

Nipissing University
JOB DESCRIPTION

JOB TITLE:	Program Assistance Clerk, Distance Programs
DEPARTMENT:	School of Nursing
CLASSIFICATION:	Clerk C
WAGE GRADE:	WG 40
EMPLOYMENT DEFINITION (STATUS):	Full-time Support
SUPERVISOR:	Program Manager, RPN to BScN Blended Learning Program
CREATED/REVISED:	April 2026

SUMMARY OF FUNCTIONS:

Reporting to the Program Manager, RPN to BScN Blended Learning program, the Program Assistance Clerk is responsible for assisting the School of Nursing with aspects of clinical student placements, 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 such as recruitment, admissions, orientation and retention.

DUTIES & RESPONSIBILITIES:

CLINICAL CLEARANCE REQUIREMENTS

(55%)

- Assist with the collection, review, and tracking of non-academic requirements with assigned personnel
- Ensure all students have current documentation for specific non-academic clearance requirements: (ie Criminal Record Check, current CPR certificate, Mask-fit test, to Communicable disease screening)
- Communicate with students regarding their clinical clearance (i.e. due dates, reminder emails, documentation issues, etc.) and bring the information to the coordinator
- Maintain up-to-date records of non-academic requirements
- Organize on-site mask-fit testing and CPR certification for students
- Communicate and collaborate with the Distance Education Coordinator & Distance Placement 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
- Organize and host Clinical Clearance Q&A Information Sessions via Zoom
- Update Clinical Clearance documents annually to ensure the most accurate/up-to-date information is available

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
- Maintain Progression Tracking for each student

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
- Prepare and send welcome email to preceptors, 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 Northeastern Ontario
- Assist with Nursing Students Orientations
- Attend any Ad Hoc committee meetings, as required
- Assist with student retention projects
- Assist with the creation of social media content for the School of Nursing and programs
- Track new partner agencies for programs and provide 'onboarding' information about the program (program pamphlets, welcome letters, schedule information sessions with agencies)
- Track and maintain graduates and arrange for the distribution of graduation pins for all programs
- Process and mail clinical placement ID Tags
- In collaboration with the Program Manager and the Distance placement coordinator, prepare and report on offers and waitlists for Blended program applicants

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.
- In collaboration with the Distance Placement coordinator, notify students and instructors of changes in location, contacts and dates, when necessary
- Communicate 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 students
- Assist with requesting placements through the nationwide data base ie: HSPnet when required
- Assist Distance Education Coordinator with mailing Clinical ID tags
- Assist in the collection of students' Resumes, References, and Clinical Placement Preference Forms in preparation for Clinical Placements
- Assist in maintaining Clinical Placement Planning Spreadsheets
- Track and store students' final clinical evaluation forms at the end of the semester for all Blended clinical practicum courses

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
- Tact and diplomacy
- Sound knowledge of internet and email applications
- Ability to work independently and take initiative
- Ability to prioritize work and work under pressure
- Ability to judge situations and determine appropriate responses

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:

- 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

Human Resources

Date