

**Duke University School of Nursing**  
**Job Description: Program Coordinator**  
**HR title: Program Coordinator**  
**Working Title: MSN Student Placement Coordinator**  
**Job Code: 2321**  
**Job Level: 10**

### **General Purpose**

With minimal supervision, latitude for discretion and independent judgment, participate in the planning, coordination, and administration of activities related to the identification, implementation and evaluation of student field placements for the School of Nursing MSN students. Experience with data management techniques are needed to create reports and to monitor effectiveness of sites for clinical rotations. This position utilizes a service orientation, working extensively with faculty and our clinical communities, to facilitate the successful provision of clinical learning opportunities and mutually satisfying relationships.

### **Supervisor**

This position reports to the Director of Clinical Placement Operations.

### **Essential Duties**

1. Actively communicate with the school of nursing contracts manager and clinical site contacts to stay informed of contractual compliance requirements set by the clinical placement site.
2. While working in teams, develop strategic approaches to recruit potential preceptors and establish relationships for present and future placement needs. Demonstrate superior communication skills and strong interpersonal relationship skills to coordinate marketing efforts (electronic, in-person, by telephone) to recruit potential sites and/or preceptors.
3. On a regular, routine and on-going basis, utilize the Clinical Placement System (CPS) database to query matriculation plans; perform strategic review of student placement applications; and collaborate with MSN program leadership, specific course faculty, and MSN placement coordinators and NPs to determine the student placement needs and confirm enrollment status for a determined period of time (e.g. 1 semester). Engage in planning to include students' location, schedule, and availability in relation to placement needs and availability of placement sites.
4. Maintain data integrity through accurate and timely data entry of canvassing results and placements, and entry of clinical hours into CPS database. Evaluate and interpret collected data. Ensure that information is consistent, correct and accessible. Continuously evaluate processes for ongoing improvement. Assist in the development of policies and procedures related to data management and the creation of reports as needed.
5. Serve as the primary point of contact for assigned students, faculty, staff and clinical site representatives to determine MSN student clinical site placement and compliance needs.
6. Coordinate all functions related to securing site/preceptor, contracting affiliation agreement, procuring needed Certificate of Insurance (COI) from site or researching and supplying sufficient information to Contracts Manager to secure COI. Monitor affiliation agreement process to ensure agreement and all necessary paperwork between Duke School of Nursing and facility are in place to cover specific learning experience.
7. Collect and store curriculum vitae (CV), appropriate licensure, and certifications for each preceptor. Collect updated CV from each preceptor who is providing training to DUSON students and upload into CPS database. Search appropriate licensure websites to ensure each preceptor has current and appropriate licensure and board certification without know restrictions.

8. Make recommendations, provide options, and collaborate with MSN placement team members, appropriate course faculty, and MSN program leadership to determine the appropriateness of potential placement sites and preceptors and to ensure the site and preceptor will meet course objectives.
9. Obtain final approval from course faculty for all sites provided to students to ensure optimal learning experiences are provided for the students.
10. Notify students of approved placement site via electronic mail. Effectively communicate compliance requirements for assigned site. Provide direction and guidance for assigned groups of students regarding site specific credentialing requirements; ensure all requirements are completed and the site is notified, if applicable.
11. Responsible for student notification of compliance process, requirements, and status in a timely manner as well as MSN, Assistant Dean and Clinical Placement Director as needed.
12. Independently monitors and tracks assigned students compliance requirements to ensure that students have met all of the required licensure, immunization, certifications, safety training and screenings as outlined by the contractual arrangements between Duke School of Nursing and the various clinical learning sites.
13. Responsible for accurate monitoring of student compliance status and submission of required compliance documents to individual placement sites. Notify the MSN, Clinical Placement Director, student advisor and/ or course faculty as needed if difficulty is encountered with student compliance process.
14. Actively participate in continuous improvement activities related to policy, process, service, technology, and project management. Participate in the development, implementation, and administration and evaluation of clinical placement-related procedures, processes, services, and systems. Make recommendations for improvement as needed.
15. Represent Duke School of Nursing at meetings/functions as assigned.
16. Perform related duties as assigned or required to meet department, school and university goals and objectives.

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

### **Requirements**

#### **Education/Training**

Work requires analytical, communication and organizational skills generally acquired through completion of a bachelor's degree program.

#### **Experience**

Work requires one year of experience in program administration or involving academic, instructional or counseling activities to acquire skills necessary to plan, coordinate and implement a variety of program activities and events.

OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE

**Department specific preferences:** A Master's degree is preferred and 2 years' business or administrative experience to acquire skills necessary to plan, coordinate and implement clinical placement activities. Experience with word processing, spreadsheet, and data management: including data queries, complex reports and interpretation.