



NURSING DEPARTMENT FACULTY HANDBOOK

ASC NURSING FACULTY HANDBOOK

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Mission Statement and Program Goals

ASC Mission

Adams State College dedicates its resources to provide opportunity and access for all students. The college is an innovative leader that recognizes the inherent educational value of diversity. It is a catalyst for the educational, cultural, and economic interests of rural Colorado, the surrounding region, and the global community.

Bachelor of Science in Nursing (BSN and RN to BSN) Mission

The Department of Nursing shares the mission of Adams State College. In keeping with this Mission, the Nursing Department is committed to a baccalaureate nursing education based on professional nursing standards with a focus on cultural diversity, community service, and rural health care.

ASC Institutional Goals

- Promote academic excellence
- Cultivate a high quality, student-centered environment
- Provide educational access and opportunity for success
- Preserve and promote the unique history and culture of the region
- Stimulate economic development in the San Luis Valley
- Continuously improve organizational effectiveness
- Build financial stability

ASC Vision Statement

We measure our success by the success of our students in achieving their life goals. We are Colorado's most effective state-assisted four year college. Our efforts provide a high quality educational experience through a supportive and rigorous learning environment. Our programs recognize the value of continual improvement while embracing diversity of culture and ideas that stimulate intellectual growth.

ASC, BSN Academic Goals

- Advance the education of the nursing student to the baccalaureate level of education based on professional nursing standards and guidelines.
- Provide access for students in the surrounding geographic region an opportunity for a baccalaureate in nursing education.
- Prepare nursing students to address the health care needs of rural and culturally diverse populations.

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Graduate baccalaureate level nurses who are prepared to provide service to individuals, families, and communities.

History of ASC Nursing Programs

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Discussion regarding the initiation of a BSN program began approximately 25 years ago. Under the guidance of Dr. Larry Sveum, former Dean for the School of Science, Mathematics, and Technology, a team of local practice nurses and nurse educators began the development of an RN to BSN curriculum during the Fall 2001 semester. This team was comprised of two practical nurse/associate degree nurse educators, one previous nurse educator then practicing as a Family Nurse Practitioner, one Colorado Nurses Association representative who previously was the site manager for the BSN completion program offered via satellite from the University of New Mexico, and one associate degree RN with interest in pursuing a BSN. Following the development of an initial curriculum, the project was further developed by the San Luis Valley Nurses Forum, a local group of nurse leaders from the San Luis Valley. Most Forum members were from clinical agencies employing RNs.

The SLV Nurses Forum continued work in addressing the development and start-up of the RN to BSN program through October, 2004. Most members of the Nurses Forum had agreed to continue involvement with the program through membership in the advisory committee to the nursing program. A director of the program was hired in August of 2004 and classes were started in January, 2005. In 2006, the RN to BSN Program was awarded National Accreditation by CCNE (Commission on Collegiate Nursing Education) for six years.

In June of 2007, a new Director of Nursing Education was hired. She was also told by the Associate Provost of Academic Affairs, that the Community had been anticipating a new pre-licensure Bachelor of Science in Nursing Program. It became evident from the number of student requests that students entering a four year institution were desirous of completing their education at that same institution, especially if they could become a baccalaureate prepared nurse with eligibility to sit for the NCLEX (State Board Exam).

In November of 2007, the new Director of the Program, organized a dinner-meeting and invited as many of the San Luis Valley nurse leaders, and other leaders in the Health Care System to hear about the need for such a program. Another purpose of the meeting was to ascertain if they could support the college by writing letters for Phase I of the approval process with the Board of Nursing. It was a very successful meeting which resulted from an hour of questions and answers proposed by the new Director and an open forum for questions and concerns.

In March, 2008, Phase I, (one of four phases) was prepared and sent to the Board of Nursing. After making a variety of corrections and addressing areas that the Board did not see as acceptable, Phase I was accepted with the proviso that the DNEP's (Director of the Nursing Education Program) job description be revised.

