JOB DESCRIPTION

JOB TITLE: Clinical Coordinator, Nursing Programs (Full-Time)

REPORTS TO: Associate Dean, Nursing Programs

BASIC FUNCTION: Responsible for coordination and clinical placement of nursing students and supervision of clinical adjunct faculty.

CLASSIFICATION: Managerial/Technical Personnel

DUTIES AND RESPONSIBILITIES

1. Collaborates with faculty to prepare, revise, and submit student learning outcomes, objectives and competencies for clinical courses to the Associate Dean, Nursing Programs.

2. Collaborates with faculty to review, evaluate, and recommend clinical curriculum changes to the Associate Dean, Nursing Programs.

3. Serves as a member on the nursing admissions committee.

4. Attends and participates in new nursing student orientations.

5. Reviews and tracks student files for completeness and compliance with state board of nursing and clinical agency requirements. Collaborates with faculty to resolve discrepancies and reports results to the Associate Dean, Nursing Programs.

6. Coordinates the gathering of agency specific documentation necessary for student placement into the clinical agencies.

7. Establishes and maintains positive working relationships with clinical agency management and staff.

8. Assists in student recruitment efforts, including health fairs and student visits at local middle schools and high schools.

9. Attends Nursing Program Technical Advisory Committee meetings.

10. Assists in the implementation of the College Equity Plan in accordance with its provisions.

11. Provides orientation for new clinical adjunct faculty.

12. Assists the Associate Dean, Nursing Programs by recruiting, supervising, and evaluating adjunct faculty in the clinical setting.

13. Assists the Associate Dean, Nursing Programs in identifying equipment and technology needs that are currently used in local agencies.
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14. Assists the Associate Dean, Nursing Programs in resolving student clinical issues.

15. Assists with the planning and supervision of nursing pinning ceremonies, in cooperation with the Associate Dean, Nursing Programs.

16. Exhibits initiative, enthusiasm, collegiality, and teamwork in accomplishing the responsibilities of the position.

17. Maintains currency of knowledge in nursing education by attending state and national meetings of nursing educators and administrators.

18. Develops and maintains the student skills list to ensure consistency with lab procedures appropriate to students’ scope of practice and in alignment with clinical agency protocols.

19. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Appropriate credentials as required by Rules of the District Board of Trustees and contained in the Pasco-Hernando State College Faculty Credentials and Qualifications Manual.

file: Clinical Coordinator, Nursing Programs (Full-Time)
new: 7/05/11; 08/04/14