



		ISSUED: 3/8/2021
TITLE: Clinical Ambulatory Site Coordinator	SALARY TABLE: AP	CLASS CODE: PN379
UNION: P&A Local 1979, U.A.W	SALARY GRADE: 11	EEO CODE: 30
JOB GROUPING: None	FLSA: Non-exempt	EMPLOYEE CLASS: PN

POSITION PURPOSE

The Clinical Ambulatory Site Coordinator is the main point of contact for the successful placement of more than 300 School of Medicine students in their assigned clinical ambulatory program in the Wayne State University Medical Education Office. Ensures compliance with Accreditation, Department of Education and other Council program guidelines and ensures program objectives are met, while identifying gaps and making recommendations for program improvement. The position will report to the Assistant Dean for Clinical Education and the Senior Associate Dean for Undergraduate Medical Education (UME).

ESSENTIAL JOB FUNCTIONS	% TIME
Coordinate and oversee the placement of students in affiliated, clinical ambulatory programs. Function as the liaison between the clinical site and the School of Medicine. Coordinate with subinternship course Director and senior ambulatory course Director to assign and organize placement of students in this rotation. Assign students to preceptors in the evaluation system for clinical narrative evaluations, on an on-going basis. Notify students of assignments in requested classes and assist in the event availability changes. Counsel and advise medical students in paperwork and training matters and any on-boarding requirements. Provide orientation, directions and communication with students assigned to the MHP clinical faculty and various hospital and clinical sites in the program. Communicate with clinical partners to exchange information and resolve issues or concerns. Create, maintain and update database, reports, lists and capacities for specific sites.	30
Maintain single point of communication to coordinate M4 electives and subinternships at various hospital/ clinic sites, (i.e. St Marys, St Joseph, Maclaren Health, St Lukes, etc.) in concert with enrollment management. Coordinate with Michigan Health Professional (MHP) physicians in support of student programs, particularly onboarding and academic appointments, communication with course directors, record keeping and evaluation of student performance, monitoring and feedback to preceptors of student reviews of the sites and faculty. Catalog, organize, track, liaise and maintain two way communication with all affiliated sites. Organize weekly and monthly students assignments and adjustments based on physician availability (i.e. vacations, etc.) and alternative assignments. Manage program of faculty development with all MHP clinical faculty.	25
Ensure compliance with all policies and procedures that are outlined in the Medical Student Handbook. Organize and confirm onboarding information to ensure compliance with all hospital policies and procedures. Monitor and track evaluation reporting compliance requirements. Follow up with preceptors, holding them accountable to meet requirements, including but not limited to grade collection. Maintain evaluation system. Ensure data collection of “competency based evaluations” and completion of all objectives. Assign electronic evaluation forms and troubleshoot issues of the grading platform to liaise with enrollment services and New Innovations support office.	20

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Create communication plans detailing how and when information will be shared with students, the clinical sites, School of Medicine and other stakeholders. Manage all communication functions of the program, including the development and updates to web-site content, monthly newsletters and other recruitment program materials. Prepare presentations and slides for training or marketing purposes.	10
Lead special projects, apply project management methodology to ensure effective project progression and completion, and to identify continual upgrades and enhancements. Take the lead in the new system of competency based senior evaluation and residency handover necessitated by new national changes in the absence of step 2 CS process.	10
Performs other related duties as assigned.	5

MINIMUM QUALIFICATIONS

Education

Bachelor Degree in related field required or equivalent education and experience.

Experience

Minimum two years experience required in the administration and management of student clinical placement in a healthcare setting. Experience with medical school clinical placements preferred

Knowledge, Skills and Abilities

Must have a detailed knowledge of healthcare infrastructure, geography of clinical sites and their working relationships with medical schools, hospital and clinical settings. Ability to coordinate and organize multiple assignments. Good communication and interpersonal skills. Good analytical skills. Ability to work within a team. Ability to create and manipulate data in spreadsheets.

WORKING CONDITIONS

Hospital sites and physician office environments.

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