

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Clinical Placement Coordinator	Range:	40
Date Revised:		Date Approved:	September 12, 2023

### PRIMARY PURPOSE

Under the direction of the Associate Dean or Director, Nursing, this position is responsible for performing a variety of specialized duties necessary for securing and maintaining efficient clinical site coordination that meets the accreditation standards for the Nursing Program and other Health Science programs as required. The Clinical Placement Coordinator will work collaboratively with the healthcare industry to ensure clinical site contracts are current and the credentialing requirements are followed. The Clinical Placement Coordinator will oversee student placement, verify clinical site databases, and attend monthly meetings to represent the Nursing Program and the Health Sciences Division. This position supports the District-wide strategic directions, goals, and core values outlined in the Educational and Facilities Master Plan (EFMP).

### ESSENTIAL FUNCTIONS

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Collaborate with the Associate Dean, Director, Nursing, or Program Director to anticipate and monitor clinical site placement needs, review clinical site requirements, and ensure contract information is accurate and current.
2.	Serve as liaison between students, faculty, and clinical sites to ensure smooth transitions into clinical placements; provide ongoing technical assistance and troubleshooting to faculty and students related to placements, clinical sites, and placement processes.
3.	Coordinate with students, faculty, and clinical sites to ensure the completion of required clearance documents, orientation, and training; maintain confidential student information in compliance with the Family Educational Rights and Privacy Act (FERPA).
4.	Oversee the clinical placement databases and attend monthly various community college district consortium meetings to represent the Nursing Program and the Health Science Division.
5.	Form relationships with clinical affiliations to ensure policy and procedures are followed and contracts are current and renewed in a timely manner.
6.	Uphold agency requirements for clinical sites and work with faculty and students to ensure compliance.
7.	Establish partnerships with clinical affiliations based on the needs of faculty and student population, in accordance with applicable laws, regulations and policies. Evaluate the effectiveness of new clinical site in collaboration with the Program Director.
8.	Determine effectiveness of placement and resolve issues, in collaboration with the Program Director in accordance with regulations, policies, and procedures.
9.	Research, collect, compile, tabulate and/or analyze reports, spreadsheets and manuals.
10.	Organize, set priorities, and exercise sound, independent judgment within assigned areas.
11.	Ensure a safe and healthy work environment by complying with college health-policies, standard practices, and programs in keeping with occupational health and safety legislative regulations.
12.	Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.

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13.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity, inclusion, accessibility, and anti-racism trainings and events.
14.	Perform related duties as assigned.

**OTHER FUNCTIONS**

None

**WORKING RELATIONSHIPS**

The Clinical Placement Coordinator maintains frequent contact with various hospital staff, healthcare clinical personnel, the public, faculty, staff, and students.

**EDUCATION AND EXPERIENCE**

Minimum Qualifications

Sixty (60) college semester units and three (3) years of experience or a bachelor's degree from an accredited institution and one (1) year of experience, preferably in a field related to the assignment.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Experience with customer service and program coordination in an educational setting.

Knowledge of mission, objectives, goals, and service delivery requirements for nursing education.

Experience coordinating and conducting clinical site placement in an educational setting.

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of District organization, operations, policies, and objectives
- Knowledge of federal, state, and other applicable laws or regulations pertaining to program of assignment
- Knowledge of proper English usage, grammar, spelling, punctuation, and vocabulary
- Knowledge of project management, communications, and marketing principles
- Knowledge of computer-based employee/student/program tracking, enterprise systems
- Knowledge of various computer software programs
- Knowledge of modern office practices, procedures, and equipment
- Knowledge budget and auditing principles, practices, and procedures
- Knowledge of financial and statistical record-keeping principles

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Knowledge of leadership principles and practices  
Ability to understand scope of authority in making independent decisions  
Ability to interpret, apply, and explain rules, regulations, policies, and procedures  
Ability to coordinate grants, categorical funding and assigned programs and assignments  
Ability to analyze situations accurately and adopt an effective course of action  
Ability to work effectively in a diverse team environment  
Ability to supervise, train and provide work direction to others  
Ability to coordinate an assigned program with minimal supervision or direction  
Ability to plan, organize and prioritize work  
Ability to meet schedules and timelines  
Ability to understand and follow oral and written directions  
Ability to communicate effectively, orally and in writing  
Ability to review situations accurately and determine appropriate action according to established guidelines  
Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

Requires a valid California Driver's License

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**WORKING CONDITIONS**

Professional environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); if able, standing for long periods of time (2-3 hours); repetitive use of upper extremities, fine finger manipulation, including hand coordination activities; driving to a variety of locations to purchase or pick-up items, or make arrangements for activities and events.