In August, 2008, Phase II was sent to the Board of Nursing of Colorado. In October, we learned that there were many "deficiencies" that needed to be addressed. By March, 2009, Phase II was re-

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submitted and on April 22, 2009 the program received “interim approval” which allowed ASC to admit students to the new program.

The Nurse Education Specialist will be receiving a Self-Study Report for both Phases 3 and 4 by April 1, 2010 and she will make a site visit in April, 2010 as the Nursing department seeks full approval by the Board.

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Additionally, the CCNE representatives, have contacted the department and will be visiting the Dept. of Nursing in April, 2011 to evaluate the programs as the 6th year of accreditation will have been completed. They did receive and “acknowledge” the addition of the new program in July, 2009.

Faculty Outcomes/Expectations

In addition to the expectations of all ASC faculty published in the ASC Faculty Handbook, the nursing program faculty are expected to achieve the following faculty outcomes:

Demonstrate a commitment to professional nursing

Maintain clinical expertise

Participate in ongoing professional development

Utilize Best Practices to enhance the learning environment

Serve as a professional role model

Demonstrate a Commitment to Professional Nursing. The nursing faculty are committed to the Profession of Nursing and are dedicated to the enhancement of the profession locally, nationally and globally. Examples of evidence of commitment to professional nursing may include, but are not limited to:

- Membership in professional nursing organizations
- Participation in local, state, and national activities designed to enhance the profession
- Publication of, editing, or reviewing the results of research, scholarship, and creative endeavor in scholarly journals, books, textbooks, professional books, abstracts, book reviews
- Delivery of lectures, papers, speeches or presentations at other colleges, universities, professional meetings, conventions and conferences
- Application of existing technologies in a creative manner
- Application for research of developmental grants
- Presentations of original works to colleagues or the campus community
- Collaboration, and presentation of, research projects conducted jointly with other professionals

Maintain clinical expertise. Because Nursing is a “practice discipline”, it is important that nursing faculty maintain expertise in order to provide current and effective instruction to nursing

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students. Examples of evidence of maintenance of clinical expertise may include, but are not limited to:

- Professional practice in area of clinical expertise. A minimum of 200 contact hours/year is preferred
- Clinical instruction of students
- Volunteer work in clinical settings

Provide Professional Service to the Community. Adams State College and the Nursing Program recognize professional service to the college and community as an institution and faculty priority. As published in the ASC Faculty Handbook, performance standards for service are based upon three aspects of service:

- Service to department or College
- Service to the profession of discipline
- Service to P-12 education the community, state, region, nation or international community

Examples for each service area include, but are not limited to, the following:

- Service to Department of College
 - a. Significant work for departmental and College committees
 - b. Service on the Faculty Senate and its committees
 - c. Significant responsibilities relating to academic or support services of the College
 - d. Contributions to development of library and learning resources
 - e. Institutional studies or reports such as those required by accrediting organizations
 - f. Coordination, advisement and supervision of student organizations or student activities
 - g. Conducting academic advising sessions with students to ensure that a program is undertaken in a logical sequence and enables graduation in a timely manner
 - h. Participation in institutionally sponsored student support activities
- Service to the Discipline of the Profession
 - a. Significant contributions as an officer of local, regional, national or international professional associations
 - b. Organizing special projects, including academic institutes or workshops related to the discipline
- *Participate in ongoing professional development.* Because of rapid changes in the sciences and delivery of health care, nursing faculty must be committed to life-long learning. Examples of evidence of ongoing professional development many include but are not limited to :
 - a. Completion of formal educational courses
 - b. Doctoral or post-doctoral coursework
 - c. Continuing education programs
 - d. Independent Study

