

WILKES-BARRE AREA CAREER & TECHNICAL CENTER
PRACTICAL NURSING PROGRAM
P.O. BOX 1699, 350 JUMPER ROAD
WILKES-BARRE, PA 18705-0699
Phone: (570) 822-6539; Fax: (570) 829-5013



POSITION DESCRIPTION

FULL-TIME INSTRUCTOR OF PRACTICAL NURSING

PRINCIPAL OBJECTIVE:

Under the direction of the Director/Coordinator, full-time instructors contribute to the development, organization, implementation, and evaluation of the curriculum. Full-time instructors provide instruction, supervision, guidance, counseling, and evaluation of Practical Nursing students. The goal is to educate and graduate qualified practical nurses.

QUALIFICATIONS:

The Instructor of Practical Nursing is a registered professional nurse whose credentials have met the standards required by the Pennsylvania State Board of Nursing and who possesses a genuine belief that the practical nurse is a necessary member of today's health care delivery system.

- The qualifications of the instructors shall be as follows:
 - Graduation from an approved school of professional nursing.
 - Current registration as a professional nurse in this Commonwealth.
 - A Bachelor of Science in Nursing.
 - Experience and skill in the practice of nursing.
 - Nursing experience involving direct patient care or teaching experience within 2 years of employment. Faculty and instructors shall give evidence of maintaining expertise in clinical and functional areas of responsibility.
- Faculty or instructors with less academic preparation may be employed if qualified personnel are not available, provided that less qualified faculty and instructors shall function under the direct guidance of a fully qualified faculty member and shall give evidence of continuing their academic preparation.

PN PROGRAM QUALIFICATIONS:

Bachelor of Science in Nursing

A minimum of three years of nursing experience.

A minimum of one year of teaching experience

SCOPE OF DUTIES AND RESPONSIBILITIES:

Classroom Instruction:

1. Instruct assigned courses consistent with description and objectives.
2. Incorporate the philosophy of the nursing program in assigned courses.
3. Assist the student in attaining clinical and program outcomes.

4. Develop curriculum, instructional outlines, and materials that are consistent with the outcomes of the program.
 - a. Continually evaluate instructional materials.
 - b. Develop, administer, and grade examinations.
5. Adapt teaching methods and materials to meet the needs of the students and further the outcomes of the program; i.e., audio/visual aids, simulation, library resource materials, etc.
6. Plan learning experiences with continuity, sequence, and integration, while meeting the needs of the individual student.
7. Encourage students to assume responsibility for furthering their own development.
8. Maintain essential records pertinent to the area of instructional responsibility.
9. Utilize the PN Student Management System for student attendance, grading, counseling, etc.
10. Evaluate students' progress by using appropriate and varied devices such as examinations and practicum observation.
11. Notify students of potential course failure to allow ample time for improvement.
12. Work with Administration in developing a schedule for effective curriculum presentation.

Clinical Instruction & Supervision:

1. Plan clinical rotation assignment with appropriate personnel of affiliating clinical agency.
2. Plan hospital orientation program as per policy of affiliating agency.
3. Notify appropriate nursing administration and staff on the assigned agency units of student practical nurses' schedule. Orient them as to the students' capabilities.
4. Schedule pre- and post-conference areas as needed through proper channels.
5. Supervise the clinical performance of practical nursing students in assigned clinical area, maintaining appropriate standards of care, coupled with strict observance of legal aspects.
6. Assist the students to meet the clinical objectives of the nursing program.
7. Use appropriate teaching methods effectively.
8. Use incidental as well as planned opportunities for student learning in the clinical area.
9. Encourage students to assume responsibility for furthering their own development.
10. Evaluate students' achievement as per Clinical Evaluation Policy.
11. Establish and maintain a harmonious, effective relationship with affiliating clinical agencies.
12. Orient students to the clinical setting according to school and agency philosophy, objectives/outcomes and policies, as appropriate.
13. Prepare students' patient assignments to obtain broad experience, in accordance with level outcomes. This should include seeking out nursing procedures, skills, and medication administration.
14. Review students' patient assignments and required preparation work daily.
15. Evaluate Nursing Care Plans as required for clinical performance.
16. Participate in Advanced and Skills Simulation as assigned. Please refer to "Policy for Simulation Experiences" for further information.
 - a. Work in collaboration with the Advanced Simulation Lab Coordinator to maintain the operation of the simulation lab.
 - b. Develop and prepare simulation scenarios based on student or faculty needs.
 - c. Maintain records of advanced simulations.
 - d. Provide instructional support to students in the technical aspect of simulation, as necessary.

- e. Supervise and determine the competence of advanced nursing skills of students.
 - f. Perform periodic inventory and ordering of simulation supplies as necessary
 - g. Maintain the upkeep and operation of all equipment.
 - h. Ensure the lab is clean, safe, and organized.
 - i. Assist, as needed, faculty and students during simulation lab
17. Complete any additional assignments as requested by administration.

Forward letter of intent, resume, and clearances to: Gail Holby, Director, gholby@wbactc.org. Deadline for submittal is October 7, 2026. Salary and Benefits as per contractual agreement

Accredited by The Accreditation Commission for Education in Nursing
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The Wilkes-Barre Area Career & Technical Center does not discriminate on the basis of color, national origin, Sex, disability, or age in its programs or activities and provides equal access to the BOY Scouts and Other designated youth groups. For information on services, activities, and/or accessibility, Contact: Dr. Robert Makaravage, Support Programs Coordinator, Title IX and Section 504 Coordinator, (570) 822-4131, Wilkes-Barre Area Career and Technical Center, Jumper Road, Wilkes-Barre, PA 18705-0699. *Equal Opportunity Education Institution