

CLARKE UNIVERSITY

NURSING FACULTY HANDBOOK

July 2010

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I. GENERAL INFORMATION

OTHER DOCUMENTS

In addition to this supplemental departmental handbook, all faculty are to be familiar with and abide by the guidelines of current editions of the following Clarke University documents:

- Clarke University Faculty Manual
- Clarke University Student Handbook
- Academic Year Information Packet
- Clarke University Catalog
- Clarke University Undergraduate Nursing Student Handbook
- Clarke University Graduate Nursing Student Handbook/Catalog
- Schedule of Classes (Fall/Spring/Summer)
- Clarke University Advisor Handbook

MAIL

Mail is picked up daily from the Nursing Department box (MS #1727) university mailroom. The office coordinator distributes mail to the individual faculty mailboxes in CBH 123A. At the office coordinator's desk there is a drop box for out-going and for campus mail. The office coordinator will arrange for posting of mail needing special consideration, e.g., UPS, overnight.

TELEPHONE

Dial 9 for an outside line for local calls. Each faculty member receives a long distance authorization code from the Telecommunications Center. Dial 5 for a toll free or long distance number, then dial the individual authorization code, wait for the dial tone and dial 1-area code-number. Keep a log of individual long distance phone numbers called. Billing will be made to your phone. When you receive the bill each month, initial it to indicate its accuracy and give it to the office coordinator. (Indicate which, if any, of the calls were personal and attach payment for those calls to the bill.) Voice mail is included in the phone system. If a reference card for the phone mail system is not in your office, this is available at my.clarke.edu (Computer Center/Communications link).

KEYS

Each faculty member has a key to his/her office, building doors and any other doors s/he may need to access. A key request form is located at www.clarke.edu (Safety and Security link).

COMMUNICATIONS

Informational items for nursing faculty are distributed via e-mail, in meetings, or circulated via routing slip through department mailboxes. This may include such things as meeting minutes, continuing education offerings, legislative updates, and other relevant information.

University announcements are often made via voice mail, e-mail, or in meetings.

COMPUTER ACCESS

Each full-time faculty member has a PC. The Computer Center and Technology Education Office provide resources and services to support the academic use of the computer.

A computer lab for nursing students is part of the Nursing Department. Other computers for word processing and computer-assisted instruction are located in the Keller Computer Center, the Learning Center, the Library, Catherine Byrne Hall, Eliza Kelly Hall and Mary Josita Hall.

FACULTY ID AND PARKING PERMITS

Information regarding ID badges and parking permits is distributed with general faculty information at the beginning the academic year.

OFFICE HOURS

All full-time University faculty are required to have at least 8 office hours weekly.

Faculty members give a copy of their office hours to the department office coordinator by the first week of each semester. A copy of each faculty member's office hours is sent by the office coordinator to the Vice President for Academic Affairs and to the Chair of the Department. S/he also posts a copy on the door of the faculty member's office and maintains an office copy.

If office hours need to be temporarily changed, a note should be posted on the office door and the office coordinator of the Nursing Department informed.

WORK REQUESTS

Typing and copying to be done by support staff should be requested of the department office coordinator as far in advance as possible so that it can be appropriately scheduled for completion, if possible to accommodate by department support staff. Outside copy agencies are also utilized. Completed work will be returned to faculty via departmental mailboxes, unless known to be confidential in nature; in these circumstances it will be placed on the individual faculty's desk.

SUPPLIES

An inventory of supplies for faculty members (paper, pencils, transparencies, forms, etc.) is maintained by the office coordinator.

SYLLABI AND OTHER COURSE INFORMATION

Any substantive change in a course syllabus must be approved by the Chair of the Department.

The Nursing Department uses the syllabus format as described in the Faculty Evaluation Manual of the University.

Syllabi and course packets, if the latter are used, are to be given to the office coordinator for duplicating at least one month prior to the beginning of the course.

The office coordinator will maintain a file copy of each syllabus and send a copy to the Office of Academic Affairs.

Textbooks are ordered through the University Bookstore. An order form is available at www.clarke.edu (Book Store link).

Two-hour periods for final assessments are scheduled during the last week of each semester. Classes must meet during the period scheduled either for taking an examination or other evaluatory activity, unless permission from Provost or Academic Dean.

A Scantron is available for correcting multiple choice or true/false examinations. Answer forms are available in Room 123A CBH.

***GRADING SCALE**

UNDERGRADUATE

95 - 100 = 4.00 = A	77 - 79 = 2.00 = C
92 - 94 = 3.67 = A-	74 - 76 = 1.67 = C-
89 - 91 = 3.33 = B+	71 - 73 = 1.33 = D+
86 - 88 = 3.00 = B	68 - 70 = 1.00 = D
83 - 85 = 2.67 = B-	65 - 67 = 0.67 = D-
80 - 82 = 2.33 = C+	0 - 64 = 0.00 = F

GRADUATE

4.00 = A
3.76 = A-
3.33 = B+
3.00 = B
2.67 = B-
2.33 = C+
2.00 = C
Less than a C is unacceptable

PROFESSIONAL ATTIRE

1. Agency guidelines will be followed.
2. Overall appearance will convey an image of professionalism.
3. Jewelry will be minimal: wedding ring, engagement ring, stud earrings only, no dangling adornment (religious or secular), no observable ornamental device piercing any body part other than the ear.
4. Fingernails will be unaugmented, short, without bright enamel.
5. The hair style will be such as the course instructor deems appropriate to the essential hygiene of the clinical area.
6. Specific guidelines pertinent to a course will be given to students with other course materials.
7. Insofar as agency guidelines are not violated, the course instructor is the arbiter of “appropriate” and “unremarkable” as descriptors of attire and general personal appearance.
8. The course instructor is responsible for sharing with clinical instructors assisting in the conduct of the course, the expectations regarding faculty and student attire in the clinical areas utilized in the course.
9. The Clarke University pre-licensure student nurse uniform consists of:
 - a) a vest purchased from the approved vendor
 - b) the approved institutional identification patch worn on the vest
 - c) a white top with collar and white pants/skirt or a white dress with collar
 - d) the approved identification badge (pin)
 - e) white shoes