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- **Utilize Best Practices to enhance the learning environment.** ASC and the Department of Nursing recognizes excellence in teaching as the top priority of the institution. Expectations of Adams State College Nursing Faculty include:
 - a. Offer consistently challenging courses comprised of content current to the discipline
 - b. Demonstrate integrity in evaluating student performance
 - c. Align individual course syllabi with Institution Syllabi and program goals, learning outcomes and assessment practices
 - d. Develop and implement plans to review their instructional effectiveness on a regular basis and make adjustments when necessary
 - e. Incorporate written and oral communication skills into classes as is appropriate to the discipline
 - f. Ensure academic integrity in their classes
 - g. Utilize Best Practices in Undergraduate Education
 - h. Encourage student-faculty interaction in and out of class
 - i. Encourage cooperation among students through collaborative assignments and in-class exercises

Encourage active learning by having students apply course content to real world situations

- Provide prompt feedback to students
- Emphasize time on task by indicating how long students should spend on an assignment
- Communicate high expectations
- Respect diverse talents and ways of learning by providing a variety of learning modes (written, oral, visual) that are culturally relevant

Serve as a professional role model. As members of the profession of nursing, the nursing faculty are committed to serve as role models to students in the RN to BSN and BSN program. Examples of evidence of serving as a professional role model may include, but are not limited to:

- Membership in professional organizations
- Exhibit caring behaviors in all interactions with students, colleagues, administration, and the public

Office Hours

Nursing faculty are expected to maintain a minimum of five office hours/week for student advisement. Greater than five hours are encouraged. Faculty office hours will be posted in an easily visible location outside offices, and on the nursing program website.

Faculty Performance Plan

Refer to the ASC Faculty Handbook

Faculty Evaluation

Refer to the ASC Faculty Handbook

Faculty Advancement and Tenure

Refer to the ASC Faculty Handbook

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Faculty Organizations

All full time nursing faculty are required to participate in Nursing Faculty Meetings scheduled twice monthly and as needed. Part time faculty are invited to attend faculty meetings but are not required to do so. In addition, full time faculty are expected to participate in College-wide faculty organizations and activities. The College Faculty Handbook identifies college organizations for faculty.

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Job Descriptions

Program Director (see Appendix A)

Full-time Faculty (see Appendix B)

Clinical Faculty (see Appendix C)

Associate Nursing Instructional Personnel (ANIP) (see Appendix D)

Lab and Simulation Coordinator (see Appendix E)

Preceptor (see Appendix F)

Administrative Assistant Job Description (see Appendix G)

Student Recruitment

All nursing faculty are responsible for recruitment. Responsibilities may include:

- Representing the Department at school career fairs
- Presenting program information to area agency staff
- Brochure development and revision
- Communication with appropriate high school staff, such as counselors and health education teachers
- Participating in College-wide activities such as the College Discovery Days each semester

The Administrative Assistant will maintain currency of program information with appropriate college recruitment personnel.

Student Advisement

New students. Referrals for advisement can be initiated from the College Academic Advisement Center or self referrals from students who present first to the Department. The Administrative Assistant arranges for faculty to meet with referred/interested students. After students are accepted into the program, they will be assigned a faculty advisor by the Director of the Program.

Students Admitted to the Nursing RN to BSN Completion Program and the Four Year BSN

Once in the program, students must meet with their faculty advisor each semester prior to registering for the following semester classes. Students must obtain a PIN (personal identification number) before they will be able to register. In some situations, students must obtain a “virtual label” to register for particular classes. Faculty will be able to do an “override” to their assigned advisees or to students requesting permission to register specifically for that faculty member’s class.

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Faculty advisor will develop a degree plan for each advisee. The completed degree plan will then be forwarded to the Administrative Assistant for transferring the data to the “S drive”. Individual faculty advisors will not approve course substitution specified in general education or degree plan requirements. All course substitutions must be approved by the Program Director with input from individual instructors as appropriated. The Program Director will forward the approved degree plan to ASC Records Department.

Nursing Department’s Relationship with Trinidad State Junior College (TSJC Alamosa Campus).

The ASC Nursing RN to BSN Completion Program and the TSJC Nursing Program have partnered in a collaborative effort to provide nursing education in the San Luis Valley. This collaborative effort makes it relatively seamless for Associate Degree Students who graduate and successfully pass their RN boards to matriculate at Adams State College’s RN to BSN Completion Program.

