

Orientation of New Faculty Checklist

Name: _____

Completion Date	Orientation Item	Notations	Signature of Trainer
	I. Orientation to North Idaho College		
	II. Orientation to Faculty Policies:		
	A. Job Responsibilities: #1 – Meets terms of North Idaho College Faculty Contract. #2 – Meets scheduled commitments including: classroom and clinical teaching, office hours, advising, committee work and meetings.		
	III. Orientation to Nursing Division		
	B. Job Responsibilities: #3 – Participates in course and curriculum development, including selection of textbooks, and developing policies and procedures for the course.		
	1. Mission, Vision and Values		
	2. Philosophy		
	3. Program Student Learning Outcomes		
	4. NIC AS Degree Requirements		
	5. Nursing Program Curriculum		
	6. Nursing Curriculum Organizing Framework		

		7. Quality, Safety and Education for Nurses (QSEN) Competencies		
		8. Functioning of the Teaching Team		
		9. Course Materials Guidelines		
		10. NIC Course Syllabi Information		
		11. Nursing Course Syllabus		
		12. Course Evaluation		
		C. Job Responsibilities #4 – Prepares content guides and course materials for assigned teaching.		
		1. Content Guide Format		
		2. Course-Specific Clinical Information to be Included in Course Materials		
		3. Campus/Clinical Laboratory		
		D. Job Responsibilities #5 – Plans and teaches course content in classroom setting, clinical, campus laboratory and simulation.		
		1. Classroom Instruction		
		2. Preparation		
		3. Instructional Resources		
		5. Teaching Methodologies		

		6. Evaluation of Learning: Testing, Written Assignments		
		7. Performance Evaluation of Students		
		8. Clinical Instruction		
		E. Job Responsibilities #6 – Identifies learning needs of students with consideration of individual diversity and initiates measures to meet identified needs. #7 – Acts as an advisor to assigned students.		
		F. Job Responsibilities #8 – Conducts student conferences and evaluates documents; reports clinical and academic progress in accordance with Division policy.		
		1. Clinical Preparation		
		2. Clinical Performance Policy and Procedure		
		3. Clinical Behavior Standards Checklist		
		4. Summary of How Clinical Performance is Evaluated		
		5. Anecdotal Notes Guidelines, Narrative & Response Sheet		
		6. Clinical Performance Rating Sheet		
		7. Mid-term and Final Evaluations		
		8. Sweeney Clark Competencies		
		9. Medication Policy		

		10. Evaluation, Grading, & Academic Standards		
		G. Job Responsibilities #9 – Collaborates with personnel at health agencies in the acquisition of clinical learning experiences that will fulfill the objectives of the program.		
		1. Clinical Instruction		
		2. Clinical Facilities Selection		
		4. List of Clinical Facilities		
		5. Making Student Assignments		
		6. Clinical Preparation		
		H. Job Responsibilities #10 – Participates in College and Nursing Program Committees.		
		1. NIC Committees		
		2. Organization Chart		
		3. Division of Nursing Faculty Committees		

