



FLETCHER TECHNICAL COMMUNITY COLLEGE

Nursing Simulation Lab Instructor/Workforce Coordinator

A 9-month full time position responsible for maintaining simulation labs for nursing, allied health, and workforce programs. Creating simulation scenarios, preparing for, planning, and performing simulation experiences, maintaining the lab equipment, inventory, ordering supplies, and functioning as a Workforce program instructor and coordinator for healthcare workforce programs.

- Coordinate the use of the skills laboratories, software, and equipment by students and faculty.
- Maintain current inventory of all supplies, equipment, and software each semester. Develop a centralized system of stock and restock control.
- Recommend updates in equipment as needed. Maintain listing of vendors with current contact information.
- Inventory and organize expendable laboratory supplies on a regular basis and provide a list/purchase request of needed supplies to Dean's office in a timely manner.
- Coordinate with the Purchasing Department to receive laboratory equipment, supplies or software and store in appropriate place within 48 hours of receipt.
- Maintain laboratory equipment in clean working order and receive/submit requests for repairs as needed in a timely manner.
- Communicate maintenance needs as they occur
- Develop a system that maintains a supply of clean linen to meet needs of students and faculty.
- Develop, maintain and post a calendar that provides for maximum use of nursing skills laboratory areas.
- Develop and maintain a policy and procedure manual for the laboratory areas. Ensure safety rules are adhered to at all times
- Develop and maintain a sign-in sheet for student and faculty use.
- Conduct end-of-semester evaluation of services and report same to the respective Nursing committees and Office of the Dean.
- Prepare laboratory equipment, supplies, and/or learning stations for faculty or student use.
- Create and instruct simulation scenarios to be used in simulation lab clinical rotation
- Provide oversight as students are practicing skills in the laboratory setting.
- Ensure laboratory areas are kept in a clean and well organized manner at all times.
- Assist faculty and students in proper handling and usage of equipment, supplies, and software in a cost-effective manner.
- Collaborate with program faculty to determine needs to support curriculum design.

- Maintain communications with the Dean of Nursing and Allied Health, faculty, students, and clinical sites.
- Assist the Dean of Nursing and Allied Health to create a learning environment in which all students are treated equitably and with respect.
- Attend regular meetings for the nursing faculty.
- Monitor the attendance records of students from faculty for all courses.
- Oversee the performance and teaching of safety issues in the nursing assistant program.
- Participate in student orientation sessions.
- Monitor the clinical requirement of each student prior to the student going into a clinical setting and report any delinquencies to appropriate instructor and Dean of Nursing and Allied Health.
- Monitor student's academic records and report to Dean of Nursing and Allied Health any delinquencies.
- Develop and monitor plan program outcome assessment
- Must have flexibility to schedule to advise students in program area.
- Must be on site where the program (CNA/MAC) is conducted at least 50% of training performed (this includes classroom lecture and clinical instruction)
- Must be able to work alongside the program instructors to provide students with appropriate classroom and lab sessions.
- Provide assistance in lab setting as needed to ensure quality experiences.
- Follow performance standards and pursue goals, objectives, and activities that promote the mission and values of the College.
- Maintain accurate attendance, progress, and evaluation records in an acceptable grade book format and file the grades (photocopies/print-outs) with the registrar at the end of each semester; adhere to all time lines established by the College, particularly with respect to the submission of grade rosters, reporting non-attendance of students, referring students for counseling, withdrawing students from classes for excessive absences, and responding to records inquiries and other communications about students in a timely manner.
- Create a learning environment in which all students are treated equitably and with respect.
- Attend and provide meaningful instruction for all class sessions during the semester. Be punctual in class attendance and provide instruction for the complete class period. Make appropriate arrangements for necessary absences according to College policies.
- Participate in professional development activities that enhance effectiveness, particularly with respect to teaching and student learning.
- Make adequate preparation for the instructional process; incorporate strategies, and a variety of evaluation methods to accommodate students with varying learning styles and to ensure that course content is presented in a professional manner, with adequate opportunity for students to engage in dialogue about course content.
- Collaborate with colleagues when necessary regarding instruction and in the selection of library resources, software, and textbooks and in the development of master course syllabi.
- Develop and distribute within the first week of the semester course syllabi which describe in detail the requirements of the course, attendance policy, assessment strategies, grading system, classroom policies, and other information as appropriate.
- Develop and administer periodic tests, assignments, and informal classroom assessment (formative and summative) to monitor students' performances, to monitor instructional effectiveness, and administer final examinations during the scheduled exam periods.
- Develop and update a mechanism for collecting data that aid in the assessment of program outcomes.