This is because their community college course work can be transferred (in most cases) to ASC and become part of the Degree Plan which is included for the number of credits acceptable in order to graduate from ASC with a BSN. This assumes that all of the general education and prerequisite courses and upper division Nursing Courses are completed as well. The ASC RN to BSN curriculum is also based upon the Colorado Nursing Articulation Model in which CCCS (Colorado Community College System) programs were involved in developing.

ASC Nursing Organizational Chart



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JOB DESCRIPTION – DIRECTOR OF NURSING PROGRAM #A3C057

Position Description

The Director of the Nursing program is responsible for the continued development, implementation, promotion and daily operation of the RN-BSN Program and the newly proposed BSN four year Baccalaureate Program.

Specific responsibilities include, but are not limited to:

Being responsive to Regulatory Agencies

Providing all necessary documentation to the State Board of Nursing

Ensuring Nursing Education Program's compliance with all state and federal regulations

Responsible for designing, planning, sequencing and evaluating the program

Collaboration/coordination with Health Care Providers/employers in the geographic recruiting area
Developing, coordinating, & collaborating in the use of educational facilities and clinical resources
Works and coordinates with Community Colleges to recruit RN to BSN students

Accountable for program accreditation.

Accountable for program's academic assessment processes

Accountable for comprehensive program/curriculum review processes

Gathers data and proposes program review and improvement information

Negotiate with Preceptors

Participates in Academic Advising for students in nursing as well as non-nursing requirements.

Seeks & organizes scholarships, work study, part time employment and other financial resources for students.

Hires additional teaching staff as needed, including: Adjunct and/or Full time

Faculty, Instructional Personnel, administrative assistants, and work-study students

Conducts performance evaluations and develops plans for nursing faculty

Responsible for determining the need for additional faculty release time for administrative duties

Release time for the DNEP will follow the policy of the Board of Nursing which will be based on 60% release time for 60 students or less, (this is slightly less than the time currently allowed), and 1% for every student over 60 e.g., 100 students would be 100% release time.

Furthermore, Dr. Frank Novotny, the Academic Associate Provost at Adams State College, has authorized the Director to delegate certain administrative tasks to her Faculty, which would require release time for the faculty member when necessary. She would also have the authority to recommend hiring an adjunct faculty member to cover the teaching responsibilities of a faculty member assigned to a special task, such as research, acting as a preceptor, grant writing and so forth.

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Will participate in the San Luis Valley Nurses' Forum, currently known as the Nursing Advisory Committee. This includes calling meetings at least twice per academic year relative to policy and academic decisions affecting the Nursing Department.

Instructs a 9-10 contact hour load on an annual basis (3 hr. average/semester)

Evidence of knowledge in teaching adults, curriculum development and evaluation

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Evidence of having taught for at least, two years, at the Baccalaureate Level

Is accountable for program budget

Writes and submits applications for grants

Writes and submits post funding grant reports as required

Arranges for experiential credit and credit by examination

Identifies and advocates for services needed by students within the nursing program

Participates in activities that develop expertise in administration, teaching, and nursing competence

Reports to Associate Provost and Provost regarding Academic Affairs

Performs other similar duties as assigned

Represents the Nursing Department in Academic Council which discusses academic needs and makes recommendations relative to college policies

Participates as a representative of the Faculty Senate.

Qualifications

A minimum of a Master's degree with a major in nursing required: a PH.D is preferred. Must have at least five years experience in the practice of nursing as a registered nurse a minimum of three years experience as an academic department dean, chair or academic director's level preferred or equivalent experience. **The candidate must also have a minimum of two years teaching at the Baccalaureate Level.** She or he must have a current active license or eligibility as a registered nurse in Colorado. A proven record as a progressive thinker with strong interpersonal skills, and an innovator with positive energy regarding the future of the profession and professional education are required.

