



**WILLIAM JESSUP
UNIVERSITY**

JOB TITLE: Clinical Coordinator (Rocklin Campus)
CORE Faculty (FT)

DEPARTMENT: Nursing Degree Program (BS)
School of Natural and Applied Sciences

SUPERVISOR: Dean

MAJOR PURPOSE:

Jessup is seeking a Clinical Coordinator applicant for our BS in Nursing degree program to launch in fall 2021. The Coordinator will promote and support the mission of the School of Natural and Applied Sciences at William Jessup University by providing operational leadership with significant relational capabilities to develop, promote, educate, and facilitate an exemplary academic environment.

The Coordinator reports to the Program Director of Nursing for the implementation of the approved curriculum based on the mission and philosophy of the nursing program and the University. This is a twelve month salaried contractual position, August – July. They will provide students with opportunities to acquire the knowledge and practice the skills identified in course objectives using varied and appropriate teaching methods. Applicant will plan learning activities to meet program outcomes based on the standards set by policies, legal and other regularity requirements, and acceptable practices. Become familiar and implement concept-based instruction. Participate in the program evaluation and continuous improvement process and engage in personal and professional development. Create a collaborative and efficient workplace with attention to quality standards and polices.

ESSENTIAL FUNCTIONS:

- Provide clinical instruction to students in approved health care settings, adhering to the policies of the clinical setting and the University.
- Participate in University committee assignments.
- Clinical experiences may be facility assigned or completed in the clinical simulation lab as assigned.
 - Clinical instructors hired full time for the Clinical Simulation Labs are expected to work 40 hours/week in the Simulation Lab. Part time Clinical Simulation Instructors hired for the Clinical Simulation Lab are expected to work 20 hours/week in the Clinical Simulation Lab.
- Discuss with students their concerns and/or problems directly or indirectly related to learning experience.
- Is responsible to assist the student to develop an understanding of values, attitudes, and ideals appropriate to the health care profession.
- Establish and maintain relationships with new and existing clinical sites.
- To participate in faculty meetings, both formally and informally with didactic and clinical faculty members.
- Provide clinical, classroom, and clinical simulation lab instruction.
- Supervise student groups in clinical areas (maintains presence in the facility during entire student clinical time if not precepted).
- Orient students to the clinical area, and demonstrates proper procedures.
- Responsible for producing and distributing course learning objectives and student schedules to the clinical facilities prior to student attendance at the facility.

PENDING AVAILABLE FUNDING AND FINAL APPROVAL

- Lead discussions and elicit information from students which demonstrate that students are learning and accomplishing the clinical objectives.
- Maintain clinical standards and course expectations throughout each course or term.
- Evaluate and grade student performance. Meets with students at midterm for formal evaluation and again at the end of the course as to progress and performance.
- Maintain the professional practice knowledge base needed to instruct learners in contemporary nursing practice.
- Communicate with Program Director as necessary to resolve issues or concerns in clinical areas.
- Work effectively as part of the overall faculty team demonstrating positive interpersonal relations, collaborating with other faculty members to meet student needs, participating in faculty meetings and nursing program committees, and responding to requests from management.
- Participate in ongoing program evaluation activities as needed.
- Maintain faculty expectations as required by the University and the Board on Nursing
- Demonstrate proper respect for students, faculty, and staff and has student-friendly manner in the conduct of class.
- Other as assigned

QUALIFICATIONS (Minimum)

- Completion of an accredited professional nursing education program.
- MSN or higher with concentration/experience in clinical area of teaching (med-surg, OB, peds, etc.)
- Experience of at least two years in the practice of nursing as a registered nurse within the last five years.
- Hold a current California active unencumbered license as a registered nurse.
- Previous teaching experience preferred or currently attending a course offered by an accredited school in teaching.
- Successful completion of criminal background check and drug screening, required current American Heart Association CPR. Provide evidence of yearly tuberculin skin tests, and other required immunizations as per nursing program policy

SKILLS / ABILITIES

- Ability and willingness to work effectively with a diverse student population
- Familiarity with standard technology of application units
- Experience with Moodle or other LMS platforms
- Ability and willingness to work effectively with international students
- Willingness to build and teach fully online courses
- Excellent written and oral communication and analytical skills
- Competent in personal computer applications; word processing, spreadsheet, database, and email
- Competence in clinical skills in areas of teaching
- Functional abilities to carry out classroom, clinical and laboratory teaching responsibilities

MENTAL DEMANDS

- Ability to integrate Christian thought and values in all aspects.
- Ability to engage in critical thinking and exercise independent judgment.
- Ability to maintain confidentiality and manage confidential information.
- Ability to communicate effectively in written and oral form.
- Ability to take initiative without direct supervision.

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of WJU 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 the William Jessup University doctrinal statement of personal Christian faith and Community Covenant and Chapters.

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 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 office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors; adjustable workstation with ergonomic keyboard is provided.

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, 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 40 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 is 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 if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

Employee Signature

Date