

General Nursing Faculty Adjunct Information

Professional Role of Adjunct

Viterbo University, Western Technical College and Winona State University have developed a partnership to create an adjunct nursing faculty pool through the La Crosse Medical Health Science Consortium (LMHSC). The intent is for joint recruitment, joint training and sharing of faculty to ensure the next generations of nurses are well-educated for our future workforce.

As a professional and experienced nurse, the adjunct's role is teaching students through:

- Collaborative communication
- Coaching and mentoring
- Clinical teaching
- Active supervision
- Evaluation

Communication

All adjunct faculty members will be issued a school specific email address. During your contractual period, it is expected that you will utilize and check your school email for correspondence with students, other faculty, and course coordinators. This will be the standard method of communication. Additional details regarding e-mail practices available at schools.

Faculty Dress Code

Adjunct faculty participating in clinical experiences may wear scrubs. You may choose to wear school specific colored tops and/or bottoms. Faculty can also choose to wear a white lab coat. Your attire should distinguish you from the student uniform, facility nursing staff and other schools of nursing. Please also wear your school name badge for ALL clinical experiences, along with your facility badge (if provided). Each school of nursing will issue an ICE (In Case of Emergency) card which faculty wears on their badge.

Faculty Absence Process

Adjunct faculty are expected to meet all of their contract obligations including beginning clinical experiences on time, conducting clinical experiences for the scheduled amount of time on the scheduled day(s), and providing support to students outside scheduled clinical experiences as necessary. The respective school of nursing retains the right to terminate or non-renew the contract of an adjunct faculty member for recurrent or unacceptable absences.

Persons to be notified in case of absence

- Course Coordinator
- Clinical Site
- Students
- Administrative Assistant (when applicable)
- Adjunct Coordinator (when applicable)

Clinical hours are expected to be made up. Clinical Adjunct faculty should collaborate with the Course Coordinator to plan for time missed.

Student Absence Process

Attendance is mandatory for:

- Clinical
- Nursing skills laboratories
- Simulation experiences

Students will contact clinical instructor (faculty preference of call/text/email) and assigned clinical unit regarding absences no less than 4 hours prior to the start of the clinical experience.

Tardiness greater than 30 minutes is considered a clinical absence.

It is the responsibility of the student to complete any missed clinical/assignments. See the respective Nursing Program Handbook for additional details.

Student/Adjunct Faculty Health for Day of Clinical

Students and faculty must maintain a level of health in which they are able to participate in clinical experiences and provide direct patient care. Questions regarding the functional ability of student or faculty on the clinical unit should be directed to the respective Adjunct Coordinator and/or the Course Coordinator.

Verification from an appropriate health care provider of student or faculty's functional abilities may be required prior to returning to clinical experiences.

Student Academic/Professional Integrity

Academic and professional integrity are expectations. Failure to meet these expectations could result in severe consequences, such as course failure or dismissal from the nursing program.

For further details, refer to Student Handbook for each respective program:

- [Viterbo University](#)
- [Western Technical College](#)
- [Winona State University](#)

Process For Students Not Meeting Expectations

If a student's performance is questionable, adjunct faculty are expected to address concerns with the student directly.

If a student continues to not meet expectations, the clinical instructor will contact the respective Adjunct Coordinator and/or Course Coordinator in order to provide resources to facilitate student success.

If a student is performing in an unsafe manner during a clinical experience, clinical faculty intervention is necessary. To ensure the safety of the patient it may be necessary to remove the student from the clinical experience. Immediately contact the respective Adjunct Coordinator and/or Course Coordinator for course of action.

Refer to respective student handbook for more details.

Student's rights

Students hold certain rights, which are inherent to quality educational experiences. Student rights follow the mission statement of each school; see respective student handbook for more details.

Family Educational Rights and Privacy Act (FERPA) is a federal law (similar to HIPAA) that protects the privacy of student educational records. FERPA says that the university and its agents (faculty, staff, administrators) are not allowed to share educational information about any student without the student's prior consent.

Student Safety

Adjunct faculty bear the responsibility to make sure the patient assignments are appropriate.

Refer to clinical agency protocol for any incidents that arise and complete any necessary paperwork.

Notify your academic institution of any incidents that arise and complete any necessary paperwork.

ICE (In Case of Emergency) cards – to be worn by student on their badge.



*Developed by the La Crosse Medical Health Science Consortium's Adjunct Faculty Committee. Partners include: Gundersen Health System, Mayo Clinic Health System – Franciscan Healthcare, Viterbo University, Western Technical College and Winona State University
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