The candidate will also have a proven ability to lead and manage people and resources effectively. The candidate must have the ability to communicate both orally and in writing. Knowledge of the academic assessment and accrediting processes pertinent to the Nursing Program are mandatory. An appreciation for and understanding of the Completion Program is crucial in regard to the RN to BSN Completion Program. The ability to plan for and execute a four year Bachelor of Science in Nursing Program is imperative.

Review of completed applications will begin July 8, 2004.

Note: (The current DNEP was hired in June, 2007.)

APPENDIX A – Job Description DNEP

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Adams State College Job Description: **Full-time** Nursing Faculty

Responsibilities of the Nursing Faculty will include but not be limited to:

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- Teach up to 12 credit hours per fall and spring semesters.
- Evidence of knowledge and skills related to the teaching of adults, teaching methodology, curriculum development and evaluation.
- Develop, implement, evaluate and update the purpose, philosophy, objectives and organizational framework of the Nursing Education Program.
- **Assist in the** design, **implementation**, and **evaluation of** the curriculum using a written plan.
- Develop, evaluate and revise student admission, progression, retention and graduation policies within the policies of Adams State College.
- Provide academic advising and guidance of students.
- Plan and provide theoretical instruction and clinical or laboratory experiences that reflect an understanding of the philosophy, objectives and curriculum of the Nursing Education Program.
- Plan, monitor and evaluate the instruction provided by Associate Nursing Instructional Personnel
- Evaluate student achievement of curricular objectives/outcomes related to nursing knowledge and practice.
- Schedule 10 hours of office hours per week for student availability.
- Administrative time for classroom, laboratory and clinical preparation.
- Perform other similar duties as assigned.

Qualifications:

- Master's degree in nursing or demonstrated compliance with the following:
 - BSN in nursing with graduate degree relevant to area of responsibility or
 - BSN in nursing with written plan demonstrating ongoing progression in obtaining a graduate degree in nursing.
- Two years of full-time professional nursing clinical experience.
- Two years of full-time teaching experience in a nursing program or equivalent experience preferred.
- Hold a current license in good standing to practice as a Registered Nurse in Colorado, or be eligible to obtain a Colorado Registered Nurse license.
- Strong interpersonal skills and positive energy regarding professional education.
- Established ability to work effectively as a team member.
- Demonstrate excellent verbal, written and electronic communication skills.
- Ability to perform above job description.

APPENDIX B – Job Description Full-Time Nursing Faculty

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Adams State College Job Description: Clinical Faculty

Responsibilities of the Clinical Faculty will include but not be limited to:

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- Prepare and teach specific content and labs as directed by the Course Nursing Faculty.
- Consult with Course Nursing Faculty and clinical agencies to organize faculty orientation.
- Ensure all required student documentation is presented to the respective clinical site.
- Negotiate with Course Nursing Faculty and clinical agencies to organize student orientation at the agency including any additional training that might be needed (such as computer and/or equipment training).
- Select student's daily clinical assignments.
- Direct student learning experiences as appropriate for assigned area (Clinical Faculty to student ratio shall not be more than 1:10).
- Coordinate student learning experiences with clinical agencies/nursing services staff.
- Initiate incident reports related to students and alert Course Nursing Faculty and the Chair of the situation.
- Attend course meetings as required.
- Conference with and counsel students as indicated.
- Conference with Course Nursing Faculty regarding student issues/problems/progress.
- Evaluate student assignments and provide constructive feedback.
- Complete student clinical evaluations.
- Participate in course evaluation and clinical site evaluation.

Qualifications:

- Master's degree in nursing or demonstrated compliance with the following:
 - BSN in nursing with graduate degree relevant to area of responsibility or
 - BSN in nursing with written plan demonstrating ongoing progression in obtaining a graduate degree in nursing.
- Documented experience in the area of instruction.
- Hold a current license in good standing to practice as a Registered Nurse in Colorado, or be eligible to obtain a Colorado Registered Nurse license.
- Current CPR certification.
- Immunizations as required by clinical agencies.
- Strong interpersonal skills and positive energy regarding professional education.
- Established ability to work effectively as a team member.
- Demonstrate excellent verbal, written and electronic communication skills.
- Ability to perform above job description.