- **Visiting an agency for purposes other than giving or supervising care of clients**
 1. Faculty, Graduate, and TimeSaver students wear an identification badge (pin) and unremarkable street clothes or attire that is recognizable to the average person as a nurse's uniform. A lab coat is optional.
 2. Pre-licensure students wear the Clarke University nursing uniform or unremarkable street clothes with a lab coat. If the student elects to wear street clothes and lab coat, the approved institutional identification patch must be visible on the left side of the front of the lab coat and the identification badge (pin) must be worn on the upper left chest area of the lab coat.

- **Supervising or providing care to clients under the aegis of an agency**
 1. Faculty and TimeSaver Students in traditional in-patient settings on clinical units where nursing staff wear uniforms, wear an identification badge (pin) with attire that is recognizable to the average person as a nurse's uniform. A lab coat is optional.
 2. Faculty and TimeSaver students in specialty units within institutional settings, for example, mental health units, operating room suites, obstetrical areas, wear an identification badge (pin) with attire that meets the specifications of the unit. For example, street clothes with or without a lab coat may be worn in mental health and managerial areas; scrub suits may be worn in areas such as obstetrics and critical care.
 3. Faculty and TimeSaver students in community settings wear an identification badge (pin) with unremarkable street clothes, with or without a lab coat, as appropriate to the situation. Standard attire such as would be recognizable by the average person as a nurse's uniform also may be worn.
 4. Pre-licensure students in traditional in-patient settings on clinical units where nursing staff wear uniforms wear the complete and unadulterated Clarke University student nurse uniform.
 5. Pre-licensure students in specialty units within institutional settings, for example, mental health units, operating room suites, obstetrical areas, wear the identification badge (pin) portion of the student uniform with attire that meets the specifications of the unit. For example, street clothes with or without a lab coat with the approved institutional identification patch may be worn in mental health and managerial areas; scrub suits may be worn in areas such as obstetrics and critical care.
 6. Pre-licensure students in community settings wear the approved identification badge (pin) with unremarkable street clothes and whatever other attire is specified by the course requirements, for example, a lab coat with the approved institutional identification patch.
 7. Graduate students in community settings should dress in unremarkable street clothes and look professional in appearance. If working in a clinical setting, the student must adhere to the dress code of the unit. An identification badge must be worn at all times.

Students who do not adhere to the course guidelines for dress in the clinical area will receive a warning from the appropriate instructor for the first violation. A second offense will warrant dismissal from the clinical area for the day and the published corresponding effect on his/her course grade.

**II. Clarke University
Department of Nursing and Health**

FACULTY BY-LAWS

Article I: NAME

The name of the organization shall be Clarke University Department of Nursing and Health Faculty, hereafter referred to as the Nursing Faculty.

Article II: PURPOSE

The purpose of this organization shall be to articulate the beliefs, to formulate the educational philosophy and to develop policies of the Department of Nursing and Health; to establish goals; to plan, implement, and evaluate the curriculum; to promote faculty development; to encourage research; to monitor student affairs; and to conduct on-going business necessary to enhance the mission of the University and meet the objectives of the Department.

Article III: MEMBERSHIP

All appointees of academic rank employed half-time or greater in the Department are the members of this organization.

Representatives from each level of the student body are members of this organization. Student representatives may be appointed by the Chair or selected by other mechanisms approved by the faculty. Student representatives shall not attend those meetings or portions of meetings at which the admission, progress or dismissal of specific students is discussed. At the discretion of the Chair, students may be asked to be absent from meetings or portions of meetings when other matters of a confidential or sensitive nature are discussed.

Article IV: OFFICERS AND DUTIES

- The Chair of the Department of Nursing and Health shall serve as the Chairperson.
- The chairperson shall prepare each agenda, preside at meetings or designate another presider, and be a member of all standing committees.
- The chairperson shall appoint members of all standing committees for the term of one academic year.
- The Office coordinator of the Department of Nursing and Health shall serve as the organization's secretary and keep minutes of all faculty meetings.

Article V: MEETINGS

- Regular meetings shall be at least once a month during the academic year with the dates, times, and locations established by the chairperson in collaboration with the faculty. Business shall usually be conducted by consensus. If a formal vote is needed Robert's Rules of Order current edition shall be followed.
- Special meetings may be called at the request of the Department Chair or one-third of the faculty. The order of business at a special meeting shall be:
 - Call to order
 - Consideration of business
 - Adjournment
- A simple majority of the membership shall constitute a quorum at regular and special meetings.
- All members present at a meeting are eligible to vote. A simple majority vote shall carry all motions. The chairperson will vote only in the event of a tie.

Article VI: STANDING COMMITTEES

Section 1 Standing Committees

There will be six standing committees: Academic Admission and Progression, Curriculum, Faculty Development, Instructional Resources, Evaluation, and Student Affairs. Faculty may elect to meet as a Committee of the Whole for any one or more of these committees. Each Committee shall prepare an annual written report, which will be a summary of the Committee's activities for that academic year.

