



Job Title:	Clinical Adjunct Faculty	Hourly/Salary:	TBD
Department/Area:	Nursing	Classification:	Adjunct
Location:	School of Nursing-Main campus or the Harrodsburg campus	Travel Required:	Yes
Reports To:	Program Coordinator, Dean for the School of Nursing or Associate Dean	Position Type:	Adjunct
HR Contact:	Jason Lawson	Date posted:	
Position Fill Date:		Posting Expires:	Never
External posting URL:	www.campbellsville.edu		
Internal posting:	Human Resources Board		
Applications Accepted By:			
Fax: (270) 789-5180 Email: jobs@campbellsville.edu Subject Line: Clinical Adjunct Faculty Attention: Jason Lawson		Mail: Director of Human Resources Campbellsville University 1 University Drive, UPO 944 Campbellsville, KY 42718	
Job Description			
Job Summary:			
<p>The clinical adjunct faculty works collaboratively with the Lead Instructor for assigned course. Serves as liaison within clinical facility. Promotes student success through development of critical thinking, clinical reasoning and skills performance. The Clinical Adjunct Faculty directs, manages, and evaluates student learning in clinical/lab settings following the Collaborative Agreement Regarding Education (CARE) for Clinical Excellence Model© with a primary focus on safety and student development of clinical reasoning skills in progression toward course learning outcomes. The Clinical Adjunct Faculty reports to and works closely with Lead Course Faculty, Program Coordinator, Clinical Coordinator, and Dean/Associate Dean of the School of Nursing. Moreover, the clinical adjunct faculty functions under the guidance of the nurse faculty responsible for a given course. The Clinical Adjunct Faculty follows all Policies and Procedures of the School of Nursing as well as those of Campbellsville University.</p>			
Required Characteristics			
<p>Values and beliefs that are consistent with the university, the School of Nursing mission and core values and the nursing profession</p> <ul style="list-style-type: none"> • Excellent written and verbal communication skills • Well-developed organizational skills 			

- **Excellent interpersonal skills, as demonstrated with peer faculty and with students**

Job Responsibilities:

Remains at clinical site readily available at all times, directly observing any invasive procedures performed by students, determining when students are able to perform nursing functions independently, ensuring safety of students, patients, and faculty.

- Works closely with Lead Course Faculty, Simulation and/or Clinical Coordinator to ensure clinical settings are Evidence Based and maintains a culture of safety by ensuring students adhere to and observe all established rules and policies.
- Assists students in development of clinical reasoning skills during clinical sessions through use of high level inquiry style questions and incorporation of program teaching and learning tools.
- Evaluates students' daily and overall performance in clinical settings using checklists, rubrics, assessment tools, and other documents as instructed to provide ongoing and timely feedback to both student and Lead Course Faculty.
- Adheres to grading criteria, posting completed assignments with feedback according to individual course standards set by Lead Faculty and/or School Policy.
- Replies to emails from Students, Faculty, Program Coordinator, Clinical Coordinator, Dean/Associate Dean and/or Secretary within 24-48 hours of original communication.
- Utilizes scenarios, learning strategies, and/or case studies to demonstrate clinical procedures as requested and to ensure clinical setting remains learning focused at all times, having teaching learning tools readily available in event of low patient census.
- Maintains proficiency in clinical procedures, following evidence based practice to guide performance in all clinical settings, ensuring students are performing skills consistent with teaching and focused on safety.
- Collaborates with Lead Course Faculty to identify and develop a plan for individuals and/or clinical group that allows achievement of course learning outcomes; ensuring provision for remediation if required.
- Informs Lead Course Faculty within 24 hours of issuing any plan of corrective action.
- Maintains an accommodating, supportive, and professional demeanor at all times with students, facility/agency representatives/staff, family members, and other members of Interdisciplinary team.
- Collaborates with preceptors as assigned, providing orientation, ongoing communication, and acting as liaison between student, preceptor, Program Coordinator, Lead Faculty, Clinical Coordinator, Agency and Dean/Associate Dean as necessary.

