

Nipissing University
JOB DESCRIPTION

JOB TITLE: Program Assistance Clerk, Campus Programs

DEPARTMENT: School of Nursing

CLASSIFICATION: Clerk B

WAGE GRADE: WG 30

EMPLOYMENT DEFINITION (STATUS): Full-time Support

SUPERVISOR: Program Manager, School of Nursing

SUMMARY OF FUNCTIONS:

Reporting to the Program Manager, School of Nursing, the Program Assistance Clerk, Campus Programs 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 serves as a point of contact for student documentation regarding placement in clinical agencies and may interact with all community partners and students for clinical placements in the School of Nursing. They will also support tracking and monitoring of student progression to support activities to reduce student attrition rates. This role is primarily responsible for supporting all aspects of the On-Campus Programs and providing supplemental assistance to the Blended Program when required.

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 external service provider(s) regarding clearance requirements and documentation
- Communicate and collaborate with the Clinical Placement Coordinator regarding 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

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

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 the program
- In consultation with the Program Manager and Distance Placement coordinator, assist in liaising with students regarding course plans (i.e., 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 in building partnerships with stakeholders in the clinical sector throughout North Eastern Ontario
- Assist with Nursing Students Orientations
- Attend any Ad Hoc committee meetings, as required

CLINICAL PLACEMENT ASSISTANCE

(10%)

- Meet and liaise with placement contacts and designates from the School of Nursing, as needed
- Create and maintain a 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 the agency to the students
- Assist with requesting placements through a nationwide database, (i.e., HSPnet, when required)

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, School of Nursing

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:

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

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.

Employee Name (please print)

Employee Signature

Date

Approvals

Supervisor

Date

Human Resources

Date