1. Academic, Admissions, Progression, and Retention Committee:

The Academic, Admissions, Progression, and Retention Committee shall be composed of appointed faculty members. Functions of this committee are:

- Develop criteria for admission to the nursing major
- Develop criteria for admission to the graduate program
- Develop departmental policies for progression in the major
- Evaluate whether candidates for admission and progression in the major meet criteria

2. Curriculum:

The Curriculum Committee shall be composed of appointed faculty members and (a) student representative(s) from each level of the student body. Functions of this committee are:

- Review the philosophy, conceptual framework and objectives as they articulate within the undergraduate nursing curriculum and in the graduate curricula
- Evaluate the prerequisite and co-requisite requirements for the nursing major

- Review each nursing course incorporating student and peer evaluations
- Review the total nursing curriculum, undergraduate and graduate, based on faculty, alumni, student, and advisory board feedback
- Investigate student concerns related to the curriculum
- Recommend curriculum changes based on evaluation

3. Faculty Development:

The Faculty Development Committee shall be composed of appointed faculty members. Functions of this committee are:

- Periodically review faculty bylaws and recommend changes as necessary
- Support faculty in research efforts and other scholarly endeavors
- Review biannually and recommend revisions in the Department of Nursing & Health Faculty Handbook
- Coordinate faculty development programs and resources
- Collaborate with the Department of Adult Education in sponsoring continuing education offerings for the department and the nursing community.
- Monitor and enhance organizational environment

4. Instructional Resources:

The Instructional Resources Committee shall be composed of appointed faculty members and (a) student representative(s) from each level of the student body. Functions of this committee are:

- Recommend deletion of out-dated materials to the library
- Recommend library acquisitions
- Serve as the department's liaison with library personnel
- Maintain a current inventory of audio-visual, print and software materials held by the department
- Recommend departmental acquisition of instructional resources
- Discard outdated departmental instructional materials
- Serve as an advisory committee to the Nursing Resource Center Coordinator

5. Evaluation:

The Evaluation Committee shall be composed of all full time and half time faculty members. Functions of this committee are:

- Develop an assessment plan
- Monitor the on-going implementation of the assessment plan
- Compile and analyze data from program evaluation components
- Recommend changes based on evaluation data, review departmental policies and procedures necessary for continued meaningful evaluation

6. Student Affairs:

The Student Affairs Committee shall be composed of appointed faculty members and (a) student representative(s) from each level of the student body. Functions of this committee are:

- Develop and recommend to faculty student policies regarding health, grievance, professional behavior, dress, and other areas where policies affect students in nursing
- Review the Undergraduate and Graduate Nursing Student Handbooks (including all policies) annually and recommend to faculty revisions as needed
- Provide support and advocacy to the Student Nurses Association
- Develop and implement annual student orientation programs
- Student representatives will review student handbook annually and make recommendations.

Section 2 Ad Hoc Committees

Ad hoc committees shall be appointed by the Chair for specific and temporary purposes and be dissolved following accomplishment of these purposes and submission of a written report to the faculty.

Article VII: NURSING ADVISORY BOARD

- The purpose of the Nursing Advisory Board is to provide advice and counsel to faculty and administration and to make recommendations to the Department regarding resources, facilities, services, curriculum and community needs.
- The Board is comprised of individuals both external and internal to Clarke University who have an interest in the provision of nursing services and in nursing education. Membership includes community representatives of health care and consumer constituencies.
- All members of the Advisory board serve without compensation.
- The Board will develop and adopt operational principles to facilitate its functioning.

Article VIII: AMENDMENTS

These bylaws may be amended at any regular meeting with the two-thirds vote of those present, provided the amendment was proposed at the last preceding regular meeting.

Accepted 12/1991

Reviewed 8/1992

Revised 2/1997

Revised 5/1999

Revised 11/03

Revised 1/2006

Revised 07/2009

III. POSITION DESCRIPTIONS

CHAIR, DEPARTMENT OF NURSING AND HEALTH

Description:

Chief administrator of the Department of Nursing and Health.

Qualifications

- Baccalaureate and master's degrees in Nursing
- Earned doctorate in nursing or other discipline
- Administrative experience
- Minimum of two years clinical nursing experience
- Minimum of two years experience in baccalaureate and higher degree nursing education
- Current licensure in Iowa, pursuant to the nurse licensure compact contained in Iowa code section 152E.1
- Current membership in ANA
- Value system compatible with Clarke University mission and nursing department philosophy

Accountability:

Reports to the Provost Vice President for Academic Affairs.

Responsibilities:

- Provide leadership in planning and implementing nursing curricula.
- Provide leadership in departmental evaluation: process and outcomes.
- Interview prospective faculty and, in collaboration with search committee, recommend individuals to be employed.
- Evaluate faculty performance.
- Assign teaching, student advising, committee and other departmental responsibilities to faculty.
- Give leadership to the planning and coordination of faculty professional development.
- Direct and evaluate support staff in the department.
- Chair nursing faculty meetings.
- Hold ex-officio membership on all department committees.
- Plan, implement, and evaluate recruitment activities in cooperation with admissions, graduate and timesaver offices.
- Admit/Dismiss students to the nursing programs.
- Recommend students for graduation and graduates for licensure.
- Prepare reports for the University administration, Iowa Board of Nursing and, accrediting bodies as required.
- Schedule nursing course offerings each term in collaboration with faculty and University administration.
 1. Oversee nursing entries in catalog and other University publications.
 2. Execute agreements for student learning experiences with clinical agencies.
 3. Represent the nursing program to internal constituencies, to external stakeholders and to the general public.
 4. Participate in University councils, committees, and task forces as indicated.

5. Serve as a resource and support person for faculty and students.

FULL-TIME FACULTY

Description

The full-time nursing faculty member is an instructor, assistant professor, associate professor or professor appointed by the President of the University. The full-time nursing faculty member teaches students in classroom, laboratory, and clinical settings as assigned and fully participates in the implementation of the goals and objectives of the nursing department. S/he also meets the requirements for faculty appointment as stated in the Clarke University Faculty Manual.

