



Allied Health Lead Instructor

Position Description:

The Allied Health Lead Instructor position is a 10.5 month appointment beginning annually in the Fall semester and provides classroom and/or clinical instruction in Nursing Assistant, Phlebotomy, Medical Terminology and other courses as assigned. The Allied Health Lead Instructor is responsible for meeting all academic responsibilities along with ensuring regulatory compliance with the Office of Long Term Care, preparing for program reviews, site visits and meeting program outcomes to include certification pass rates. Instruction in the Nursing Assistant Course requires following the most current approved curriculum by the Arkansas Department of Health & Human Services, Division of Medical Services, and Office of Long Term Care, in the classroom, lab and clinical areas. Instruction in Nursing Assistant and Phlebotomy courses requires preparing students with the knowledge and skills necessary to successfully pass their certification exams and pursue entry-level positions in their areas of study. The Allied Health Lead Instructor reports to Dean of Nursing, Allied Health, and HPER.

Qualifications:

- Unencumbered license as a Registered Nurse in the State of Arkansas or Compact State of residence.
- Minimal of an Associate Degree in Nursing required with a Bachelor's Degree in Nursing preferred.
- Minimum of two years of Nursing experience including at least one (1) year in the provision in long term care nursing services within the last five (5) years. Experience may include, but is not limit to, employment in a nursing assistant education program or employment in or supervision of nursing students in a nursing facility or unit, geriatrics department (excluding geriatric psychiatry), long-term care hospital, home care or other long term care setting (Rules & Regulations, Office of Long Term Care Facility, Nursing Assistant Training Program, page 16.)

Job Responsibilities:

Duties of the Allied Health Lead Instructor include but are not limited to:

1. Follows established academic policies and procedures of the College that facilitate instruction, administration and student well-being.
2. Provides formal classroom and clinical instruction in Nursing Assisting following the student learning objectives as outlined in the "Long Term Care Facility Nursing Assistant Training Curriculum" and in the Course Syllabus and First Day Handout.
3. Provides formal classroom and clinical instruction in Phlebotomy Technology following the student learning objectives as outlined in the Course Syllabus/First Day Handout.
4. Meets established Program Outcomes for both the Nursing Assistant and Phlebotomy Programs.
5. Demonstrates appropriate lesson planning and preparation for classroom, lab and clinical.
6. Develops and maintains an environment conducive to effective student learning.
7. Assist with developing, maintaining, and revising Nursing Assistant and Phlebotomy Syllabus/FDH as appropriate.

8. Utilizes effective teaching methodologies in classroom instruction to include use of technology to enhance student learning.
9. Provides clinical instruction, supervision and evaluation for students in the clinical lab and clinical facilities as assigned and approved by any and all regulatory agencies.
10. Ensures executed Clinical Affiliation Agreements are updated and on file for assigned clinical sites.
11. Develop and disseminate student assignments and rotation schedules to clinical agencies in a timely manner.
12. Evaluates student progress in the classroom, clinical lab and clinical agencies and long term care facilities as required by the College and the Office of Long Term Care Rules and Regulations.
13. Demonstrates effective interpersonal relations and communication skills with students, staff, faculty, and all college employees.
14. Provides academic advising of assigned students utilizing ANC Early Alert as tool to promote student success.
15. The Allied Health Lead Instructor is designated as the Nursing Assistant Primary Instructor and ensures:
 - The student or trainee demonstrates competence in clinical skills and fundamental principles of resident care by documenting and signing the task performance record (skills check-off).
 - Maintain record to verify participation and performance of each student/trainee in each phase of the training program.
 - Students/trainees entering the clinical long term care facility receives an orientation that includes:
 - Organizational Structure of Facility
 - Policies and Procedures (including fire/disaster plans, etc.)
 - Philosophy of care of the Facility
 - Description of the Resident Population
 - Employee Rules
 - The satisfactory completion of the training program shall be attested on each trainee's record.
 - Each student/trainee is issued a certificate of completion within ten (10) calendar days of course completion and as described in Section IV (B) (7) of the Office of Long Term Care Rules and Regulations.
16. Responsible for reading and abiding by the Office of Long Term Care Rules and Regulations and the Nursing Assistant Training Curriculum.
17. Coordinates all requirements for Certificated Nursing Assistant application process ensuring students are in compliance as outlined from the OLTC and the Testing Agency.
18. Submits all required documentation to meet any regulatory guidelines with State or other regulatory agencies as required.
19. Attends and participates in reconvening activities, divisional and departmental faculty meetings as requested.
20. Maintains an annual evaluation portfolio of teaching and professional activities that demonstrates professional growth and meets the ANC Ranking Policy requirements.
21. Responsible for program/course(s) Assessment Process and the Systematic Plan of Evaluation to include data collection, analysis and reporting utilizing results for course/program decision making and process improvement.
22. Participates in budget planning, preparation, and administration.
23. Provides safe, effective and organized clinical labs ordering supplies and keeping equipment appropriately maintained.

24. Maintains clinical competencies including CPR and develops/maintains skills in a variety of teaching/learning methodologies including those for web enhanced courses.
25. Responsible for maintaining current, unencumbered registered nurse license to practice in Arkansas or Compact State of residence.

Salary:

Salary is determined by education and experience as defined on the Faculty Placement Schedule. A generous fringe benefits package is included.

Application Deadline:

Review of applications will begin immediately and will continue until the position is filled. Interviews may occur throughout the application period.

Application Procedure:

To apply, send completed ANC application, letter of interest, resume, references, and transcripts for all postsecondary work and certification materials to: **Office of Human Resources, Arkansas Northeastern College, P. O. Box 1109, Blytheville, AR 72316-1109** or email to anc-hr@smail.anc.edu. For more information, call (870) 762-3121.

Applicants applying for a position requiring a license, certificate, and/or educational attainment beyond the high school level will be required to provide the official documents prior to being approved for hire.

Date of Announcement:

May 31, 2018

ANC is an affirmative action, equal opportunity employer.