NURSING FACULTY HANDBOOK
Spring 2017

Associate of Applied Science
in Practical Nursing

United Tribes Technical College

Approved:

Chair, AASPN Program — Date: 3-6-17

Vice President of Academic Affairs — Date: 3-6-17

UTTC President — Date: 3-7-17

Nursing Faculty Handbook- 2017
Associate of Applied Science in Practical Nursing
United Tribes Technical College

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UNITED TRIBES
TECHNICAL COLLEGE

Welcome Nursing Faculty

We are happy you have chosen to be a part of the Department of Nursing at United Tribes Technical College (UTTC). You are part of a team of caring faculty who work hard to ensure successful student outcomes while maintaining nursing standards.

Our tribal college provides a unique opportunity for educating the entire family in a residential setting. You may find aspects of your job to be demanding, however observing the progress and success of our students is highly rewarding. Graduates of our Associate of Applied Science in Practical Nursing (AASPN) program are eligible to apply for the PN licensure exam.

United Tribes Technical College is accredited by the Higher Learning Commission (HLC). Our nursing education program is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 500, Atlanta, Georgia 30326, and approved by the North Dakota Board of Nursing.

This Nursing Faculty Handbook is intended to be used in conjunction with the UTTC Employee Handbook, UTTC Faculty Handbook, the UTTC College Catalog, UTTC Student Handbook, and the Nursing Student Handbook.

Thank you for your commitment and support to the success of our students.

Jan Lynch MSN, RN
Department Chair AASPN Program

MISSION AND PROGRAM OBJECTIVES

MISSION

The United Tribes Technical College's Associate of Applied Science in Practical Nursing Program is dedicated to providing quality education for nursing students in a culturally diverse environment that serves all tribal nations.

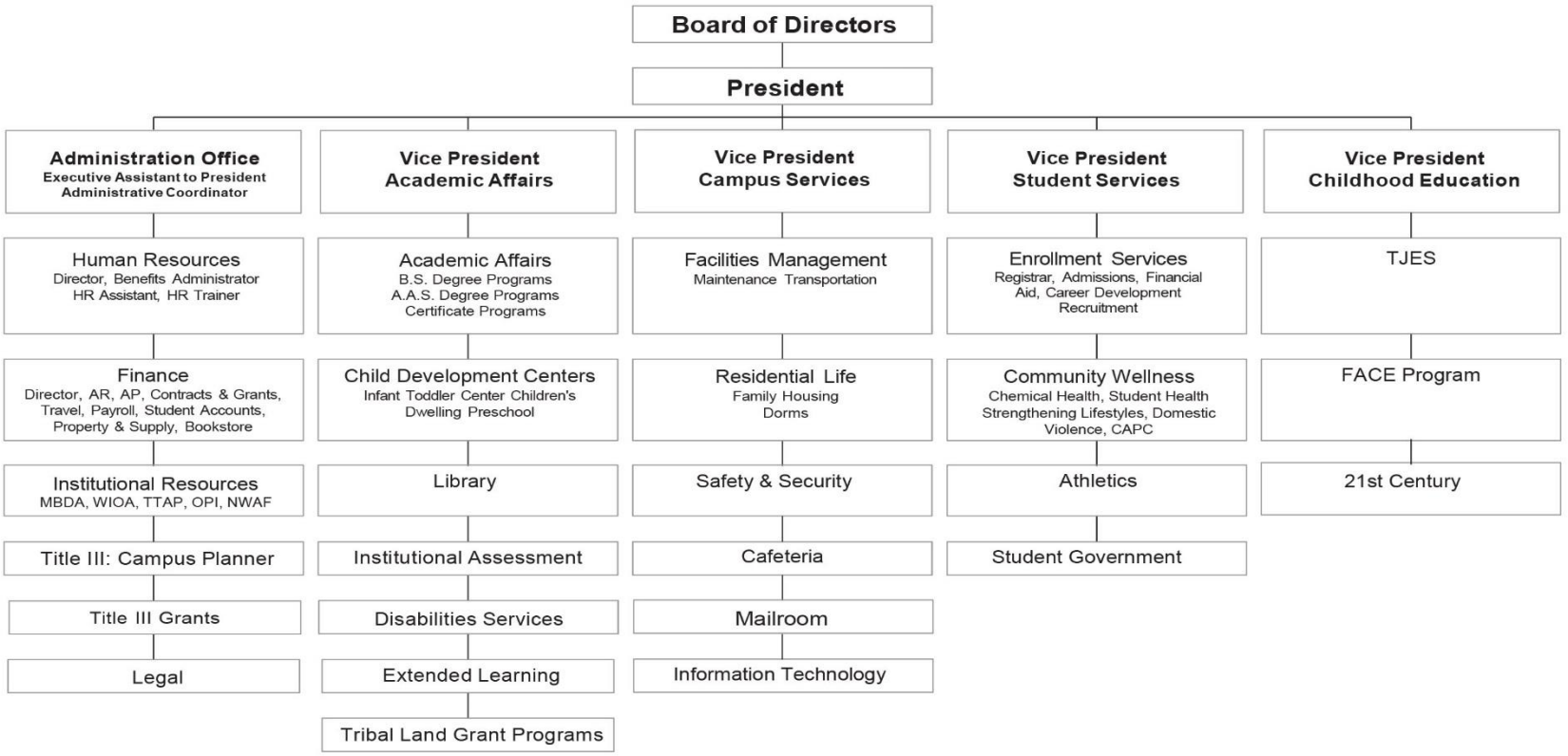
PROGRAM OUTCOMES

The AASPN graduate will be prepared to:

1. Utilize the nursing process, with guidance, to provide safe client centered nursing care and teaching, to meet the health care needs of individuals over the life span.
2. Apply evidence-based principles with the bio-psycho-social-spiritual and cultural aspects of nursing science to the practice of nursing.
3. Apply technology and principles of therapeutic communication to interactions with individuals and families, and collaborate with members of the interdisciplinary health care team.
4. Practice within legal and ethical guidelines.
5. Demonstrate preparation to take the NCLEX-PN licensure exam.
6. Perform the expected entry-level roles of the practical nurse.

