

Undergraduate Clinical Coordinator, School of Nursing
University at Buffalo, The State University of New York

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Downloaded On: Jul. 16, 2024 4:36am

Posted Jul. 15, 2024, set to expire Nov. 14, 2024

Job Title	Undergraduate Clinical Coordinator, School of Nursing
Department	School of Nursing
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jul. 15, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Nursing - General
Job Website	https://www.ubjobs.buffalo.edu/postings/51573
Apply By Email	
Job Description	

Position Summary

The University at Buffalo [School of Nursing](#) invites applicants for an **Undergraduate Clinical Coordinator** position. This is a part-time staff position, reporting to the Assistant Dean for Undergraduate Programs.

Responsibilities include:

Student Clinical Placement and Management

- Create clinical rotation schedules with input from course faculty and assistant dean. Review

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previous clinical experiences to assign students to different clinical agencies for a more well-rounded experience. Consider where possible, student schedule concerns for military or athletic teams.

- Serve as a first point of contact for issues with student placements, manage early intervention of placement needs, and triage as necessary to course and program coordinators.
- Initiate and complete clinical site requests for clinical practicum sites in collaboration with program coordinators. This includes requesting floors and going to grid meetings to secure units for undergraduate students.
- Work closely with faculty and clinical sites to ensure ongoing communication with community partners.
- Maintain and update documents regarding clinical placement progress and share with course and program coordinators, as necessary.
- Attend meetings at clinical affiliation agencies as required and distribute information to students and faculty.
- Track placement outcomes, including frequency of assignments to Dedicated Education Units (DEU).
- Assist with coordinating schedules for lab, simulation, IPE, or other required curricular assignments.
- Assist in evaluating clinical sites at the end of each term. Collect end-of-course clinical evaluations, validate all evaluations are complete, and submit to Office of Student Services for placement in student record.
- Assist faculty with creating makeup plans for students who are absent from clinicals.
- Plan for potential unit closures or other events that may disrupt clinical practicum activities.
- Attend community of Interest meetings to maintain and build clinical partnerships.

Student Onboarding

- Maintain orientation documents for all students enrolled in clinical courses and track student completion.
- Participate in on-site student and adjunct faculty orientations.
- Notify students of clinical placement and contact information after verification by course or program coordinator.
- Assist in tracking requirements necessary to secure student clearances at clinical facilities and access to electronic health records.

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- Coordinate and ensure student credentialing (HIPAA training, immunizations, CPR, TB, annual health clearance, influenza immunization, etc.) is communicated appropriately to clinical partners and course faculty.
- Collaborate with all partner facilities according to their policies for onboarding.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

About UB School of Nursing

Founded in 1936, the UB School of Nursing is a leader in high-quality nursing education and research in a dynamic university setting. Our mission is to foster an inclusive and diverse environment of academic and scholarly excellence that develops nurse leaders who will improve the health and wellness of local, national, and global communities. Our undergraduate programs prepare nurses for expanded professional roles in an increasingly complex and evolving health care environment ranking in the top 10% nationally. Our graduate and advanced certificate DNP programs are also ranked in the top 10% nationally, and prepare clinicians, researchers, educators, and leaders to provide complex care across settings, educate the next generation of nurses, and advance nursing and health care knowledge. Visit our website to learn more about the [UB School of Nursing](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

- Bachelor's degree in nursing
- Licensed as a registered nurse (RN) in NYS

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- Two years of experience working as an RN or APRN
- Proficiency in MS Word, Excel, Outlook
- Excellent professional communication skills

Preferred Qualifications

- Ideal candidate will have healthcare contacts throughout the Western New York region and be familiar with local inpatient and community health agencies.

Contact Information

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

Contact