



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Coordinator Nursing Clinical Education
POSITION NO.	502452
LOCATION	Warwick Campus
REPORTS TO	Nursing Department Chair
GRADE	PSA 14
WORK SCHEDULE	Non-Standard: 35 hours per week; Calendar-year
LIMITATION (if applicable)	N/A
REVISION DATE	October 2024

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

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

Coordination of Clinical Laboratory

- Coordinates all labs (including Simulation Lab) to ensure 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

- Perform other duties as required

LICENSES, TOOLS, AND EQUIPMENT**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in Nursing
- Demonstrated strong computer skills, including expertise in data management and in using multiple software packages
- Demonstrated strong organizational skills
- Demonstrated excellent written and oral communication skills
- Demonstrated experience working with diverse populations

PREFERRED QUALIFICATIONS:

- Master's degree in Nursing
- Demonstrated experience managing clinical placement
- Current RI RN license or eligibility within 6 months of hire

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.