

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

**JOB TITLE:** Program Assistance Clerk

**DEPARTMENT:** School of Nursing

**CLASSIFICATION:** Clerk B

**WAGE GRADE:** WG 30

**EMPLOYMENT DEFINITION (STATUS):** Full-time Support

**SUPERVISOR:** Program Manager, RPN to BScN Blended Learning Program

**SUMMARY OF FUNCTIONS:**

Reporting to the Program Manager, RPN to BScN Blended Learning program, the Program Assistance Clerk is responsible for assisting with aspects of clinical student placements for the School of Nursing and communication with students. The Clerk will be responsible for assisting with student documentation required for all clinical clearance of non-academic requirements. The Clerk acts as a contact for student documentation regarding placement in clinical agencies and may have contact with all community partners and students for clinical placements for the School of Nursing. They will also support tracking and monitoring of student progression to support activities to reduce student attrition rates.

**DUTIES & RESPONSIBILITIES:**

**CLINICAL CLEARANCE REQUIREMENTS (55%)**

- Assist with the collection, review, and tracking of non-academic requirements with assigned personnel
- Support the co-ordination of agency specific training such as orientation, E-Doc, ADC and CBG certification as well as online training requirements
- Ensure all students have been cleared medically (required inoculations)
- Ensure all students have current documentation for clearance requirements: Criminal Record Check, current CPR certificate, Mask-fit test.
- Communicate with students regarding their clinical clearance (i.e. due dates, reminder emails, documentation issues, etc.)
- Maintain up-to-date records of non-academic requirements
- Organize on-site mask-fit testing and CPR certification for students
- Liaise with the Campus Health Centre regarding clearance requirements and documentation
- Communicate and collaborate with the Distance Education Coordinator regarding distance practicum courses
- Assist the program personnel in the development and administration of clinical clearance policies and procedures
- Advise relevant program personnel of students who have not met clearance requirements
- Communicate with agency partners regarding non-academic requirements and provide required documentation ensuring students are cleared for clinical

**CLINICAL PLACEMENT ASSISTANCE (10%)**

- Meet and liaise with placement contacts and designates from the School of Nursing, as needed
- Create and maintain database for placement requests, locations, agency contacts, clinical dates, clinical instructors etc.
- Notify students, and instructors of changes in location, contacts and dates, when necessary. Liaise with individual students regarding administrative concerns surrounding placements (i.e. concerns regarding the type of placement, location, travel, etc.)

- Assist with communication to students about their placement requirements
- Send documents required to placement settings, relay information from agency to students
- Assist with requesting placements through nation wide data base ie: HSPnet when required

#### **PROGRAM ASSISTANCE (tracking and monitoring)**

**(15%)**

- Communicate with students on a regular basis to ensure they receive relevant support through the program
- Assist with course tracking for individual students in program
- In consultation with the Program Manager and Distance Placement coordinator, assist in liaising with students regarding course plans (ie. students off 'track')
- Prepare and send thank you letters upon completion of placements, as directed by program personnel
- Assist with student handbook, part-time clinical instructor recognition, etc.
- Assist in the promotion of the School of Nursing programs with partners and stakeholders
- Assist to build partnerships with stakeholders in the clinical sector throughout North Eastern Ontario
- Assist with Nursing Students Orientations
- Attend any Ad Hoc committee meetings, as required

#### **DATA MANAGEMENT ASSISTANCE**

**(20%)**

- Maintain student clinical clearance and placement database
- Maintain files for each student on placement
- Forward documentation to clinical agencies as required
- Assist with preparing external requests for statistics (CNO, CASN, COUPN, CNA)
- Assist with program evaluation activities

#### ***Any other duties as assigned***

#### **QUALIFICATIONS:**

##### **EDUCATION:**

A relevant two-year college diploma (e.g. business, office administration, health sciences, etc.) is required. A university degree would be 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 two years of relevant administrative experience
- Microsoft Office Suite and data management programs (Word, Excel, PowerPoint, Publisher, Access)
- HSPNet program experience an asset
- Ability to work in a team environment
- Excellent interpersonal, problem solving and organizational skills
- Excellent written and verbal communication skills Ability to work independently and take initiative
- Ability to prioritize work and work under pressure
- Ability to judge situations and determine appropriate responses
- Tact and diplomacy
- Sound knowledge of internet and email applications

## RELATIONSHIPS/CONTACTS:

**Supervised by:** Program Manager, RPN to BScN Blended Learning program

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

**External Contacts:**

- Clinical Instructors
- Advertising agencies and media
- General public
- Potential students
- Community partners
- Hospitals within the province, Canada and internationally based organizations

## MATERIALS UTILIZED:

- Nipissing University calendar
- Computer and computer manuals
- General Office Equipment
- Calculator
- Contract templates

## PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS:

- Private office
- Visual attention and mental concentration
- Ability to respond to deadlines and work under pressure

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I have read my job 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)

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Employee Signature

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Date

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### Approvals

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Supervisor

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Date

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Human Resources

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Date

