



Classification Description

Job Title: Clinical Coordinator, Nursing

Pay Grade: 26

Job Code: 3581

FLSA Status: Exempt

Job Purpose

This is responsible, professional work in coordinating and implementing instructional support for the Nursing program within the School of Health Professions. This is a 10.5 month (213 duty day) position.

General Responsibilities

Essential Functions

Acquires and schedules clinical affiliates and sites with instructional opportunities to satisfy the learning objectives of the Nursing Program with adequate programmatic and technical instruction, exposure and experience.

Collaborates with faculty in development and coordination of clinical schedules.

Recruits, interviews, and completes hiring packets for all Clinical Associates. Provides orientation guidance and direction to Clinical Associates.

Arranges clinical experiences at affiliated clinical sites to ensure the quality, quantity, and appropriateness of student learning experiences to align with the FSW vision and mission.

Performs as a liaison with clinical sites which are used for extramural clinical or laboratory educational experiences.

Visits clinical sites on a regularly scheduled basis to ensure uniform and consistent practice within accreditation guidelines.

Communicates regularly with the Program Director regarding student clinical experiences in nursing laboratories and at external clinical sites.

Tracks and monitors eligibility criteria for student clinical placements according to program policies and requirements of each affiliate site and regularly communicates with faculty.

Maintains inventory of appropriate supplies, patient forms, and equipment at clinical, simulation, and/or laboratory training sites.

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Participates in departmental, committee and other College meetings to support the development of assigned programs.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Baccalaureate degree from a regionally accredited institution of higher education in a health related field.

Current unencumbered licensed Registered Nurse in good standing.

Three (3) years full-time related professional and clinical work experience.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

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Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: January 8, 2015. Revised: September 22, 2017; July 9, 2019.