Qualifications (undergraduate):

- Currently licensed as a Registered Nurse in the State of Iowa or licensed in another state and recognized for licensure in Iowa, pursuant to the nurse licensure compact contained in Iowa code section 152E.1
- Current membership in appropriate professional organizations.
- Minimum of a master's degree in nursing.
- Minimum of two years experience in clinical nursing.
- Health status which permits execution of all faculty responsibilities.

Qualifications (graduate):

- Items listed for undergraduate program
- Earned doctorate or advanced level certification in the specialty area in which faculty member is teaching.

Accountability

Reports to Chair of Department of Nursing and Health

Responsibilities:

A. Theory Instruction

- Participate in the development and revision of course syllabi.
- Utilize a variety of teaching approaches.
- Participate in the development and administration of evaluation tools, e.g., examinations and formal papers.
- Propose acquisition of materials to enhance the learning process.
- Provide for administration of course evaluations each semester.
- Collaborate with peers in selection of primary text and of learning activities.
- Evaluate learning experiences.
- Evaluate students' achievement of learning outcomes.

B. Laboratory/Clinical Teaching

- Facilitate student assignment to aid student in meeting course objectives.
- Supervise performance of students.
- Ensure client safety.
- Evaluate effectiveness of the learning experience.
- Contribute to development of appropriate evaluation form(s).
- Annually evaluate clinical facilities utilized.

- Maintain positive relationship with clinical learning site(s) personnel.

C. Advising

- Provide academic advisement for assigned students.
- Maintain a minimum of 8 office hours per week.

D. Professional Development

- Participate in professional nursing organizations(s).
- Expand expertise through selected educational pursuits, research and practice.
- Participate in the faculty evaluation plan as outlined in the Faculty Evaluation Manual.

F. Service

- Participate in University activities.
- Participate in activities that contribute to the social fabric and health of the community.
- Participate in department and University committees as assigned.

PART-TIME FACULTY

Description

The part-time nursing faculty member is an instructor, assistant professor, associate professor or professor appointed by the President of the University. The part-time nursing faculty member teaches students in clinical, laboratory and/or classroom components of courses as assigned and assists full-time faculty in the implementation of the goals and objectives of the nursing department. S/he also meets the requirements for part-time faculty as stated in the Clarke University Faculty Manual.

Qualifications (undergraduate):

- Currently licensed as a Registered Nurse in the State of Iowa or currently licensed in another state
- and recognized for licensure in Iowa, pursuant to the nurse licensure compact contained in Iowa
- code section 152E.1
- Current membership in appropriate professional organizations.
- Minimum of a master's degree in nursing.
- Minimum of two years experience in clinical nursing.
- Health status which permits execution of all faculty responsibilities.

Qualifications (graduate):

- Items listed for undergraduate program.
- Earned doctorate or advanced level certification in the specialty area in which faculty member is teaching.

Accountability

Reports to Chair of Department of Nursing and Health.

Responsibilities

A. Instructional (classroom/clinical/laboratory) responsibilities as assigned.

B. Participates in course and level meetings. May participate in other meetings.

C. Maintain a minimum of four office hours per week.

D. Professional Development

- Participate in professional nursing organizations(s).
- Expand expertise through selected educational pursuits, research and practice.
- Participate in the faculty evaluation plan as outlined in the Faculty Evaluation Manual.

E. Service

- Participate in University activities.
- Participate in activities that contribute to the social fabric and health of the community.

ADJUNCT CLINICAL INSTRUCTOR

Description

The adjunct clinical instructor guides student learning experiences in a clinical or laboratory area under the direction of full or part-time faculty. S/he assists full-time faculty in the implementation of the goals and objectives of the nursing department.

Qualifications (undergraduate):

- Minimum of baccalaureate degree in nursing.
- Minimum of two years experience in clinical nursing.
- Evidence of expertise in the clinical area in which s/he teaches.
- Currently license as a Registered Nurse in the State of Iowa or currently licensed in another state and recognized for licensure in Iowa, pursuant to the nurse licensure to nurse licensure compact contained in Iowa code section 152E.1.
- Health status which permits successful execution of the responsibilities of a faculty member.

Qualifications (graduate):

- Items listed for undergraduate program.
- Earned doctorate or advanced level certification in the specialty area in which faculty member is teaching.

Accountability: Reports to lead course instructor.

Responsibilities

- Prepare for the learning activity (e.g., patient assignment, conference with agency personnel, chart review, laboratory set-up) that enhances the learning potential of the clinical experience.
- Supervise student during the clinical/laboratory experience.
- Facilitate clinical conferences within the clinical experience time frame.
- Evaluate student assignments (written and psychomotor) specific to the experience.
- Evaluate overall student performance and confer with student regarding same. Inform students not performing at an acceptable level of noted deficiencies as soon as possible.
- Document evaluation of student's clinical performance and any pertinent anecdotal information in student's advising record. Document fact that student was informed of any deficiencies in performance.
- Communicate with course instructor the final clinical grades and any other pertinent information regarding students or agency.
- Participate in orientation activities required by Clarke University or the clinical agency.
- Maintain and nurture relationships with clinical agency personnel that promote an environment conducive to student learning.
- Attend course and level meetings.
- Evaluate course and teaching performance with course coordinator or department chair, per the Faculty Evaluation Manual, as appropriate.

LAB COORDINATOR OF NURSING RESOURCE CENTER

Description

Maintains Nursing Resource Center (NRC) equipment and supplies.

Qualifications

Appointment to Nursing Faculty.

Accountability

Reports to Chair, Department of Nursing and Health.

