

Nipissing University

JOB DESCRIPTION

JOB TITLE:	Distance Education Coordinator - RPN to BScN Blended Learning
DEPARTMENT:	Nursing
CLASSIFICATION:	Coordinator C
WAGE GRADE:	WG 70
EMPLOYMENT DEFINITION:	Full-Time Support Staff
SUPERVISOR:	Program Manager RPN to BScN Blended Learning Program

SUMMARY OF FUNCTIONS:

Reporting to the Program Manager - RPN to BScN Blended Learning program, the Distance Education Coordinator will coordinate program activities, assist students with clinical planning and placements for RPN to BScN students as well as provide support to the program. The Coordinator will do general office duties, respond to student inquiries, manage databases, and work as part of the clinical planning team.

DUTIES & RESPONSIBILITIES:

Clinical Practicum Coordination (30%)

In consultation with the Program Manager, the Coordinator will:

- Assist with the coordination of the practicum planning for all RPN to BScN Blended Learning program students
- Create and maintain database containing practicum requests
- Input information received from agencies into database
- Liaise with individual students regarding administrative concerns surrounding placements (e.g. concerns regarding the type of placement, travel, location of placement, etc., pre-clinical documents etc.)
- Ensure all students have pre-clinical clearance (PVSC, Immunizations, mask fit, CPR)
- Assist the Clinical Education Leader with situational requests from students regarding special placement settings
- Notify students of placements and orientation requirements and apprise them of any changes
- Coordinate the dissemination of information in and out of the school of nursing office as it relates to students in the program
- Provide appropriate background information to the Manager on issues, projects and problems that impact the students, program, and the department
- Sit on the Policy and Standards Committee, Curriculum Committee, Progression Committee, RPN-BScN Blended Program team
- Coordinate program newsletter
- Design, coordinate, and deliver off-site new student orientation presentations to new students

Clinical Planning and Student Progress (30%)

- Maintain course tracking for individual students in program
- Maintain a record of clinical deferrals
- Maintain and update student employer, name and address changes
- Compile and coordinate clinical 'Intention to Register' form distribution to students and manage, coordinate, evaluate, and offer revision advice to student selections
- Compile clinical planning lists
- Assist the Program Manager, liaise with students regarding course plans

Program Orientation and Communications

(40%)

- Update and maintain admission/welcome letter for admission packages
- Answer email and phone inquiries and questions about program, and provide guidance to students as they progress through the program
- Work with internal departments, assist students in resolving academic, administrative and personal issues as needed (e.g. Academic Advising, Student Services, etc.)
- Provide orientation sessions to new students
- Create and maintain database of enrolled students
- Create and maintain student handbook, online newsletter, program notices, and other communications
- Assist with updating the Nipissing University website for the RPN-BScN Blended learning program.
- Active member of various program committees.
- General office duties (i.e. processing mail, photocopying, filing)

Any other duties as assigned.

QUALIFICATIONS:

Education: University degree in Administrative Studies or a closely related field.

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 experience in an educational setting with relevant administrative experience
- Experience working in nursing and/or health care field is considered an asset
- Knowledge of university system
- Knowledge of issues surrounding Nursing in Ontario
- Knowledge of word processing, databases, learning management systems and other relevant software programs
- Excellent verbal and written communication skills
- Excellent problem solving abilities
- Excellent organization and time management skills with an ability to multi-task
- Ability to work in a team environment, as well as alone

RELATIONSHIPS/CONTACTS:

Supervised by: Program Manager RPN to BScN Blended Learning Program

Internal Contacts: Staff, faculty, students

External Contacts

- Healthcare agencies throughout Ontario
- Placement personnel and health care administrators
- Clinical instructors
- Prospective Student

MATERIALS UTILIZED:

- General Office Equipment
- Academic Calendar

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS

- Light physical demands
- Light to moderate visual, mental and audio concentration
- Some standing, walking - mostly sitting
- Open office shared with other departmental staff
- Conflicting deadlines that may require extended hours occasionally

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.

Employee Name (please print)

Employee Signature

Date

Approvals

Supervisor

Date

Senior Manager, Human Resources

Date