

## **Duke University School of Nursing**

### **Job Description**

**HR title: Program Coordinator**

**Working Title: MSN Student Placement Compliance Coordinator**

**Job Code: 2321**

**Job Level: 10**

### **General Purpose**

With minimal supervision, latitude for discretion and independent judgment, this position is primary point person responsible for the planning, execution and evaluation of the MSN Student compliance process for clinical placements. This person will 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. Plan, execute and evaluate the student compliance process for MSN students.
2. Serve as the primary point of contact for faculty, staff, students and clinical site representatives MSN student clinical site compliance needs.
3. Independently monitors and tracks required student 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 various clinical learning sites.
4. Actively communicate with the school of nursing contracts attorney and clinical site contacts to stay informed of any new contractual compliance requirements set by clinical placement sites, including Duke University Health System
5. Responsible for accurate monitoring of student compliance status and submission of required compliance documents to individual placement sites. Notify the MSN Program Director, student advisor and/or course faculty as needed if difficulty is encountered with student compliance process.
6. Responsible for student notification of compliance process, requirements, and status in a timely manner as well as MSN Program Director notifications as needed.
7. Design, develop and implement various program activities related to clinical site compliance. Recommend changes in clinical placement policies and procedures to improve program area.
8. Design, develop, implement and maintain an up to date compliance website for students to access current compliance requirements and documents for frequently used clinical placement sites.
9. 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.
10. 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.

11. Maintain data integrity through accurate and timely data entry of canvassing results and placements, entry of preceptors into Typhon database, and entry of clinical hours into CPS database. Evaluate and interpret collected data. Ensure that data are 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.
12. 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.
13. 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.
14. 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.
15. Obtain final approval from course faculty for all sites provided to students to ensure optimal learning experiences are provided for the students.
16. 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.
17. 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.
18. Represent Duke School of Nursing at meetings/functions as assigned.
19. 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**

Work requires analytic, communication and organizational skills generally acquired through completion of a bachelor's degree program. A Master's degree is preferred. Work requires 2 years business or administrative experience to acquire skills necessary to plan, coordinate and implement clinical placement activities. A Master's degree may be substituted for one year of experience or any other equivalent combination of relevant education and/or experience. Experience with word processing, spreadsheet, and data management: including data queries, complex reports and interpretation.