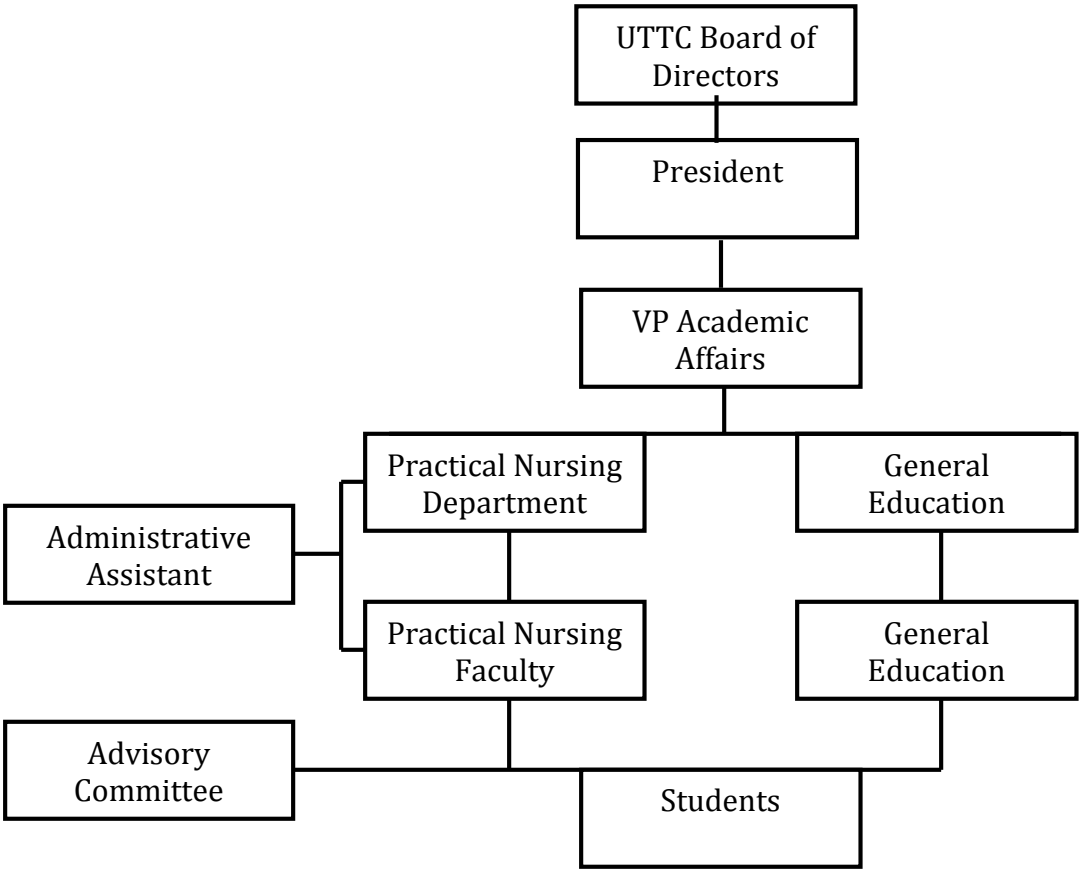
UNITED TRIBES
TECHNICAL COLLEGE

OVERVIEW OF ORGANIZATIONAL CHART



UNITED TRIBES TECHNICAL COLLEGE

ORGANIZATIONAL CHART FOR AAS PRACTICAL NURSING DEPARTMENT



Revised: February 2017

Philosophy Statement

We believe each individual is a unique person, a bio-psycho-social-spiritual being with an individual background, intellectual ability and concept of self. Individuals become members within a society, an enduring and social group within which they develop organized patterns of relationships through interaction with one another. At the same time, individuals within this society maintain rights and self-worth.

When some individuals within a society become unified, a community develops. There are many, often diverse communities within society. Traditions and patterns of behavior that characterize a particular community are seen as its culture, which provides cohesiveness for the community. Changes may occur. These may be guided or may occur spontaneously.

Nursing, like other professions, becomes an outgrowth of the society it serves. The purpose of nursing is that of caring as it promotes health and healing. It is a dynamic and scientific discipline dominated by a spirit of service along with a respect for human beings, their dignity and cultural differences.

The UTTC Nursing faculty believe the graduate to be a health care provider and a manager of care committed to caring and professional growth, one who utilizes the nursing process in collaboration with a registered nurse, advanced practice registered nurse, or licensed practitioner. Together they gather input from the consumer and other members within the community. Health and social issues are seen to be interactive. The approach is multidisciplinary with a board-integrated knowledge base. Graduates are increasingly providing nursing care to the elderly, in community and outpatient settings, and with vulnerable populations.

The teaching-learning process in this program presumes faculty committed to empowering others, and to educating students to their personal satisfaction and to their professional success.

Nursing education is further characterized by attaining designated outcomes within a holistic mode at the same time recognizing that its graduates will often function not only in an inpatient setting but also in community based, community-focused health care systems (e.g. schools, community clinics and populations). Graduates will participate in managed care situations where the individual and family have primary responsibility for health care decisions, and critical thinking skills are essential. There will be education projects where faculty and students together provide services. Prevention will be stressed, and beginning leadership/managerial skills will have been learned.

Education will be seen as a life-long process. As education and practice become more closely integrated, research projects will be developed so as to involve all levels of nursing.

The need for quality nursing service is critical. It is the belief of UTTC and the nursing faculty that this situation can be improved collaboratively with other health care professionals through integration of the UTTC Associate of Applied Science in Practical Nursing graduate into the healthcare marketplace.

