

**Clinical Coordinator (Prelicensure)
Samuel Merritt University**

Direct Link: <https://www.AcademicKeys.com/r?job=124131>

Downloaded On: Jul. 17, 2019 10:31pm

Posted Jun. 5, 2019, set to expire Oct. 5, 2019

Job Title Clinical Coordinator (Prelicensure)
Department San Francisco Peninsula Campus
Institution Samuel Merritt University
Oakland, California

Date Posted Jun. 5, 2019

Application Deadline Open until filled

Position Start Date Available Immediately

Job Categories Faculty Associate

Academic Field(s) Nursing - Clinical (all categories)

Nursing - Administration

Nursing - General

Health Sciences - General

Job Website <https://sutterhealth.taleo.net/careersection/2/jobdetail.ftl?job=SMU-1910168&lang=en>

Apply Online Here <https://sutterhealth.taleo.net/careersection/2/jobdetail.ftl?job=SMU-1910168&lang=en>

Apply By Email

Job Description

Who we are: Samuel Merritt University graduates improve health outcomes and reduce disparities for all members of our communities. We have spent more than a century preparing outstanding healthcare professionals through immersive learning and community engagement, and are deeply committed to transforming healthcare through diversity and inclusion. At the School of Nursing, we are at the forefront of educational innovation in theory and practice to prepare highly competent professional nursing leaders who are engaged in the advancement of nursing practice and the improvement of

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health for diverse populations/peoples. Our motto is education plus compassion which we proudly demonstrate in the ways that we serve our students, faculty, staff, and in our local communities.

Join a team of dedicated educators: Our faculty are known for their passion for growing the nursing profession. With this passion, we strive to awaken curiosity in our students and instill lifelong learning. Congruent with our values, we work hard to inspire service and leadership in our students. The position combines teaching, scholarship and service. We define teaching as creating environments that facilitate student learning and the attainment of expected outcomes at the course and program levels. Faculty has ownership for the development, implementation, evaluation and revision of the curricula within the School of Nursing which are designed to prepare graduates to provide nursing care in a dynamic health care environment. Service implies the use of academic and professional expertise to serve the University, the nursing profession and the community. Service consists of meaningful activities that promote the image, mission or strategic priorities of the University, the well-being of relevant individuals or groups among the community of interest or the professional growth of faculty. Scholarship reflects activities resulting

Position Summary: The Prelicensure Clinical Coordinator, San Francisco Peninsula Campus (SFPC) is a regular ranked faculty member of the school of nursing who is responsible for all aspects of SFPC ABSN students placements within all agencies across the curriculum, supports clinical faculty, identifies and executes the processes around students and faculty entering clinical sites, identifies clinical faculty, and teaches students in classrooms and/or clinical settings.

Administration

Site

- Ensures that university and school of nursing policies and procedures are operational on site. Recommends changes in policies and procedures as needed.
- Assumes responsibility for communicating academic and facility issues to the appropriate person(s).
- Participates in the planning, implementation and evaluation of the campus

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- Supports the academic director in administering the site academic operations and with admissions.

Students

- Assists in coordination of students' orientation to local agencies.
- Assists in supporting students with troubleshooting electronic medical records training, agency audits, etc.

Faculty

- Implements clinical orientation program and support system for new adjunct clinical faculty.
- Ensures that the faculty returns badges, beepers etc. directly after courses end.
- Assists the managing director in supporting faculty.

Clinical Coordination

- Forecasts SFPC ABSN cohort clinical group placement needs; participates in regional planning and/or CCPS meetings:
- Reviews schedule for accuracy of clinical sections and placement documentation.
- Collaborates with managing director to assist in recruiting and hiring an adequate number of adjunct

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clinical faculty.

