

## Position Description

Position Title: Instructor, Comprehensive Health Care Aide      Division: School of Nursing

Classification: Instructor

Supervisor's Title: Academic Chair, Comprehensive  
Health Care Aide

Staff Year No.: 2023/2024

### POSITION SUMMARY

Reporting to the Academic Chair, Comprehensive Health Care Aide, the Instructors are primarily responsible for the development and delivery of curricula and evaluation of student performance in the CHCA program. Instructors create a teaching and learning environment, which is conducive to equity, diversity, and inclusiveness, cultural and psychological safety. Through the application of evidence-informed pedagogical approaches, instructor guide students on their journey to integration of theory and practice as they transition and transform to becoming a certified Health Care Aide. In addition, instructors assist with assigned activities including college promotion, student recruitment, student placement, industry liaison, and various administrative functions.

### RESPONSIBILITIES AND ACCOUNTABILITIES

#### Primary:

#### Teaching and Learning

- Instruct student in the classroom, laboratory, and clinical units.
- Organize, supervise, coach students during clinical practicum.
- Provide academic assistance to students during school hours.
- Maintain discipline in the classroom, laboratory, and nursing units/community sites and when required, consult and recommend actions to practicum lead/Academic Chair regarding student behaviour, including formal student disciplinary action.
- Counsel students with respect to academic progress and encourage them in obtaining appropriate follow-up from the Student Success Advisory and/or Learning Strategist.
- Facilitate and maintain a creative and positive learning environment, which provides the opportunity for meaningful learning.
- Prepare and organize course materials and learning resources for course delivery.
- Prepare and maintain all course-related records including evaluation, attendance records, and submit information as required to the Academic Chair.

#### Indigenization and Decolonization of Practical Nursing

- Understand Indigenous ways of being, knowing, and doing.
- Incorporate acknowledgment of traditional territories of First Peoples using a variety of mediums (in lectures, course outlines and web-based course architecture).

## **RESPONSIBILITIES AND ACCOUNTABILITIES**

- Understand Indigenous worldviews, the distinction and diversity of Indigenous People by language, cultures, and regions.
- Include Indigenous perspectives and learn about and apply Indigenous pedagogical approaches including:
  - Indigenous Principles of Learning such as experiential and lifelong learning approaches.
  - The oral tradition of telling stories, with guest speakers such as Elders, Knowledge Keepers and community leaders.
- Incorporate talking circles in curriculum delivery to facilitate communication (circle methodology)
- Respect and recognize rights for distinctive Indigenous customs, spirituality, traditions and practices.
- Integrate the principles of equity into curriculum and instructional techniques and provide an environment which is free from sexual, racial, and gender harassment.

### **Campus Clinical Laboratories and Equipment**

- Assist with the layout of clinical laboratories and clinical equipment when applicable.
- Maintain program equipment, laboratory facilities, and materials to ensure a safe and organized work environment.
- Assist in maintaining an inventory of capital equipment and expendable goods.

### **Quality Assurance and Quality Improvement**

- Actively participate and promote a quality culture in the CHCA program.
- Use quality improvement processes to improve the quality of teaching and learning and to provide an exceptional learning experience for students.
- Collaborate, communicate, and be accountable to the students, colleagues, supervisors, and the broader community to achieve a program excellence.
- Integrate evidence-informed and Indigenous pedagogical best practices in teaching and in course content delivery.

### **Liaison**

- Assist with student/industry liaison, including activities which will promote clinical placement and future job opportunities
- Maintain a liaison with the community, related industry/agencies and other professionals in the field in order to keep informed of current developments, trends, and practices. This may include program/college promotion, student recruitment, advisory committees, and related.

### **Secondary:**

- Contribute towards development of division and college policy and procedures through divisional meetings and task forces.
- Participate in projects that support college activities and environment.
- Assist with the identification, design, implementation, and evaluation of new initiatives.
- Attend professional development activities as determined by the Academic Chair.
- Use ACC's computer system including the word processing, Moodle Learning Management System, and others as applicable.
- When applicable, assist with selecting candidates for vacant positions in the School of Nursing.

**KEY RELATIONSHIPS (attach relevant organizational chart(s))**

Staff Positions Directly Supervised \_\_\_\_\_

Staff Positions Indirectly Supervised \_\_\_\_\_

Other Key Relationships:

**KNOWLEDGE, SKILLS, ABILITIES, OTHER**

**PROFESSIONAL COMPETENCIES**

- Maintain membership in professional associations as required
- Actively cultivate professional networks in post-secondary community as well as occupational areas
- Be culturally competent/safe and foster a teaching/learning environment which foster equity, diversity, and inclusiveness.
- Attend workshops & conferences.
- Update credentials as required.
- Participate in college-identified training.
- Gain operational knowledge of college systems (Colleague, Ad Astra, Shared Drive, Outlook)

**PERSONAL COMPETENCIES**

- Use excellent communication skills (i.e. written, oral, technical)
- Manage own time and time of others.
- Manage and resolve conflict.
- Think critically and creatively.
- Build positive relationships across the college and with/and among staff and students.
- Prioritize tasks.
- Collaborate with others.
- Support colleagues.
- Demonstrate Emotional Intelligence.
- Make decisions and solve problems.
- Be Passionate, Take Initiative, Deliver Results
- Be ethical

**COMPETENCIES SPECIFIC TO PROGRAM AREA**

**Instructors teaching in PN programs must:**

- Adhere to the regulatory body's professional ethical and practice standards of the nursing profession.
- Hold current registration and be in good standing with their Manitoba-based regulatory body.
- Have appropriate nursing credential (BN, RN, RPN, LPN), a relevant degree and current nursing experience.
- Have knowledge of and be committed to the spirit of the Truth and Reconciliation Calls to Action.
- Be informed of pedagogical approaches to teaching and learning with First Nations, Inuit, and Métis Peoples.
- Have knowledge of the nursing industry trends, developments and initiatives.
- Have broad knowledge base of the diverse specialty areas in nursing.
- Keep current with trends in the health care sector and provide expertise and advice to partners, colleagues, and students to facilitate quality programming and an evidence-informed curriculum.

**OTHER COMMENTS**

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Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date