ORGANIZING FRAMEWORK

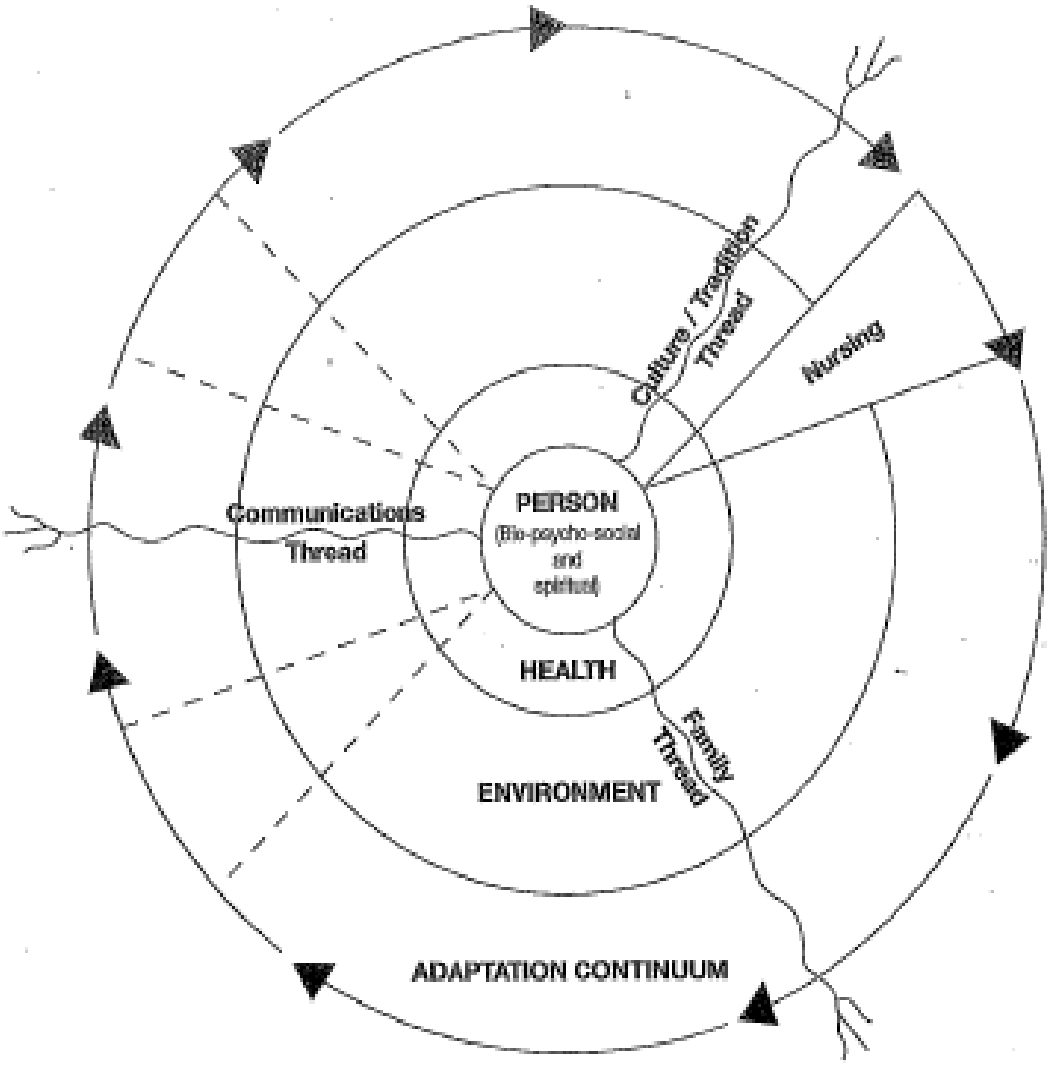
The Organizing Framework for the Associate of Applied Science in Practical Nursing program at United Tribes Technical College is centered around the whole person. The components include person, environment, health, and nursing.

The person, a bio-psycho-social-spiritual being, is in constant interaction with a changing environment. The environment has both internal and external features. Attention to culture (with emphasis on Native American culture) and tradition, family (with recognition of various patterns in today's society), and effective communication techniques (both oral and written) influence this interaction.

When all is in harmony, the person experiences health. Where there are alterations in the well-being of the person, the position on the health-illness continuum changes.

Nursing is the intervention utilized by the AASPN student that serves as the guiding force to assist in restoring the equilibrium for the person. This is accomplished through the nursing process during which the AASPN utilizes humanistic and scientific learning, along with hands-on-skills, rendered under the supervision of a registered nurse, an advanced practice registered nurse or a licensed physician.

ORGANIZING FRAMEWORK VISUALIZED
AASPN PROGRAM
UNITED TRIBES TECHNICAL COLLEGE



RESOURCES, FACILITIES, and SERVICES

The Associate of Applied Science in Practical Nursing Program is located in the Science and Technology Building on the south campus. We have two classrooms, a Skills Lab, and a Simulation Lab that are fully equipped. The department has electric beds with mannequins, SimMan 3G simulator, Sim Child, nursing audio visuals, nursing lab equipment, and cabinets with linens and skill supplies. Nursing classrooms are equipped with Smart Boards and computers and a printer for student use. The department has three television sets with media players. A printer/copy machine is located in the faculty office suite area. Bathroom facilities are on the same floor as nursing classrooms, labs and offices.

Science classrooms and laboratory facilities are located in the upper level of the Science and Technology Building. General Education courses are primarily taught on the main campus.

The college library is located in the Education Building. The library has a full-time librarian, books, health related journals, computers with virtual library access, and a fax machine. The librarian assists students and faculty in acquiring articles and books, and maintains communications with the nursing faculty to ensure adequate reference materials. Computer labs are available on the second floor of the Education Building and lower level of the Jack Barden Center.

Professional tutors are available to provide tutoring services for students on campus. The college also subscribes to Smarthinking, an online tutoring service that is available at no cost to all students. Nursing faculty assist students who have difficulty with nursing courses.

The college's Wellness Center has the following services to promote students' health:

- Academic and Personal Counselors - with a full-time counselor assigned to assist nursing students
- Student Health - providing medical services, open Monday through Friday, with weekend and after-hours assistance available.
- Chemical Health - provides education, outpatient treatment, counseling and arranges for referrals
- Domestic Violence Advocacy campus program
- Health Promotions Center with exercise equipment, sauna, spinning room
- Healing Room - available in the Wellness Center for students, faculty, and staff.

The Bookstore is located in the Jack Barden Center. Students can purchase textbooks and other school supplies from the bookstore. Course textbooks are identified on the campus website. The program chair helps faculty acquire textbooks and materials for instruction.

