

Nipissing University

POSITION DESCRIPTION

POSITION TITLE: Clinical Education Manager

DEPARTMENT: Department of Nursing

SALARY LEVEL: SL 5

EMPLOYMENT DEFINITION (STATUS): Full-time Administration

SUPERVISOR: Manager, Education and Professional Studies

SUMMARY OF FUNCTIONS:

Reporting to the Manager, Education and Professional Studies, with guidance provided by the Associate Dean, School of Nursing, the Clinical Education Manager will provide operational management and administrative support for the clinical practicum and simulation components of the Nursing programs. The Clinical Education Manager will coordinate the recruitment, hiring, training, and mentoring of instructors for the clinical practicum and simulation, as well as be responsible for maintaining clinical partner relationships. The Clinical Education Manager will support the implementation of clinical curriculum as directed by faculty and academic leadership to maintain congruency in the Nursing programs. The Clinical Education Manager provides administrative and operational support for ongoing development, assurance, and evaluation of the Nursing programs.

DUTIES AND RESPONSIBILITIES:

Program Development and Evaluation

(30%)

- Manage the implementation of clinical and simulation curriculum updates as directed by academic leadership to maintain congruency and quality
- Manage evaluation activities for clinical and simulation curriculum and compile data for review and interpretation
- Provide guidance and direction to staff to ensure mandatory non-academic clinical required documentation for students is completed
Manage clinical placement site relationships and ensure placements meet established program standards
- Explore and evaluate new settings for clinical practice, in collaboration with the Academic leadership, Program Managers and Placement staff
Develop and maintain operational policies, procedures, and manuals for clinical courses and simulation activities in collaboration with faculty and academic leadership
- Manage the operational implementation of simulation activities for clinical courses, including scheduling, resource allocation, and logistical support
- Contribute to the program accreditation and quality review processes, particularly with respect to clinical and simulation education, where appropriate

Training/Supervision

(45%)

- Manage the allocation of teaching/nursing resources for Clinical Instructor training in consultation with academic leadership and in accordance with approved budgets
- Provide ongoing communication with clinical instructors, faculty, and staff to ensure training and support is effective
- Develop and maintain professional relationships with clinical partners
- Manage the resolution of clinical-related operational issues in consultation with the Associate Dean, Program Managers, staff and faculty
- Provide training and content expertise to staff as needed regarding clinical requirement documents

- Manage the Standardized Patient Program, including recruitment, scheduling, and training of standardized patients according to curriculum requirements
- Provide ongoing operational support to Clinical Instructors, including orientation, troubleshooting, and guidance on processes and procedures
- Supervise and provide guidance to support staff
 - Resolve concerns or issues brought forward by employees
 - Participate in the hiring of new employees within the department
 - Provide training and oversee the orientation of new employees
 - Participate in the Annual Performance and Development Process

Clinical Staff Recruitment/Selection

(15%)

- Recruit clinical instructors and coordinate the hiring process
- Create and maintain relationships with partner agencies to help with recruitment of clinical instructors as needed
Ensure the Manager of Education and Professional Studies receives all documentation and pertinent details necessary for the accurate preparation and issuance of contracts.

Clinical Curriculum Administration

(10%)

- Ensure syllabi for pre-packaged clinical courses are updated in Blackboard prior to each semester
- Maintain and coordinate the list of required textbooks for pre-packaged clinical courses, ensuring timely communication with the bookstore and students
- Track Simulation activities being used in clinical courses and provide an annual report and recommendations
- Manage the drug dosage competency testing program, including administration, tracking, and reporting
- Manage the allocation of resources for clinical and simulation instruction

Any other duties as assigned by Supervisor

QUALIFICATIONS:

Education:

- Bachelor of Science in Nursing (BScN) and registration with the College of Nurses of Ontario to practice without restrictions. Master's in nursing, or related field 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:

- A minimum of three to five years of clinical teaching experience in post-secondary education
- Simulation experience is an asset
- Relevant mentoring experience
- Relevant supervisory experience
- Relevant Nursing practice experience
- Ability to multitask and work efficiently under strict deadlines
- Must be able to travel to partner agencies in Ontario
- Excellent prioritization skills
- Excellent interpersonal skills
- Excellent and effective written and verbal communication skills
- Strong organizational and administrative ability, with a working knowledge of Microsoft Office applications

RELATIONSHIPS / CONTACTS:

Supervised by:

- Manager, Education and Professional Studies

Workers Supervised:

- Interprofessional Simulation Technologist (2)

Internal Contacts:

- Faculty, staff and students
- School of Nursing Committees
- Internal departments

External Contacts:

- Other universities/colleges
- Clinical placement agencies
- Blended program partners/employers

MATERIALS UTILIZED:

- Computer, printer, telephone, facsimile machine, photocopier, data projector, email
- MS Office (MS Word, Excel and PowerPoint)
- Databases - Datatel and HSPnet
- Blackboard Learning Management System, Web Advisor

PHYSICAL / MENTAL DEMANDS & WORKING CONDITIONS:

- Travel occasionally
- Intense visual/listening/mental concentration
- A mix of sitting, standing and walking

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 my responsibilities as herein described.

Employee Name (Please Print)

Employee Signature

Date

Approvals

Supervisor

Date

Human Resources

Date