



JOB DESCRIPTION

TITLE: Clinical Placement and Evaluation Nurse Specialist

COLLEGE/DEPT: Arts & Sciences/Nursing

REPORTS TO: Chair, Dept of Nursing/Dir. of Nursing Prog.

FLSA: Non-Exempt (part-time)

SALARY: \$36 per hour, 16-20 hours per week

POSITION SUMMARY:

The Clinical Placement and Evaluation Nurse Specialist is responsible for key clinical and administrative responsibilities necessary to promote relationships with the Department's clinical partners; to assure proper health and protection status of students for clinical practice; to facilitate high quality nursing student clinical learning, and to facilitate student faculty evaluation of the clinical experience. The Clinical Placement and Evaluation Nurse Specialist is expected to have strong initiative, the ability to make judgments and decisions independently, and to interpret the Centers for Disease Control Infectious Disease Prevention standards for health care workers, and to interpret the laws that pertain to nursing education in clinical practice arenas and adhere to accreditation standards for nursing.

The position requires a strong commitment to fulfilling the philosophy and mission of Nursing and Heritage University. The Clinical Placement and Evaluation Nurse Specialist Clinical Placement 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 committees 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 placement, student experience and 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. Always demonstrates ethical and professional comportment. 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 as a Registered Professional Nurse. 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:** Clinical Judgment regarding primary prevention of health care professionals, especially in immunization; regarding secondary prevention regarding screening for communicable disease; 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 (please address all position qualifications – required and preferred)
- Resume
- List of References (names, email addresses & phone numbers of 3-5 current professional references)
- HU Employment Application Link: www.heritage.edu

Review of applications will begin immediately and will continue until the position is filled. Position is subject to funding.

Qualified candidates may submit application material to: HumanResources@heritage.edu or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948

Heritage University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive orders regarding non-discrimination and affirmative action.