| Date | Position # | Position Title  | reports to: |
| --- | --- | --- | --- |
| 6/17/2024 | FF9750, FF9838, & FF9950 | Full-time Teaching Clinician – Nursing | FA9814 |

|  | For HR Use Only |
| --- | --- |
| Division | Department | Pay Table/Level/Grade | soc code | employment code |
| Health & Human Services (HHS) | Nursing | Based on Teaching Clinician Salary Schedule | 25-1000 | 2 - 10 Month Faculty |

# Status: Please select the appropriate boxes that apply.

| **Regular/Continuing:**[x]  | **Bargaining Unit:** MAHE | **Non-Bargaining:** [ ]  | **Provisional/Grant Funded:** [ ]  | **Temporary/Limited Duration:** [ ]  |
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| **Individual Position:** [ ]  | **Full-Time (40 hrs/wk):** [x]  | **Part-Time:** [ ] \_\_\_\_ Hrs/Week | **Pooled Position:** [ ]  | Type here **# of Employees if this position is pooled.** |
| --- | --- | --- | --- | --- |

| **JOB SUMMARY:** This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC. |
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| Responsible for teaching students in a small group instructional setting utilizing clinical application of knowledge, techniques and skills; functioning as the principal source of instruction in the clinical/simulation/lab component of a course, but not as the faculty of record; and responsible for the delivery of the clinical/simulation/lab content in accordance with student and patient needs and applicable standards; and for assessment of applied clinical knowledge, techniques and skills. Work collaboratively with senior department faculty, department coordinators, and the Program Director to develop course content consistent with official course syllabi and accreditation standards. Duties include preparation of course materials, delivery of instruction to students (in the clinical, simulation, and lab setting), assessment and grading, and assisting students outside of class. Additional responsibilities may include participation in course assessment, department/program meetings, advisory board meetings, professional development activities, and other duties as needed. This position will also assist with the training of adjunct nursing faculty and assist in coordination of clinical, simulation, and lab schedules with Director and multiple course faculty. Meet scheduled office hours, and participate in program and divisional teams, and in college-wide committees as requested. Work effectively with other faculty, administrators, and staff in a rapidly changing team environment. Support and contribute to diversity and student success initiatives. Remain current in subject area and teaching methodologies by incorporating relevant safety, quality, and evidenced-based practice recommendations. Some evenings and weekends may be required. This is a full-time teaching clinician position working 215 days/year. Depending upon program needs and the candidate’s qualifications, work will primarily take place on LCC’s downtown Lansing campus and clinical sites, with the possibility of assignments at other LCC campuses and partnering facilities. **An on-campus presence and traditional in-person instruction is required; there are little to no remote-work opportunities for this position.** **Faculty must demonstrate a commitment to the diversity of a multi-cultural population, as well as work effectively in a team-based environment, seeking continuous improvement and adherence to the community college philosophy.** |

| **Direct Reports:** If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised). |
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| N/A |