APPENDIX C – Job Description Clinical Faculty

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Adams State College

Job Description: Associate Nursing Instructional Personnel (ANIP)

Responsibilities of the ANIP will include but not be limited to:

- Prepare and teach specific content and labs as directed by the Course Nursing Faculty.
- Consult with Course Nursing Faculty and clinical agencies to organize faculty orientation.
- Ensure all required student documentation is presented to the respective clinical site.
- Negotiate with Course Nursing Faculty and clinical agencies to organize student orientation at the agency including any additional training that might be needed (such as computer and/or equipment training).
- Select student's daily clinical assignments.
- Direct student learning experiences as appropriate for assigned area (ANIP to student ratio shall not be more than 1:10).
- Coordinate student learning experiences with clinical agencies/nursing services staff.
- Initiate incident report related to students and alert Course Nursing Faculty and the Chair of the situation.
- Attend course meetings as required.
- Conference with and counsel students as indicated
- Conference with Course Nursing Faculty regarding student issues/problems/progress.
- Evaluate student assignments and provide constructive feedback.
- Complete student clinical evaluations.
- Participate in course evaluation and clinical site evaluation.

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Qualifications:

- Master's degree in nursing or demonstrated compliance with the following:
 - BSN in nursing with graduate degree relevant to area of responsibility or BSN in nursing with written plan demonstrating ongoing progression in obtaining a graduate degree in nursing.
- Two years of full-time professional nursing practice.
- One year of full-time clinical experience relevant to the area of responsibility.
- Hold a current license in good standing to practice as a Registered Nurse in Colorado, or be eligible to obtain a Colorado Registered Nurse license.
- Current CPR certification.
- Immunizations as required by clinical agencies.
- Strong interpersonal skills and positive energy regarding professional education.
- Established ability to work effectively as a team member.
- Demonstrate excellent verbal, written and electronic communication skills.
- Ability to perform above job description.

APPENDIX D – Job Description ANIP

Adams State College

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Job Description: Nursing Faculty (Laboratory & Simulation Coordinator)

Responsibilities of the Nursing Faculty will include but not be limited to:

- Prepare students to safely and effectively perform clinical skills.
- Prepare laboratory for activities and clean up laboratory after activities.
- Collaborate with the DNEP to obtain supplies and equipment necessary for laboratory supplies.
- Promote a safe laboratory environment.
- Provide student remediation on clinical skills.
- Advises nursing faculty if a student is not prepared for clinical experiences.
- Leads faculty in the development and implementation of human simulation activities.
- Evidence of knowledge and skills related to the teaching of adults, teaching methodology, curriculum development and evaluation.
- Develop, implement, evaluate and update the purpose, philosophy, objectives and organizational framework of the Nursing Education Program.
- Design, implement, and evaluate the curriculum using a written plan.
- Develop, evaluate and revise student admission, progression, retention and graduation policies within the policies of Adams State College.
- Provide academic advising and guidance of students.
- Plan and provide clinical or laboratory experiences that reflect an understanding of the philosophy, objectives and curriculum of the Nursing Education Program.
- Plan, monitor and evaluate the instruction provided by Associate Nursing Instructional Personnel
- Evaluate student achievement of curricular objectives/outcomes related to nursing knowledge and practice.
- Schedule 10 hours of open lab time per week for student availability
- Administrative time for laboratory and clinical preparation.
- Perform other similar duties as assigned.

