

**Nipissing University**  
**JOB DESCRIPTION**

<b>POSITION:</b>	Clinical Placement Coordinator, School of Nursing
<b>DEPARTMENT:</b>	School of Nursing
<b>EMPLOYMENT DEFINITION (STATUS):</b>	Full-Time Support
<b>CLASSIFICATION:</b>	Coordinator D
<b>WAGE GRADE:</b>	WG 80
<b>SUPERVISOR:</b>	Program Manager, School of Nursing

**SUMMARY OF FUNCTIONS:**

Reporting to the Program Manager, School of Nursing (SON), the Clinical Placement Coordinator is responsible for the coordination of the practicum components for nursing students in the on-campus BScN, Collaborative, and Scholar Practitioner (SP) Programs. Responsibilities further include clinical placement coordination and student clinical placement oversight. The Coordinator is responsible for the coordination of practicum components for nursing programs in the School of Nursing at Nipissing University, and being chair and/or a member on various committees. The Coordinator may act as an immunization validator, responsible for coordination and contingency planning of student placements during outbreaks, incident reporting, and tracking. The Coordinator will act as the main contact for community partners for clinical placement for some programs in the School of Nursing locally, provincially, and internationally.

**DUTIES AND RESPONSIBILITIES:**

**Clinical Placement Coordination (60%)**

- Develop, establish, and maintain relationships with agencies locally, provincially, and internationally to solicit and secure placements each semester as per course curriculum
- Negotiate clinical partner agencies and placements
- Assist with the development and administration of clinical placement policies and procedures
- Assist staff with relaying pertinent information regarding contracts with clinical placement sites and monitor ongoing clinical contract requirements
- Assist with the orientation for all part-time clinical contract faculty in the Collaborative program with the Program Manager
- Communicate regularly with faculty regarding any changes and/or outbreak information that occur during the year and manage contingency plans in all programs
- Oversee student clinical placement database for, on-campus, Collaborative and Bridging BScN and SPP and assist with Blended Program when applicable
- Coordinate all on-campus, Collaborative and Scholar Practitioner Program's clinical placement processes and ensure all required documents are sent to appropriate placement settings
- Responsible for processes related to mask fit testing, HIS Expansecomputerized documentation training, ADC training, CPR recertification, and NVCI training for on-campus, Collaborative program
- Utilize HSPnet and facilitate reports for Director and Managers for Programs in SON
- Coordinate clinical placement requests among the on-campus BScN, Collaborative and Scholar Practitioner Program
- Co-chair the NBRHC Hospital Liaison committee meetings
- Plan and coordinate partner agency staff requirements to adequately support student shadowing and preceptorship placements related to the scheduled course offerings for the on-Campus, Collaborative and Scholar Practitioner Programs with agency student placement representatives

- Record trend analysis and provide report with recommendations for patient and student incident reporting to administration team and faculty by program
- Consult with on-campus and Collaborative Program faculty clinical leads for appropriateness of placements and to update on any curriculum changes influencing changes in placement requirements
- Possess knowledge and understanding to differentiate course specific placement needs independently
- Assist with the Strategic Growth Plan in the SON as it relates to Nursing placements
- Provide curricular advice in relation to placement challenges and provincial trends in Nursing education
- Forecast, predict, and develop solution strategies for potential issues and concerns related to the state of nursing in the province for the SON to support students in their placements
- Possess health care knowledge related to occupational health and safety policies at different agencies in Ontario and incorporates them into orientation and training for students and part time clinical faculty
- Assist with WSIB claim processes

#### **Student Clinical Placement Direction**

**(30%)**

- Liaise with the Canadore College Clinical Placement Coordinator to develop and maintain the master placement schedule for both Canadore College and Nipissing University
- Review and revise placement and health/medical clearance forms for all programs
- Meet with students individually or in groups to discuss the practicum program policy and procedures for the on-campus, Collaborative, SP Programs, and Scholar Practitioner Programs
- Oversee any special student circumstances regarding clinical placement for the on-campus, Collaborative and SP Programs
- Discuss and resolve conflicts when necessary and refer to appropriate faculty & management, if necessary for the on-campus, and collaborative program
- Record student placement, any extended absences, medical notes for clinical placements in the on-campus, Collaborative, and SP Programs
- Coordinate student WSIB incidents and related follow-up
- Coordinate patient care incidents involving students and related follow-up
- Review student files ensuring they are complete and include necessary academic and non-academic requirements the on-campus, Collaborative, and SP Programs
- Coordinate the recording of all data pertaining to placements and approve distribution of clinical eligibility cards the on-campus, Collaborative, and SP Programs
- Update management teams and faculty of student issues
- Review risk and quality assurance aspects for student placements
- Suggest and recommend appropriate placements for particular students as it relates to student individual needs
- Assist SAS at Nipissing University to provide student accommodation in the clinical settings
- Coordinate student placement accommodations with placement agencies
- Coordinate the sharing of student accommodation letters to faculty overseeing clinical practicum courses

#### **Admission/Orientation/Clinical Evaluation/Other**

**(10%)**

- In consultation with the Program Managers, ensure welcome letters are sent to all first year students via the Registrar's office that the School of Nursing information is available that identifies documentation required for students to attend clinical placements: CPR, Mask Fit, Immunizations, PVSC, Confidentiality forms, Emergency Contact Forms, etc. the on-campus, Collaborative, and SP Programs.
- Assist in the planning of student orientation and welcome day assembly for all nursing students in the on-campus, and Collaborative program, and SPP
- Plan tours, program presentations (groups or individual), and meeting with prospective students.
- Coordinate student clinical placement evaluations and medical files for Programs in the School the on-campus, Collaborative, and SP Programs
- Track students who receive failing practicum report and make recommendations for follow-up in the on-campus and Collaborative program

- Advise management team of any critical issues related to evaluation the on-campus, Collaborative, and SP Programs
- Approve and coordinate all part-time instructor clearance documents for the on-campus, Collaborative, and SP Programs
- Support the CNO Program Approval and CASN Accreditation processes
- Participate on other committees, and faculty meetings as necessary

**Other duties as assigned**

**QUALIFICATIONS:**

**Education:**

University Degree, a BScN and active registration with the College of Nurses is considered an asset

*Training and/or experience may be substituted for formal academic training at the discretion of the University.*

**Training, Experience, Knowledge & Skills Required:**

- One to three years related experience in clinical educational practicum coordination
- Classroom experience is preferred and considered an asset
- Relevant supervisory experience
- Experience with Microsoft Office Suite (Word, Power Point), databases, Datatel, the Internet and other relevant software
- Excellent communication (oral and written), customer service, multi-tasking, time management and problem-solving skills
- Knowledge of Immunization legislation and regulations for PHA
- Public speaking skills
- Knowledge of the university system and issues surrounding education in Ontario

**RELATIONSHIPS/CONTACTS:**

**Supervised by:** Program Manager, School of Nursing

**Internal Contacts:** Staff, students, faculty

**External Contacts:**

- Deans and Directors of Schools of Nursing
- Agency Nursing Administration and/or delegate
- Canadore College Faculty and Administration
- Potential students
- Police Agencies
- General public
- CASN, COUPN, RAO, CNO

**MATERIALS UTILIZED:**

- General office equipment

**PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS:**

- Visual and mental concentration
- Frequent interruptions
- Work outside of regular office hours may be necessary
- Occasional travel

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I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.

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Employee Name (please print)

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

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**Approvals**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant VP, Human Resources & Equity, Diversity & Inclusion

\_\_\_\_\_  
Date