SPROTT SHAW COLLEGE
SINCE 1903

PRACTICAL NURSING INSTRUCTOR JOB DESCRIPTION

TO TEACH *TO GUIDE* *TO LEARN*

Reporting to the Campus Director and under the guidance of the PN Coordinator, the PN Instructor is responsible for delivering components of the Practical Nursing program to students.

RESPONSIBILITIES

- Instructs curriculum using only pre-authorized or Sprott Shaw materials
- Takes part in our program TEAMs and contribute to maintaining the curriculum for the betterment of the program
- Organizes and is responsible for instructor materials
- Distributes and explains course outlines at beginning of every class to every student
- Defines daily objectives and begins with an overview of the daily lesson plan
- Distributes textbooks and materials at the beginning of the course
- Checks inventory and orders lab supplies as needed
- Administers all assessments as closed book (exceptions are noted on the specific course outlines) and according to guidelines and procedures
- Grades and checks daily work, projects, and quizzes in a timely fashion according to guidelines
- Follows procedures for administering, recording grades and filing of assessments
- Marks in a timely fashion and according to guidelines provided
- Maintains attendance sheets accurately
- Sets a professional example
- Assures that classrooms and labs are left in a clean and orderly fashion at end of class
- Allows every student the chance to evaluate the course and teaching methods using the student evaluation form at the end of every course
- Uses the Classroom Observation Worksheet to guide teaching practices
- Provides Head Office with an evaluation of each course taught
- Offers assistance to other faculty and staff
- Covers all material for the week, in a condensed form if necessary to provide for holidays or professional days
- Participates in grad functions
- Attends faculty meetings and in-service training
- Duties and responsibilities may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing

QUALIFICATIONS AND EDUCATION

- Current practicing license as an LPN, NP, RN or RPN with the BC College of Nursing Professionals (BCCNM)
- A credential in adult education/equivalent or in-progress from an accredited post-secondary institution; to be completed within 2 years of hire date
- Three to five years of recent, relevant practice experience. For Coordinator position—5 years nursing background, knowledge and experience
- Other relevant undergraduate degrees or professional qualifications degrees may be considered to teach the following courses (i.e. being registered with the College of Pharmacists):

- Pharmacology (e.g. undergraduate degree in pharmacy, two years of hospital pharmacy experience, registered with the College of Pharmacists of BC);
- Professional communications (e.g. undergraduate degree in a Human Services field or discipline, or Counseling Psychology);
- Anatomy and Physiology (e.g. undergraduate degree in biology, physiology, physician, or equivalent education and experience). Physicians may only teach Anatomy and Physiology

SKILLS

Knowledge of MS Office and database systems | Excellent communication and interpersonal skills

COMPETENCIES

Accountability | Leadership | Communication | Analytical Thinking | Problem Solving | Adaptability | Teamwork | Network and Relationship Building | Planning and Organizing | Service Orientation | Planning and Organizing

VALUES

Community | Diversity | Integrity | Quality | Respect | Results Oriented

http://www.sprottshaw.com/about/were-hiring/