Childcare and education services are available to students, faculty and staff, and are located on campus. Services include a child development center for ages birth – age 5 and an elementary school for grades P-K through Grade 7.

Other services include a cafeteria, student transportation/busing, mail services, a Chaplain, and Security. Refer to the college catalog for a complete list of services.

Faculty facilitate student clinical experiences primarily at CHI St. Alexius Medical Center, The Good Samaritan Society Nursing Home, and Missouri Slope Lutheran Care Center.

FACULTY RESPONSIBILITIES and EVALUATION

Faculty Responsibilities

The responsibilities for nursing faculty are outlined in the Practical Nursing job description. There are no provisions for rank and tenure at UTTC. Faculty are retained as long as they meet the expectations placed upon them as indicated on the annual performance evaluation, and the need for the position exists. All Nursing faculty must attain and maintain Career and Technical Education certification. Faculty are encouraged to participate in scholarly activities and attend professional development activities on and off campus when able.

Nursing faculty must have a minimum of a masters degree in Nursing to teach Nursing content and facilitate student clinical experiences. If UTTC is unable to fill a position with a masters in Nursing prepared individual, one bachelors prepared Nurse who meets practice requirement and is enrolled in a Nursing masters program may be hired. The bachelors prepared Nurse must become enrolled in the ND Board of Nursing Faculty Development Program and is required to actively pursue and complete their degree. Evidence of graduate study progression must be provided to the Nursing Department Chair for reporting to the Board of Nursing. Refer to Board of Nursing rules for faculty for more information. Annual reports to the Board of Nursing include all faculty's educational status and teaching responsibilities.

Nursing faculty are to provide the Nursing Department Chair with their curriculum vitae, evidence of an unencumbered North Dakota registered Nursing license, Career and Technical Education certification, CPR certification, and immunizations to meet clinical requirements. Clinical facilities require validation of these documents and upon request documents are submitted.

Faculty are expected to make arrangements for appropriate coverage of their instructional responsibilities for a planned leave of absence. Should faculty unexpectedly be unable to come to work, they must communicate directly with the Nursing Department Chair.

Nursing faculty are accountable to the UTTC Employee Handbook and UTTC Faculty Handbook, as well as the Nursing Faculty and Nursing Student Handbooks. Faculty are also expected to be knowledgeable about contents of the College Catalog, and the UTTC Student Handbook. Refer to Other Instructional Information in this Handbook.

Faculty Evaluation

Newly hired Nursing faculty have a performance review with the Department Chair near the end of their initial 90-day probationary period. Faculty are evaluated annually thereafter by the Chair of the Nursing Program or the Vice President of Academic Affairs. Evaluations are discussed individually with faculty, with a copy provided to the employee and the Human Resources Office.

The Nursing Department utilizes the UTTC Faculty Evaluation forms to evaluate faculty. As forms are revised, they are shared with faculty. For more information, refer to the UTTC Faculty Handbook.

JOB DESCRIPTIONS

Position Title: Practical Nursing Chair/Instructor
Department: Academics
Reports Directly To: Vice President of Academic Affairs
Status: 9 Month - Exempt Position

ESSENTIAL FUNCTIONS:

1. Instructs students based upon the master course schedule, degree plans, and curricula approved by the Curriculum Committee and the Vice President of Academic Affairs.
2. Teaches a minimum of twenty (20) credits per academic year (exception made for clinical supervision).
3. Assists with registration and academic advising of students as the primary advisor.
4. Develops culturally responsive curricula, lesson plans and other postsecondary coursework materials that identify student competencies and meet industry employment standards.
5. Ensures department faculty update and submit course syllabi every semester to the Registrar's Office.
6. Ensures department faculty report student attendance and academic progress in the Jenzabar system on a weekly basis throughout through the semester.
7. Refers students to appropriate academic supports, for student services and campus services.
8. Conducts at least two meetings annually of the department advisory committee or board.
9. Develops and submits reports required by Academic Affairs and accrediting/approval agencies.
10. Makes recommendations to the Vice President of Academic Affairs regarding program needs, changes to the college catalog, and new or revised department policies and procedures.
11. Provides input on department budget for professional development needs, accreditation fees, and other operational costs (e.g. instructional materials, lab supplies and office supplies).
12. Participates in assessment of student learning, student advising, program evaluation, faculty evaluations, institutional committees, Academic Council and All Hands Meetings, professional development activities, vocational club, and other activities required by the institution.
13. Prepares the program for comprehensive evaluations by the N.D. Department of Career and Technical Education, the Higher Learning Commission, ACEN and approval by the North Dakota Board of Nursing.
14. Participates in graduation commencement wearing academic cap and gown.

SUPERVISION EXERCISED:

The Department Chair will provide supervision of department faculty including adjunct instructors.

WORKING CONDITIONS:

General office conditions. Normal working hours are from 8:00 AM until 5:00 PM with one hour for lunch break. May need to work outside the normal working hours for clinicals, meeting/presentations or travel as needed.

MINIMUM QUALIFICATIONS:

Masters degree in Nursing from a regionally accredited university required and three (3) years successful college instruction preferred, preferably in a tribal college or related higher education environment. Knowledge of American Indian Tribes, cultures, and histories desirable. Must have a teaching certificate from the N.D. Department of Career and Technical Education or be willing to pursue such credentials.

Position Title: Practical Nursing Instructor
Department: Academics
Reports Directly To: Practical Nursing Department Chair
Status: 9 Month - Exempt Position

SUMMARY OF DUTIES:

1) Facilitate a learning centered environment by:

- Providing instruction to students through various delivery methods, including classroom/laboratory instruction, online learning, and learning community activities.
- Teaches a minimum of thirty (30) credits per academic year (exception for clinical supervision).
- Utilizing culturally responsive teaching strategies that facilitate student learning and student success.
- Preparing clear and measurable objectives, course syllabi, course materials and learning experiences for each course.
- Maintaining appropriate course records and documentation.
- Designing, developing, assessing, and overseeing program curricula.
- Implementing assessment measures that achieve course, program, and institution learning outcomes, and using the results to strengthen the curricula.
- Maintaining office hours.
- Providing academic advising and mentoring students.
- Participating in outreach for student recruitment and access to services.
- Maintaining current knowledge within the appropriate discipline and within the teaching profession.

