To apply, submit an employment application (click here for application), resume, and letter of interest to: Program Coordinator for Nursing  
7490 NW 87th Street  
Kansas City, MO 64153  

SCHOOL OF NURSING  
FULL-TIME NURSING CLINICAL EDUCATION COORDINATOR  
RESPECTIVE CAMPUS  
Position Description  

Summary  
The Nursing Clinical Education Coordinator develops and arranges 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.  

Minimum Qualifications  
The Nursing Clinical Education Coordinator must satisfy the following minimum qualifications:  
1. Nursing degree is required as applicable to program degree; and  
2. Two years of clinical experience required; previous clinical teaching experience preferred; and  
3. Current/unencumbered nursing license in required states; and  
4. Current healthcare provider CPR; and  
5. Must be able to pass a background check.  

Skills and Attributes  
The Nursing Clinical Education Coordinator must possess the following skills and attributes: management and leadership skills; organizational research skills; strong interpersonal and communication skills; strong clinical and professional skills; licensed and insured to drive a vehicle.  

Essential Functions  
The Nursing Clinical Education Coordinator performs the following essential functions:  
A. Personnel  
1. Promotes rapport within the department, campus, and community.  
2. Models professional behavior and standards of practice.  
B. Administration  
1. Attends and participates in respective program campus meetings when applicable.  
2. Participates in accreditation review and reports.  
3. Participates in publicizing and dissemination of information about the program.  
4. Participates in the recruitment, orientation, and coordination of clinical faculty.  
5. Participates in the orientation of students.  
C. Clinical Responsibilities  
1. Plans and coordinates clinical education.
2. Organizes, structures, and schedules clinical rotations in accordance with established educational standards and applicable clinical agency guidelines.
3. Recruits and enlists clinical rotation sites which are approved by the applicable accreditation, evaluation, or licensing bodies.
4. Collaborates with clinical agency representatives to ensure initiation and maintenance of required clinical affiliation contracts.
5. Maintains and annually reviews all clinical affiliation contracts.
6. Develops and revises clinical offerings.
7. Maintains ongoing communication with course faculty regarding issues arising with students and clinical sites.
8. Submits suggestions for clinical components of the master syllabi to the nursing program chair.
10. Substitution as a clinical faculty may be required (Master’s in nursing prepared staff only.)

D. Evaluation
1. Compiles and communicates clinical agency evaluation feedback to the nursing program chair.
2. Participates in program planning in response to clinical evaluation feedback.
3. Participates in the evaluation of the nursing program chair when requested.

E. Other duties as assigned.

**Required Work Hours**
A minimum of forty hours per week, plus other hours as may be necessary to complete job duties. A combination of day, evening, and weekend hours is required.

**Reporting and Supervisory Responsibilities**
1. The Nursing Clinical Education Coordinator reports to the nursing program chair.
2. This position does not have supervisory responsibilities.

**Physical Requirements**
The Nursing Clinical Education Coordinator must be able to speak, hear, see, read, write, type, dial, reach, and bend. This position also requires the ability to lift, carry, push, and pull up to 40 pounds. The Nursing Clinical Education Coordinator must provide evidence of current health status as defined by the respective clinical agency and/or state.

**Travel**
Periodic travel, including airline travel and overnight stays, may be required. Local travel is required as needed.