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Qualifications:

- Master's degree in nursing or demonstrated compliance with the following:
 - BSN in nursing with graduate degree relevant to area of responsibility or
 - BSN in nursing with written plan demonstrating ongoing progression in obtaining a graduate degree in nursing.
- Two years of full-time professional nursing clinical experience.
- Two years of full-time teaching experience in a nursing program or equivalent experience preferred.
- Hold a current license in good standing to practice as a Registered Nurse in Colorado, or be eligible to obtain a Colorado Registered Nurse license.
- Strong interpersonal skills and positive energy regarding professional education.
- Established ability to work effectively as a team member.
- Demonstrate excellent verbal, written and electronic communication skills.
- Ability to perform above job description.

APPENDIX E – Job Description Lab & Simulation Coordinator

Adams State College

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Job Description: Preceptor

Responsibilities of the ANIP will include but not be limited to:

- Select student's daily clinical assignments.
- Direct student learning experiences as appropriate for assigned area (Preceptor to student ratio shall not be more than 1:1).
- Coordinate student learning experiences with clinical agencies/nursing services staff.
- Initiate incident reports related to students and alert Course Nursing Faculty and the Chair of the situation.
- Conference with and counsel students as indicated.
- Conference with Course Nursing Faculty regarding student issues/problems/progress.
- Evaluate student assignments and provide constructive feedback.
- Complete student clinical evaluations.
- Participate in course evaluation and clinical site evaluation.

Qualifications:

- One year of full-time clinical experience relevant to the area of responsibility.
- Hold a current license in good standing to practice as a Registered Nurse in Colorado, or be eligible to obtain a Colorado Registered Nurse license.
- Strong interpersonal skills and positive energy regarding professional education.
- Established ability to work effectively as a team member.
- Demonstrate excellent verbal, written and electronic communication skills.
- Ability to perform above job description.

APPENDIX F – Job Description Preceptor Administrative Assistant To The Director Of The Nursing Education Program

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Job Summary:

The Assistant to the Director of Nursing Education Program Provides complex support and program coordination by serving as the Assistant to the Adams State College's Director of Nursing Education. The person in this position is responsible for managing the Nursing Program office and working directly with the Nursing Director, full time and adjunct faculty, the students and the general public. The position requires attention to detail, time management skill, flexibility, good organizational and follow-through skills and knowledge of the ASC Nursing Programs as well as the Colorado Community College System's nursing programs.

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Qualifications:

An Associate's degree in an appropriate discipline is the normal education requirement. Work experience in a directly related position/area may be substituted year for year to meet the Associates' degree requirement. The Administrative Assistant must have the ability to communicate effectively and work well under pressure. A working knowledge of computer software utilized by the Adams State College system and knowledge of standard office procedures and equipment are required.

Duties and Responsibilities:

- Serve as a resource person for the Director of Nursing Education, faculty, staff and students of the Nursing Programs at Adams State College. Said Administrative Assistant will possess a thorough understanding of the Nursing Programs at Adams State College and the articulation agreement with Trinidad State Junior College (TSJC).
- Create and implement office policies and procedures
- Maintain confidential student records which will be kept locked. And will be cognizant of the fact that official background checks must be kept in a secure place in the Office of Human Resources.
- Maintain student academic files up to date
- Monitor Colorado State Board of Nursing and Collegiate Commission for Nursing Education (CCNE) policies and procedures for changes in the Nursing Education Program and faculty credentialed requirements.
- Maintain current faculty records. Monitor and maintain faculty continuing education records. Alert faculty of deficiencies of their re-certification/re-licensure requirements
- Draft correspondence, reports, promotional materials, and other documents as necessary

APPENDIX G – Administrative Assistant Job Description – page 1

- Organize and host special meetings related to the Nursing Programs and provide Technical Assistance
- Train and inform new faculty on the use of office equipment, policies, chain of command, purchasing, and other ASC required information

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- Prioritize and delegate work assignments and supervise temporary student employees (work-study students)
- Monitor faculty and staff credentials per Adams State College and Colorado State Board of Nursing relative to policies and procedures, but particularly in regard to license expiration and the need for renewal.
- Communicate the time-frame for faculty course evaluations concerning computer evaluations
- Communicate the deadline for grades being entered at the end of a semester