

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

NURSING INSTRUCTOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future professional Nursing Instructor positions. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

Positions included in this classification must meet the Qualifications prescribed under IV.

B. Inclusions:

Positions in this classification provide professional level nursing work in developing and conducting educational programs for nursing personnel of a facility operated by the state including, but not limited to: centers for the developmentally disabled, institutes for the mentally ill, homes for aged and disabled veterans, correctional institutions and schools for the visually impaired or hearing impaired. Positions allocated to this classification must meet the definition of professional employee as defined in s. 111.81(15), Wis. Stats.

C. Exclusions

Excluded from this classification are:

1. Positions which meet the statutory definition of supervisor or management as defined in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which are not engaged for the majority of the time in ‘professional employee’ work is defined in Wis.Stats. s. 111.81 (15) (a) (b), as administered and interpreted by the Wisconsin Employment Relations Commission.

3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

## II. DEFINITION

### NURSING INSTRUCTOR

This is professional nursing work in planning, developing, implementing, conducting and evaluating educational programs for nursing personnel with a focus on promoting evidenced-based practice through research. Programs include classroom instruction and clinical experience programs that are provided for staff of the institution and nursing students, community education, and may expand into non-nursing disciplines as well. Employees in this classification are responsible for assessment of training program needs, identification of training program objectives, development of training program design and curriculum, and the evaluation and feedback system for the program assigned. This includes planning, implementing, evaluating and revising course content and materials. The work may involve providing guidance and review for other instructors or staff assistants. Training program content includes general orientation courses, a full range of clinical subjects relating to patient care and treatment and supervisory and professional staff continuing education programs. Employees in this classification are also responsible for consultation with management and staff for the area of education or training assigned. Work is performed under the general supervision of higher level clinical or administrative staff.

Examples of Work Performed:

- Plan and conduct preservice, orientation, inservice and continuing education courses.
- Prepare course outline, lesson plans and audiovisual or other materials.
- Select and organize facilities, equipment and materials as necessary.
- Assist in selecting appropriate clinical experience for students.
- Develop and maintain adequate records and reports for communication and evaluation purposes.
- Participate in planning, evaluating and revising total curriculum.
- Coordinate development and preparation of general teaching and reference materials.
- Establish and revise education program philosophy, policy, objectives and procedures.
- Act as the program coordinator for a major in-service program area.
- Plan and conduct work conferences and clinics for institution staff, professional and special interest community groups, and the general public.
- Prepare, review and maintain institution nursing practices and procedures manual.
- Observe, evaluate and effectively recommend changes in nursing practices and procedures throughout the institution.
- Participate in nursing administrative staff meetings in developing broad program goals, objectives and priorities.

## III. QUALIFICATIONS

The qualifications required for this classification will be determined on a position-by-position basis at the time of recruitment. Such determinations will be made based on an analysis of the objectives and tasks

performed and by an identification of the education, training, work or other life experience which would provide reasonable assurance that the skills required to perform the tasks and the knowledge required upon appointment have been acquired.

**Special Requirements:** Registration or eligibility for registration as a professional nurse in the State of Wisconsin.

#### **IV. ADMINISTRATIVE INFORMATION**

This classification was created effective June 30, 2013 and announced in Bulletin OSER-0327-MRS/SC to establish a single level classification. The positions were previously classified as Nursing Instructor 1, 2 which were abolished on the same date.

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