Position: Course Lecturer- RN-BSN  
Reports to: Nursing Program Dean  
Appointment by term

Bay State College is a private career-focused college founded in 1946 in the Back Bay neighborhood of Boston. With a Mission to prepare students for successful careers and global citizenship through academic rigor and individualized support, Bay State College seeks candidates who will be leaders in fulfilling that Mission.

I. General Description
The Adjunct Lecturer is responsible for classroom didactic experience for assigned Bay courses. The lecturer will be experienced in evidence based nursing practice and will have a clinical background in the area in which she/he teaches. This faculty member is knowledgeable about and able to apply QSEN and NOTF frameworks, Massachusetts Board of Registered Nursing Regulations, Department of Public Health Regulations, the National League for Nursing Accreditation Standards, NLN Core Values and American Nurses Association Standards.

NLN Core competencies of nurse educators provide the basis for educational performance, The Core Competencies are:

1. Facilitate Learning  
2. Facilitate Learner Development and Socialization  
3. Use Assessment and Evaluation Strategies  
4. Participate in Curriculum Design and Evaluation of Program Outcomes  
5. Pursue Continuous Quality Improvement in the Academic Nurse Educator Role

II. Qualifications
- MSN required, Doctorate in Nursing preferred  
- Previous teaching in Nursing preferred  
- Licensed in the state of Massachusetts- current R.N. in good standing  
- Current CPR certification, current immunization status, satisfactory CORI  
- Strong communication, organization, and interpersonal skills  
- Works effectively in multi system arrangement

III. Job Functions/Evaluation Criteria
A) College Requirements
   * Adheres to College and Nursing Program mission, philosophy; policies in personnel manual and faculty handbook  
     - Attends orientation and other mandated meetings  
     - Attends assigned clinical site orientation as required and completes required credentialing by contracted clinical facility
B) Program Requirements
- Adheres to nursing program policies
- Assures that clinical experience reflects course objectives and competencies
- Gives input into ongoing program improvements

IV Teaching responsibilities
- Prepares course objectives and syllabi in a manner consistent with college standard, program premises, theoretical approach and policies/procedures
- Researches, organizes and prepares all material for assigned courses
- Reviews and recommends appropriate text books for use with assigned courses
- Effectively instructs students using methods consistent with college and program philosophy
- Uses multimedia resources as appropriate in teaching
- Fosters and encourages student communication
- Provides student cognitive experiences
- Lectures and assignments incorporate nursing standards and regulations
- Incorporates cultural sensitivity, diversity factors, special risk population risk factors, literacy awareness and developmental stages into lectures and assignments as appropriate
- Develops, administers and evaluates effective assessment tools
- Provides appropriate and timely feedback to students regarding their performance
- Maintains well organized records of student attendance, participation and grades
- Adheres to Nursing program and college academic standards and grading policies
- Maintains at least 2 office hours per week for each course taught
- Responds to emails and phone calls in timely fashion-keeps contact information current
- Communicates respectfully consistently and is viewed as approachable by students/staff
- Uses informatics, technology and evidenced based knowledge to help students plan and manage patient care
- Incorporates continuous quality improvement as the course progresses
- Student Related Duties
- Respectful and effectively communication
- Supports and enhances student success
- Provides timely and appropriate feedback to students regarding progression
- Keeps Bay State Dean/faculty informed of student performance issues
- Keeps organized records on attendance and performance
- Assures assignments are completed and graded on time
- Maintains office hours and provides additional time with students as needed
V. Administrative
- Maintains required record keeping accurately and current
- Gives input into revision of college manuals, and policies/procedures
- Participates in requested meetings with faculty/Dean

VI. Program Evaluation
- Participates in evaluation of program
- Participates in outcome assessment process as needed
- Assists Dean in analysis of outcomes data
- Assures courses taught are accreditation ready
- Assures student assessment activities are in concert with NCLEX preparation

VII. Curriculum Evaluation and Revision
- Participates in semester course reviews and curriculum review

VIII. Accreditation Activities
- Participates in on site accreditation/license visits
- Provides input into accreditation documents as requested

IX. Professional Responsibilities
- Maintains currency in professional knowledge and skills
- Membership in professional organization is encouraged
- Current CPR certification, current immunizations, current license in good standing, satisfactory CORI

X. Performance Evaluation
- Reviews job description and understands contents
- Participates in self evaluation process
- Meets with Dean at least annually for performance review and goal setting
- Reviews student evaluation and Provides Dean with Response and improvement plan as indicated

QSEN Framework Components

1. Nursing Role/Professionalism
2. Patient Centered Care
3. Teamwork and Collaboration
4. Safety
5. Evidence Based Practice
6. Quality Improvement
7. Informatics

Bay State is an equal opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.