

Manor College has an opening for a Part-Time/as needed Practical Nursing Program Clinical Instructor to oversee students during clinical experiences.

Position Summary:

The Clinical Faculty will be responsible for preparing/updating course syllabi, maintaining accurate records about students' attendance and grades, and acting as a clinical advisor for practical nursing students. Duties may include didactic and **will** include clinical training.

The position is based on the need to meet adequate instructor to student ratios.

Specific Responsibilities & Essential Functions:

- Complies with the program philosophy, vision, and mission.
- May serve on Faculty and Advisory Committees.
- Maintains collegial relationships with nursing and non-nursing faculty, clinical site personnel, and external communities that support, serve as feeders, or hire from the program.
- May participate in marketing and recruiting as needed.
- Teaches, reviews, and updates assigned courses.
- Provides mentoring to assigned students.
- Assesses students academically and clinically.
- Maintains up-to-date knowledge on health care processes, procedures, and desired outcomes by engaging in professional development.
- Be flexible and adaptable given the changing societal, environmental, and academic landscapes.
- Teaches specific classes as expertise allows, including Med-Surg, OB, Pediatrics; Geriatrics, Adult Nursing, Home/Community Care; Pharmacology, Anatomy and Physiology.
- Provides clinical field supervision to students.
- Reports problems related to staff, instructors, students, and clinical experience sites to Clinical Coordinator or Director
- May participate in College-wide activities including academic, student, and administrative, particularly as they relate to the PNP. Results of this participation are measurable and productive.
- Meets teaching responsibilities as per contract.

- Teaching methods and techniques are sound and effective.
- Curriculum is kept current with changes in nursing standards of care.
- Measures outcomes for all courses taught and for PNP and reports results to the PNP Director.
- Assists in counseling / advising PNP students using strong counseling skills.
- Students' performance reflects sound guidance.
- Manor College handbook guidelines will be followed.
- Maintains required hours as per contract to meet with students.
- Maintains office hours as needed.

Clinical Duties:

- Ensures that clinical rotations are productive and safe.
- Provides supervision for clinical rotations.
- Ensures students have adequate clinical opportunities at their level of experience.
- Students' weekly clinical grades are recorded and all clinical forms are returned to student files.
- Competency meetings are conducted with each student each semester.
- Students' evaluations and skills checklists are completed and reviewed weekly with students.
- Student requirements are to be kept up to date and posted weekly to assist instructors in adequately assigning students.
- Inventory Control
- If working in a skills lab will update a "To Be Ordered List" to ensure timely restocking.
- Ensures clinic and supply closets are kept clean and organized at all times. (Students should be utilized in achieving this task as part of their training.)

Equipment Maintenance:

- Monitors and cleans (or have students clean) skills lab equipment after use.
- Notify Clinical Coordinator or Director if maintenance service calls are needed to keep equipment running.
- Other relevant duties as assigned.

Instructional, Clinical, and Faculty Duties:

- Assists Program Director in evaluation and planning PNP curriculum.
- Performance evaluations reflect good results that meet determined goals and outcomes.
- Produces required outcomes for all courses taught at end of each semester and give to Program Director.
- May work with the Program Director and students on Community Service projects.
- Assists in counseling / advising PNP students. Counseling is judged to be strong.
- Student performance evaluations are based on sound guidance.
- Guidelines set by Manor College in your handbooks will be followed.
- Maintains required hours as per contract to meet with students.

Line of Reports

The PNP Clinical Faculty chain of command is the Clinical Coordinator, PNP Program Director, Dean of Allied Health, Vice President of Academic Affairs.

Criteria & Qualifications:

- At least a bachelor's degree (preferably BSN) or plan to complete a degree within five years, preferred Master's degree in nursing or other relevant discipline.
- A minimum of three years of clinical work experience.
- Current unrestricted nursing license to practice in Pennsylvania.
- Membership in professional nursing organization(s) is beneficial.
- Teaching and communication skills.
- Clinical and conceptual knowledge of practical nursing.
- Strong organizational skills and familiarity with computer programs and online applications, especially educational software like Canvas and clinical documentation programs.
- Excellent oral, written, interpretation, and interpersonal skills.
- BLS certification
- Demonstrated successful teaching experience.
- Openness to and/or experience with multiple teaching modalities including distance learning delivery for didactic, labs, and clinical requirements.

- Possesses an innovative spirit with openness to change.
- Experience with nursing regulations, accreditation standards, and organizational standards like OSHA, AHA, CARF, etc.
- BLS Instructor (beneficial, not required)
- Familiarity with identifying the impacts of Social Determinants on health.
- Valid Driver's License
- Bilingual skills not required but are a plus

ADDITIONAL INFORMATION

Background checks will be completed as required by law or Manor College policy and procedures.

Communicable Disease considerations: Personal Protective Equipment will be provided based on CDC or local health department requirements/recommendations. A list of required immunizations will be provided.

To Apply:

Please submit your cover letter, resume with three references to jobs@manor.edu. The hourly rate ranges from \$35 - \$45 based on experience, knowledge and skills.

Equal Opportunity Statement:

Manor College is committed to the principle of equal educational and employment opportunities for all people and embraces diversity. Furthermore, the College provides equal opportunity for all regardless of race, color, religion, national origin, age, sex (including pregnancy, childbirth and related medical conditions), disability, genetics, citizenship status, military service or any other status protected by law.