

**ROBERTS WESLEYAN UNIVERSITY**  
**Job Description**

**Job Title**

Adjunct Clinical Instructor

**Department:** School of Nursing

**Reports to:**

Director, Traditional Undergraduate Nursing  
Clinical Education

**Status:** non-exempt, Part-Time

**Revised:** March 2025

**Mission Alignment:** Candidates must demonstrate a Christian faith commitment consistent with the mission and ethos statement of Roberts Wesleyan University. Roberts believes that all people are created in the image of God and therefore values and affirms human diversity and is committed to providing a supportive environment that promotes awareness of, sensitivity to, and appreciation of human diversity. Candidates, therefore, must also demonstrate multicultural competence and a strong commitment to diversity, equity, and inclusion.

**Summary/Job Objective:** Join our team as a Clinical Nursing Instructor and play a vital role in shaping the future development of Roberts Nurses:

1. You will teach prelicensure RN students to apply theoretical knowledge to real-world clinical scenarios, fostering their development into skilled and confident nursing professionals providing holistic nursing care.
2. Bring your expertise in clinical nursing practice, strong communication skills, and a commitment to developing the next generation of competent and compassionate nurses to Roberts Nursing.
3. Prepare responsible individuals with a Christian perspective who view compassionate service as an integral part of their lives.
4. Provide a foundation for lifelong learning, graduate study, and a commitment to lifelong learning.

**DUTIES and RESPONSIBILITIES**

- **Clinical Site Management and Student Orientation:**
  - Secure appropriate patient assignments aligned with unit objectives.
  - Conduct comprehensive student orientation to the clinical unit, including physical layout, resources, and staff introductions.
  - Ensure timely completion and submission of all required facility orientation documentation, including HIPAA compliance forms, to the designated education department.
- **Clinical Practice and Safety Oversight:**

- Maintain strict adherence to and enforce unit and hospital standards, particularly infection control protocols and patient safety guidelines.
- Actively monitor and intervene to ensure students consistently apply safe nursing practices.

**Student Learning and Performance Evaluation:**

- Coordinate and facilitate student learning experiences at the clinical site, fostering critical thinking and clinical judgment.
- Provide constructive and timely feedback to students on clinical assignments and performance, including formal grading and informal discussions.
- Under the direction of the Course Lead, conduct regular assessments of student clinical performance, upholding accountability for adherence to clinical policies regarding timeliness, safety, professional appearance, and demeanor.
- Maintain meticulous records of student performance, including weekly progress notes and documentation of any concerns, communicating with the Clinical Director as needed.
- Complete and deliver formal student performance evaluations, conducting mid- and end-of-rotation reviews with each student.
- Facilitate student self-evaluation, ensuring students understand and acknowledge their performance assessment.
- Provide students with copies of completed evaluations.
- **Administrative and Academic Responsibilities:**
  - Collaborate with the Clinical Director & Course Lead to review clinical schedules, observation experiences, and course objectives.
  - Maintain accurate and detailed records of student grades, ensuring clear identification of each assignment and corresponding grade earned.
  - Complete all grading assignments within established deadlines.
  - Evaluate student competencies within the laboratory setting as required and ongoing in the clinical setting.
  - Instruct and demonstrate nursing care delivery within the laboratory setting as needed.
  - Track and document student attendance and performance weekly, verifying submitted hour records.
- **Licensure/Compliance Requirements:**
  - A Master of Science in Nursing (MSN) degree is required; candidates with an MSN in progress will be considered.
  - Possess a current, unencumbered Registered Nurse (RN) license in the State of New York, with accurate and up-to-date address information.
  - Document an annual health assessment or a current employer's attestation of a recent health assessment.
  - Current Basic Life Support (BLS) certification from the American Heart Association (AHA) or the American Red Cross (ARC).
  - Documentation of required immunizations and health screening tests.

- Documentation of acceptance or declination of all institutionally mandated annual immunizations.
- Successful completion of facility-specific orientation requirements and all other relevant compliance mandates.

**Approved rate of pay \$57.00/hour for in-hospital teaching plus 10% for administrative duty; Lab & Simulation teaching \$28.50/hour**

**Application Process:**

A completed *Application for Adjunct Faculty Position* is required and can be downloaded at [www.roberts.edu/employment](http://www.roberts.edu/employment). Applicants should send the completed application, a letter of interest, and curriculum vitae by email to:

**Prof. Laura Coles, MS RN CEN CHSE**

Associate Clinical Professor of Nursing  
Director, Traditional Undergraduate Nursing Clinical Education

Roberts Wesleyan University  
2301 Westside Drive  
Rochester, NY 14624-1997

**For further information, contact Laura Coles at 585.594.6309 or [Coles\\_laura@roberts.edu](mailto:Coles_laura@roberts.edu)**

*Roberts Wesleyan University complies with all applicable non-discrimination laws and is committed to the enhancement of human dignity and workplace diversity.*

**Consequence of Error**

Must be highly protective of the confidentiality of student, patient, and faculty information. Failure in this area could cause damage or lawsuit; major errors in documents leaving this Department, wrong information given, or a rude manner could cause embarrassment and even political and legal consequences to the Department and the College.

**Confidential Data**

Ongoing FERPA, HIPAA, and other education and training. Has access to student and patient information.

**Level of Supervision**

The Course Lead provides a structure for teaching and learning. This structure supports independent decision-making and choices of methods that are consistent with best teaching and nursing practices.

**Mental/Visual Demand and Physical Effort**

Review and sign the Technical Competency statement.

**Working Environment**

Varied clinical care settings, Dorothy Whittingham Simulation Center/X Skills Lab in the School of Nursing, remote communication

**Disclaimer**

This description is not designed to be a complete list of all duties and responsibilities of the Adjunct Clinical Instructor.