

CLINICAL FACILITY COORDINATOR

BRN: Section 1425

Position Summary

Under the direct supervision of the Associate Dean, Nursing & Allied Health and in collaboration with the Program Directors of Nursing and Allied Health Programs, the Clinical Facility Coordinator is responsible for acquiring, contracting, monitoring, and evaluating all clinical sites for nursing and allied health courses and student experiences in coordination with the Associate Dean of Nursing and Allied Health. This individual will arrange the clinical schedule and orientations at the facilities.

The Clinical Facility 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 time frames. The Clinical Facility Coordinator is required to coordinate an orientation program for all new clinical faculty to ensure that the programs outcomes are being met. The Clinical Facility Coordinator will make regular visits to clinical agencies during the clinical rotation, documenting the findings of each visit. The Clinical Facility Coordinator will also be required to attend the monthly Inland Empire Health Education Consortium Meeting to represent the MSJC Nursing and Allied Health Programs

Duties and Responsibilities

- Collaborates with the Associate Dean of Nursing and Allied Health and Program Directors to establish clinical placement needs.
- Coordinates activities with Inland Empire Health Education Consortium. Attends monthly consortium meetings and updates department on changes.
- Advocates and communicates clinical placement needs of the Department of Nursing and Allied Health
- Coordinates and contact hospital/clinical facility sits to schedule all student orientations and EMAR training to clinical facilities in collaboration with Lead Instructors
- Establishes a face to face working relationship between all nursing programs and facility directors, managers, etc., at least once a year
- Develops and distributes a Master Clinical Facility Plan, including:
 1. All participating clinical sites
 2. All courses
 3. Specialty area rotations
 4. Exact number of student allowed on the floor and specialty areas
 5. Required facility orientation? Yes/No
- Formulate a letter of introduction for all clinical facilities prior to the start of each semester
- Maintains and manages all clinical placements with current information/updates including:
 1. Phone numbers
 2. Instructor info
 3. Dates
 4. Times
 5. Holidays
 6. Breaks, etc.
- Formulates a letter of appreciation each semester to Facility Administrators, Management and Staff on behalf of MSJC each semester

- Makes visibility rounds at the minimum, once a month at every clinical site. Maintains close communication, contacts Lead instructors of identified issues
- Investigates and visits potential clinical sites
- Assists in the facilitation and coordinates the ongoing maintenance of Affiliation agreements
- Facilitates the process of delivering the following to each facility staff educator:
 1. Clinical rotations
 2. Student and staff contact information
 3. Immunization/background clearance data
 4. Copies of course syllabi
 5. Revised Policy and Procedure Manual (each Fall)

Attends Grant Advisory Committee meetings and all meeting where clinical placement discussions are scheduled.