AUBURN
Human Resources

Coord, Clinical Placement

Job Description

JOB INFORMATION

Job Code	AA59
Job Description Title	Coord, Clinical Placement
Pay Grade	HW09
Range Minimum	$51,670
33rd %	$62,000
Range Midpoint	$67,170
67th %	$72,340
Range Maximum	$82,670
Exemption Status	Exempt
Organizational use restricted to the following divisions	148 College of Nursing
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	4/13/2023

JOB FAMILY AND FUNCTION

Job Family:	Health & Wellness
Job Function:	Nursing

JOB SUMMARY

Responsible for the coordination and clinical placement of nursing students, assists in recruiting and supervision of clinical associates, and oversees lab supply inventory and basic lab needs.

RESPONSIBILITIES

- Coordinates and collaborates with faculty to prepare, revise and submit student clinical schedules for placement in the clinical community.
- Fosters and maintains positive working relationships with clinical community placement agencies. Maintains currency of all contractual agreements. Coordinates and gathers agency specific documentation necessary for student placement into the clinical agencies. Attends required meetings at clinical affiliation agencies.
- Collaborates with the advising office in maintaining clinical clearance records on students and clinical faculty and submits them to clinical agencies.
- Assists in providing orientation to new nursing faculty and clinical associates in regards to clinical agency guidelines.
- Prepares orientation documents for all students entering the clinical semester per clinical agency.
- Schedules make up clinical rotations for students as appropriate.
- Assists the Nursing Program in recruiting and supervising clinical associates in the clinical setting.
- Maintains a current working list of qualified clinical associates by specialty.
- Assists the clinical faculty in resolving clinical issues as well as implementing clinical agency site visits.
- Works with Lab Resource Coordinator in maintaining lab supply inventory, ordering of supplies when necessary, and assisting in the lab and simulation set up/take down as necessary; assists in simulation activities as needed.
- Assists in simulation and virtual reality scenarios for nursing students as well as providing practice areas for students in the nursing skills lab.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Nursing	and	2 years of	Clinical nursing experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of fundamental concepts, practices and procedures of nursing.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
RN - Registered Nurse - State Licensure And/or Compact State Licensure	Current Alabama RN License	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Healthcare & Safety

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise		X			
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:
Ability to see information in print and/or electronically.