

Job Code:.....100515
Position #: (PSA) (E)109113
Developed by:..... ML
Reviewed by:.....SG, DLJ
Approved by:.....LK
Date:...10/12; 2/15; 9/19

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Nursing/Clinical Programs
DIVISION: Academic Affairs (University College and the College of Nursing)
REPORTS TO: Associate Dean, College of Nursing
GRADE: 14
SUPERVISES: Specialist, Experiential Education Nursing & student workers

BASIC FUNCTION:

Maintain up to date knowledge regarding clinical education. 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:

Assist faculty in creating high quality clinical experiences for the College of Nursing's students by serving as a liaison between faculty and clinical agencies, developing and sustaining new experiences, and management of application processes for DEUs or other competitive clinical experiences. Work with the Simulation Education Coordinator to establish a schedule of clinical simulation that works with scheduled agency time. Responsible for rescheduling students when clinical sites change and/or warrant reorganization.

Ensure correspondence with clinical agencies is complete each semester including, but not limited to scheduling, affiliation agreements, letters of attestation, managing student and faculty requirements (i.e., CPR, licensing, drug screening, requirements and individual affiliation requirements of students and faculty.) Manage the software to track above mentioned requirements and adapt its usage for any future requirements.

Manage the Computerized Clinical Placement Registry (CCPR), with responsibility for all requests and updates. Maintain and update the College's clinical schedule, and disseminate to students and faculty. Update e-campus with any changes in clinical courses and provide student permission numbers when applicable.

Assist faculty in identifying potential part-time faculty for clinical instruction. Oversee the hiring process for all part-time faculty, including an orientation to URI, the College of Nursing, and clinical agencies.

Work with the Dean's Office to update the student handbook, and advising tools (departmental website) regarding clinical and experiential learning. Work with the Dean's Office to evaluate data relevant to clinical education.

Collaborate with URI's Department of Experiential Learning and Community Engagement. Stay current with NC-SARA and Boards of Nursing requirements to ensure clinical placements are within expected guidelines.

Work with the University's Risk Management department and Legal Counsel regarding affiliation agreements, certificates of insurance, and incident reports. Work with Health Services to ensure all students meet immunization requirements.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

RN License or ability to obtain within six months of hire; personal computers and printers; word processing, database management, and spreadsheet and software packages.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree; Current RN License or ability to obtain within six months of hire; Minimum of three years of clinical nursing experience (full or part-time, professional and graduate work included); Demonstrated familiarity with clinical nursing education; Demonstrated computer skills, including data management and multiple software packages; Demonstrated organizational skills; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated experience working with students; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Master's degree in nursing or related field; Minimum of three years of clinical nursing experience in higher education (full or part-time, professional and graduate work included); Demonstrated experience managing clinical placements; and, Demonstrated teaching experience in a clinical setting.

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