| **Essential Duties and Responsibilities:** Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. Reconciles grant fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.  |
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| **%** | **NO.** | **Essential Duties and Responsibilities** |
| --- | --- | --- |
| 50 | 1 | **Instruction** – Provides instruction and assesses learning utilizing varied instructional modes, supports student success by maintaining regular office hours, and mentors and advises students. Coaches, mentors, teaches, and evaluates students in assigned, multiple groups in the clinical, simulation, and laboratory areas according to the course objectives. Encourage, collaborate, support, correct, stimulate and challenge students to think critically in helping students plan for their patients’ optimal wellness, recovery and rehabilitation. Assists with Adjunct faculty training and support. |
| 15 | 2 | **Planning** – Ensures implementation of established curriculum and provides strong support for students in their pursuit of established expectations, developing plans that promote the development of higher-order thinking skills in the instructional process. Understands and successfully adapts teaching to various learning styles/current technologies present in the classroom**.** Places primary emphasis on student learning in design, delivery, and evaluation/assessment of courses. Fosters higher-level learning with an emphasis on analysis, problem solving, and critical thinking.  |
| 10 | 3 | **Assess** – Grade student work and submit grades per college policy. Assess learning utilizing varied instructional modes and using evaluation methods consistent with official course syllabi. Promotes student demonstration of learning through a variety of assessments that may include evaluations, discussions, debates, presentations, and /or debriefings. Has high expectations of students and gives challenging work. Encourages student growth and celebrates student success.  |
| 10 | 4 | **Curriculum** – Participates in curriculum development and planning and advises students on curriculum, academic programs, employment, career goals and other appropriate matters. Ensures all clinical, lab, and simulation skills and scenarios reflect current practice and are evidence-based. |
| 5 | 5 | **Professional Development** – Demonstrates a continuing engagement with the learning and scholarship of their area of specialization, striving to be on the cutting edge of professional content knowledge and methodology. Maintains knowledge of current developments in subject area and incorporates new knowledge into instruction. Maintains required certifications and other minimum qualification needed to teach in the area. |
| 5 | 6 | **Support of College Initiatives** – Is fully committed to the mission and values of Lansing Community College and actively participates in College initiatives. Completes required College trainings on time. |
| 3 | 7 | **General Responsibilities** – Responds to requests of academic area and/or program leaders, department heads, committee chairs, records office, etc. in a timely and thorough manner, consistently meeting instructional schedules and other assignments and commitments in support of the college. |
| 2 | 8 | **Other Duties as Assigned** |
|  | 9 | Type here |
|  | 10 | Type here |

| **Core Competencies:** Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.  |
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| Knowledge: *Technical, specialized, disciplinary, industry-specific and/or operational knowledge or understanding required in your job** Curriculum content specific to program
* Student evaluation techniques
* Instructional methods and evaluation
* Student guidance and academic counseling
* Program accreditation requirements
* College and program policies, procedures, and practices
* Knowledge and understanding of college departments, procedures, policies, and resources
* Knowledge of college-wide technology systems as well as instruction processes
* Demonstrate knowledge of current trends in teaching and learning within program discipline
* Maintain current knowledge in subject area(s) of instruction

Communication/Influence: *Requirements for listening, verbal communication and/or written communication with others, and/or for educating, training, persuading, serving and/or otherwise influencing “customers”.** Excellent verbal and written communication skills
* Excellent mediation and conflict resolution skills
* Effective listening skills
* Excellent student relationship skills
* Ability to coordinate groups and effectively work in a team environment
* Effective interaction with students, colleagues, and the public from diverse populations
* Coaching and facilitation skills
* Assure confidentiality of correspondence and student records, etc.
* Foster higher-level learning with an emphasis on analysis, problem solving, and critical thinking
* Use of technology/voice mail/e-mail/computer software systems
* Ability to interpret and translate information and communicate it to others

Problem Solving: *Thinking required by the job for evaluating, analyzing, creating, and reaching conclusions and the need to identify obstacles and develop applicable solutions.** Ability to manage and prioritize multiple tasks and projects effectively
* Ability to identify and interpret problem situations promptly and develop solutions
* Excellent critical thinking, coaching, facilitation, conflict resolution skills
* Must be able to react quickly and rationally to assist/give direction to administrators, peers, staff, and students with various problems
* Ability to create positive working and learning environment to maximize work effectiveness and employee loyalty
* Ability to develop plans that promote the development of higher-order thinking skills in the instructional process
* Ability to manage issues affecting students at various clinical sites
* Evaluate program needs and formulate solutions that can be implemented within college systems
* Assess information to find creative solutions and determine appropriate actions
* Conflict resolution skills
* Ability to develop plans that promote the development of higher-order thinking skills in the instructional process

Leadership:  *Required ability to manage people, department(s) and/or operations and/or provide guidance/counsel to others.** Ability to lead and facilitate a collaborative learning environment both in the classroom, lab, and at the clinical sites
* Comfort with taking a lead role in resolving student issues.
* Model ethical and professional behavior, including confidentiality of information
* Foster collaboration and cohesiveness among students and other faculty members
* Ensure continued student success and efficient use of limited resources for a college program using planning skills
* Ability to work effectively with a diverse population of students and colleagues.

