

**Chaffey College**

**Human Resources**

**Clinical Placement Coordinator Nursing and Allied Health**

**GENERAL INFORMATION**

Chaffey College seeks a Health Sciences Clinical Placement Coordinator (CPC). This is a part time faculty position that is grant funded. The CPC is responsible for acquiring, contracting, monitoring, and evaluating all clinical sites and health screening requirements for health science programs in coordination with the Dean of Health Sciences and Director/Coordinator of each health sciences programs.

**DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements and duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

* Works with Dean, Directors, and classified staff to ensure that clinical contracts are current and up-to-date; assist in the development of new contracts.
* Work to ensure that clinical placements are finalized prior to the start of each semester.
* Evaluates clinical facilities regularly in conjunction with the Dean, Program Director(s) and Faculty.
* Prepare and submit to each Facility Staff Educator the following: (1) Clinical Rotation Schedule (2) Student and Faculty Contact Information; (3) Immunization/background Clearance as required by facility.
* Prepare and distribute a Master Calendar to include: (1) all participating clinical sites, courses, dates and time of attendance; (2) faculty contact information; (3) student assignments for each unit; (4) orientations required of students and faculty.
* Ensures compliance with the California Board regulations regarding clinical placements. Gains knowledge of clinical requirements for health programs and assists with placement of students.
* Coordinates the development of a Clinical Facility Development program/plan to expand placements and retain existing facilities
* Plans, initiates and coordinates semester clinical placements for the academic year. Communicates with faculty to determine level of clinical placement for students and provides facility updates.
* Fosters a constructive (positive) professional environment.

**MINIMUM QUALIFICATIONS**

* Associate degree and six years of related professional experience; **OR**
* Bachelor’s degree in and two years of related professional experience; **AND**
* Clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

**DESIRABLE QUALIFICATIONS**

* Previous clinical coordinator experience;
* Excellent customer service and collaboration between the Dean, directors/coordinators, faculty, staff and students.

**APPLICATION PROCEDURE**

Applications are accepted on a continuous basis until the opportunity is filled or until otherwise indicated on the CCC Registry listing. In order to be considered for this part-time opportunity at Chaffey College, you must submit all of the following documents through the CCC Registry website:

1. CCC Registry online application
2. Resume/curriculum vitae
3. Unofficial transcripts are required immediately upon consideration for a teaching assignment, and official transcripts are required within 30 days of employment.

Once your application and resume are submitted through CCC Registry's website, your information will be available for review by the District's designated personnel for potential part-time opportunities within the discipline. If you are identified as a potential candidate, you may be contacted by a District representative.

**CONDITIONS OF EMPLOYMENT**

Part-time faculty compensation is according to the District’s non-instructional rate schedules.

Being able and ready to work onsite at a Chaffey facility or location is an essential function of this job. Being able and ready to work in-person with Chaffey students, Chaffey employees, or other members of the Chaffey community/Chaffey partners/Chaffey contractors is an essential function of this job.

**ADDITIONAL INFORMATION OR ASSISTANCE**

If you have any questions related to the application process, please call the Chaffey College Office of Human Resources at (909) 652-6525 or (909) 652-6526. If you have questions regarding the position, please contact Eric Sorenson at eric.sorenson@chaffey.edu.

If you have questions related to CCC Registry or technical aspects regarding submitting application materials on the CCC Registry website, please call the CCC Registry directly.

1/6/23