THE READING HOSPITAL SCHOOL OF HEALTH SCIENCES NURSING PROGRAM POLICY NO. 113

SUBJECT: Faculty Development Program

Responsibility of: Faculty Development Committee
Reviewed: January 2012 Revised: March 2012

Purpose

The Faculty Development Program is designed to orient new nursing faculty members and provide support to assist faculty members in ongoing education and professional development.

Procedure

The individual needs of the new faculty member or instructor will be determined in a conference with the Director and the Curriculum Coordinator. The length and scope of the orientation program will be determined by these needs.

A schedule will be established to meet the objectives of the orientation program.

Ongoing education and development will be coordinated with the program director, and will include programs provided by the faculty development committee.

Objectives of orientation program

After completion of the Orientation Program, the new Nursing faculty member:

- Describes the philosophy and goals of the nursing program
- Comprehends the Personnel Policies of The Reading Hospital and Medical Center (TRHMC) and the School of Health Sciences, Nursing Program
- Comprehends the organizational structure
- Identifies the structure and functions of the Faculty Organization and all standing committees
- Understands the educational policies and academic regulations
- Comprehends the responsibilities of the instructor
- Understands course content and the progression through the curriculum plan
- Participates in the ongoing process of professional development as a nurse educator
- Develops positive interpersonal relationships with colleagues and hospital personnel
- Utilizes appropriate channels of communication
- Understands the faculty evaluation process

PHASE I: Hospital Orientation

Hospital orientation is provided by the Human Resources Department and includes:

- explanation of mission, philosophy, and goals of TRHMC
- review of TRHMC personnel policies
- identification card
- tour of TRHMC
- RN orientation for faculty new to TRHMC

PHASE II: Program Orientation

Program orientation is provided by the Director and Curriculum Coordinator and includes:

- explanation of philosophy and goals of the School of Health Sciences, Nursing Program
- review of job description
- review of faculty rules and regulations, and other nursing program personnel policies (Faculty Handbook)
- tour of the educational facilities
- introduction to Faculty and staff
- orientation to School resource personnel
- attendance at one meeting of each standing committee to provide an overview of functions and objectives of each committee

PHASE III: Course Orientation and Clinical orientation

Course orientation is provided by course member(s) and includes:

- review of course content and objectives
- discussion of class and clinical expectations of the course and instructor
- explanation of communication process within a course orientation to clinical sites and units
- orientation to day to day operations of the course
- attendance of lectures, clinical conferences and course meetings as necessary
- guidance in developing course lecture content, exams, handouts, and teaching aids

PHASE IV: Mentorship program: Done concurrently with phase II & III

The mentorship program is 1 year in length or until the completion of a Master of Science in Nursing (MSN) by mentee.

The mentor/mentee guidebook, distributed at a meeting with faculty development committee member, is to be used as a resource during this period of time.

PHASE V: Evaluation of Orientation Program

All new faculty members will complete an evaluation of the orientation program to provide input on the benefits and suggestions for improvement of the program at the at the end of the first academic year

Phase VI: Support for ongoing faculty development

Faculty development committee will provide 2 programs annually to enhance faculty members' educational development and introduce new teaching strategies. Faculty can request to attend an

educational meeting or seminar by completing a *Request For Approval To Attend Meeting* form and submitting it to the Program Director for approval.
Following attendance of an educational program, funded by the School or during paid time, a presentation of information obtained will be shared with faculty within 2 months of the program.

NURSING FACULTY ORIENTATION EVALUATION

Place a check in the column that most closely reflects your situation.

I am able to:	4 Strongly Agree	3 Agree	2 Disagree	1 Strongly Disagree
1. Describe the philosophy and goals				
2. Comprehend the Personnel Policies of TRHMC and the School of Health Sciences, Nursing Program				
3. Comprehend the organizational structure				
4. Identify the structure and functions of the Faculty Organization and all standing committees				
5. Understand the educational policies and academic regulations				
6. Comprehend my responsibilities				
7. Understand course content and the progression through the curriculum plan				
8. Participate in the ongoing process of professional development as a nurse educator				
9. Develop positive interpersonal relationships with colleagues and hospital personnel				
10. Utilize appropriate channels of communication				
11. Understand the faculty evaluation process				
12. Utilize the Mentorship Handbook				
13. The following helped me succeed during my mentorship:				
A) Supplements in the Mentorship handbook				
B) Length of orientation				

If you were unable to meet any of the objectives, please explain:

List any suggestions for the improvement of the Orientation Program: