



JOB TITLE:	Clinical Coordinator
DEPARTMENT:	Nursing
SUPERVISOR:	BSN Program Director
FLSA STATUS:	TBD

MAJOR PURPOSE

The Clinical Coordinator implements the approved curriculum based on the mission and philosophy of the nursing program and the University. This position partners with other faculty in order to oversee and manage student's opportunities to acquire the knowledge and practice the skills identified in course objectives, using varied and appropriate teaching methods. The Clinical Coordinator helps supplement the traditional classroom experience with curriculum guidance to ensure that students meet program outcomes based on the standards set by policies, legal and other regulatory requirements, and acceptable pedagogical and professional practices. This position participates in the program evaluation based on meeting curricular objectives and continuous improvement process, engages in personal and professional development, and creates a collaborative and efficient workplace with attention to quality standards and policies. The Clinical Coordinator promotes, develops, educates, and facilitates an exemplary academic environment.

This is a twelve-month contractual position.

This position is 50% on campus and 50% onsite with clinical partners.

The pay range for this position is generally: \$55,000 - \$75,000 annual Individual pay is determined by a number of factors including relevant education and training, academic and related experience, high demand disciplines, location, and job-related skills.

ESSENTIAL FUNCTIONS

- Upholds CA Board of Registered Nursing (BRN) statutes and regulations for nursing students in clinicals
- Recruits potential practicum sites and evaluates quality and goodness-of-fit characteristics for appropriate student placements
- Develops and maintains relationships with new and existing clinical sites. Nurture ongoing relationships with clinical scheduling staff at clinical sites.
- Ensures that clinical are appropriate for students to meet program and course requirements for professional skill development and training
- Recruits potential clinical sites for student learning
- Maintains knowledge of the current Jessup curriculum to implement compliance requirements and to keep clinical partners informed
- Collaborates with the Program Director for affiliation agreements
- Processes affiliation agreements and BRN forms for clinical placements
- Collaborates with clinical partners for student orientations prior to clinical placements

- Produces and distributes course learning objectives and student schedules to the clinical facilities prior to student attendance at the facility
- Participates in clinical placement scheduling meetings with campus staff
- Maintains clinical compliance database for attestations to clinical partners
- Attends community forums and other events as appropriate as a representative of Jessup in the community for collaboration, i.e., SACANE
- Accepts student-facing responsibilities such as class visits, clinical orientations, student appointments, and feedback
- Assists the student in developing an understanding of values, attitudes, and ideals appropriate to the Jessup professional in the healthcare profession. Evaluate student understanding via appropriate assessment tools
- Participates in faculty meetings as requested, both formally and informally with didactic and clinical faculty members
- Communicates with the program director as necessary to resolve issues or concerns involving students or professional standard requirements in clinical areas
- Participates in ongoing program and site evaluation activities as needed
- Serves as Christ-centered role model for faculty, staff, and students in the areas of service, collaboration, communication, excellence, attendance, and general professionalism
- Prepares, documents and tracks clinical compliance requirements and clinical assignments.
- Provides feedback as the role of clinical coordinator is developing
- Works closely with the Program Director to ensure a complementary learning environment between the classroom and clinical sites
- Equips BSN students with clinical information and resources
- Implements easily understood protocols and procedures for each step of the clinical experience
- Implements an assessment plan for protocols and procedures, with documentation for quality assurance and review
- Ensures all legal documentation and required forms are complete and filed for each student
- Other duties as assigned

QUALIFICATIONS

Education

- Bachelor's degree required. Master's degree preferred.

Required Knowledge/Experience :

- Experience working in the healthcare field is required
- Experience working in a clinical environment or with clinical programs and/or partners
- Knowledge of Board of Nursing requirements for clinical learning desired
- Experience working in a healthcare and academic setting, maintaining a professional environment and ensuring strict confidentiality

- An understanding of the educational experiences of student nurses, an ability to use the vocabulary of nursing and an understanding of the clinical practice of nursing
- Clinical acquisition experience and/or nursing background strongly preferred

Skills/Abilities

- Interpersonal communication skills are essential
- Excellent problem-solving and critical thinking skills
- Superior skill in organization, communication, and collaboration
- Ability to create and maintain positive collaborative relationships with clinical partners through phone, email, and in-person communications
- Ability and willingness to work effectively with a diverse student population
- Ability to meet timelines and ask for assistance, when necessary
- Excellent written and oral communication and analytical skills
- Strong Attention to detail
- Proficient in computer applications; word processing, spreadsheet, database management, and email

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of Jessup as a private Christ-centered University and live a life consistent with biblical principles. All employees of the University are expected to firmly support without reservations Jessup's doctrinal statement of personal Christian faith, and the Community Covenant.

Employee's performance shall be assessed, in part, by meaningful progress in their Biblical spiritual formation role. This includes leading class devotions, leading a SFG (Spiritual Formation Group), or performing other duties consistent with the Biblical spiritual formation role. The employee shall document their Biblical spiritual formation roles in partial fulfillment of the University Service requirements in their professional development and tenure evaluation processes.

WORKING CONDITIONS:

The employee is regularly in a typical, air-conditioned office environment with adequate light; moderate noise levels; and tile, concrete, and carpeted floors. There are no hazardous or significantly unpleasant conditions. The employee is required to attend community forums and other events as appropriate as a representative of Jessup Nursing in the community for collaboration, i.e., SACANE. Additionally, the employee is expected to visit clinical sites in order to develop and maintain relationships with new and existing clinical partners.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and

arms; stoop, crouch and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 20 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that to perform this job successfully, I must be able to perform the essential duties with or without accommodation. If I am requesting any reasonable accommodations in order to perform my job, I must immediately inform my supervisor or Human Resources.

Employee Signature

Date