UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Nursing/Clinical Programs

DIVISION: Academic Affairs (University College and the College of Nursing)

REPORTS TO: Dean, College of Nursing and the Director, Office of Experiential Learning & Community Engagement

GRADE: 12

SUPERVISES: May supervise student workers

BASIC FUNCTION:

Coordinate and facilitate clinical and experiential learning activities and opportunities (e.g., internships, field experiences, project-based learning, etc.) for students in the College of Nursing. Assist faculty in creating high-quality clinical experiences for College of Nursing students by serving as a liaison between faculty and clinical agencies, and by developing and sustaining new experiences. Work with the Dean’s Office to update all experiential and curriculum information.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Work with College of Nursing faculty to continually develop new clinical and experiential learning opportunities for the College’s students.

Facilitate clinical site placements, and ensure 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 that all required student documentation is current, including, but not limited to, the following: immunizations, CPR certification, agency orientations, and on-line orientations.

Manage the immunization/CPR/licensure data for all clinical nursing faculty.

Establish relationships with all clinical site and practicum preceptors.

Manage the Computerized Clinical Placement Registry (CCPR), with responsibility for all requests and updates. Maintain and update the College’s clinical schedule, and post for students and faculty. In addition, post clinical practicum updates to e-campus.

Assist in identifying potential clinical instructors and, when they are appointed, facilitate their orientation to their assigned clinical agency(ies).
Work with the Dean’s Office and program directors to update curriculum sheets and advising tools (departmental website) regarding clinical and experiential learning.

Collaborate with the Department of Experiential Learning and Community Engagement.

**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.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Master’s degree; current RI RN License; minimum of two years of clinical nursing experience in higher education (full or part-time, professional and graduate work included); familiarity with clinical undergraduate and graduate nursing education; 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 excellent skills working with students; demonstrated experience working with diverse populations.

**PREFERRED:** Master’s degree in nursing or related field; demonstrated experience managing clinical placements; teaching experience in a clinical setting.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**