



Clinical Placement Coordinator Nursing and Allied Health

GENERAL INFORMATION

Chaffey College seeks a Nursing and Allied Health Clinical Placement Coordinator (CPC) in the nursing programs. This is a part time faculty position for ten weeks, grant funded, with a chance for renewal in the fall. The CPC is responsible for acquiring, contracting, monitoring, and evaluating all clinical sites for nursing courses and student experiences in coordination with the Dean of Nursing and the Director/Coordinator of the LNV and CNA programs. This individual will arrange the clinical schedule and orientations at the facilities.

The Clinical Placement Coordinator will ensure that faculty meets the credentialing requirements of assigned facilities and that all required paperwork is submitted to the clinical facilities within required periods. The CPC is required to coordinate an orientation program for all new clinical faculty to ensure that the programs outcomes are being met. The CPC will make regular visits to clinical agencies during the clinical rotation, documenting the findings of each visit.

The Clinical Placement Coordinator will also collaborate with the Directors of nursing programs to help arrange substitute clinical coverage and experiences for students as needed.

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 at least three months prior to the start of each semester.
- Solicits feedback from clinical facilities, faculty and students on the appropriateness of placement for the achievement of student outcomes. Compiles and analyzes clinical data to participate in the preparation and development of goals.
- Evaluates clinical facilities regularly in conjunction with the Dean, Program Director(s) and Faculty.
- Make periodic visibility rounds to each clinical facility and communicate with each clinical facility Nurse Educator to ensure site assignments are in accordance with the semester's schedule; identify and discuss any concerns that may be noted; and report those concerns to Dean and specific Program Director(s).
- Prepare and submit to each Facility Staff Educator the following: (1) Skills Labs Academic Calendar; (2) Clinical Rotation Schedule (3) Student and Faculty Contact Information; (4) Immunization/background Clearance as required by facility; (5) Course Syllabi; (6) Student Handbook.
- 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.
- Visits sites where students are assigned and check that clinical objectives and assignments are posted.
- Identifies potential concerns with student placements. Serves as a "point of contact" for resolution of clinical personnel issues that may arise between clinical staff and the clinical group assigned to that facility.
- 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.
- Works in conjunction with clinical faculty and Skills Lab Coordinator to establish clinical/simulation schedules and alignment of clinical experience with course goals.
- Fosters a constructive (positive) professional environment.
- Develops and maintains a clinical faculty mentor program to assist new faculty in teaching related activities including but not limited to: pre and post clinical conference, handling difficult students, Moodle/Canvas and electronic charting requirements.
- Facilitates and participates in quality improvement projects designed to enhance student outcomes and patient satisfaction with student's care. Assumes responsibility for assisting students in developing attitudes, values and skills associated with professional Nursing/Allied Health programs. Participates in the student-mentoring program.
- Counsels or refers students with performance issues to appropriate resources. Assists in on-going preceptor development.
- Participates in the selection and preparation of instruction materials. Contributes to the development of program review, assessment and planning. May serve as substitute instructor if needed.
- Is responsible for new faculty orientation to clinical sites.

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

- Master's degree in Nursing;
- Previous coordinator experience;
- Marketing experience.

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.

COMPENSATION

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

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) 652-6528 or (909) 652-6525. If you have questions regarding the position, please contact Jayne Clark at jayne.clark@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.