

Professional Job Position Description

Section I: Position Information

Effective Date	2021-06-02	<input type="checkbox"/> Update Only	<input checked="" type="checkbox"/> Classification Review
Position Title	Clinical Placement Coordinator		
Position Number	NEW		
Classification Level	B		
Position Affiliation	<input checked="" type="checkbox"/> AUFA <input type="checkbox"/> Excluded		
Department	Faculty of Health Disciplines		
Reports To	Program Director, BN Program		

Position Summary

Briefly describe the main purpose(s) of the position.

Incumbent will be responsible for securing clinical placements for students enrolled in the Post LPN and Post RN BN programs

Duties and Responsibilities

Organize by key responsibility area and include % of time spent where possible.

- Respond to student requests for clinical placements/ preceptors.
- Provide advice to students with respect to potential clinical placements.
- Screen potential preceptors through telephone contact.
- Secure clinical placement.
- Maintain ongoing contact with preceptors once agreements have been finalized by initiating standard preceptor contacts
 - Establish and maintain an accurate computerized database for tracking pertinent information internally.
 - Ensure that students have completed or are enrolled in related pre- or co-requisite courses.
 - Use the HSPnet database, as appropriate, in seeking out and confirming clinical placements.
 - Liaise with clinical placement coordinators in other agencies/ jurisdictions to negotiate placements.
 - Ensure that required information related to clinical placement contracts is entered into the AU contract database.
 - Liaise with Finance department, as needed, regarding contracts.
 - Complete monthly and quarterly reports.
 - Apprise the supervisor of potential or existing problems with specific clinical placements in a timely fashion.
 - Participate actively in evaluating the adequacy of clinical placements in assisting students to attain the CNA Entry to Practice competencies for registered Nurses
 - Cross-train and work within the FHD to become competent with clinical placements in the Master of Counseling (MC) and the Nurse Practitioner (NP) programs.

Occupational Health and Safety

Employees: Responsible to participate in the AU OHS Program as required.

See: <https://ohs-pubstore.labour.alberta.ca/li008>

Classification Factors

Communication

- Excellent written and verbal communication skills required.
- Failure to utilize effective communication skills could potentially damage the reputation of the program and ultimately the university. Failure to do may also result in difficulty securing clinical placements throughout the province in the future.
 - Incumbent must possess outstanding negotiation skills.
 - Must be able to communicate effectively with appropriate others within the university (e.g., Finance, Registrar's Office, and other support staff within the CNHS) and external to the university (e.g., clinical agencies, regional health authorities, other clinical placement coordinators/committees throughout the province and beyond).
 - Must be able to effectively interpret clinical course objectives to preceptors/clinical agency staff.
 - Must be able to accurately interpret agency policies and procedures related to clinical placements to appropriate others (e.g., students, faculty/tutors, Finance department).
 - Must possess the ability to identify potential problems and to seek mutually acceptable solutions to such problems in securing clinical placements.
 - Must possess the ability to determine when assistance of others is required to resolve actual or potential problems/issues.
 - Must demonstrate integrity in communications with others and ensure confidentiality of data in compliance with agreed upon policies/procedures (e.g., internal; HSPnet).

Supervision

No supervision of others is required in this position.

Impact of Service or Product

- . Appropriate clinical placements must be secured to permit students to attain course objectives and program requirements.
 - Clinical placements also facilitate the successful completion of face-to-face clinical hours required by the licensing and regulatory bodies for RNs in Canada. Timely and successful placements are *mandatory* for the AU BN programs to exist under regulations for nursing program accreditation.
 - It is imperative that the incumbent possess the ability to accurately interpret expectations to others to ensure that available/ scarce clinical placements are effectively utilized.

The incumbent will be responsible for assisting in collecting related data and in evaluating clinical placements.

Independence of Action

- Incumbent must possess the ability to undertake responsibilities with little or no direct supervision.
- Incumbent must independently initiate contact with various clinical agencies/regional health authorities and must independently follow up with contact person(s) in a timely fashion.

- Incumbent is responsible for independently ensuring that data entered into the various databases is accurate and complies with established internal and external guidelines (e.g., HSPnet).
- Incumbent is expected to independently identify when assistance of others is required to resolve actual or potential problems/issues.

Incumbent must possess the ability to evaluate own performance and to develop strategies for ongoing improvement/ growth in role performance.

Complexity

- Process of securing clinical placements may involve multiple phone calls, e-mails, letters, as well as adjustments to course schedules to permit effective utilization of scarce placements.
- Process of securing clinical placements also demands effective communication with a variety of stakeholders.

Responsibilities of role require that the incumbent also possess excellent computer and database management skills.

Planning

Incumbent must be able to anticipate and work toward identifying need for and securing clinical placements two or more semesters in advance of actual needs.

Section II: Qualifications

Qualifications

Includes education, experience, skills, abilities and any other special qualifications required. The qualifications relate to the position not the incumbent.

- Minimum of a baccalaureate degree plus 2 years of experience or an equivalent combination of education and experience in clinical placement coordination.
- Familiarity with the Canadian Nurses Association Entry to Practice Competencies for Registered Nurses.
- Incumbent must possess outstanding computer and data management skills including the ability to use of the Internet, Word, Excel, BANNER and ACCESS. Incumbent may also be required to learn to use other database software as HSPnet and other databases for clinical placements evolve over time.
- Incumbent will be required to learn a software package that is used by Alberta Health and Wellness to facilitate the effective deployment of available clinical placements within the province.

Signatures for Sections I and II

Incumbent Signature		Date Select a date.
---------------------	--	---------------------



Supervisor		Date Select a date.
Department Head		Date Select a date.
Executive Officer		Date Select a date.
Human Resources Review		Date Select a date.