Responsibilities

- Orient students, faculty and support personnel to NRC.
- Confer with instructors of nursing courses to coordinate NRC activities with student learning requirements.
- In collaboration with course instructors provide learning opportunities, including remediation, for mastery of nursing skills.
- In collaboration with course instructors oversee simulation sessions to validate student progress in mastery of skills.
- Evaluate learning materials, equipment and supplies.
- Maintain the NRC space, resources and equipment.
- Order durable and consumable supplies.
- Identify equipment, software and supply needs for upcoming years and submit to Department Chair for inclusion in annual and five-year budget in consultation with all faculty members.
- Ensure a NRC environment that meets health and safety standards.
- Supervises student workers assigned to the NRC.

GRADUATE PROGRAM AREA COORDINATOR

Description

A Graduate Program Area Coordinator is responsible for guiding implementation and evaluation of curriculum and policies in the given specialty area.

Qualifications

- Academic and experiential preparation appropriate for teaching in the specialty area.
- Minimum of two years teaching experience.
- Full-time appointment to the Nursing Faculty with academic rank.
- Organizational skills.
- Effective interpersonal skills.

Accountability

Reports to the Chair, Department of Nursing and Health.

Responsibilities

- Facilitate implementation of department philosophy within the program.
- Facilitate student achievement of program objectives.
- In collaboration with course instructors secure sites for clinical experience.
- Collaborate with other specialty program directors to achieve goals and objectives of the graduate program.
- Monitor congruence with accreditation guidelines.
- Mentor new faculty teaching in the specialty area.
- Serve as a resource for faculty teaching in the specialty area.
- Meet with Department chair as scheduled and as indicated.
- Prepare reports for the appropriate credentialing or governing bodies.

FULL-TIME OFFICE COORDINATOR

Description

Provides essential support services to Chair, faculty, and students. Performs daily activities of the Department of Nursing and Health office to ensure timeliness

Responsibilities

Provide administrative support to the Chair and faculty members.

- Using Excel and database skills, assist with reports to University administration, Iowa Board of Nursing and accrediting bodies
- Prepare, may also be asked to draft, business/department correspondence.
- Other assistance as needed

Manage day-to-day office functions

- Manage confidential student database including data input, queries, reports, academic files, Background checks, health records and admission requirements.
- Prepare mailings.
- Manage office calendar.
- Maintain office supply inventory.
- Answer telephone, take messages, transfer calls appropriately, make appointments
- Coordinate projects for work study students
- Type correspondence, reports, forms, minutes, budgets, department handbooks and other materials as required.
- Arrange for copying of examinations, syllabi, instruction materials and other material required by members of the department.
- Maintain files for students including health record database, examinations, teaching materials, minutes and other categories useful to the department.
- Maintain budget ledger and records, submitting invoices for prompt payment.
- Support Nursing department activities and functions
- Collect, sort and distribute mail for the department.
- Oversee Nursing Computer Lab.
- Oversee maintenance of general-use copy machine.
- Maintain exhibits for accrediting bodies.

Support goals of Department and the mission of Clarke University.

- Through personal conduct and work product, set an example of high quality and professionalism.
- Assume responsibility to manage controllable expenses.
- Through words and actions, support Clarke services and programs, and Nursing Department program.
- Interact positively with business clients, students, faculty, and Clarke employees to support relationship-building.
- Work as part of a collaborative team, sharing work in common and creating healthy interpersonal relationships.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Post secondary education in business or office occupations or equivalent experience, including office operations, correspondence, minute taking, and financial and statistical reporting.
- High degree of computer literacy, including Microsoft Word, Excel, and PowerPoint. Database experience a plus.
-

Language Skills

- Excellent interpersonal, verbal and written communication skills, able to communicate with diverse populations.
- Knowledge of proper business format and grammar for letters and reports.

Mathematical Skills

- Adding, subtracting, multiplying, dividing, and ability to work with ratios, percentages, and fractions.
- Acute attention to detail and accuracy.

Reasoning Ability

- Self-motivated and requires minimal supervision. Enthusiastic with positive attitude. Good judgment and decision-making skill within the scope of job duties.
- Outstanding time management and organization skills required. Able to manage multiple projects and accomplish critical tasks on time despite interruptions.
- Maintain confidential information.
- Honest, able, and willing to assume responsibility for Clarke University assets in his or her care.
- Works well in a team environment.
- Committed to high quality results.
- Customer service focus.

WORK-STUDY ASSISTANT

**Workstudy positions will include one nursing student and one non-nursing student. Hours to be determined by faculty, office manager and students.

Description:

Performs clerical tasks as assigned.

Responsibilities:

Maintain confidentiality of information acquired in performance of position functions.

Perform a variety of duties as directed. Duties include but are not limited to:

1. Data entry.
2. Filing.
3. Mail distribution.
4. Copying.
5. Library research.
6. Errands.
7. Maintenance of learning resource center environment (to include cleaning).
8. Setting-up for learning experiences.
9. Maintaining inventory of supplies.
10. Assisting students in learning resource center activities.
11. Shredding of confidential information.
12. Assisting the office coordinator with preparing and mailing surveys.
13. Other duties as assigned.

Reporting Relationships:

Reports to Office manager Department of Nursing and Health and/or supervisor of nursing laboratory.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

A. Language Skills:

1. Excellent interpersonal, verbal and written communication skills, able to communicate with diverse populations.

B. Mathematical Skills:

1. Adding, subtracting, multiplying, dividing, and ability to work with ratios, percentages, and fractions.
2. Acute attention to detail and accuracy.

C. Reasoning Ability

1. Self-motivated and requires minimal supervision. Enthusiastic with positive attitude. Good judgment and decision-making skill within the scope of job duties.
2. Maintain confidential information.
3. Honest and works well in a team environment.
4. Committed to high quality results.

D. Grade point average

** To ensure the ability of the student to maintain his/her workstudy hours along with academic requirements, students who perform workstudy for the nursing department must maintain a cumulative GPA of at least 3.3. This will be reviewed on a semester by semester basis.

