

NIAGARA UNIVERSITY
JOB DESCRIPTION

NAME: Vacant
DATE: January 2023
JOB TITLE: Clinical Coordinator - Nursing
FLSA STATUS: Exempt
JOB STATUS: REGULAR FULL TIME
JOB CLASS: PROFESSIONAL
WORK LOCATION: DUNLEAVY
TITLE OF IMMEDIATE SUPERVISOR: DEAN, COLLEGE OF NURSING
DEPARTMENT: NURSING
SECTOR: ACADEMIC AFFAIRS

JOB SUMMARY:

The Niagara University College of Nursing is seeking an outstanding diverse Clinical Coordinator candidate for the Traditional 4-year Undergraduate and Post-Baccalaureate Accelerated Nursing Programs. The Clinical Coordinator position is full-time. The successful candidate will be possessed of an ability to build strong, collaborative and inclusive relationships with contracted agencies, faculty, students, and members of the Niagara University community and community at large. The successful candidate will demonstrate experience in managing multiple nursing clinical schedules for multiple clinical sites and be possessed of strong organizational and communication skills. Prior academic nursing experience a plus.

ESSENTIAL DUTIES:

- Work closely and communicate with local contracted healthcare agencies to secure, monitor, and develop appropriate clinical schedules for pre-licensure student experiences

- Assist with Niagara University personnel to ensure adherence to agency contractual requirements

- Assign students to clinical agencies and verify clinical clearance for students prior to each clinical course

- Participate in student orientations with clinical faculty as requested

- Assist with data collection related to state and national accreditation requirements as they pertain to clinical experiences for students
- Collaborate with Nursing Program faculty to maintain current and meaningful clinical experiences based on curriculum content
- Maintain records for clinical incidents including but not limited to incidents, near misses, injuries, and other unanticipated events occurring in the clinical setting
- Possess a flexible schedule that coincides with the clinical assignments of students which can include late afternoon, early evening, and variable days of the week
- Actively collaborate with Clinical Instructors, faculty, and other members of the academic community. Travel between Niagara University campus and clinical sites may be required as public health regulations and clinical partner visitation requirements permit
- Participate in scheduled Niagara University, College of Nursing and clinical partner meetings as an integral member of the team
- Other administrative duties as assigned

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent interpersonal, written, and verbal communication
- Experience with securing clinical placements, coordinating clinical for nursing or health-related programs, and experience adhering to accreditation or regulatory requirements of academic programs preferred
- Knowledge of the College of Nursing's undergraduate curriculum
- Ability to work with the professional community and identify new and innovative clinical opportunities for learners which align with program requirements and the needs of the community
- Willingness to engage in professional development opportunities to remain up-to-date regarding clinical placements for nursing students
- Aptitude to read and comprehend various forms, documentation, files, and information within the college
- Ability to drive a personal or university vehicle for the purpose of university business

ERGONOMIC REQUIREMENTS:

The functions of the position are usually performed sitting but may require some amount of time standing. Some amount of stooping, kneeling, bending, crouching, lifting, walking, carrying and other movements may be required. Tasks involving working on a typewriter (if applicable) and/or computer keyboard, calculator, cutting, labeling, and taping involve extensive wrist and hand movement. All individuals are required to be able to perform these movements without significant risk of injury to themselves or others.

QUALIFICATION STANDARDS:

1. Bachelor's degree
2. A degree in nursing with familiarity with community and inpatient healthcare partners is desired
3. A minimum of two years of experience performing similar coordination tasks is preferred
4. Prior work experience in an academic setting is preferred
5. Valid driver's license required. The license must meet insurance company rules and regulations for driving a motor vehicle

PREFERRED QUALIFICATIONS:

Experience with securing clinical placements, coordinating clinicals for nursing or health-related programs, and experience adhering to accreditation or regulatory requirements of academic programs preferred.

THE UNIVERSITY RESERVES THE RIGHT TO MODIFY, REASSIGN OR COMBINE POSITIONS AT ANY TIME WITHOUT PRIOR NOTICE.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Revised: January 2023