2) Support the goals and objectives of the institution through:

- Meeting requirements for specific programs and for accreditation.
- Participating in college-sponsored professional development activities, college wide meetings and department/division/faculty meetings.
- Promoting student recruitment, retention, and successful completion of programs.
- Maintaining ongoing communications with community organizations, instructors from other tribal colleges and universities, and public agencies in support of student learning.
- Participating in college leadership, governance, and operational activities.
- Working collaboratively with colleagues, staff, and community members.
- Serving on college committees.
- Complying with college policies, rules, and procedures.
- Participating in commencement activities wearing academic cap and gown.
- Performing other duties as assigned.

SUPERVISION EXERCISED:
None.

WORKING CONDITIONS:
General office conditions. Normal working hours are from 8:00 AM until 5:00 PM with one hour for lunch break with the exception of clinical supervision. Will need to work additional hours for class preparation, meeting/presentations or travel as needed.

MINIMUM QUALIFICATIONS:
Masters degree in Nursing from a regionally accredited university preferred, or bachelors degree in Nursing and willingness to complete a Masters degree in Nursing within 4 years required (per ND Board of Nursing). Three (3) years successful college instruction preferred, preferably in a tribal college or related higher education environment. Knowledge about American Indian Tribes, cultures, and histories desirable. Must have a teaching certificate from the N.D. Department of Career and Technical Education or be willing to pursue such credentials.

Position Title: Nursing Clinicals Adjunct Instructor
Department: Academics
Reports Directly To: Practical Nursing Department Chair
Status: Part-Time - Adjunct

SUMMARY OF DUTIES:

1) Facilitate a learning centered environment by:

- Providing instruction to students in a clinical setting.
- Utilizing culturally responsive teaching strategies that facilitate student learning and student success.
- Maintaining appropriate course records and documentation.
- Implementing assessment measures that achieve course, program, and institution learning outcomes, and using the results to strengthen the curricula.
- Maintaining current knowledge within the appropriate discipline and within the teaching profession.

2) Support the goals and objectives of the institution through:

- Meeting requirements for specific programs and for accreditation.
- Promoting student recruitment, retention, and successful completion of programs.
- Maintaining ongoing communications with community organizations, instructors from other tribal colleges and universities, and public agencies in support of student learning.
- Working collaboratively with colleagues, staff, and community members.
- Complying with college policies, rules, and procedures.
- Performing other duties as assigned.

SUPERVISION EXERCISED:
None.

WORKING CONDITIONS:
General office conditions.

MINIMUM QUALIFICATIONS:
Bachelor degree in Nursing from a regionally accredited university required and three (3) years successful college instruction preferred, preferably in a tribal college or related higher education environment. Knowledge about American Indian Tribes, cultures, and histories desirable.

NURSING FACULTY ORGANIZATION: OPERATIONAL PRINCIPLES

The Applied Science in Practical Nursing Program has a simple organizational structure made up of the Program Chair, Nursing Faculty and Student Representatives.

1. Purpose of the Organization:
    - Coordinate functions and activities within the Department: relating to administration, management, and planning for the Department; changes, innovations, and problem solving.
    - Assist in implementing policies established by the entire college (e.g. curriculum development, and structural changes).
    - Plan, articulate, implement, assess and revise the Nursing curriculum in accord with the philosophy and overall goals of the Department and of the College.
    - Formulate and recommend, when indicated, any policies relating to course requirements in Nursing, standards for admission, program progression, withdrawal, and graduation of students who are receiving an AASPN degree.
    - Make recommendations to other faculty/staff who assist in implementing the educational program of the Department.
    - Provide opportunities to assure attention to concerns relating to education for Nursing, and to the health care delivery systems, expressed by students, other departments, cooperating agencies, professional organizations and consumers.
    - Select students for College and other awards; plan/assist with related events.
    - Promote personal and professional growth of faculty and students with emphasis on further education and professional memberships; those attending meetings/workshops are expected to share such information with the entire nursing faculty and/or students as may be indicated.
    - Address problem areas pertaining to curriculum and students (e.g. excessive absenteeism).
2. Faculty meet monthly and have an agenda. Minutes of meetings are kept electronically and in a binder in the department. Meetings consist of reports from campus committees, departmental and curriculum business.
3. Policies for the Nursing Department are reviewed and revised a minimum of every three years. As appropriate, consultation will be obtained for policy development. The Nursing Department Chair, Administrative Council, and the UTTC Board of Directors approve all policies.
4. There is an Advisory Committee for the Department that meets biannually.
5. Faculty are expected to maintain membership on one of the campus committees in order to make recommendations on behalf of the department.

STUDENT ADVISING

ADVISING OF NURSING STUDENTS

The academic advising model used at UTTC is designed to promote student success in the chosen program major. A team-approach is used to holistically meet each student's needs, and a good communications system is essential.

Academic advising for Nursing students is a shared faculty responsibility. Faculty receive training on the Jenzabar learner management system, which includes the retention module. Nursing faculty all participate in the advising process, either by meeting and registering students at least once a semester, or by reviewing degree plans and transcripts to ensure adequacy of student records and progression.

New students are enrolled in courses based on their ACT or placement scores, using the Nursing Program of Study as a guide. A degree plan is initiated when the student first enrolls in pre-nursing courses. This plan is adjusted as the student progresses.

Returning students register for courses based on their degree plan, successful completion of courses, academic standing, and admission into the program. The advisor will evaluate a transfer student's transcripts prior to developing the student's degree plan.

The advisor revises a student's degree plan when needed, and maintains communications with the Registrar's Office, Vice President of Academic Affairs, Counseling, and other faculty regarding a student's progress or areas of concern. The advisor is notified of concerns via the Early Alert System in the retention module of our Learner Management System.

