Clinical Coordinator for the MSN (Entry into Nursing) Program

The Clinical Coordinator for the MSN (Entry into Nursing) Program serves as the leader of the Clinical Component of the MSN (Entry into Nursing) Program and reports to the Director of MSN Programs. This Coordinator works collaboratively with the Associate Dean for Teaching and Learning, the Associate Dean for Enrollment Management and Student Affairs, other Academic Program Directors, and members of the Graduate Curriculum Committee to continually evaluate, improve and deliver the clinical component of the MSN (Entry into Nursing) Program. This Coordinator is responsible for leading the assessment of the clinical component of the MSN (Entry into Nursing) Program and the quality of clinical teaching working with full-time and part-time faculty as needed to address faculty clinical teaching performance and developmental needs related to clinical teaching.

Clinical Coordinator Term
The clinical coordinator generally serves a three-year term which may be extended to a second term if mutually agreeable to the clinical coordinator and the Director of MSN Programs and the dean.

Major Responsibilities

Program Clinical Leadership
Serves as the leader for the Clinical Coordinators and Clinical Instructors (full and part time) in the MSN (Entry into Nursing) Program

- Creates a climate in which people are motivated to achieve excellence in providing clinical experiences
- Relates well to faculty and students
- Serves as role model to clinical faculty and students
- Invites input of others related to the clinical component of the program
- Innovative management- brings creative ideas related to the clinical component of the program to enhance the curriculum
- Provides input into policy related to the clinical component of the program
- Maintains data on student exposures and leads the planning for initiatives as appropriate to minimize exposures
- Provides input into compliance requirements for Clinical Instructors
- Coordinates interviewing and hiring of full time and part-time Clinical Instructors – communicates clinical requirements to part-time Clinical Instructors and prepares worksheets in preparation for contracts
- Ensures part-time clinical instructors meet compliance requirements prior to the start of clinical
- Attends MSN (Entry into Nursing) Program faculty meetings.
- Serves as a liaison between the students and the clinical faculty, Theory Course Coordinators, Director of MSN Programs, and the Executive Vice Dean

Teaching / Learning
- Plans, implements and evaluates orientation for full and part-time Clinical Instructors and Clinical Coordinators
- Provides mentoring and faculty performance evaluation for full-time Clinical Instructors
- Provides input into teaching assignments for Clinical Coordinators and full-time Clinical Instructors
- Oversees the evaluation process and performance management for part-time Clinical Coordinators and Clinical Instructors
- Reviews student evaluations of clinical experiences
- Oversees the evaluation process for the evaluation of clinical sites and collaborates with the Director of MSN Programs regarding discontinuing the use of sites not meeting the objectives of the course or program
- Collaborates with the Occupation Health and Injury Office regarding student exposures.
- Responds to concerns related to clinical from Clinical Coordinators, Clinical Instructors, and Students
- Collaborates with the Director of MSN Programs, Theory Course Coordinators and the Executive Vice Dean on the above responsibilities.
- Reports to the Director of MSN Programs

**Student Recruitment and Retention**
- Collaborates with Admissions Team to recruit a high quality and diverse pool of applicants to the program
- Collaborates with the School of Nursing Director of Student Affairs and the University ADA Compliance and Disability Services Director regarding reasonable accommodations for students in the clinical setting
- Works with clinical faculty, advisors, and the Director of Simulation Learning to identify students having difficulty mastering clinical knowledge, skills and behaviors to plan and implement remediation in the clinical and/or simulation setting when appropriate
- Monitors students’ progression in clinical across courses in the program and recommends any needed program resources, curriculum, policy or practice changes to increase student success in the clinical component of the program.

**Fiscal**
- Provides Director of MSN Programs with input into the full and part-time faculty resources included in the program budget
- Ensures that clinical faculty to student ratios are maintained at the budgeted level as specified by the agencies used (for example, one faculty to eight students in adult settings and one faculty to six students in most pediatric settings) or identifies and records reasons for variance for possible policy or practice changes and future program budget planning

**Outreach**
- Responds to concerns from nurses and administrators from clinical sites regarding issues of clinical teaching and student performance
• Presents innovations in clinical teaching and learning at national and international conferences

**Qualifications of the Clinical Coordinator of the MSN (Entry into Nursing) Program**

The Clinical Coordinator of the MSN (Entry into Nursing) Program must have a master’s degree in nursing and earned doctorate and be an Assistant Professor or above.

The clinical coordinator will have demonstrated skills in:

• clinical practice
• teaching in the clinical setting
• scholarly productivity and service
• development of solutions that combine information and ideas in new and innovative ways
• strategic thinking and planning
• project planning, management and evaluation
• negotiation
• independent thinking and action
• decision making and action with moral and academic integrity

6/10/2018