



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

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| POSITION: | Academic Coordinator of Nursing Clinical Education |
| LOCATION: | Nursing Department |
| REPORTS TO: | Nursing Department Chairs |
| GRADE: | PSA 14 |
| WORK SCHEDULE: | Non-Standard; 35 hours per week; Calendar-Year |

JOB SUMMARY: Coordinates and facilitates selection of clinical facilities in hospitals, skilled nursing facilities, nursing homes and community health agencies for clinical placements as well as experiential learning activities for students in the nursing department. Coordinates all labs (including Simulation Lab) and equipment for readiness of use. Ensures equitable ability to use clinical labs/simulation labs by all nursing courses. Assists faculty in creating high quality clinical experiences for nursing students by serving as a liaison between faculty, clinical agencies and clinical labs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordination of Clinical Placement

- Coordinates and facilitates faculty requests for clinical placements.
- Facilitates faculty orientation to new facilities.
- Ensures that all correspondence with clinical agencies is completed each semester including, but not limited to letters of attestation and agreement. Responsible for rescheduling students when clinical sites change and/or warrant reorganization.
- Responsible for ensuring all students and faculty are current, including, but not limited to, the following: immunizations, CPR certification, BCIs, agency orientations, and on-line orientations.
- Ensure agency contracts are up to date.
- Seek new placements & opportunities (suitable for achievement of SLO's), as needed.
- Oversee data entry into CCP registry.
- Monitor placements for approvals/denials.
- Troubleshoot placement issues.
- Re-schedule placements when necessary.
- Ensure that all required student documentation (health record) is current.
- Assist with clinical orientation of new faculty.
- Review clinical site evaluations and make recommendations based on data.

Knight Campus

Coordination of Clinical Laboratory

Coordinates all labs (including Simulation Lab) to insure each nursing course get equitable opportunities for lab/simulation usage. Coordinates all labs and equipment for readiness including:

- Equipment and supplies, and their security
- Inventory and reorder needed lab supplies
- Formulate budget recommendations
- Plan with bookstore or vendor regarding student packs
- Assists faculty with skills testing as needed.

Meetings

- Attend CCP Meetings.
- Meet regularly with administrative support staff to provide needed training and oversight with registry requests and maintenance.
- Prepare & send minutes (or delegate task).
- Attend end-of-semester meetings hosted by clinical partners.

Communication

- Maintain ongoing communication with clinical partners.
- Report to Department Chairs on a regular basis.
- Ensure that correspondence with clinical agencies is completed each semester including, but not limited to: Letters of Attestation, health records, etc.
- Report clinical site evaluation data to appropriate personnel.

Other Duties and Responsibilities

- Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

- RN License; personal computers and printers; word processing, database management, and spreadsheet software.
- Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

- This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

- Master's degree in Nursing required;
- Current RI RN license or eligibility within 6 months of hire is required;
- A minimum of 3 years of clinical nursing experience required;
- Experience with clinical undergraduate nursing education preferred;
- Demonstrated strong computer skills, including expertise in data management and in using multiple software packages;
- Demonstrated experience managing clinical placement preferred;
- Demonstrated strong organizational skills;
- Demonstrated excellent written and oral communication skills;
- Demonstrated experience working with diverse populations.

CCRI is an Equal Opportunity / Diversity Employer.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.

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