TITLE: Clinical Placement Coordinator: Project Manager II
ACADEMIC AFFAIRS
#33872BR (UAB Employment Site Number)

DESCRIPTION OF ROLE:

The Clinical Placement Coordinator is responsible for the administration and oversight of student clinical placements for assigned clinical programs that may include the BSN, RN-BSN, AMNP, MSN or DNP programs. In this role she/he is responsible for management and oversight of clinical data bases of approved clinical sites, preceptors and contracts, and for determining and ensuring clinical placement needs of SON programs. She/he is also responsible for identifying potential new clinical sites to meet the demands of the academic programs, and initiating the clinical contract process for new clinical sites. The Clinical Placement Coordinator is also responsible for communication of information regarding faculty/student clinical placements to clinical sites, faculty and students, and for making arrangements for faculty/student orientations, access to electronic medical records, and other arrangements as needed. Under the direction of the Senior Associate Dean for Academic Affairs, the Clinical Placement Coordinator reports directly to the Assistant Dean for Undergraduate and Pre-licensure Programs and the Assistant Dean for Graduate Clinical Programs regarding the clinical placements needs of programs.

RESPONSIBLE TO:

Direct report to:
Assistant Dean for Undergraduate and Pre-licensure
Assistant Dean for Graduate Clinical Programs
Senior Associate Dean for Academic Affairs

QUALIFICATIONS:

1. A minimum of a Bachelor’s degree in Nursing and 5 years of related experience is required; a Master’s degree in Nursing is preferred and 3 years of related experience.
2. Previous coordinator experience; background in communication, marketing or related fields preferred.
3. Experience in developing and managing electronic databases.
4. Detail orientation.
5. Effective problem solving skills.
6. Demonstrated expertise in communications, customer service, and relationship building.

FUNCTIONS:

1. Oversee the development and management of clinical databases of clinical agencies, preceptors, and faculty/student orientation requirements.
2. Under direction of and in collaboration with the Assistant Deans, Program Directors, and Clinical Course Managers determine clinical placement needs and assignment of students to clinical sites.

UAB is an Equal Opportunity/Affirmative Action Employer committed to fostering a diverse, equitable and family-friendly environment in which all faculty and staff can excel and achieve work/life balance irrespective of race, national origin, age, genetic or family medical history, gender, faith, gender identity and expression as well as sexual orientation. UAB also encourages applications from individuals with disabilities and veterans.
3. Initiate and maintain effective communication with clinical agencies, preceptors, and clinical course managers regarding clinical placements.
4. Initiate the clinical contract process for new clinical sites; reviews all clinical contracts for accuracy.
5. Coordinate faculty/student access to electronic medical records and/or other patient care systems at clinical sites.
6. Track clinical agency assignments of individual programs.
7. Participate in formal and informal agency updates on a regular basis.
8. Identify potential preceptors and adjunct clinical instructors for the Assistant Deans and Program Directors for use/employment with our programs.
9. Evaluate the clinical agencies in collaboration with the Assistant Deans and Program Directors.
10. Generate reports as needed.
11. Ethical conduct is a fundamental expectation for every UAB community member. All employees must abide by the standards of behavior outlined in the UAB Enterprise Code of Conduct. Upon hire new employees are required to attest to the Code by completing the online training that is assigned to them. Behaviors inconsistent with the Code may result in appropriate consequences.
12. Performs other related duties as directed to support the missions of the School of Nursing.