

YUKON UNIVERSITY
POSITION DESCRIPTION

PART I – IDENTIFYING DATA

Position No: YC1136

Division: Faculty of Applied Arts

Position Title: Instructor, Nursing

Headquarters: Whitehorse

Supervisor's Title: Chair, Health, Education and Human Services

Date Completed: April 2019

Date Revised: September, 2024

PART II - SUMMARY (broad statement of why position exists)

Reporting to the Chair of the School of Health, Education and Human Services, this position is responsible for providing instructional and related duties in the Practical Nurse program. This position will be primarily responsible to provide classroom, lab and clinical instruction; and assist with facilitation of simulation experiences in the human patient simulator lab.

A. Duties and Responsibilities:

1. Major function – the single most important activity or responsibility required (describe what is done, why it is done, and how it is done):

Instruct courses for purposes of employment entry, further education or training, and/or professional and personal development, by:

- a) planning, organizing, and conducting both theoretical & practical lessons, through classroom and/or distance learning technologies with a focus on delivering lab instruction, though may be required to teach other theory courses when required to meet program needs;
- b) supervising students in clinical when required to meet program needs;
- c) consulting and liaising with program coordinator and other instructors to integrate and revise program/course content or to team-teach;
- d) assigning and reviewing work of students and maintaining accurate records, student assessments, progress reports, attendance, background information on terminations, final reports, and placement/employer requests;
- e) liaising with the program coordinator, admissions, counselors, and other staff on items such as student admissions, counseling referrals, learning assistance, and student management discipline/attendance;
- f) delivering curriculum while reviewing current research and texts in the field; and writing instructional materials and learning material aids, applying distance-learning technologies, and assessing audio-visual resources for content and accuracy; and
- g) facilitating learning for increasingly diverse student populations.

Approximate percentage of job time major function is performed: 80%

2. Other principal activities, in order of importance (describing for each what, why, and how, and approximate percentage of job time required, rounded off to the nearest 5%):

Supports instructional administration and program relevance by:

- a) Reporting status and progress of programs and courses, and making recommendations with respect to new and existing program proposals, implementation, and delivery to the Chair of Health, Education, and Human Services and the Dean of Applied Arts on a regular basis;
- b) Maintaining currency in subject areas and in adult education, ensuring program/course relevance by participating in relevant professional activities and liaising with other instructors/institutions;
- c) Providing institutional service through participation in HEHS school meeting, Applied Arts Faculty Council and its committees, and other institution-wide committees, as assigned; and
- d) Performing other related duties.

Approximate percentage of job time major function is performed: 20%

3. Examples of additional divisional duties which may be performed:

Advisory role for Program Advisory Committees; contacts with employers; student faculty advisor; writing reports; participating in program evaluation, participating as a team member in Faculty planning exercises, liaising with brokering institutions/agencies.

4. Approximately how long will it take for a fully qualified employee from outside the work unit to reach the full working level of the position?

Approximately one year.

B. Problem-solving and decision-making

1. A) List any sections of Acts, Regulations, Policies or Procedures with which the incumbent must be fully familiar with in order to perform the position's functions:

Licensed Practical Nurses Act & Regulations
CLPNA Competency Profile and Code of Ethics
YukonU Academic Regulations and Procedures
YukonU academic and other policies and procedures
Bow Valley College academic regulations, policies and procedures, as they relate to the Practical Nurse program
Placement agreements between YukonU and placement agencies
Relevant occupational certification standards and requirements (e.g., Health Act)
Professional designations

b) Is the position responsible for interpreting, administering, or enforcing any of the above? If yes, explain.

Yes – interpretation of policy/procedures and compliance with all the above.

2. a) Describe the kinds of recommendations the incumbent is regularly required to make and to whom:

To Chair and Dean – regarding budget input, purchase of instructional materials, capital expenditures, training and development needs, facility modifications, program changes, policies, and procedures.

