



**DATE: 6-8-2022**

<b>TITLE: Clinical Site Coordinator – Nursing</b>		
<b>HUMAN RESOURCES USE ONLY:</b>	<b>SALARY TABLE: AP</b>	<b>CLASS CODE: PN385</b>
<b>UNION: P&amp;A</b>	<b>SALARY GRADE: 11</b>	<b>EEO CODE: 30</b>
<b>JOB GROUING: None</b>	<b>FLSA: Non-Exempt</b>	<b>EMPLOYEE CLASS: PN</b>

**POSITION PURPOSE**

Provide support to the following programs in the College of Nursing: Doctorate in Nursing Practice and Masters of Science in Nursing with eight. The position will report to the Associate Dean of Academic and Clinical Affairs.

**ESSENTIAL FUNCTIONS**

*(Essential functions are the primary duties/major job responsibilities that an employee must be able to perform, with or without reasonable accommodation. The essential functions are listed in order of importance.)*

	<b>% Time</b>
Review and submit required paperwork to affiliation sites prior to a student’s rotation regarding monthly attestation and all other requirements outlined in agreements. Input site instructor offers, Clinical Instructor and students data into software system (i.e. Ed Manager or Exxact). Oversee compliance of immunization, titers including maintenance of student health requirements, certification and licensure.	15
Oversee and assure completion of onboarding process (Accemap and Certiphi). Coordinate badging, parking, and computer access with the DMC. Coordinate and maintain compliance with Student Liability Insurance University Risk Management unit) and ensure the amount of coverage is compliant with affiliation agreement requirements. Coordinate annual background checks, send student notification and collect consent of disclosure. Establish a contact individual at affiliation site. Coordinate annual drug screening.	15
Identify and Secure Fieldwork (clinical rotation) placements. Manage lists of Fieldwork (clinical rotation) objectives related to program standards. Manage data base of practice areas (sites), level of placement, instructional methods.	55
Ensure valid memoranda of understanding/ contracts/ articulation agreements are current by program and in agreement with accreditation mandates. Coordinate ongoing effective communication and review process with the articulation agreement repository specialist within Student Affairs at the CON.	5

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

Coordinate Clinical Instructor Training Courses, preceptor Clinical Instructor courses, Clinical Instructor continuing education events (CEU certificates).	5
Other duties as assigned.	5

**MINIMUM QUALIFICATIONS**

**Education:** Bachelor’s Degree, Masters Degree preferred  
 Bachelor's degree in Business Administration, Management, or related field

**Experience:** Minimum 5 years experience

**WORKING CONDITIONS**

Office setting

**ADDITIONAL COMMENTS**

Ability to work with large databases. Demonstrated skill or prior exposure to accreditation standards of clinical education for at least one health care profession. Intermediate knowledge with Microsoft Office Suite.