Nursing Clinical Coordinator Job Description

Job Title: Nursing Clinical Coordinator
Job Class: Instructional
Department: Health & Sciences
Reports To: Nursing Program Director
FLSA Status: Exempt
Compense: Grade 13
Approved By: Vice President of Academic Affairs
Approved Date: 02/14/22

I. Position Purpose

Under the direction of the Director of Nursing (DON), the Nursing Clinical Coordinator (NCC) will facilitate the clinical learning experiences across all nursing pathways through the acquisition of suitable sites, assurance of appropriate orientation of faculty and students to the clinical sites, and enforcement of student policies related to requirements of clinical affiliates. The NCC provides engaged instruction, course, and student outcomes assessment; and advises and supports students. The NCC will engage in the professional work to advance the College's mission by participating in institutional advancement, professional development, and community service in the pursuit of excellence.

II. Duties and Responsibilities

ORGANIZATION AND ADMINISTRATION: The NCC shall facilitate the general operations of nursing programs and pathways. At the request of the DON, the NCC will (including but not limited to): assist in the acquisition of all clinical sites; ensure that all affiliation agreements are complete; negotiate new clinical sites to meet changing program needs; submit all clinical requests and schedule sites for clinical education; maintain awareness of clinical agency policies affecting the nursing department; ensure that all students meet health, background checks, drug screening and all other requirements necessary for clinical attendance; schedule student and faculty orientation to clinical sites; recruit and recommend adjunct clinical faculty for appointment; serve as a resource person for adjunct faculty and teaching assistants and provide orientation as needed; supervise and contribute to the evaluation of all part-time clinical nursing faculty; establish the faculty or teaching assistant ratio for direct care experiences of no greater a ratio than ten students to one faculty or teaching assistant, or smaller in clinical settings; review and direct the filing of student clinical evaluations at the completion of each semester; communicate concerns or recommendations regarding part-time clinical faculty to the DON; gather data regarding student and faculty satisfaction with clinical experience and share with Nursing Faculty and DON to be included in the Systematic Plan for Evaluation; verify licensure of all new adjunct faculty; assist the DON in ongoing faculty development; attend regular meetings of the faculty to facilitate communication and faculty participation in planning, implementing, and evaluating the curriculum; ensure the implementation of clinical practice standards across all nursing pathways; serve in a substitute teaching role if appropriate.

DEVELOP CURRICULUM AND CONDUCT ASSESSMENT: The NCC will network with community and industry partners to build a strong advisory board; gather feedback from stakeholders to design curricula and develop program outcomes. The NCC will contribute to annual program assessment and comprehensive program reviews; gather and analyze data.
business, industry, and professional organizations in order to understand changes in the field and explore future trends.

SUPPORTS ACCREDITATION & APPROVAL: The NCC will understand and follow Ohio Board of Nursing regulations and standards and assist the Nursing Programs Director of Advancement (DOA) and DON with accreditation/certification requirements including reports, self-studies, and campus visits by accrediting/approval agencies. Along with the DON, the NCC will build partnerships to coordinate and

maintain placement sites for clinical or experiential learning for students as required by accreditation/approval. The DON, with the NCC, will recruit and mentor adjunct faculty; assist in staffing and evaluating part-time and full-time faculty; assist in budget management for the programs; assist in the development of grants in support of the programs;

PROVIDE INSTRUCTION: The NCC will assess, revise, and develop courses to maintain a current, relevant curriculum; develop lesson plans; organize and manage instructional activities; use appropriate learner-centered instructional methods; utilize new technology and the WSCC learning management system in all classes. The NCC will be responsible for the evaluation of student learning and provide evaluation methods appropriate to outcomes; evaluate student learning in a fair manner; maintain accurate records of evaluation and course work, including attendance; submit grades; seek feedback on course delivery and student learning; order textbooks; and maintain lab and equipment.

ENGAGE IN ADVISING & STUDENT SUPPORT: The NCC will engage students in the advising process; meet with advisees face-to-face as often as needed; use institutional tools to create student plans and maintain documentation for each advisee; maintain required office hours compatible with student schedules; direct students to appropriate college resources, and evaluate graduation progress and completion.

PARTICIPATE IN INSTITUTIONAL ENGAGEMENT & ADVANCEMENT: The NCC will work to advance the College’s mission and vision; abide by the College’s values, following policies and procedures; promote a positive working relationship across divisions; participate in committees and institutional activities; participate in program recruitment; support workforce development; and perform other job-related duties as assigned. Represents the college at statewide meetings to advance nursing education.

ENGAGE IN PROFESSIONAL DEVELOPMENT: The NCC will formulate and implement goals for growth; identify personal professional development needs and participate in professional development for continuous improvement; maintain or attain appropriate certification, licensure, or credentials; and serve on community, state, and professional committees and boards.

DEMONSTRATE PROFESSIONAL AND QUALITY CUSTOMER SERVICE: The NCC will demonstrate professionalism and provide quality customer service in accordance with the College’s values; maintain positive working relationships, and make decisions and solve problems. Maintain confidentiality, positive communication, accurate records, and an organized, safe working environment. Exhibit flexibility, willingness to learn, ability to change, and maintain current technology skills. Including student outcome, enrollment, retention, and completion data to support continuous improvement. The NCC will collaborate with
III. Qualifications – Education, Experience, and Skills

- Completion of an approved registered nursing education program.
- Master’s degree; if the individual does not possess a bachelor of science in nursing degree, the master’s or other academic degree, including, but not limited to a PhD, shall be in nursing. Alternatively, if the individual possesses a bachelor of science in nursing degree, the master’s degree may be, but is not required to be, in nursing. All degrees must be from a regionally or nationally accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation.
- Experience of at least two years in the practice of nursing as a registered nurse
- Current, valid license as a registered nurse in Ohio and West Virginia
- Evidence of professional development in the field of Nursing.

Reasonable accommodations may be requested and reviewed according to the Americans with Disabilities Act (ADA).