



JOB DESCRIPTION

TITLE: Administrative Coordinator for Clinical Placement and Evaluation in Nursing

COLLEGE/DEPT: Arts & Sciences/Nursing

DATE PREPARED: 9/2021

REPORTS TO: Chair, Dept of Nursing/Dir. of Nursing Prog. **FLSA:** Non-Exempt

POSITION SUMMARY:

The Administrative Coordinator for Clinical Placement and Clinical Evaluation in Nursing is responsible for key administrative responsibilities necessary to efficiently relationships with the Department's clinical partners; to facilitate high quality nursing student clinical learning, and to facilitate student and faculty evaluation of the clinical experience. The Administrative Coordinator is expected to have strong initiative, the ability to make judgments and decisions independently, and to interpret the laws and accreditation standards for nursing.

The position requires a strong commitment to fulfilling the philosophy and mission of Nursing and Heritage University. The Administrative Coordinator Clinical Placement and Clinical Evaluation is a key player in maintaining communication between Nursing and community partners.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Assists faculty in scheduling student clinical placements.
2. Manages site and preceptor affiliation agreements.
3. Acts as the administrator for the Nursing electronic clinical tracking system, Typhon®. Handles data entry and database maintenance for student clinical tracking systems.
4. Assists the chairs of the Nursing Department and Program Evaluation committee to map program outcomes to accreditation standards and to monitor achievement of objectives.
5. Collects and analyzes data for Washington State and National Professional Nursing Accreditation.
6. Performs data entry, stewardship, analysis, and compilation related to clinical components for program evaluation.
7. Prepares American Association of Colleges of Nursing (AACN) and Washington State Department of Health Nursing Care Quality Assurance Commission (WSDH-NCQAC) accreditation reports as they pertain to student clinical outcomes, under the direction of the Nursing Department chair.
8. Coordinates or performs functions with contracted background check corporation, immunization records, required safety documents, drug screens for students and adjunct faculty before they assume responsibility for nursing care.
9. Assists and supports standardized patient encounters and hosting interprofessional simulations in the Heritage University Simulation Home.
10. Maintains faculty clinical and teaching schedule reports.
11. Creates and maintains evaluation of student clinical competency files in compliance with FERPA regulations.
12. Creates and maintains faculty evaluation of clinical site files in compliance with HIPAA regulations.
13. Creates and maintains student evaluations of clinical faculty and of clinical agency in compliance with FERPA and HIPAA regulations.
14. Collaborates with other administrative personnel in the Department of Nursing, with clinical faculty, and with laboratory instructors in maintaining clinical laboratory equipment and inventories.
15. Coordinates or performs background checks for students and adjunct faculty before they assume responsibility for nursing care.

16. Collaborate with Heritage Department of Nursing Chair, the Department of Information Technology and other departments as necessary to orient and onboard clinical faculty adjuncts.
17. Works with the Department of Nursing Chair to engage and maintain the Clinical Practice Community of Interest. Arranges and attends meetings with the Community of Interest Advisory.

OTHER DUTIES AND RESPONSIBILITIES:

Performs other functions as necessary or assigned by the Director/Chair of the Department Nursing.

SCOPE OF RESPONSIBILITY:

Knows the Philosophy, Mission, and vision of the Nursing Department and of Heritage University. Adheres to Nursing and Heritage goals, standards, policies and procedures. Demonstrates sensitivity toward the needs of the College of Arts and Sciences.

Can work autonomously and flexibly to meet goals in a complex environment. Contributes to consensus-building, and acts as a member of the Nursing Department team. Uses sound judgment and discretion in handling confidential information. Demonstrates ethical and professional comportment at all times. Highly responsive to requests and has a commitment to providing high quality service.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- A. Knowledge:** At least three years of experience in complex administrative management. Preference for Bachelor's degree; extensive work experience may be substituted for educational degree. Ability to interpret Nursing laws and regulations set forth by the Washington State Legislature.
- B. Skills:** Competence in complex computer software, including, but not limited to Microsoft Word, Excel, Outlook, PowerPoint, and Typhon.
- C. Abilities:** Organizational, interpersonal and planning skills. Ability to work as a member of a team. Ability to manage projects. Ability to respond promptly to the needs of students, faculty, administrators, and community partners with sensitivity, accuracy, and professionalism. Sound judgment for decisions and accountability for consequences.

APPLICATION INFORMATION AND DEADLINE Applications should include the following:

- Cover Letter
- Resume
- List of References (*names, addresses & phone numbers of 3-5 current professional references*).
- HU Employment Application LINK:HU App

Review of applications will begin immediately and will continue until the position is filled.

To apply, please email application material to: Humanresources@heritage.edu or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948