

Duke University School of Nursing

Job Description

HR Title: ABSN Clinical Program Manager

Working Title: Clinical Program Manager

Job Code: 2012

Job Level: 15

Updated: 01/26/2024

General Purpose

Responsible for the clinical coordination of student rotations, as well as the recruitment, on boarding, evaluation process and development of Clinical Instructors (CI) for the prelicensure nursing program offered by the Duke University School of Nursing.

Supervisor

This position reports to the Assistant Dean (AD) of the ABSN Program.

Essential Duties

1. Collaborate with course faculty and the AD to ensure adequate CI staffing and clinical sites.
2. Identify, prescreen, and refer potential CI candidates to course faculty.
3. Collaborate with Human Resources to facilitate CI hiring and payment.
4. Manage the CI onboarding process and ensure requirements are met.
5. Work collaboratively with Institute of Educational Excellence (IEE) to ensure completion of new CI orientation, NC BON 318 requirements, and other programmatic continuing education requirements and professional development opportunities.
6. Maintain the CI database and CI learning management system site.
7. Facilitate and maintain documentation of the achievement of various clinical partner and regulatory body requirements for CIs.
8. Develop and manage processes and procedures to obtain evaluation data for CIs and clinical sites.
9. Develop and disseminate student clinical and lab schedules.
10. Ensure student compliance for all clinical agency requirements in conjunction with Compliance Office.
11. Provide regular reports to the AD regarding staffing, compliance, and other activities.
12. Assist with the assessment of current and procurement of future regional clinical sites.
13. Serve as the program representative with North Carolina Area Health Education Centers (AHEC).

Requirements

Education/Training

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Work requires graduation from an accredited Master of Science in Nursing program.

Licensure as a registered nurse in North Carolina and BCLS certification are required.

Experience

Work requires a least three years of full-time clinical experience as a registered nurse.

Candidate must meet the North Carolina Board of Nursing administrative requirement for faculty regarding preparation in teaching and learning principles for adult education, including curriculum development, implementation, and evaluation as cited in the Administrative Code of the Board of Nursing within one year of hire.

Skills

Excellent communication, collaborative, and analytical skills; Demonstrated organizational and planning skills; Ability to effectively manage numerous projects simultaneously; Attention to detail and accuracy; Ability to manage competing priorities and the needs of diverse stakeholders; Computer competency with database management and spreadsheet software.