UNIVERSITY OF ALABAMA AT BIRMINGHAM
SCHOOL OF NURSING

Director of Clinical Placement
UAB Career Site Number: T218450

DESCRIPTION OF ROLE:
The Director of Clinical Placement is responsible for the management and oversight of the Office of Clinical Placement and Contracts. This individual will oversee the administration of student clinical placements for assigned clinical programs that may include the BSN, RN-BSN, AMNP, MSN or DNP programs in accordance with accreditation standards and the National Task Force on Quality Nurse Practitioner Education requirements and guidelines. The individual in this role is responsible for the management and oversight of clinical resources to support student clinical educational experiences. This position will be responsible for the development and maintenance of databases and contracts for existing clinical sites. This role will lead the Clinical Placement Managers and work with the faculty, clinical preceptors, clinic administrators, program managers, and students, to ensure the diversity of the sites that are sufficient to ensure students will be able to meet core curriculum guidelines and program/track goals. The Director of Clinical Placement 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 Director of Clinical Placement reports directly to the Associate Dean for Graduate Clinical Programs and the Assistant Dean for Graduate Clinical Programs-MSN regarding the clinical placements needs of programs. This is not a remote position.

RESPONSIBLE TO:
Assistant Dean for Graduate Clinical Programs-MSN
Associate Dean for Graduate Clinical Programs
Senior Associate Dean for Academic Affairs

QUALIFICATIONS:
1. A minimum of a master’s degree in nursing or another related field
2. Five years of relevant experience in higher education, nursing, administration, or management is required
3. Background in communication, marketing, or related fields preferred
4. Experience in developing and managing databases is required
5. Detail orientated
6. Effective problem-solving skills
7. Demonstrated expertise in communications, customer service, leading teams, and relationship building.

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.
MAJOR FUNCTIONS:
1. Provide oversight to onboard Clinical Placement Coordinators and support the success of the team
2. Participate in preceptor recruitment and retention activities
3. Approves or denies submitted student documentation based on established guidelines
4. Oversee the development and management of clinical databases of clinical agencies, preceptors, and faculty/student orientation requirements
5. Initiate and maintain effective communication with clinical agencies, preceptors, and the University Contracts team regarding the clinical placement approval process
6. Initiate the clinical contract process for new clinical sites; reviews all clinical contracts for accuracy
7. Ensure the diversity of clinical sites and that they are sufficient in number to ensure the students will be able to meet core curriculum guidelines and program/track goals
8. Under direction of and in collaboration with the Assistant Deans, Program Directors, Specialty Track Coordinators, Program Managers, and Clinical Course Managers determine clinical placement needs and assignment of students to clinical sites
9. Track clinical agency assignments of individual programs
10. Provides data and information for the purpose of decision-making and for reporting as necessary for the business of the SON, including accreditation reports. Maintains student database. Ensure proper records and data are maintained to support the ongoing accreditation by the Commission on Collegiate Nursing Education (CCNE), State Boards of Nursing, or other certifying bodies as appropriate.
11. Coordinate faculty/student access to electronic medical records and/or other patient care systems at clinical sites
12. Participate in formal and informal agency updates on a regular basis
13. Evaluate the clinical agencies in collaboration with the Assistant Deans and Program Directors
14. Generate reports as directed
15. Proficient in information management systems, such as ACEMAPP and Microsoft-based products including OneNote, Word, PowerPoint, and Excel
16. Maintains UABSON expectations for the Alabama Preceptor Tax Incentive Program (APTIP)
17. Subscribe to the mission of the School of Nursing and UAB
18. Demonstrates expertise in communications, customer service, leading teams, and relationship building.
19. 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.
20. Performs other related duties as directed to support the missions of the School of Nursing

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