



JOB OPPORTUNITY

Clinical Coordinator: Nursing

Position Description: The Clinical Coordinator reports to the Chair of the Division of Nursing and collaborates with the Course Coordinator to negotiate and arrange clinical experiences to meet the educational objectives for clinical courses within the Nursing programs. The Clinical Coordinator is responsible for complex communication and problem solving to maintain positive working relationships between the College, Division of Nursing faculty, and with diverse health care agencies. This is a 12-month staff position.

Responsibilities/Duties Include:

- Collaborate with Division of Nursing faculty to determine clinical placement experiences for students.
- Communicates with faculty in course coordinator role to optimize the use of clinical resources.
- Establishes and maintains relationships with representatives of the agencies in which students are placed.
- Assists faculty in evaluating the appropriateness of clinical experiences and make adjustments as needed to ensure compatibility of the agency with the course objectives.
- Communicates with clinical agencies regarding plans for student placements (dates, student numbers, etc.).
- Interviews prospective clinical faculty and makes recommendation to the Chair for appointment; facilitates the contract process in conjunction with HR and Office of Academic Affairs; maintains appropriate records to support OBN reporting
- Coordinates clinical orientation for faculty and students.
- Uses the designated online system to manage student clinical placements.
- Promotes positive working relationships with clinical placement agencies and other institutions.
- Maintains accurate records regarding clinical placements in compliance with OBN regulations.
- Ensures that students meet requirements for background checks, immunizations, CPR, and drug screening as needed by clinical agencies.
- Maintains an up-to-date inventory of agency contacts and requirements of clinical placement sites.
- Manage the affiliation agreement process in consultation with the Chair of the Division
- Collaborates with Directors of the RN/BSN and MSN programs to support clinical placement and affiliation agreements.
- Review and summarize evaluations of clinical placements in consultation with the Nursing faculty.
- Conducts site visits of all clinical sites used for nursing courses.
- Coordinates the orientation of clinical adjunct faculty to the Nursing Program.
- Contributes to the evaluation of clinical adjunct faculty; provides reports to the Chair
- Ensures compliance with the Ohio Administrative Code regarding student placements, preceptor requirements and all rules pertinent to student clinical experiences in the nursing program.
- Additional responsibilities as assigned by the Chair of the Division of Nursing

REQUIREMENTS/QUALIFICATIONS:

Education: Bachelor of Nursing Degree from an accredited college/university required;
Master's Degree in Nursing preferred

Licensure: Current, valid licensure or eligible for licensure as a registered nurse in the State of Ohio.

Experience: Health care administration experience preferred; Nursing background, knowledge and experience required that includes:

- Familiarity with the educational needs of student nurses
- A minimum of three years experience as a Registered Nurse
- Knowledge of the diverse organizational environments in which nurses practice
- Strong organizational skills with an attention to detail
- Excellent interpersonal skills, including conflict management
- Ability to manage multiple tasks and set priorities in a fast-paced environment
- Software program user, Word and Excel skills required
- Demonstrates effective written and oral communication skills
- Experience in writing policy and procedure preferred

To apply please submit a cover letter, salary requirements and CV or resume to: careers@ndc.edu