To program colleagues – regarding program/course content, learning activities, instructional strategies, and student progress.

b) Who normally makes the final decisions with respect to those recommendations?

Chair

3. a) Describe the kinds of final decisions regularly made for which the incumbent is held accountable.

Student assessment; purchase, preparation and use of instructional materials; selection of appropriate teaching methods; student placements; timetabling; advanced standing in the program; placement.

b) What is the direct impact of those decisions?

Quality of instruction, student retention and progress in University programs/courses, advanced standing in other programs (as applicable), employability, transferability, etc.

C. Freedom to Act

1. Describe the way in which this position receives direction:

From the Dean, Applied Arts and Chair via group meetings and/or individual discussions; from approved policies and procedures; and from structured feedback from employers.

From the institution from which the practical nurse curriculum is brokered, which determines curriculum content, assessment mechanisms and program policies

2. What legislation, regulations, procedures or established practices guide, constrain, or limit the activities of this position?

See B.1 a) above.

3. How is the work of the position normally checked or evaluated?

Through supervisor's meetings; self, peer, student, supervisory and Dean evaluations; feedback from the program coordinator, clients, employers and/or departmental and University managers.

4. What types of decisions are normally referred to the supervisor? (Give examples)

Budget allocations; changes in programs and courses; curriculum changes; scheduling in cooperation with the other program areas; policy matters, student termination.

D. Financial Accountability

1. Program Dimensions:

a) Annual Budget (for unit under the direct control of the position) :

Fiscal year:		
Annual Payroll:	\$	
O/M Budget (excluding payroll):	\$	
Capital Budget (excluding payroll):	\$	N/A
Revenues:	\$	
Recoveries:	\$	

b) Who prepares this budget?

Supervisor

c) **What is the position’s accountability for budget once allotted?**

N/A

d) **Does position have authority/ability to reallocate resources? (describe)**

N/A

e) **Signing authority levels:**

As per University policy and guidelines.

2. **Other expenditures or revenues influenced by this position and how.**

Recommendations regarding program related capital, acquisitions and identification of possible third-party contracts.

E. Management Supervision of Human Resources

 X 1. **No direct supervisory duties**

 2. **Supervisory duties**

a) **Number of positions supervised directly:** **Permanent**
 Aux/Casual

b) **Nature of supervisions: (check any of the following supervisory tasks that are performed on a regular basis);**

- X a) Show colleagues how to do tasks
- b) Train other employees in work procedures
- c) Assign work and review for quality/quantity
- X d) Establish work priorities and schedules
- X e) Change duties and responsibilities in collaboration with colleagues
- f) Participate with supervisor in employees’ performance evaluations or formally appraise employees’ work performance and discuss appraisal with them, making a final recommendation to advance or withhold merit increments
- g) Recommend appointment or rejection upon completion of probationary period
- h) Interview employees with attendance or performance problems
- i) Act as first formal step in the grievance procedure
- j) Interview candidates for vacant positions in the unit
- k) Give opinion to supervisor on selection of new employees, or make final decision on selection of new employees
- l) Other (describe)

F. Key Personal Contacts

<u>Who (what positions or groups)</u>	<u>Purpose</u>	<u>Frequency</u>
1. Instructors (other)	Advice	Daily
2. Students	Instruction & Supervision	Daily
3. Agencies	Coordination	Weekly
4. Chair/Dean	Direction/Advice	Monthly

G. Tools, Equipment, or Machinery Used

<u>Name</u>	<u>Purpose</u>	<u>Frequency</u>
Audio-visual equipment	Instruction	10%
Distance Learning Technologies	Instruction	10%
Nursing Related Equipment	Instruction/Supervision of students	30%
Computer		
- MS Office	Productivity	25%
- Banner	Administrative Duties	10%
- Internet	Communications	5%

H. Working Conditions

Describe any adverse conditions that are normal and expected in the job.