PROGRAM ASSESSMENT

ASSESSMENT

The Nursing Department utilizes a continuous systematic assessment process to evaluate and improve student outcomes and the program. The plan monitors areas Nursing faculty regard as significant, in addition to criteria that assist the program to meet and maintain program accreditation standards. Criteria are assessed at designated times, usually at the end of a semester/academic year. Assessment results and actions are reflected in faculty course evaluations, departmental minutes, course syllabi, and department assessment reports.

The AASPN Program Outcomes are evaluated annually by faculty and changes are made based on faculty evaluation. Student achievement for graduation rates, NCLEX-PN pass rates, and program satisfaction are also assessed.

All Nursing course are assessed annually by involved faculty. Findings are presented to the entire Nursing faculty for discussion and approval. Each course evaluation contains documentation of student outcomes. Assessment findings and recommendations from the course evaluations are used as a guide for future planning.

CRITERIA USED IN SELECTION OF CLINICAL SITES

The following criteria are considered when selecting clinical facilities for student learning:

1. Evidence of quality care
    - Approval by appropriate accrediting or evaluation agencies.
    - Adequacy of supplies, instructional materials and equipment for patient/client care.
    - A client-centered approach to care.
    - Commitment to the place of the Associate of Applied Science in Practical Nursing caregiver in the health care delivery system within the setting.

2. Environment conducive to having learners in the setting
    - A willingness to work cooperatively with faculty on behalf of students and clients.
    - Receptivity to students' comments, questions and possible suggestions.
    - Availability of meeting areas, and facility policies.
    - Willingness on the part of agency staff to share in planning and in student evaluations.

3. Variety in clinical experience possibilities.

4. Learning opportunities that relate to the students' course content.

5. Level of care relates to Associate of Applied Science in Practical Nursing program objectives and scope of practice for a Licensed Practical Nurse.

6. Accessibility of setting to students

Affiliation agreements with agencies are mutually developed, regularly reviewed and are on file electronically and in hard copy in the department.

Clinical agencies most commonly used for student learning experiences include St. Alexius Medical Center, The Good Samaritan Society Nursing Home, Dacotah Foundation, and Missouri Slope Lutheran Care Center.

INFORMATION TO BE INCLUDED IN RECORDS

Files maintained in the Nursing Department should include the following:

Faculty Records

- Curriculum Vitae
- Evidence of current nursing licensure
- Vocational Education Certificate (copy)
- Copies of immunization status
- CPR certification
- Other

Student Records

- Student Information Form
- Degree Plan
- Copies of transcripts from other colleges attended, as applicable
- Reports of clinical evaluations (after each semester completed)
- Application for admission into the nursing program
- Immunization and CPR status
- Criminal Background reports
- Correspondence
- Reports of special hearings, appeals, etc. as applicable
- Reference correspondence written by faculty as applicable

Graduate Records

- Same information as student files
- Exit interview prior to graduation
- Any follow-up information

The college database permanently maintains students' academic reports and information. Some departmental record information is also located in a secured part of this database.

Information for students admitted to the program will be kept for a minimum of three years following their graduation or departure. Only graduate records will be maintained by the Nursing department.

Paper information for pre-nursing students will not be maintained if the student transfers to another major, or it has been greater than a year since the student was enrolled at the college under nursing's advisement.

File information that is no longer needed is shredded.

BUDGETING PROCESS

Fiscal resources are sustainable and sufficient to ensure the achievement of the student learning outcomes and program outcomes, and commensurate with the resources of the governing organization.

Every spring, the department chairs develop an annual budget for the next academic year. This budget is then submitted to the Vice President of Academic Affairs who reviews the budgets for all academic programs. Budget allocations for academic programs are based on need specific to the program. There are a number of academic programs that have higher budgets than others, and one of these programs is the AASPN program. UTTC is committed, however, to maintaining the program and acknowledges a quality Nursing program must have resources allocated for its success. The Vice President of Academic Affairs assists all department chairs in the process.

The process of budgeting for the institution begins six months in advance of the Fiscal Year (beginning July 1). The annual budgeting timeline is as follows:

January	The Finance Office distributes the budget templates.
February	Budgets are prepared using projected resource allocation and the essential functions of each department. Budgets are developed at the department level with faculty input then forwarded to the respective Vice President for review.
	Completed budgets for each division department are submitted to the Finance Office.
	Finance Department reviews and clarifies budgets. Finance staff meet seek clarification or justification, if necessary.
March	The Finance Director consolidates all department budgets into one institutional budget that is shared with the President and Vice Presidents for review and approval.
April	The approved consolidated budget is presented to the UTTC Board of Directors. Once approved by the Board, the Finance Director prepares to enter the budgets into the accounting system.

As a direct result of this process, UTTC is able to allocate funds to ensure the critical functions of the college are not adversely affected.

Funding for the UTTC AASPN Program comes from several sources. Those primary sources are federal Carl Perkins, the Bureau of Indian Affairs, and North Dakota Career and Technical Education.

RETENTION PLAN

United Tribes utilizes an "Early Alert" as part of the retention plan. The system enables instructors to send an alert when there is concern about a student regarding attendance, grades, financial, behavioral or social well-being. The primary advisor receives the alert and then either contacts the student, or assigns follow-up with the school's counseling staff, or both. Each week, the Nursing Chair meets with the assigned counselor to discuss the early alerts for the week to determine if additional follow-up is needed, or if the concern has been resolved and the alert closed.

This alert is discussed on page 32 of the UTTC College Catalog, "Attendance Policy and Withdrawal." http://www.uttc.edu/sites/default/files/docs/catalog_2016_2017.pdf

Faculty will promote student retention by:

- Placing students in courses as recommended by Placement Tests
- Maintaining small lab groups for NUR 101
- Conducting advising meetings at least once each semester
- Utilizing staffing, disposition assessments and/or syllabus policies for early faculty-student meetings
- Making student referrals, as appropriate, using campus resources
- Creating positive lab/clinical learning experiences
- Discussing the reality of nursing with students throughout NUR 101

ADDITIONAL INFORMATION & RESPONSIBILITIES

Appointment to Faculty

The Nursing Program Chair identifies faculty needs, and makes a formal request to the Vice President of Academic, UTTC President; and the Human Resource Director. The position is advertised, and interviews conducted. A background check and drug and alcohol screening are conducted on the potential candidate. Reports of these checks must meet the same requirements for clinical placement as required for nursing students. A selection form is submitted to the Vice President of Academic Affairs and UTTC President for approval. The Human Resource Director completes the contract and salary arrangements. The Nursing Department Chair is involved in all phases of the appointment process. The Human Resource staff explains UTTC faculty benefits and responsibilities to nursing faculty. Portions of faculty files are maintained by both the Human Resource staff and the Nursing Department Chair.

