



# NATIONAL AMERICAN UNIVERSITY

## POSITION DESCRIPTION

### School of Nursing Denver Campus

To apply submit an employment application ([click here for application](#)),  
resume, and letter of interest to: **Nursing Program Chair**  
1325 S Colorado Blvd, Ste. 100, Denver, CO 80222

**I. POSITION TITLE:** Nurse Clinical Education Coordinator

**II. EMPLOYEE CLASSIFICATION:** Professional

**III. JOB CLASSIFICATION:** Exempt

**IV. ACCOUNTABLE/REPORTS TO:** Nursing Program Chair

**V. POSITIONS REPORTING TO THIS POSITION:** None

**VI. DUTY HOURS:** The basic workweek shall be 40 hours plus such additional time as is necessary to accomplish the basic function/purpose.

**VII. MINIMUM REQUIREMENTS:**

**EDUCATION:** Requires a Bachelor of Science in Nursing, a Master's of Science in Nursing preferred. Current Colorado RN licenses in good standing required. Current health care provider CPR card.

**EXPERIENCE:** 2 + years of clinical experience required. Previous clinical teaching experience preferred.

**PHYSICAL:** Good visual acuity, accurate color vision, ability to read, speak and hear. Ability to stand, walk, stoop, kneel, crouch and/or crawl. Ability to reach and grasp. Must provide a current TB skin test or chest x-ray, current immunizations and proof of Hepatitis B series, titer or a waiver.

**SKILLS EXPECTATIONS:** Management and leadership skills; organizational research skills; strong interpersonal and communication skills; strong clinical and professional skills. Licensed and insured to drive a vehicle.

**BACKGROUND CHECK:** Must be able to pass a criminal background check.

**VIII. BASIC FUNCTION/PURPOSE OF THE POSITION:** The nurse clinical education coordinator is directly responsible to the nursing program chair. The nurse clinical education coordinator will develop and arrange for clinical placements for nursing students at the Denver campus and other matters as assigned in support of the mission of the School of Nursing and in

support of the mission of the university as defined by the university president and the board of governors.

## **IX. DUTIES/RESPONSIBILITIES/EXPECTATIONS OF THE POSITION:**

### **A. Personnel**

- \*1. Promote rapport within the department, campus and community.
- \*2. Model professional behavior and standards of practice.

### **B. Administration**

- \*1. Attend and participate in faculty meetings.
- \*2. Participate in accreditation review and reports.
- \*3. Participate in publicizing and dissemination of information about the program.
- \*4. Participate in the recruitment, orientation and coordination of clinical faculty.
- \*5. Participate in the orientation of students.

### **C. Committee/Meeting Responsibilities**

- \*1. Serve as a member of the School of Nursing BSN Assessment and Curriculum Committee.
- \*2. Attend and participate in the Denver BSN Nursing Faculty Committee.
  - 3. Serve as a member of the Denver Committee.
  - 4. Serve as a member the Denver BSN Decision Committees for Clinical Core Entrance.
- \*5. Serve as a member the Denver BSN Advisory Committee.
  - 6. Participate in college-wide committees when requested.

### **D. Clinical Responsibilities**

- \*1. Plan and coordinate clinical education.
- \*2. Organize, structure and schedule clinical rotations in accordance with established educational standards and applicable clinical agency guidelines.
- \*3. Recruit and enlist clinical rotation sites.
- \*4. Collaborate with clinical agency representatives to ensure initiation and maintenance of required clinical affiliation contracts; local travel may be required on an as-needed basis.
- \*5. Develop and revise clinical offerings.
- \*6. Maintain ongoing communication with course coordinators regarding issues arising with students and clinical sites.
- \*7. Submit suggestions for clinical components of the master syllabi to the nursing program chair.
- \*8. Model professional behavior and standards of practice.
- \*9. Substitution as a clinical instructor may be required.

### **E. Evaluation**

- \*1. Participate in the evaluation of the nursing program chair when requested.
- \*2. Responsible to compile clinical evaluation feedback and communicate it to the nursing program chair.
- \*3. Responsible to participate in program planning in response to clinical evaluation feedback.

### **F. Other duties as assigned.**

**X. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING:**

- A. Nursing faculty and nursing program chair
- B. School of Nursing Executive Committee and dean
- C. Administration, faculty, staff and students of the university
- D. Clinical site management and employees, business people, clients and customers
- E. All accreditation and regulatory bodies at the state and federal levels.

**XI. LIMITS OF AUTHORITY:** As defined by the policies, procedures and practices of the School of Nursing, university and/or university president.

National American University reserves the right to alter this position's job description/job duties to meet the needs and goals of the institution.

\*Denotes essential elements of the position.

I have reviewed and comprehend the responsibilities of the nurse clinical education coordinator. Upon acceptance of the position, I acknowledge and accept these responsibilities.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_