

## UW HEALTH JOB DESCRIPTION

### Nursing Assistant Program Instructor

Job Code: 540068	FLSA Status: Non-Exempt	Mgt. Approval: J. Simonsen	Date: November 2022
Department: HR – Career Pathways	HR Approval: S. Whitlock	Date: November 2022	

#### JOB SUMMARY

The Nursing Assistant Instructor will provide instruction within the Nursing Assistant Program at UW Health.

The instructor must be current and competent in the Nursing Assistant Scope of Practice and core curriculum objectives included in all courses. The courses taught will be assigned by the NA Program Manager.

The position requires a high level of organizational skills. The NA Instructor is responsible for instructing courses and correlating laboratory exercises for each course they teach, as assigned by the Program Manager. The Instructor's responsibilities include didactic and clinical instruction and evaluation.

Excellent communication skills are essential. The incumbent must be able to motivate and inspire students.

While the Program Manager monitors the overall program direction and performance, the NA Instructor ensures that course and clinical laboratory exercises meet course objectives, for each course or lab they teach.

#### MAJOR RESPONSIBILITIES

The program instructor must direct student learning and assess student progress in achieving the requirements of the program in the appropriate learning domains.

- Provide instruction that covers the curriculum for assigned classes.
- Assure compliance with program expectations.
- Support program outcomes.
- Perform student evaluation and use continuous quality improvement techniques to determine the effectiveness of instruction and student achievement.
- Create a classroom environment that is respectful of diversity and demonstrates a commitment to multiculturalism.
- Maintain accurate student records.
- Create reports as requested by the Program Manager and the organization.
- Identify students needing assistance. Refer and aid as needed.
- Prepare and update course syllabi for each course taught.
- Assist the other instructors as needed.
- Participate in program development activities.
- Attend and participate in program meetings and organization meetings as needed.
- Assist in the enforcement of program regulations and report student conduct violations.
- Cultivate a personal interest in communities served by the program and participate in community activities.
- Other duties as assigned to meet student, employer and program needs.

**ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.**

#### JOB REQUIREMENTS

Education	Minimum	Associates in Nursing (ADN)
	Preferred	Bachelor of Science in Nursing (BSN)
Work Experience	Minimum	One (1) year of inpatient RN experience and one (1) year of long-term care, Rehab or LPN experience.

## UW HEALTH JOB DESCRIPTION

	Preferred	Three (3) years of inpatient RN experience. Skills teaching or didactic teaching experience.		
Licenses & Certifications	Minimum	Registration as a professional nurse in the State of Wisconsin and BLS Certification.		
	Preferred	Nurse Aide Program Primary Instructor in the State of WI.		
Required Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> <li>Nursing assistant instructor must be current and competent in the NA Core Curriculum objectives included in their assigned teaching, as evidenced by education and/or experience, and have instruction in educational theory and techniques.</li> <li>Teaching experience.</li> <li>Ability to comply with UW Health employee requirements.</li> <li>Ability to teach and assist in any area of the NA Program as needed.</li> <li>Possess strong RN clinical skills.</li> <li>Ability to supervise and motivate students.</li> <li>Ability to teach to a variety of learners and abilities.</li> </ul>			
<b>AGE SPECIFIC COMPETENCY (Clinical jobs only)</b> Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.				
<b>Instructions:</b> Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,				
<b>X</b>	Infants (Birth – 11 months)	<b>X</b>	Adolescent (13 – 19 years)	
<b>X</b>	Toddlers (1 – 3 years)	<b>X</b>	Young Adult (20 – 40 years)	
<b>X</b>	Preschool (4 – 5 years)	<b>X</b>	Middle Adult (41 – 65 years)	
<b>X</b>	School Age (6 – 12 years)	<b>X</b>	Older Adult (Over 65 years)	
<b>JOB FUNCTIONS</b> Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.				
<b>PHYSICAL REQUIREMENTS</b>				
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>				
<b>Physical Demand Level</b>		<b>Occasional</b> Up to 33% of the time	<b>Frequent</b> 34%-66% of the time	<b>Constant</b> 67%-100% of the time
	<b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
<b>X</b>	<b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
	<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
	<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>

## UW HEALTH JOB DESCRIPTION

<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
List any other physical requirements or bona fide occupational qualifications:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.