

Job Code: 101436
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Developed by: BW; KH
Reviewed by:..... DLJ
Approved by:.....LK
Date:3/20; 5/21;8/19/21

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Advanced Practice Nursing Clinical Placements
DIVISION: Academic Affairs (College of Nursing)
REPORTS TO: Associate Dean for Grad Programs & Research
GRADE: 9
SUPERVISES: Student workers and/or support staff (if available)

BASIC FUNCTION:

Collaborate with the CON Coordinator for Nursing Clinical Programs on CON graduate clinical placements. Maintain up-to-date knowledge regarding the clinical education needs of advanced practice registered nursing (APRN) graduate students in the CON. Maintain up-to-date knowledge of the clinical education guidelines and requirements set forth by national APRN certification organizations (e.g., ANCC and AANP.) Interface with current and potential preceptors and placements in the State of Rhode Island (RI) and neighboring states (e.g., Massachusetts [MA] and Connecticut [CT].) Maintain accurate records related to graduate APRN clinical placements, credentialing, and contracts. Assist faculty coordinators of the graduate APRN specialty tracks in identifying and onboarding new clinical placements and preceptors in RI and neighboring states.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist faculty in creating high quality clinical experiences for the CON graduate APRN students.

Act as a liaison between graduate APRN program faculty and the Coordinator for Nursing Clinical Programs.

Identify and develop new potential clinical placements and preceptors.

Compile information for reports on APRN clinical placements and needs assessments.

Collaborate and coordinate efforts with the Coordinator for Nursing Clinical Programs.

Ensure that necessary pre-clinical forms and requirements (e.g., immunizations, CPR certification, RN licensure) for graduate APRN students are completed and met prior to attendance at a clinical site.

Assist APRN program coordinators and faculty with the identification and recruitment of new clinical placements and preceptors.

Lead outreach efforts and develop strategies to increase preceptor engagement, satisfaction and retention (e.g., newsletter, luncheon, incentive programs.)

Work with the Associate Dean for Graduate Programs & Research to update the graduate student handbooks as needed.

Work with the Coordinator for Nursing Clinical Programs and the University's Risk Management department and Legal Counsel regarding affiliation agreements, certificates of insurance and incident reports.

Represent the CON and interact effectively with diverse groups of students, faculty, and preceptors.

OTHER DUTIES & RESPONSIBILITIES:

Train and supervise assigned support staff as needed

Train and supervise student workers as needed

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing software, COREELMS, CCPR database, Excel and other spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum of two years of experience working with clinical, internship and/or experiential learning placements; Demonstrated experience using clinical placement software (e.g., the computerized clinical placement registry (CCPR), COREELMS, etc.) Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated knowledge of advanced nursing practice educational requirements of national credentialing organizations (ANCC and AANP); Demonstrated knowledge of nursing clinical credentialing; Demonstrated knowledge of APRN nursing placement regulations and requirements in RI and neighboring states (e.g., Massachusetts and Connecticut); Minimum of two years of experience with clinical placements in graduate nursing programs; and, Demonstrated experience working as a member of a multi-person clinical placement team.

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