Adverse weather conditions, heights, normal construction hazards.

a) Describe weights lifted:

<u>Type</u>	<u>How Heavy</u>	<u>Percentage of time</u>
Equipment, materials and supplies	up to 10kg	25%

b) What working conditions (sitting, standing, bending, reaching) or types of physical effort (hiking, walking, driving) are required?

<u>Type</u>	<u>Percentage of time</u>
Normal class, lab and office environment, practicum placement environments	100%

c) Describe any physical hazards present:

<u>Type</u>	<u>Percentage of time</u>
Physical abuse from clients	5%

d) Describe special physical conditions leading to discomfort:

<u>Type</u>	<u>Percentage of time</u>
Extended periods sitting at workstation	

e) Interpersonal Conditions: Check any of the following conditions which are normal and expected in the job and give examples:

- high level of dissatisfied students
- high level of emotional students
- potential physical abuse from patients - nursing
- regular critical deadlines, e.g., course commencement and completion dates; budget input; frequent unscheduled student contacts; client satisfaction
- high level of irregular critical deadlines
- constant interruptions, e.g., student, staff and client demands
- instructions from more than one source, e.g., requests from clients
- other:

f) Travel Required

- a) Average number of trips annually - 1
- b) Average number of days per trip - 4
- c) Average distance - variable
- d) Most frequent mode of transportation - motor vehicle, air

I. Organizational Chart

- Complete portion above dashed line whether the position supervises or not.
- Complete portion below dashed line if this position supervises others.

IMMEDIATE SUPERVISOR'S POSITION

Title: Chair, School of Health, Education, and Human Services
Classification Level: BU09

PEER POSITIONS: (all those reporting to the same immediate supervisor)

Title: Instructor, Senior Instructor, Assistant Professor, Associate Professor, Professor
Classification Level: BU09

Title: Administrative Assistant
Classification Level: BU05

SUBJECT POSITION TITLE: Instructor, Nursing
SUBORDINATE POSITIONS: Nil

PART III – SIGNATURE

I confirm that this describes the duties and responsibilities required of an incumbent in description and understand that it is a this position and have reviewed the description with the incumbent (where applicable).

I have read the foregoing position general description of the duties and responsibilities assigned to the position I occupy.

Dean/Director or Designate

Incumbent

Date: _____

Date: _____

PART IV – QUALIFICATIONS

To be completed by the Dean/Director or designate

A. Minimum Knowledge, Skills, and Abilities Required

- Extensive knowledge and experience of nursing practice in one or more of community settings, long term care facilities and acute care including hospitals;
- Knowledge of the scope and practice of Yukon licensed practical nurses;

- Knowledge of instructional techniques, practices and strategies in Adult Education including the use of distance learning methodologies;
- Knowledge of northern, multi-cultural health issues and trends;
- Experience working with Yukon First Nation citizens;
- Commitment to incorporating Indigenous knowledge systems into curriculum;
- Teaching experience, preferably in an adult education environment;
- Effective interpersonal skills, particularly in a cross-cultural context;
- Excellent communication skills, both orally and in writing;
- Ability to work collaboratively as a member of a diverse team.

B. Licenses, Certificates Required - give title and section of any legislation, regulations, or other authority where applicable

Master's or Baccalaureate Degree in Nursing
 Registration or eligibility for registration with YRNA
 Valid Yukon Driver's License.

C. Other skills and/or knowledge which may be desirable, but not necessarily essential to the performance of the position's duties.

Experience in a multicultural educational environment, particularly First Nations
 Valid Teaching Certificate, instructor's certification or willingness to obtain the same

PART IV – UNIVERSITY SIGNOFF

Comments:

I approve this position description as being representative of the work I require to be performed and that the responsibility levels identified have been delegated to this position.

 Director, Human Resources Services

 University Vice - President

Date: _____

Date: _____

FOR HUMAN RESOURCE SERVICES USE ONLY:

Evaluation Point Results:	
Knowledge and Skills:	_____
Accountability:	_____
Mental Demands:	_____
Working Conditions:	_____
Total Points:	_____
Pay Level:	_____