I. POSITION TITLE: Nursing 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: Nursing degree required as applicable to program degree.

EXPERIENCE/LICENSURE: 2 + years of clinical experience required. Previous clinical teaching experience preferred. Current/ unencumbered nursing license in required states. Current healthcare provider CPR.

PHYSICAL: Good visual acuity, accurate color vision, ability to read, speak, and hear. Ability to lift/transfer patients in excess of 40 pounds, may require pushing, pulling, and utilizing a full range of body movement. Ability to stand, walk, stoop, kneel, crouch, and/or crawl. Ability to reach, grasp, use fine finger movement, and feel fine sensation to discern temperature, texture, size and shape. Must provide evidence of current health status as defined by the respective clinical agency and/or state.

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 background check.

VIII. BASIC FUNCTION/PURPOSE OF THE POSITION: The nursing clinical education coordinator is directly responsible to the nursing program chair. The nursing clinical education coordinator will develop and arrange for clinical placements for nursing students.
throughout the respective region and surrounding areas 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:
(Essential elements 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 respective School of Nursing Assessment and Curriculum Committee.
2. Attend and participate in the Campus-Based Program Nursing Faculty Committee.
3. Serve as a member of the Campus-Based Program Collaborative Committee.
4. Serve as a member of the Campus-Based Program Decision Committee for Clinical Core Entrance.
5. Serve as a member of the Campus-Based Program Nursing 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 faculty 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 faculty may be required.*

E. Evaluation
1. Participate in the evaluation of the nursing program chair when requested.
2. Responsible to compile and communicate clinical evaluation feedback to the nursing program chair.
3. Responsible to participate in program planning in response to clinical evaluation feedback.
F. Other duties as assigned.

* Master’s in nursing prepared staff only.

X. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING:
   A. Nursing program chair, faculty, and staff
   B. School of Nursing Dean and Associate Dean
   C. School of Nursing Executive Committee
   D. School of Nursing Project Manager/Compliance Officer
   E. Administration, faculty, staff, and students of the university
   F. Business people, clients, and customers
   G. 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 the 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.

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

Signed:________________________________________________    Date:______________