

INSTRUCTIONAL ASSISTANT

Fundamentals of Nursing

DEFINITION

Under general supervision of assigned manager/supervisor, assists faculty by working with students individually or in groups in the improvement of academic knowledge and technical skill, and to do related work as required.

TYPICAL DUTIES

Assists instructors in the Nursing Programs by preparing the computer lab, nursing skills lab, respiratory care lab, and stations of practice with supplies, equipment, and set-ups prior to each session. Sets up A/V equipment and previews and installs computer software as needed. Schedules practice with proper check-off for students; supervises student demonstrations, evaluates each for a pass or fail presentation and provides feedback and remediation for students. Informs the appropriate instructor of any problems encountered with assigned students; monitors student attendance; confers with instructional team leader on student progress; assists students with lab cleanup and storage of equipment and supplies; maintains records and files of instructional materials and equipment; oversees the work of student assistants; and performs related duties as required.

QUALIFICATIONS

EXPERIENCE

Two years experience in a medical-surgical acute care setting. (One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.)

EDUCATION

Completion of an accredited nursing program and a current active license as a Registered Nurse in California.

KNOWLEDGE OF

Knowledge of basic nursing skills; organizational methods; training techniques; and individual tutoring techniques. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Knowledge of numbers, their operations, including arithmetic, and its applications. Knowledge of administrative and clerical procedures; basic record keeping principles; and computer software installation procedures.

SKILLS IN

Skill in training others how to do something; using multiple approaches when learning or tutoring new things; and in using logic and analysis to identify the strengths and weaknesses of different approaches. Skill in working with new material or information to grasp its implications; assessing how well one is doing when learning or doing something; knowing how to find and identify essential information; and reorganizing the information to get a better approach to problems or tasks. Skill in listening to what other people are saying and asking appropriate questions; being aware of others' reactions and understanding why they react the way they do; and in adjusting actions in relation to others' actions. Skill in observing and evaluating the outcomes of a problem solution to identify lessons learned or redirect efforts. Skill in managing one's own time and the time of others; communicating effectively with others orally and

writing as indicated by the needs of the audience; understanding written sentences and paragraphs in work related documents; and working in a multi-lingual environment.

ABILITY TO (ESSENTIAL FUNCTIONS)

The ability to perform the essential functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and good judgment; work as a member of a team; and meet schedules and time lines. The ability to operate equipment associated with teaching classes in nursing; tutor students in nursing skills and knowledge; lead and direct student learning; and organize and oversee laboratory facilities. The ability to operate office equipment including computers and supporting word processing, spreadsheet and database applications.

TYPICAL EQUIPMENT USED (May include, but not limited to)

Computer, printer, overhead projector, VCR, hospital clinical equipment, copier, and fax machine.