

**Duke University School of Nursing**  
**Job Description HR Title: Program Coordinator**  
**Working Title: MSN Data Manager**  
**Job Code: 2321**  
**Job Level: 10**

**General Purpose**

The MSN Data Manager is responsible for data collection and systematic reporting of information relevant to clinical learning experiences for students attending the MSN Program. In collaboration with the MSN Program and Clinical Placement Office, the MSN Data Manager provides comprehensive administrative and logistical reports to fulfill student-progression needs related to the MSN Program clinical learning events, preceptor recruitment and acknowledgement events, and the various credentialing needs related to securing clinical placements for students. Significant experience with electronic data management techniques in systems such as, but not limited to Query, Typhon, and Tableau and the DUSON student HUB and Clinical Placement System is required to develop information for reports and monitoring as needed.

Supervisor: This position reports to the MSN Program Director.

**Essential Duties**

1. Execute credentialing collection and submission for MSN students in clinical rotations, per clinical site or health system specifications.
  - a. Request Maestro training for students in clinical rotations within DUHS.
  - b. Request EPIC access for students in clinical rotations within DUHS.
2. Plan, execute and evaluate the student placement application process including reconciling student applications against enrollment projections for all MSN clinical and non-clinical courses.
3. Maintain data integrity through development of report protocols, audit and data verification procedures for data capture, data entry, and data reporting to assure that data are consistent, correct and accessible.
4. Independently evaluate and interpret collected data and prepare written reports and analyses setting forth progress, adverse trends and appropriate recommendations or conclusions.
5. Ensure data integrity and security of student credentialing documents.
6. Prepare annual and quarterly reports (ie: grant-funded, state or federal programs and projects such as North Carolina AHEC.)
7. Prepare weekly reports of Clinical Placement Office Coordinator productivity (ie: placement records and notes).
8. Develop and maintain a comprehensive data management plan for the MSN Clinical Placement Office to include collection and analysis of data, development of policies and procedures, and creation of reports.
9. Oversee the process for preceptors obtaining DHE/Net IDs through Duke OIT for (but not limited to):
  - a. Typhon access
  - b. Duke University Library access
  - c. Duke Medical Center Library
  - d. UpToDate
  - e. Community of Practice website
10. Report Preceptor hours and CEU data for renewals (association membership, state license, etc.) to clinical preceptors.
11. Plan, execute and evaluate the MSN Program On-campus Intensive (OCI) events with MSN team.
12. Independently respond to inquiries and provide necessary information to internal and/or external customers in a timely manner.
13. Training of data systems as needed (CPS, Typhon, etc.) in collaboration with the Technology Office Director and external consultants.

14. Continuously evaluate processes for ongoing MSN clinical learning experience improvement.
15. Represent the MSN Program and Duke University School of Nursing at meetings/functions as assigned.
16. Perform other related duties incidental to the work described herein. The above statements describe the general nature and level of work being performed by individual assigned to this classification.

This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified. Flexible or remote work is negotiable; in-person attendance is required for OCI events.

## Requirements

### **Education/Training**

Work requires analytical, communications and organizational skills generally acquired through completion of a bachelor's degree program. Academic degree requirement may be substituted with applicable work experience.

### **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.

### **Preferences**

Two years of administrative experience related to clinical placement activities. Ability to work independently and to function with minimal specific direction. Must demonstrate ease and confidence working effectively with all levels of personnel/leadership. Candidates should demonstrate flexibility and ability to adjust to change in work environment. Experience with spreadsheets and data management tools including data queries, complex reports and interpretation is preferred.