- Collaborates with the faculty development team to develop and retain adjunct faculty.
- Maintains a plan to hire and retain clinical instructors.
- Works together with the faculty orientation designee to ensure effective and efficient use of resources.
- Responsible for placement of students in all prelicensure courses
- Responsible for student and faculty completion of all clinical agency documents prior to all clinical rotations. Notifies each agency for each clinical faculty each term as faculty and agency assignments change.
- Serves as contact person for all students, faculty, and curricular issues involving clinical agencies. Makes site visits as needed at any time to conference with agency contact, nurse managers, or administrators for continued relations and/or issues/problems.8. Problem solves student situations involving illness/injury/or questionable ability to perform nursing student responsibilities.
- Oversees reporting of student/faculty clinical and classroom injury/exposure. Collaborates with other SMU personnel to modify procedure as needed; makes procedure and reporting forms available to nursing faculty; orients new clinical faculty to the procedure; works with SMU HR to ensure that procedure is followed correctly so students/faculty receive the benefit of provided services.
- Ensures evaluation of clinical placements by students, faculty, and agencies.
- In collaboration with the managing director, ABSN Chair, and other SMU personnel, ensures that materials and systems for clinical requests for ABSN program are updated, effective, and efficient.

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- Implements and evaluates programs to orient, mentor, support, and develop clinical faculty in conjunction with faculty development team.

- Maintains positive working relationships/partnerships with service partner personnel, faculty, and students.

- In collaboration with the managing director, ABSN chair, and other SMU personnel, ensures that materials and systems for clinical requests for ABSN program are updated, effective and efficient.

Teaching

- Teaches in area of expertise.

- Creates a dynamic, learner centered environment that uses a variety of teaching methods that support the diverse learning needs of the student population and that are based on educational theory, and evidence-based teaching and clinical practices.

- Models reflective and critical thinking and serves as a coach and mentor for students; confers with them on their progress and assists them in the development of learning plans to facilitate successful achievement of course objectives.

- Maintains and enhances competence in subjects being taught.

- Confers with colleagues to assure the integrity of the courses across programs and the curriculum as a whole;

- Prepares and reviews written examinations, papers, and student projects; supervises independent study projects as needed, and evaluates learner performance in both the classroom and clinical settings.

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- Notifies Course Manager of at-risk students or unusual occurrences.
- Supervises or teaches clinical rotations as needed in acute, community and laboratory settings as well as internship/preceptorship courses.
- Documents student progress on appropriate forms.
- Other duties as assigned.

Scholarship

- Draw on extant literature to design evidence-based teaching and evaluation practices.
- Exhibit a spirit of inquiry about teaching and learning, student development, evaluation methods, and other aspects of the faculty role.
- Demonstrate qualities of a scholar: integrity, courage, perseverance, vitality and creativity.
- Design and implement scholarly activities as agreed upon with his/her evaluator.
- Engage in scholarly activities reflecting dissemination and professional peer review.

Service

- Participate in Faculty Organization meetings

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- Participate in School of Nursing Faculty meetings
- Participate in University or School committees as needed
- Provide service to the profession and the community
- Participate in University and SoN events as specified in University and SON attendance expectations.

Qualifications

Minimum Qualifications & Requirements

Education and/or Experience:

- Earned master's degree or higher in nursing or a related field.
- Unencumbered registered nurse license in California or license eligible
- Three years' full-time teaching experience in nursing
- Progressive experience in administration/management in degree nursing programs and/or clinical settings (preferred)

Skills

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- Effective leadership and critical thinking skills
- Excellent organizational and operational skills
- Excellent written and verbal skills
- Effective project planning and implementation skills
- Substantial computer and technology skill sufficient to meet teaching and administrative responsibilities

Abilities

- Create and sustain a culture of respect, cooperation, and innovation among faculty and students
- Express or exchange ideas by means of the spoken word in person or on the telephone
- Receive detailed information through verbal and written communication
- Travel to relevant campuses and meetings, as required

The University has an institution-wide commitment to diversity, equity and inclusion. We strive to build a welcoming and supportive campus environment, and acknowledge that diversity is an educational imperative to achieve excellence.

Primary Location: California-Peninsula/South Bay and Santa Cruz-San Mateo

Organization: Samuel Merritt University

Employee Status: Regular

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Posting Type: All Applications Accepted
Employment Incentive: Not Applicable
Employee Referral Bonus: No
Benefits: Yes Position Status: Exempt Union: No
Job Shift: Day Shift Hours- 8 Hour Shift
Days of the Week Scheduled: Monday-Friday Weekend Requirements: Other
Schedule: Full Time Hrs Per 2wk Pay Period: 80

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact Yassin Janneh
Oakland
Samuel Merritt University
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Oakland, CA 94609

Phone Number 510-879-9213
Contact E-mail yjanneh@samuelmerritt.edu