IV. CLARKE UNIVERSITY DEPARTMENT OF NURSING AND HEALTH FACULTY POLICIES

HEALTH POLICY

- Prior to or upon employment faculty must complete the Departmental Health Record (verification of physical examination and good health, immunization record, health history, and recent tuberculin test results).
- Immunizations and tuberculin testing are to be kept up-to-date according to CDC guidelines.
- Faculty teaching in clinical agencies must meet the health requirements of the agency (agencies) in which s/he teaches.
- Faculty are encouraged to model appropriate health maintenance behaviors.

SAFETY POLICY

- Nursing faculty comply with OSHA regulations for Clarke University with particular attention to universal precautions, hazardous materials, Right to Know Law, and bloodborne pathogens.
- Documentation of compliance is maintained in the designated office of the University.
- Faculty teaching in clinical agencies must meet the OSHA requirements and institutional safety requirements of the agency (agencies) in which s/he teaches.
- Nursing faculty understand and comply with HIPPA regulations.

PRECEPTOR POLICY

FAMILY NURSE PRACTITIONER PROGRAM

Clinical preceptors are an essential and valued part of the teaching team and contribute to the educational effectiveness of the program in cognitive, affective and psychomotor domains. The selection of competent preceptors interested in the promotion of advanced nursing practice is a significant and vital responsibility of faculty. The following guidelines have been established for preceptor selection.

- A. Preceptors shall be nurse practitioners, other advanced practice nurses or physicians.
- B. A clinical practice agreement shall be executed between Clarke University, the clinical site and the preceptor.
- C. Nurse practitioners and other advanced practice nurses shall:
 - 1. Be nationally certified in their specialty.
 - 2. Be authorized for practice by the state licensing entity.
 - 3. Have a minimum of one year clinical experience in the advanced practice role.
- D. Physicians shall:
 - 1. Be authorized to practice medicine by the state licensing entity.
 - 2. Have a minimum of one-year clinical practice experience.
 - 3. Have some experience working with nurses in advanced practice.
- E. All preceptors shall:
 - 1. Provide the nursing program with the following:
 - a) Curriculum vita including title, discipline, specialty, credentials, licensure, education, years of experience, practice site and previous experience with graduate students
 - b) Copy of current authorization to practice (license)
 - c) Copy of national certification document
 - 2. Maintain currency in clinical practice.
 - 3. Maintain a practice in which the patient mix is appropriate for the student's learning needs.
 - 4. Demonstrate a willingness to mentor and to teach.
 - 5. Review the nursing program philosophy and expectations.
 - 6. Discuss with faculty questions or concerns about philosophy, expectations or student performance.
 - 7. Review criteria for evaluation of: a) students, b) site, c) preceptor.
 - 8. Provide faculty with an evaluation of student performance.

PRECEPTOR POLICY NURSE EDUCATOR SPECIALTY PROGRAM

Education practicum preceptors are an essential and valued part of the teaching team and contribute to the educational effectiveness of the program in cognitive, affective and psychomotor domains. The selection of competent preceptors interested in the promotion of advanced nursing practice is a significant and vital responsibility of faculty. The following guidelines have been established for preceptor selection.

A. Preceptors for nurse educator students shall:

- Be authorized for practice by the State Board of Nursing.
- Hold a minimum of a master's degree
- Have a minimum of one year teaching experience.
- Provide the nursing program with the following:
 - a) Curriculum vita including title, discipline, specialty, credentials, licensure, education, years of experience, practice site and previous experience with graduate students.
 - b) Copy of current authorization to practice (license)
 - c) Copy of national certification document, if applicable
- Demonstrate a willingness to mentor and to teach.
- Review the nursing program philosophy and expectations.
- Discuss with faculty questions or concerns about philosophy, expectations or student performance.
- Review criteria for evaluation of : a) students, b) site, c) preceptor.
- Provide faculty with an evaluation of student performance.

B. In special circumstances, outstanding educators in another discipline may be preceptors for nurse educator students. They must meet all qualifications/requirements given in section A with the exception of those items peculiar to the practice of professional nursing.

C. A clinical practice agreement shall be executed between Clarke University, the practicum site and the preceptor.

PRECEPTOR POLICY

ADMINISTRATION OF NURSING SYSTEMS SPECIALTY PROGRAM

Administration residency preceptors are an essential and valued part of the teaching team and contribute to the educational effectiveness of the program in cognitive, affective and psychomotor domains. The selection of competent preceptors interested in the promotion of advanced nursing practice is a significant and vital responsibility of faculty. The following guidelines have been established for preceptor selection.

D. Preceptors for nursing administration students shall:

- Be authorized for practice by the State Board of Nursing.
- Hold a minimum of a master's degree
- Have a minimum of two years upper level administrative experience.
- Provide the nursing program with the following:
 - d) Curriculum vita including title, discipline, specialty, credentials, licensure, education, years of experience, practice site and previous experience with graduate students.
 - e) Copy of current authorization to practice (license)
 - f) Copy of national certification document, if applicable
- Demonstrate a willingness to mentor and to teach.
- Review the nursing program philosophy and expectations.
- Discuss with faculty questions or concerns about philosophy, expectations or student performance.
- Review criteria for evaluation of: a) students, b) site, c) preceptor.
- Provide faculty with an evaluation of student performance.

E. In special circumstances, outstanding administrators in another discipline may be preceptors for nursing administration students. They must meet all qualifications/requirements given in section A with the exception of those items peculiar to the practice of professional nursing.

F. A clinical practice agreement shall be executed between Clarke University, the practicum site and the preceptor.

PRECEPTOR POLICY: UNDERGRADUATE

Clarke University Department of Nursing and Health faculty invite preceptors to participate in the education of students enrolled in upper division nursing courses when, in the judgment of faculty, course objectives can best be met by the student through a faculty-preceptor-student relationship. To facilitate supportive clinical experiences consistent with curriculum objectives, a 1:1 preceptor: student ratio is maintained.

