

## Nipissing University

### JOB DESCRIPTION

<b>JOB TITLE:</b>	Distance Education Coordinator - RPN to BScN Blended Learning
<b>DEPARTMENT:</b>	Nursing
<b>CLASSIFICATION:</b>	Coordinator C
<b>WAGE GRADE:</b>	WG 70
<b>EMPLOYMENT DEFINITION:</b>	Full-Time Support Staff
<b>SUPERVISOR:</b>	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 also respond to student inquiries, manage databases, work as part of the clinical planning team, and complete general office duties.

#### DUTIES & RESPONSIBILITIES:

##### CLINICAL PRACTICUM COORDINATION

(40%)

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, waitlists, preferences
- 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, , pre-clinical documents, courseload etc.)
- Ensure all students have pre-clinical clearance (PVSC, Immunizations, mask fit, CPR), pre-requisites, clinical commitment form selections
- 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

##### PROCESS AND TRACK CLINICAL PLANNING AND STUDENT PROGRESS

(30%)

- Maintain course tracking for individual students in program ie track clinical course registrations & co-requisites
- Maintain a record of clinical deferrals
- Maintain and update student employer, name and address changes
- Compile and coordinate clinical 'Clinical Commitment' form distribution to students and manage, coordinate, evaluate, and offer revision advice to student selections; coordinate fees for late changes and appeals process
- Compile clinical planning lists for all practicum courses including student preferences
- Assist the Program Manager, liaise with students regarding course plans (i.e. students off 'track')

## PROGRAM ORIENTATION AND COMMUNICATIONS

(40%)

- Lead and coordinate communications with the Registrar's office re: clinical course registrations, permissions and removals
- 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
- Working 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.
- Coordinate distribution of student cards and student and instructor clinical ID tags
- Active member of various program committees.
- Responsible for some 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.*

### Training, Experience, Knowledge & Skills:

- 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 Students

### 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
- Several conflicting deadlines that may require extended hours from time to time
- Travel, including overnight travel, may be required occasionally

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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)

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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