

**PROFESSIONAL POSITION DESCRIPTION**

**Position Title: Clinical Placement Coordinator**

**Division: College of Science, Technology, and Health**

**Department: School of Nursing**

**Location: Office on Portland campus with expectation of work/service in Portland, Gorham and LAC**

**Schedule: Regular, full time, with nights and weekends as required**

**Reports to: Director, School of Nursing**

**STATEMENT OF THE JOB:** The clinical placement coordinator is responsible for facilitating clinical placements for both undergraduate and graduate students. This job will involve identifying and negotiating clinical placement settings, appropriate preceptors (graduate program), and other clinical-related learning experiences. The clinical placement coordinator will arrange all aspects of the clinical experience including identifying the need for new contracts with potential clinical agencies and/or preceptors and assuring compliance with contractual agreements. The clinical placement coordinator will work closely with other staff involved in the utilization of the CCPS system (Centralized Clinical Placement System) and those involved in assuring compliance with background checks, health/immunization requirements, and drug screens as appropriate. The clinical placement coordinator will also collaborate with the Coordinator of the Graduate Program and the Coordinator of the Undergraduate Program to determine placement needs each semester.

**ESSENTIAL FUNCTIONS:**

* Communicate via email, phone and/or in person with nurse educators and/or placement coordinators in hospitals and clinics to develop clinical placements for both undergraduate and graduate students.
* Coordinate with Director and Coordinators of Undergraduate and Graduate programs to determine the number of student placements needed each semester and the level, and type of experience needed.
* Utilize the CCPS system to input requests for undergraduate student clinical groups and precepted placements according to facility deadlines; input requests related to graduate program placements if warranted by facility. This activity may be augmented by other departmental staff.
* Attend clinical affiliation meetings, community professional meetings, recruitment job fairs, Placement Coordinators and/or CCPS meetings throughout Maine when they occur as appropriate.
* Ensure that the facility contracts are current and initiate renewal process or new contract process as needed.
* Maintain a list of the approved adjunct clinical faculty and preceptors by clinical specialty.
* Identify potential student learning experiences in clinical/practicum sites.
* Interact with clinical agencies to plan for and schedule student group clinical or individual senior clinical practicum preceptor rotations.
* Evaluate and file the clinical logs of students in the graduate program working in conjunction with the Coordinator of the Graduate program.
* Conduct site visits to clinical agencies as needed to assure maintenance of a strong working relation.
* Schedule and notify students and clinical faculty regarding the clinical orientations for each student group each semester.
* Distribute the student and agency evaluation forms and clinical teaching forms to clinical faculty and preceptors as needed.
* Maintain all files related to clinical assignments.
* Provide input into the evaluation process of clinical instructors/preceptors
* In collaboration with the Director and/or Coordinators manage student clinical placement issues as appropriate.
* Additional duties as reasonably assigned.

**SPECIAL ESSENTIAL FUNCTIONS/RESPONSIBILITIES\*:**

* Broad access, including but not limited to master key or swipe card access to School of Nursing facilities, classrooms and labs.
* Ability to drive a University vehicle and provide proof of a valid driver’s license.
* Ability to provide own transportation (fully-insured vehicle), provide proof of a valid driver’s license, and compliance with Maine law regarding vehicle insurance.
* Work on federally funded projects.

**SUPERVISORY RESPONSIBILITIES:** Potential for work study students and graduate assistants.

**BUDGET RESPONSIBILITIES: none**

**PUBLIC AND PROFESSIONAL ACTIVITIES RELATED TO JOB PERFORMANCE:** Working with community and clinical agencies in regard to student clinical placements. Attend state and regional meetings as appropriate. Maintain licensure as a registered nurse.

**INTERNAL AND EXTERNAL CONTACTS:**

**Internal:** Director, School of Nursing; Coordinator of Undergraduate Program; Coordinator of Graduate and DNP Programs; nursing faculty (both full-time and part-time); nursing students; UMS General Counsel staff, and other university faculty and staff as appropriate**.**

**External:** Community and clinical agency personnel involved with clinical agency contracts and student placements; clinical placement coordinators and faculty at other educational institutions; CCPS staff and support personnel, and other community and clinical agency staff as appropriate.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* Excellent computer based organizational skills including creating and improving organizational systems with multiple variables (e.g., maintain accurate and detailed reports and records).
* Excellent public relations skills including ability to reach out to appropriate sources to get the resources or find information needed to be successful, using proper etiquette both electronic and interpersonally.
* Strong professional communication skills, calmly working with people expressing frustration, remaining flexible and effective during unexpected situations or changing conditions,
* Develop and maintain excellent working relationships with multiple coordinators/nurses at many institutions.
* Keep updated records and attend to details despite much change.
* Show a high level of dedication by following through with commitment, in a reliable and communicative manner.
* Take the initiative to solve or improve problems and situations proactively without needing supervision.
* Manage time to accomplish tasks efficiently and effectively (e.g., multi-task).

**QUALIFICATIONS:**

**Required:**

* Baccalaureate degree
* Current knowledge of nursing practice and/or health care.
* Minimum of one years of related experience

**Preferred:**

* Baccalaureate or Master’s degree in nursing.
* RN Licensure in the state of Maine.
* Current knowledge of nursing practice at the advanced practice level
* Certification as an advanced practice nurse
* Prior experience teaching nursing in an institution of higher learning

***\*NOTE****: All individuals who are recommended to fill and subsequently offered a position with* ***special essential responsibilities*** *as listed above, or other licensure or certification, shall have the following additional applicable background screening completed (in addition to regular and standard background screening) based on the responsibilities of the position: Credit history screening, and/or Sex offender registry screening, and/or Federal criminal history screening and/or License/certification verification.*

***For Human Resources Use***

**Date Approved: 11/2015**

**Date Revised: 9/11/2020**

**Job Family: 18**

**Salary Band: 2**

**Unit: UMPSA**

**CUPA code: 412100**

**Employee: TBD**

**Position #: 00010055**