Position Description
Practical Nursing Instructor / Clinical Instructor

The University of Arkansas Community College at Hope is accepting applications for the full-time position of Practical Nursing Instructor beginning immediately. This is a 10 month appointment. Qualifications – Bachelors Degree in Nursing with an unrestricted Arkansas RN license, 3 years clinical practice; Masters Degree and teaching experience preferred. Please send letter of application, resume, three letters of recommendation, official transcripts and a University of Arkansas Community College at Hope application, to the Human Resource Officer, University of Arkansas Community College at Hope, P.O. Box 140, Hope, Arkansas 71802. Prompt application is encouraged as the application review process will begin immediately. For more detailed information and application, please visit www.uacch.edu. This position is subject to a pre-employment criminal background check. A criminal conviction or arrest pending adjudication alone shall not disqualify an applicant in the absence of a relationship to the requirements of the position. Background check information will be used in a confidential, nondiscriminatory manner consistent with state and federal law. EOE/AA

The Practical Nursing Instructor reports to and works under the direction of the Practical Nursing Program Director. The Practical Nursing Program Director works under the supervision of the Division Dean.

College Teaching Duties
- Develop and keep up to date all course syllabi. Follow Syllabi Template
- Submit syllabi to Program Director
- Submit end of course assessment forms to the Program Director
- Carry out teaching plan. Demonstrate accepted methods of nursing care.
- Submit book and class supply list to Program Director and Division Dean for approval and forward to book store prior to each semester.
- Prepare and photocopy unit and final exams for each course.
- Prepare and copy supplemental instruction handouts for each course.
- Keep on file student’s exams and graded material for one year.
- Keep on file student attendance records indefinitely.
- Submit mid-term and final grades to Registrar at specified times.
• Monitor student progression and provide recommendations as necessary.
• Utilize technology available in the classroom.
• Render individual assistance to student when needed.
• Advise and counsel students.

**Practical Nursing Teaching Duties**

• Maintain current unencumbered license as a Registered Nurse in the state of Arkansas
• Follow curriculum guidelines as approved by the Arkansas State Board of Nursing
• Instruct students in Nursing theory
• Assist with clinical instruction
• Develop lesson plans with guidance of the NCLEX Practical Nursing test plan
• Keep up to date with NCLEX changes
• Keep supplies for classes up to date
• Uphold classroom and clinical policies
• Assist with orientation of students
• Order videos through Library holdings
• Plan weekly schedule in subject taught.
• Administer CAP exams after completion of designated courses
• Supervise student organization
• Attend student conventions
• Maintain CEU’s in area of teaching
• Maintain communication log
• Assist with classroom and lab schedule planning
• Evaluate skill performances
• Evaluate and record care plans

**Clinical Duties**

• Maintain Arkansas Health Card and BCLS Heart Saver Certification.
• Maintain current and up to date standard of care.
• Maintain knowledge of the UACCH clinical policies.
• Assign patients for students at level of learning experience and according to schedule.
• Coordinate experiences with facility personnel.
• Familiarize students with facility policies.
• Attend all orientation classes with students.
• Assist with simulation lab check offs as scheduled.
• Supervise students during patient care.
• Evaluate and monitor students for procedures; give instruction as needed.
• Assist students with documentation.
• Arrange and plan pre and post conference.
• Complete clinical evaluation of student, using coordinating guidelines for the evaluation tool.
• Serve on UACCH Practical Nursing advisory board and attend annual meetings.