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| **Job Title:** **Nursing Instructor** | **Reports to:**   * Immediate line manager – Class Co-ordinator * Technical line manager – Principal | | **Location:**  Okhaldhunga Community Hospital (OCH) Okhaldhunga District, Province 1, Nepal |
| **Main Job Responsibilities**  The post holder is a member of the OSHS team of OCH, plays a role of Nursing Instructor considering rules and regulation of Council for Technical Education and Vocational Training and Nepal Nursing Council. | | | |
| **Areas of Responsibility** | | **Decision Making** | **Qualifications & Experience** |
| 1. Ensure quality educations & training 2. Prepare course materials such as syllabus, homework assignments, and hand-outs 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. Advice & counsel students on academic or career matters. 8. Demonstrate patient care in skill lab & clinical units of hospitals. 9. Supervise, guide & assist students' in laboratory and clinical work. 10. Review students evaluations & assignments with student & colleagues & clinical staff 11. Maintain regularly scheduled office hours in order to advise and assist students in clinical setting. 12. Review progress of each student in academic & clinical areas, encourage for professional growth 13. Assist & participate in both internal & external examination 14. Does self-evaluation and change herself as required by obtaining feedback from students, colleagues & school administration | | Must be able to make day-to-day decision regarding teaching learning activities.  Mentor students, junior and adjunct faculty member.  Must be able to work independently.  Suggestion to purchase committee for library and laboratory resource.  Participate and share in the staff meeting. | **BNS/ B.SC in nursing with NNC registration.**  **Work experience and relevant training will be preferred** |
| **Dimensions** | **Skills, Attitudes, Behaviours** |
| * Member of the OCH Team * Day-to day activities * Good Relationship with all OCH staff, students, parents. * Flexibility to do work on request. | * Acceptance of UMN Hospital’s values and vision. * High personal integrity and honesty. * Good communication and technical skill. * Ability to listen and willingness to learn. |