Definition:

A preceptor is a registered professional nurse assigned to assist a nursing student in an educational experience designed and supervised by a faculty member. In special circumstances (for example, experienced registered nurse students in non-traditional settings) a non-nurse may serve as a preceptor if appropriate to the objectives of the experience.

Qualifications:

The registered professional nurse serving as a preceptor is clinically proficient, demonstrates good judgment, presents a positive professional image, holds a minimum of a baccalaureate degree in nursing, has current licensure as a registered nurse in the state in which s/he practices, and is willing to share her/his expertise with the student. The non-nurse serving as a preceptor is proficient in her/his discipline, possesses skills facilitative to the students' learning, demonstrates good judgement, holds a minimum of a baccalaureate degree, and is willing to share her/his expertise with the student.

Selection:

A preceptor is selected through mutual agreement of the preceptor, his/her supervisor in his/her employing agency and the Clarke University faculty supervising the student. The student, the supervising faculty member and the preceptor, execute a written statement of expectations for the experience.

Preceptor Responsibilities:

The preceptor sends to the Department of Nursing a current curriculum vita and a copy of his/her current nursing license. The preceptor assists the assigned student in meeting the objectives of the nursing course in which the student is enrolled. The preceptor also communicates to the faculty any difficulties or concerns that may arise and shares with the student and faculty a summary evaluation of the student's performance.

Faculty Responsibilities:

Faculty orients the preceptor to the Clarke University Nursing Department philosophy and program outcomes as well as to the objectives of the course and objectives peculiar to the learning experience. The supervising faculty member is readily available for consultation via beeper or telephone to the preceptor and to the student. The supervising faculty member evaluates the student performance and other parameters of the clinical experience.

Agency-School Relationship:

An agreement for clinical learning experience is in place between the agency utilized for the clinical experience and Clarke University. Agreements are reviewed annually. The preceptor is an employee

of the agency and there is no employer-employee relationship, real or implied, between Clarke University and the preceptor.

OUTCOME CRITERIA DEFINITIONS

CRITICAL THINKING

Critical thinking is a reflective activity that requires identifying and challenging assumptions, developing alternative perspectives, exploring and analyzing solutions. It involves both logical and intuitive elements in statement classification, statement analysis and statement conclusion. Traits essential to critical thinking include: integrity, fairness, intellectual courage, persistence, curiosity, and open-mindedness.

COMMUNICATION

Dynamic exchange of messages that forms the relationships human beings have with one another. In nursing education the student-faculty relationship is central and models communication for other caring relationships. For communication to be effective, a message must reflect the intent of the sender and be accurately interpreted by the receiver. By its very nature, communication is multifaceted and encompasses oral, written, signed, electronic, non-verbal and other symbolic language. It occurs in dyads and in groups, in person and through a variety of mediums. Nurses use a variety of communication modes and techniques in teaching and other aspects of client care.

PROFESSIONAL NURSING PRAXIS

Professional nursing praxis is the therapeutic utilization of those psychomotor and psychosocial caring actions of assessment, intervention and evaluation that a nurse designs and implements to meet mutually agreed upon health goals of individuals, of families, of aggregates, and/or of communities. Nursing assessment includes gathering information, analyzing and synthesizing data that form a basis for nursing interventions. Nursing interventions involve the application of nursing knowledge supported by scientific rationale and based on nursing assessment. Interventions appropriate to the professional nurse include technical skills, teaching, delegating and supervising the performance of tasks by others. Evaluation includes making judgements about the effectiveness of nursing interventions and assessing the outcomes of nursing care.

EMPLOYMENT PATTERNS

Employment is the practice of professional nursing for compensation. A patterns of employment denotes the figuration of work settings of graduates of the nursing program upon graduation and five-years post-graduation.

N-CLEX PASS RATE

N-CLEX pass rate is the percentage of graduates within a calendar year of July 1 to June 30 who pass the N-CLEX-RN on the first writing. Another measure of pass rate is the percentage of students in a given graduation class who pass N-CLEX within six months of graduation.

ADVANCED PRACTICE NURSING

Advanced practice nursing is an expansion of professional nursing praxis in a specialized, complex, and increasingly independent mode. Preparation for advanced practice occurs at the graduate level where the student acquires the knowledge and skills essential to the selected specialty and hones the interventions of professional nursing with particular emphasis on collaboration and consultation.

PROGRAM SATISFACTION

Program satisfaction is the degree to which students and graduates perceive the curricular and extra-curricular components of their experience at Clarke University met their expectations for preparation for practice and harmonious intra-program experiences. It also includes the degree to which employers perceive graduates of Clarke University to be prepared to meet expectations of the workplace and graduate

school faculty perceive Clarke University nursing majors to be prepared for the rigors of graduate education.

SERVICE

Service is implicit in the concept of caring which is the integrative concept of the nursing curriculum and a significant element in the life of each person who is part of the nursing program—faculty, staff, students and graduates. Service is involvement in activities that contribute to the social fabric and health of the community. Service includes personal, family and community activities. It includes civic involvement and engagement in political processes. It includes participation in professional associations and specialty organizations which afford opportunity for influencing standards of professional nursing practice and for impacting the health of society.

ORIENTATION PLAN FOR NEW FACULTY

Orientation for new faculty begins in the pre-employment phase. While many people contribute to the orientation of new faculty, oversight of the process is the responsibility of the Chair of the Department.

The mission, philosophy, and goals of Clarke University and of the Department of Nursing and Health are discussed with persons interviewing for a faculty position. General policies relative to faculty compensation and benefits, promotion, tenure and workload are also discussed in the pre-employment period.