- Completes evaluation of clinical agency upon request after the rotation to determine student learning outcomes achievement and overall appropriateness of facility for meeting students clinical learning needs.
- Successfully completes and returns the New Faculty “Orientation and Mentorship Workbook” to the Clinical Coordinator.
- Ensures fair and consistent application of policies for students listed within the School of Nursing handbook during clinical rotation, providing accurate documentation to both student and Lead Course instructor when/if a violation has occurred.
- Submits all requested documents such as immunizations, certification, licensure, etc. within one week of initial request to ensure prompt scheduling of clinical rotation.

Mentoring/Coaching/Advising

- While not all students look to their Clinical Instructor as a mentor, one should expect some students will. As such, Clinical Instructors must conduct themselves as role models incorporating behaviors and mindset expected of nursing professionals. Professionalism should be observed during all interactions with students, faculty, agency staff, and peers and also taken into consideration in one’s presence on social media sites.
- The Clinical Instructor may or may not be required to maintain formal office hours. In either case, one may provide mentoring, coaching, and/or advisement to students outside the formal evaluation and instruction business hours. Clinical Instructors are to provide an appropriate means and timeframe for communication outside of scheduled hours.

Skills/Qualifications:

Associate Degree Program:

A clinical instructor shall function under the guidance of the nurse faculty responsible for a given course. A clinical instructor for either a registered nurse or practical nurse program shall hold a current unencumbered license, privilege, or temporary work permit to practice as a registered nurse in the state of the student’s clinical site. A clinical instructor shall have a minimum of two (2) years full time or equivalent experience as a registered nurse within the immediate past five (5) years and evidence of clinical competence appropriate to teaching responsibilities. The clinical instructor shall be a registered nurse and it is preferred who has a baccalaureate degree in nursing or higher. A skills laboratory instructor shall have the same qualifications as a clinical instructor.

Licensed Practical Nursing Program:

A clinical instructor shall function under the guidance of the nurse faculty responsible for a given course. A clinical instructor for either a registered nurse or practical nurse program shall hold a current unencumbered license, privilege, or temporary work permit to practice as a registered nurse in the state of the student’s clinical site. A clinical instructor shall have a minimum of two (2) years full time or equivalent experience as a registered nurse within the immediate past five (5) years and evidence of clinical competence appropriate to teaching responsibilities. The clinical instructor shall be a registered nurse and it is

preferred who has a baccalaureate degree in nursing or higher. A skills laboratory instructor shall have the same qualifications as a clinical instructor.

Essential Duties:

- Working hours necessary to perform job requirements satisfactorily on a regular basis.
- Managing absences from work in a responsible manner to ensure service to university faculty, staff and students.
- Complying with Campbellsville University policies and practices and seeking clarification of them when necessary.
- Honor the mission of Campbellsville University and abide by rules and regulations and Standards of Conduct outlined in the Administrative Policies and Procedures Manual.

Campbellsville University, a comprehensive Christian institution offering undergraduate (associate and baccalaureate) and graduate (master's level) programs, stresses academic excellence solidly grounded in the liberal arts, personal growth, integrity, and fellowship within a caring environment. Campbellsville University is centrally located in the heart of Kentucky and has been listed in US News and World Report as one of "America's Best Colleges" for 18 consecutive years. The University seeks to prepare students to enrich their own lives through lifelong learning, to contribute to their respective disciplines through continued scholarship, and to advance society as Christian servant leaders. An employee of Campbellsville University is expected to participate in the life of a local church in keeping with the spirit of the institutional mission statement and core values. The individual employee is expected to conduct him, or herself, both on campus and off, in a manner becoming an employee of a Christian institution, and the employee should uphold the highest standards of conduct in terms of honesty, truthfulness, respectful attitude, and conduct toward others. Each individual associated with Campbellsville University is to perform his or her daily responsibilities mindful of the intent of the institutional mission statement and core values.

Reviewed By:	Jason Lawson	Date:	02/18/2021
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