Position: Nursing Skills Laboratory Coordinator

Reports to: Dean of Nursing Program

Length of appointment: Academic Calendar

General Description of Position
The Nursing Skills Laboratory Coordinator faculty member holds a faculty appointment and has administrative and academic responsibilities consistent with the mission and philosophy of the College and Nursing Program. This faculty member is knowledgeable and able to apply QSEN and KSA framework, Massachusetts Board of Nursing Regulations, Department of Public Health Regulations, the National League for Nursing Accreditation Standards, and American Nurses Association Standards. This faculty member is responsible for instructional preparation and teaching of nursing courses offered at the associate degree nursing level with primary emphasis on the clinical skills laboratory setting. The faculty member is responsible for developing educational and evaluation material and carries a course load consistent with College Faculty Policies. The faculty member participates in the review and evaluation of nursing courses and in the evaluation of student performance. He/She participates in departmental division and college related committees and activities. This faculty member demonstrates sound clinical knowledge and skills and competence in teaching as evidenced by current clinical experience, clinical teaching and/or academic teaching, simulation. Experience with information technology and knowledge of clinical facility operations is essential to success in this position. Current Ma. license in good standing, and required certifications and immunizations are current along with a satisfactory CORI.

II. Qualifications
- Graduate of an accredited nursing program
- MSN or Doctorate in Nursing required
- Minimum of 5 years of clinical experience
- Current Massachusetts RN License in good standing
- Minimum of two years of academic experience or two years of clinical teaching experience
- Minimum of two years of relevant and current clinical practice
- Minimum 1 year experience with simulation
- Strong communication, organization, interpersonal, and advising skills
- Current knowledge and skill in the use of computer technology
• Knowledge of NLN accreditation, ANA Standards, NCLEX and State rules and regulations governing nursing programs

III. Job Functions

A) College Requirements
  • adheres to College mission, philosophy, and policies in college personnel manual and faculty handbook
  • attends yearly college functions (Orientation, Registration, Pinning Ceremony, Graduation, yearly college faculty in-service meetings, Open House, Scholarship Day)
  • participates in committees/task forces as assigned
  • participates in institutional governance

B) Program Requirements
  • Incorporates Nursing Mission, QSEN and KSA framework into all teaching activities as indicated
  • Incorporates Nursing related standards and regulations in all teaching activities as indicated
  • adheres to Nursing program policies and procedures
  • attends faculty meetings
  • Supports and enhances student success
  • Supports and enhances inter department collegial relationships

C) Teaching
  • Teaching responsibilities
    • prepares course objectives and syllabi in a manner consistent with stated program premises and policies.
    • researches, organizes and prepares all material/skill practicum/clinical scenarios for assigned courses
    • reviews and selects appropriate text books for use with assigned courses
    • effectively instructs students using methods consistent with program philosophy
    • meets/communicates regularly (at least weekly) with lab instructors, clinical instructors to coordinate content, teaching approach, and clinical practicum
    • develops, administers and evaluates effective assessment tools
    • provides appropriate and timely feedback to students regarding their performance
D) Student Related Duties

- supports and enhances student success and related activities
  - acts as a student advisor with scheduled meetings as required
  - meets with students as needed to provide guidance, tutoring
  - assists Dean in advising student organizations as needed

E) Administrative

- Resource for all aspects of the clinical skills lab including simulation software and hardware and mechanics of lab equipment-
- Knowledge of OSHA and Hazardous Waste/MSDS
- Maintains skills lab as a secure, safe, clean and current virtual patient care environment for newborns, infants, children and adults of diverse backgrounds
- Creates and maintains laboratory policy and procedure manual
- Creates and evaluates relevant clinical simulation scenarios and associated student debriefings
- Keeps inventory up to date, current and stocked
- Maintains equipment in good working order and in repair as identified
- Anticipates learning needs of students and plans for relevant lab skills experience and assures necessary equipment/materials are available
- Encourages and plans for interdisciplinary use of skills lab
- gives input into revision of nursing policies/procedures
• Attends relevant professional conferences especially in simulation
• participates in regularly scheduled meetings with Dean of Nursing

F) Program Evaluation
• participates in annual evaluation of skills lab resources and utilization
• participates in outcome assessment process as needed
• assists Dean of Nursing in analysis of outcomes data
• assures that courses taught are accreditation ready
• assures student skills exercises are in concert with NCLEX preparation

G) Curriculum Evaluation and Revision
• performs course review and completes course review form for every course taught
• participates in semester course reviews and curriculum review
• assists with the initial formulation of proposals for curriculum changes
• attends and participates in annual Curriculum Review meeting

H) Accreditation Activities
• provides input into written reports and documents as requested
• participates in on-site accreditation visits and process

I) Professional Responsibilities
• maintains professional license in good standing
• membership in Nursing Organization encouraged
• maintains current professional knowledge and skills
• networks with campus and off campus resources

J) Performance Evaluation
• develops professional goals with assistance of Dean at least yearly
• participates in self evaluation process
• meets with Dean regularly to assess progress toward goals

Qualified candidates should submit cover letter, resume and three professional references to:
Kathleen Tracy, Dean of Nursing
ktracy@baystate.edu