Other: *Other applicable skills and abilities not mentioned above.** Ability to adapt to changing situations to meet the needs of the students and program
* Computer literacy
* Time management and organization skills
* Ability to embrace change and demonstrate flexibility
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| **educational/experience requirements:** Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.  |
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| **Required*** Master of Science degree in Nursing (MSN) from a regionally accredited college or university.
* Current unrestricted State of Michigan Registered Nurse License; certification must be maintained throughout the duration of employment.
* Current BLS Certification; certification must be maintained throughout the duration of employment.
* Demonstrated Medical-Surgical Nursing experience.
* Significant clinical teaching experience at the college level in Nursing.

**Preferred*** Five years of clinical teaching experience at the college level in Nursing.
* MSN with a focus towards nursing education.
* Nursing experience in a variety of settings including but not limited to: LTR, ICU, ER, PEDS, OB, PSYCH, Community.
* Course management system (Desire2Learn) experience.
* Proficiency in Microsoft Office applications, including email and electronic calendars.
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| **Physical and mental requirements:** Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position’s functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  |
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| Go to the ADA Checklist |

| **work environment:** Complete the work environment characteristic on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  |
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| Go to the ADA Checklist |

# SIGNATURES

**Supervisor’s Name:** Shannon Scott **Supervisor’s Signature:** \_Shannon Scott\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_6/4/2024\_\_\_\_\_

**Dean/ELT’s Name:** Elizabeth Burger **Dean/ELT’s Signature:** \_\_****\_\_\_\_\_\_\_\_\_\_ **Date:** \_6/11/2024\_\_\_\_

**HR Rep:** Sydney Glasscoe **HR Rep Signature:** \_\_\_\_\_\_\_\_ **Date:** \_6/17/2024\_\_\_\_

**ADA COMPLIANCE JOB DESCRIPTION CHECKLIST** (*The immediate supervisor is responsible for completion of this form. Fill in more information as need that apply to the essential job duties for the attached job description.)*

**Position #:** FF9950 **Date:** 6/17/2024 **Supervisor’s Position #:** FA9814

## **Materials Used:**

[x]  Computer keyboard, mouse, screen

[x]  Various software (Microsoft Office Suite, Docucare, VSIMS)

[x]  Telephone, cell phone, mobile device

[ ]  Paper and pencil/pen

[ ]  Projector or other audiovisual equipment

[x]  Copier, scanner, fax

[ ]  Carpentry equipment

[ ]  Electrical equipment

[ ]  Plumbing equipment

[x]  Other: Medical equipment and supplies used in the clinical and lab setting

## **Mental Functions:**

[x]  Comparing (compare/contrast data, people, other data)

[x]  Synthesizing (combine data, concepts, interpretations)

[x]  Computing (math calculations or carrying out formula operations)

[x]  Compiling (gathering, classifying, evaluating data, people, other data)

[ ]  Copying (entering, posting, transcribing data)

[x]  Analyzing (examining, testing data, presenting alternatives)

## **Audio/Visual/Aural Functions:**

[x]  Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)

[x]  Hearing (receive details through oral communication, make fine differences in sound with other sound interference)

[x]  Near acuity (at 20 inches or less when accuracy is essential)

[ ]  Far acuity (more than 20 inches when day and night/dark conditions are essential)

[x]  Depth perception (3 dimensional vision, judge distances, space)

[x]  Color vision (distinguish colors)

[x]  Field of vision (up/down and right/left)

[ ]  Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

## **Movement, Strength, Repetition Functions:**

[ ]  Climbing

[x]  Kneeling

[x]  Reaching

[ ]  Balancing

[ ]  Crouching

[x]  Grasping

[ ]  Stooping

[ ]  Crawling

[x]  Picking/Typing/Keyboarding

[ ]  Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of time)

[x]  Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)

[x]  Medium (exert 21-50 lbs of force, walk/stand frequently)

[x]  Heavy (exert 51-100 lbs of force, walk/stand routinely)

[ ]  Very Heavy (exert over 100 lbs of force, walk/stand routinely)

## **Environmental Conditions**

[ ]  Weather (rain, snow, wind)

[ ]  Extreme cold (inside, outside)

[ ]  Extreme heat (inside, outside)

[ ]  Confined/restricted spaces

[ ]  Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)

[ ]  Vibrations

[ ]  Extreme noises