterment of the Health Science Programs and the College as may be assigned by the administration and faculty; and

19. Perform other duties as assigned by the Program Head.

SPECIFIC FUNCTIONAL JOB REQUIREMENTS:

Education:
1. Bachelor’s Degree in nursing required; and
2. Current unrestricted Virginia license to practice professional nursing.

Experience:
1. Two years’ work experience as a Registered Nurse in acute care or community health agency is required;
2. Experience teaching in clinical and/or classroom nursing courses; precepting nursing students in a clinical agency; or working as an educator in a clinical agency preferred;
3. Current knowledge and experience with not only nursing skills but also technology equipment and multimedia, especially simulation equipment and supplies; and
4. Ability to travel within the college service area

Application Process:

This position is open until filled. A Virginia state application must be received at the Human Resource Office, Paul D. Camp Community College, POB 737, Franklin, VA 23851. Paul D. Camp Community College is an Equal Opportunity Affirmative Action Institution of Higher Education. Women, minorities, and the disabled are encouraged to apply.