Job Description

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| Job Title | Nursing Instructor | Reports To | Principal | Location | Okhaldhunga Community Hospital |

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| job summary | The instructor has a variety of job responsibilities in the Academic as well as in clinical setting of the school.  |
| Qualification & Experience: * Completed Post Basic BN/ B.Sc in Nursing
* Registered in the Nepal Nursing Council & should have a valid license
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| Areas of Responsibilities & Authority: |
| **Classroom:**1. Ensure quality educations & training
2. Prepare course materials such as syllabus, homework assignments, and handouts in advance.
3. Plan, teach & evaluate the course content, and course materials and methods of instruction and modify as required.
4. Maintain student attendance records and other required records.
5. Evaluate and grade students' class work & assignments.
6. Prepare & administer periodic examination and submit the grades to the coordinator at appointed time
7. Keep abreast of developments in their field by reading current literature, talking with colleagues, and participating in professional conferences.
8. Mentor junior and adjunct faculty members.
9. Make a suggestion to library committee to purchase library resources as well as laboratory equipment.
10. Advice & counsel students on academic or career matters.
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| **Clinical:** 1. Prepare detailed clinical rotation for students in co-ordination with coordinator.
2. Demonstrate patient care in skill lab & clinical units of hospitals.
3. Supervise, guide & assist students' in laboratory and clinical work.
4. Review students evaluations & assignments with student & colleagues & clinical staff
5. Maintain regularly scheduled office hours in order to advise and assist students in clinical setting.
6. Should take a responsibility of one of the skill lab and inventory of all equipment every 3 months
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| **Evaluation:**1. Review progress of each student in academic & clinical areas, encourage for professional growth
2. Keep record of each student and report to coordinator & principal in each meeting
3. Assist & participate in both internal & external examination
4. Does self-evaluation and change herself as required by obtaining feedback from students, colleagues & school administration
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| **Miscellaneous:** 1. Participate in student recruitment, registration, and placement activities.
2. Serve on academic or administrative committees that deal with institutional policies, departmental matters, and academic issues.
3. Participate in campus and community events.
4. Should take other responsibility as assigned by line manager.
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