New faculty attend the orientation session conducted by the **Vice-president for Academic Affairs**. This session is offered at the beginning of the fall term.

The **Chair** introduces new faculty to support staff and other faculty and ascertains that each new person receives the following material:

- Clarke University Faculty Handbook
- Clarke University Student Handbook
- Clarke University Advisor Handbook
- Clarke University Catalog
- Faculty Information Packet
- Undergraduate Nursing Student Handbook
- Graduate Nursing Student Handbook/Handbook
- Schedule of Classes

The new faculty member is responsible for reviewing this information and for seeking clarification and additional information as appropriate.

A faculty **mentor** is assigned to the newly hired person by the Chair of the Department. The mentor meets with the new faculty person to:

- discuss the organization of the overall curriculum
- discuss the faculty member's particular teaching responsibilities
- arrange for orientation to clinical sites as needed
- review AV Center & Computer Center Services
- tour Nursing Resource Center
- tour Nicholas J. Schrup Library

The mentor continues to serve as a support and resource person and to facilitate the new faculty member's incorporation into the University milieu and the Department community.

One to two months after employment, the Chair of the Department meets with the Faculty member. At this time the Clarke University Faculty Handbook and the Department Faculty Handbook and the faculty member's workload are reviewed. At the end of the first semester of employment the faculty member again meets with the Department Chair to discuss teaching performance and goals for the next semester.

NURSING PROGRAM FACULTY ORIENTATION CHECKLIST

Name:

Hire Date:

	Date
1 Initial Meeting with Program Director	
a) Clarke University Faculty Manual	
b) Clarke University Undergraduate Student Handbook	
c) Clarke University Catalog	
d) Clarke University Advisor Handbook	
e) Faculty Information Packet	
f) Undergraduate Nursing Student Handbook	
g) Graduate Nursing Student Handbook	
h) Committee Assignments	
i) Faculty Meeting Schedule	
j) Schedule of classes	
2 Initial Meeting with Mentor	
a) Curriculum	
b) Teaching Responsibilities	
c) Academic Policies/Procedures	
d) AV and Electronic Resources	
e) Computer Center, including e-mail, my.clarke.edu, myinfo, web ct, telephone use	
f) Nursing Resource Center	
g) Library	
3 Employment Procedures.	
a) Meeting with Director of Human Resources	
b) Keys	
c) Parking Permit	
d) ID	
e) Business Cards	
f) Book Orders	
g) Office Orientation	
h) Travel Reimbursement	
4 University-Wide Orientation Session	
5 Initial Employment File	
a) Curriculum Vita	
b) Transcripts	
c) Copy of current nursing license	
d) Health record	
e) Copy of certifications as appropriate	
f) Copy of membership card professional nursing organization	
6 Orientation to Clinical Agency (ies)	
7 Two-month Post-employment Meeting with Department Chair	
8 Semester-end Meeting with Department Chair	

CLARKE UNIVERSITY DEPARTMENT OF NURSING AND HEALTH ASSESSMENT PLAN
ACTIVITIES AND PROCESSES: UNDERGRADUATE

WHAT	WHY	HOW	WHEN	BY WHOM
AREA OF EVALUATION	OUTCOMES	METHODS & TOOLS	TIME LINES	RESPONSIBLE AGENT
Admission to Program	choose qualified applicants	Program requirements checklist Application to program form	spring/summer	Academic Admission and Progression Committee (A&P)
Enrollment	monitor trends	Applications/admissions Class lists	fall	Chairperson , A&P
Progression/Graduation	monitor/improve retention rates monitor/improve student achievement	Admission data Exit interviews Graduation rates	September May on-going	Class Advisors, A&P Department Chair Registrar
Student Satisfaction	assess effectiveness	Student Opinion Survey Student Input Advisement Records Exit Interviews	spring monthly on-going	VP, Student Life Faculty/Students Advisors Department Chair
Courses	improve instructional effectiveness	Student evaluation Faculty evaluation (portfolio)	evaluation term-end	VP, Academic Affairs Chairperson, Faculty
Teacher	improve instructional effectiveness	Student Evaluation Peer Evaluation, portfolio	varies	VP, Academic Affairs, Chairperson Faculty
Classroom Assessment	help students learn more effectively & efficiently	Multiple methods, e.g., quiz, concept paper	periodic, on-going	Faculty
Clinical Agency	insure adequate learning sites	CAET	annual	Clinical Instructors, Agency Director

WHAT	WHY	HOW	WHEN	BY WHOM
AREA OF EVALUATION	OUTCOMES	METHODS & TOOLS	TIME LINES	RESPONSIBLE AGENT
Administrator	professional development institutional effectiveness	Portfolio evaluation	Fall & Spring	VP, Academic Affairs
Licensure	compare with national norms identify areas of weakness	NCLEX reports	Quarterly & Evaluation Committee	Department Chair & faculty
Employment Patterns	document initial employment & changes over time	Placement Survey Alumni Survey	6 mo post graduation 1 & 5 years post grad	Placement/Office Department Chair & evaluation committee
Alumni Professional & Community Involvement	monitor long range mission effectiveness	Alumni Survey	1 & 5 years post grad	Department Chair & evaluation Committee
Alumni Achievements	monitor long range mission effectiveness	Alumni Survey	1 & 5 years post grad	Department Chair & evaluation committee
Faculty Achievements	Teaching ,scholarship, service and practice and promotion/tenure assistance	Faculty Evaluation Process	annual	Faculty Department Chair
Mission Effectiveness (Program Evaluation)	insure mission effectively carried out insure dept. and institutional goals met identify needs assist in program development	ME Survey, faculty & students Exit interviews Summative evaluations Student Satisfaction Survey	Yearly	Faculty Department Chair VP Student Life
Employer Satisfaction	Insure mission effectiveness	Employer phone survey	Every 5 years	Department Chair