Orientation of New Faculty

The new hire attends a series of orientation beginning with the Human Resource department's orientation to the college, and an all faculty orientation. New faculty are jointly oriented to the nursing department by the Nursing Chair and Nursing Faculty. Faculty also receive orientation to the UTTC Jenzabar and Learner Management System (LMS) data base, and receive information on how to set-up and operate their telephones. Faculty will be oriented to how they can remotely access the LMS and their phone messages.

Clinical Site Orientation

Faculty who accompany students to clinical sites are to complete orientation to the clinical facility and their assigned units prior to taking students on site for clinical experiences. The Nursing Chair will communicate with the facility and provide faculty with the appropriate contacts. All clinical faculty are responsible to maintain communications with their clinical sites regarding changes in facility policies.

Expectation for Appearance

Nursing faculty's clothing, appearance, and mannerisms are to role model professionalism. Clothing is to be clean, neat, in good repair, and consistent with the student dress code. At clinical sites, faculty are expected to follow the facility's dress and appearance policies. In some clinical areas, faculty may wear appropriate street clothes with a lab jacket, or nursing scrubs.

Course Hours

Classes are scheduled each week of the semester in the following manner: a theory course meets 1 hour for each credit of theory, e.g. a 3-credit class meets 3 hours per week (1:1 ratio); for each pre-nursing and general education lab hour credit, 2 hours of lab per week are scheduled (1:2 ratio); for each program lab hour credit, 3 hours of lab per week are scheduled (1:3 ratio), and for each credit hour of clinical experience, 3 hours of clinical per week is scheduled (1:3 ratio).

Teaching Workload & Work Hours

Nursing faculty are under a nine-month work agreement. A full-time teaching work load at UTTC is established at 30 credit hours for lecture courses over the 9-month academic year.

Facilitating student clinical experiences and skills labs are included in nursing faculty workloads. Workload determination theory - 1 credit hour for each 15 hours of theory; clinical and program labs are determined at the rate of on-site contact hours. Clinical example: a faculty who is on-site supervising students for 12 hours a week throughout a semester, not including clinical prep time, are given clinical/lab credit for 12 credits of teaching. Clinical and lab contact hours are identified on the Course Curriculum Guides. The nursing department is open Monday – Fridays from 8 a.m. to 5 p.m. Faculty are to work together to ensure faculty coverage in the department. Faculty are required to put in an 8 hour work day.

Time Sheets

Every other week, faculty submit their timesheet to the Department Chair. Faculty signatures on the timesheets validate worked or leave hours. The Department Chair reviews and validates information submitted. Faculty time sheets are then submitted to the Vice President of Academic, who forwards them to the Finance Department payroll specialist for processing. Paychecks are available the following Friday. Faculty have the option for direct deposit.

Leave Slips

Faculty who anticipate a need to be absent from work are to communicate with and submit a leave slip to the Department Chair for approval. Completed leave slips with signatures are attached to the faculty's time sheet for the specified leave period.

Unexpected Leave

Should faculty have unexpected circumstances that would prevent them from being at their scheduled work station, they must communicate directly with the Department Chair at least by the time their work should begin. A leave slip is to be submitted upon return to work.

Academic Calendar

The college's academic calendar is available to faculty and can be found in the college catalog and on the institution's website. Administration notifies faculty should a change be necessary.

Meeting & Committee Commitments

Faculty are expected to attend the UTTC All Hands Faculty Meetings, and participate in their committees as assigned, unless teaching class/clinical at that time. The Department Chair attends the monthly Academic Council meeting with other department chairs and directors.

Textbook Acquisitions

The Department Chair notifies the Bookstore of textbooks students will need per each nursing course. Textbook selection is a decision made by faculty who have instructional responsibility for the course.

Office Supplies

Office supplies can be obtained from a departmental supply cabinet. Faculty should submit a written request to the Department Chair for supplies not available in the department. The Department Chair or Administrative Assistant will submit periodic Purchase Requisitions for supplies. Items of larger cost may, as appropriate, be included in the next proposed budget.

Photocopying and Printing

A copy/printer machine is located within the office suite area for faculty use. There is also a graphic design classroom on campus that does some printing for the campus. Other Program materials are printed at Arrow Graphics for which a Purchase Requisition is required.

Technological Teaching Aides

Nursing classrooms are equipped with Smartboards. When faculty log on, they have access to the internet and their work computer documents, so security precautions must be used. Faculty log-on using their personal information only. Guest presenters must get permission and separate log-on data from the IT department to use the system. Other equipment include TVs with DVD-VCRs, and digital video recorders. The department also has two high-fidelity simulator manikins. Faculty is encouraged to work together to present simulated scenarios.

DVDs and Videos

The Nursing Department has some audio-visuals for student learning. Faculty are responsible to view audio-visual materials for currency of content, prior to presenting them to students. When new audio-visuals are needed, faculty requisitions them through the Department Chair. When audio-visuals no longer have current information, they are disposed of through the Department Chair. Each NUR 101 student purchases a set of Nursing Video Skills DVD/DVD-ROMs which they use throughout their UTTC nursing education.

Syllabi

Faculty prepares a syllabus for each course. Each syllabus is based on the course's Curriculum Guide, which has been approved by the UTTC Curriculum Committee. Syllabi for all courses are maintained in the nursing department and on the Share drive, with copies submitted to the Vice President of Academic Affairs and the Registrar. Each student enrolled in a nursing course is given a copy of their course syllabus, for which they acknowledge receipt. Nursing syllabi are also posted in the Learner Management System.