- Monitor the enrollment of students in classes by directing students who are not officially enrolled to the appropriate office to correct enrollment problems and by restricting attendance to students who are officially enrolled.
- Instruct students in the safe and proper use of equipment and supplies and in procedures for proper housekeeping and storage of materials.
- Maximize the use of advanced technology, including the use of computers and related strategies, in the classroom or available learning centers as appropriate.
- Provide classroom instruction in accordance with the Americans with Disabilities Act, College harassment policies, and/or other legal requirements.
- Obey and enforce College policies that prohibit the use of food in the classroom, smoking within college buildings, drugs and firearms on campus, and the destruction and misuse of all college property.
- Participate in campus committees
- Participate in training sessions that familiarize the faculty member with instructional strategies, the institutional policies, databases, information systems, and software.
- Assist students with information about job opportunities in the discipline or program, with certification or licensure information.
- Serve as a resource to students in the pursuit of employment or advanced educational opportunities, such as completing recommendations, and assist students in their pursuit of meaningful educational goals by staying informed and offering reliable, accurate information about programs and opportunities the College offers.
- Attend meetings for the purpose of fulfilling assigned duties, participating in activities, sharing ideas and information, and working toward common department and College goals.
- Be receptive to requests from colleagues, students, and administrators to serve in a voluntary capacity in such situations as coverage of a colleague's class on an emergency basis, application of expertise in tasks that serve the college, speaking engagements, college or program specific recruitment activities, serving as advisor to a student organization, developing new organizations, assisting in or supporting student activities, assisting at local conferences, or participating in fund-raising activities.
- Communicate effectively with students, colleagues, and supervisors and utilize appropriate channels of communication within the College community concerning procedures and/or inquiries.
- Be adaptable to schedule/load adjustments based upon enrollment and accountable for a forty-hour workweek, including instructional responsibilities, planning, meetings, etc.
- Represent the college in manner, appearance, and behavior that promote a positive image of the college within the community.

Qualifications: A Master's degree in Nursing (MSN) with a minimum of 4 years clinical experience in nursing. Current unencumbered license to practice nursing in the state of Louisiana. The successful candidate will demonstrate the ability to work with a variety of students and faculty. Knowledge of relevant regulations related to nursing students and laboratory skills is required, as is strong interpersonal and management skills, and demonstrated experiences and ability to work with all laboratory equipment. Minimum of 2 years' experience in the provision of long term care facility services; and **one** of the following: VTIE, CTTIE, "train the trainer," or master's degree or above in Nursing or Education. Computer knowledge; student-centered attitude; and must be well organized.

Reports To: Dean of Nursing and Allied Health

[About Us](#) (Click here to learn about Fletcher)

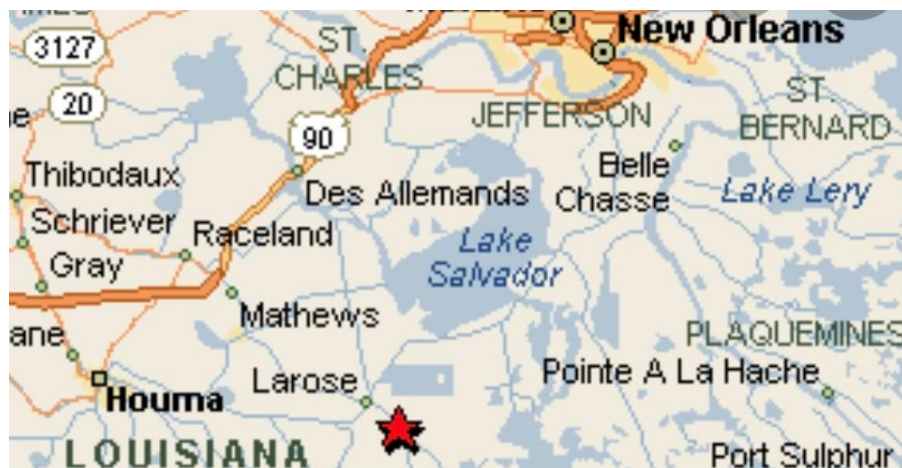
The Schriever, Houma, Thibodaux community is famous for its Cajun food and music, charter boat fishing, swamps, and dance halls. Also, it is well known for its birding trails, an exotic wildlife park, museums, Mardi Gras celebrations, medical facilities and more. The area is designated a retirement community and offers diversity and a rich culture. Residents take pride in their properties and that curb appeal adds to the richness of the community.

Fletcher Technical Community College is an Equal Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Fletcher Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, color, national origin, gender, gender identity, age, religion, qualified disability, marital status, veteran's status, political affiliation, sex or sexual orientation in its hiring or employment practices or in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Each campus welcomes handicapped individuals and has made buildings accessible to them. Faculty and staff demonstrate success in working with diverse populations and demonstrate experience in a variety of teaching methods.

Title IX Coordinator:

(985)448-5904
1407 Highway 311
Schriever, LA 70395

Campuses are located in Schriever, Houma and Thibodaux, 1 hour southwest of New Orleans.



Qualified applicants should submit Resume, [Employment Application](#), and Transcript(s) to:

hr@fletcher.edu

or

**Fletcher Technical Community College
Human Resources
1407 Highway 311
Schriever, LA 70395**

Application Instructions can also be located at www.fletcher.edu under Employment.