Course Management and Grades

Course management information in syllabi should be consistent considering the level of student in the nursing curriculum, and as appropriate for the course. Faculty must be consistent in implementing the management criteria and how grades are determined. Final grade determinations are discussed with all faculty.

Grades

Faculty records grades and attendance daily into the UTTC Learner Management System.

Course Teaching Materials

Teaching materials are available to faculty on the campus Share drive and also the textbook publisher's site contains power point slides and teaching tools. Exams from previous years are on the Shared drive and other exam questions are on the publisher's site or written by faculty.

Student Registration

Faculty receives training on use of the UTTC Data Base System and assist with student registration. New students are registered in coursework as recommended by their ACT or placement scores. The advisor evaluates transcripts of transfer students. Enrolled students' are registered in coursework dependent upon progression on their program of study. Students who pre-register for a semester must show successful completion of current coursework and meet admission and progression requirements to register for their next semester.

Degree Plan

A degree plan is established for each nursing student. Transfer and UTTC course grades are recorded on this form. Each student's Degree Plan is maintained in the student's file. A record of a student's course grade is also available in the Learner Management System. Students also receive a copy of their degree plan and a copy is maintained in the student's file. This academic plan may be changed dependent on the student's academic progression, and admission into the program.

Student Records

Student records are maintained in departmental files and the UTTC Learner Management System, and are available to nursing faculty members.

Assignment Grades

Faculty reinforces content taught to students through study guides, assignments, or quizzes. Graded papers are shared with students in a timely manner. When received as scheduled, students receive care plan feedback prior to preparing for their next clinical care plan. Likewise when daily work is submitted as scheduled, the student is able to have feedback prior to an exam. Major assignments are maintained in the department: e.g. exams, preceptor and clinical evaluations and samples of student work. Outcomes of these assignments are shared with students, and except for exams, a copy may be given to the student.

Exam Guidelines

Exam questions in beginning courses are more focused and increase in complexity throughout the program.

Counselors

Counselors assist students with personal issues that affect learning. Counselors also participate in staffings with the student and the advisor/instructor for absenteeism and behavioral issues.

Professional Development

The Nursing Department budget allocates funds for faculty professional development conferences/seminars. Requests are submitted to the Department Chair for approval, and then processed in accordance with the UTTC requisition procedure. Priority for the distribution of available funds will be dependent upon the department's need. The goal is to offer professional development for all faculty and on a rotational basis. Nurse Tim webinar offerings are available to faculty through the nursing department's affiliation with the North Dakota Center for Nursing. The monthly calendar of educational opportunities offered through CHI St. Alexius is distributed to faculty.

Contact with Students

The primary source for student-to faculty and faculty-student communications, outside the classroom, is either face-to-face, or per email. Students are expected to have a working email address and check their account at least daily. This allows for pertinent dialogue and role models workforce expectations.

Cell Phone Use

Faculty are to role model cell phone use in the classroom, lab, and clinical. Cell phones are silenced and calls are not received. Should an exception be needed, the faculty should notify the individuals involved in advance. Refer to the Cell Phone Usage Policy in the UTTC Faculty Handbook.

Faculty Immunizations and CPR Status

Faculty who accompany students into the clinical setting are to provide the Department Chair with evidence of immunizations, screenings and CPR status, as appropriate for clinical experiences, prior to beginning clinical experiences with students. Faculty is to maintain immunization records and CPR status following the same clinical requirement protocol as identified for students in the Nursing Student Handbook. These reports are provided to clinical agencies upon request. The Nursing Department will pay for the cost of Health Care Provider CPR and the annual Mantoux TB screening. Alternate screenings and other immunization or titer costs are the responsibility of the individual.

Background Checks and Drug Screening

Nursing Faculty consent to a criminal history record check, and Drug and Alcohol screening conducted through the UTTC Human Resource department. These faculty record reports must meet the same standards as nursing students. These reports are provided to clinical agencies upon request.

Maintenance of the Nursing Department

Each faculty member is responsible to ensure the department, classrooms, and labs are maintained in a neat and orderly manner. Faculty should teach and model to students to return chairs to the tables and pick up after themselves before leaving the classroom or labs.

Respect of Faculty Work Space

Faculty is to respect the cubicle space and supplies of other faculty. One should not go through or use other faculty supplies without permission.

Work Orders

Faculty should submit a Track-It work order when needed for IT computer needs. If faculty has repeated computer problems, the Department Chair should be informed. Faculty is to inform the Department Chair when work orders for maintenance or departmental equipment are needed.

Lab Supervision, Supplies, and Sharps

Faculty is to supervise their assigned students when in the nursing lab. Under supervision, students may have access to the linen cabinet only. Only Nursing Faculty are permitted access to equipment stored in lab cabinets. Lab supplies are stored in the lab cabinets for use by all faculty. Faculty is to communicate with lab faculty to use equipment intended for another course/lab.

Faculty who facilitates student labs that include the use of sharps are to maintain accountability for the sharps. Sharps are disposed of in red biohazard containers. Nursing Faculty take the biohazard containers to the campus Student Health Center for disposal.

Clinical Affiliation Agreements

An agreement of understanding is negotiated with each agency where students are placed for clinical experiences. Administrative personnel from each agency sign the affiliation agreement. The Department Chair reviews agreements and initiates new or renewal agreements. Affiliation agreements are maintained in the nursing department.

Student Liability Insurance

The college provides liability insurance for student clinical experiences. The nursing department maintains a copy of the insurance contract.

Selection and Role of Preceptor

Arrangements for student preceptors are made between nursing faculty and the agency representative. Preceptors must be educated at the same academic degree or higher, or have demonstrated competencies that are appropriate for the student's learning experiences. If preceptors are of another discipline, they must hold credentials that are appropriate for the student's learning experience. The preceptor will have no more than two students during any one work period. Nursing faculty are responsible for the student's learning experiences and conduct onsite visits for the purposes of monitoring and evaluating the learning experiences. A preceptor evaluation is completed by nursing faculty and the respective student.

Pinning and Graduation Ceremonies

The Department has a Pinning Ceremony to recognize graduates' program completion. Each graduating nursing student is honored with a UTTC School of Nursing pin.