



Practical Nursing Program (PNP) Clinical Coordinator

Position Title: PNP Clinical Coordinator

Length of Responsibilities: 12 Months

Course Reduction: 0

Reports to: Provost; Allied Health, Division Chairperson; PNP Program Director

DUTIES AND RESPONSIBILITIES:

- 1. Coordinate the clinical components of the PNP.**
- 2. OSHA Manual is current and kept up to date.**
- 3. Practice Management Policies are current and kept up to date.**
- 4. Risk prevention systems and government and professional regulations are in effect and adhered to.**
- 5. Clinical Management problems are identified and reported to Office Manager and Program Director.**
- 6. Clinical Problems related to staff, instructors, and students, and clinical experience sites are resolved and reported to Program Director.**
- 7. If problems cannot be resolved they are then to be worked on together directly with the Program Director.**
- 8. Other departments may be involved in problem resolution, particularly problems related to external collaborators (hospitals, healthcare facilities, etc.)**
- 9. Participates in College-wide activities including academic, student, and administrative, particularly as they related to the PNP. Results of this participation are measurable and productive.**

Instructional and Faculty Duties

- 1. Assist Program Director in evaluation and planning PNP curriculum.**

2. Meet teaching responsibilities as per contract.
3. Teaching methods and techniques are sound and effective.
4. Curriculum is kept current with changes in nursing standards of care.
5. Measures outcomes for all courses taught and for PNP and reports results to PNP Director.
6. Work with Program Director and other school representatives and students on Community Service projects and other projects that increase awareness of the PNP.
7. Assist in counseling / advising PNP students using strong counseling skills.
8. Student performance reflects sound guidance.
9. Manor College handbook guidelines will be followed.
10. Maintain required hours as per contract to meet with students.
11. Maintains office hours as posted on office door and course syllabi.
12. Assists with interviewing prospective students for the PNP and assists Admissions Office with recruiting.

Clinical Duties

1. Supervises and ensures that clinical rotations operate smoothly and productively.
2. Assists with organizing rotations with various healthcare providers.
3. Provides supervision for clinical rotations.
4. Oversees and assists in scheduling clinical rotations.
5. Ensures students have adequate clinical opportunities at their level of experience.
6. Student skills sheets completed and reviewed with student on a weekly basis.
7. Students' weekly clinical grades are recorded and all clinical forms are returned to student files.
8. Competency meetings are conducted with each student each semester.
9. Student requirements are to be kept up to date and posted weekly to assist

instructors in adequately assigning students.

Inventory Control

- 1. Completes a weekly inventory of skills lab equipment and supplies and places orders as needed.**
- 2. Maintains a “To Be Ordered List” in the skills lab for students to write down supplies as they are needed.**
- 3. Ensures clinical and instructional supplies are available as needed.**
- 4. Ensures clinic and supply closets are kept clean and organized at all times.**
(Student’s should be utilized in achieving this task as part of their training.)

Equipment Maintenance

- 1. Monitor and clean (or have students clean) skills lab equipment.**
- 2. Arrange for maintenance service calls as needed to keep equipment running.**
- 3. Notify Program Director of any required repairs to equipment.**
- 4. Other relevant duties as assigned.**

Instructional, Clinical, and Faculty Duties

- 1. Assist Program Director in evaluation and planning PNP curriculum.**
- 2. Meet teaching responsibilities as per contract. Teaching methods and techniques are sound.**
- 3. Performance evaluations reflect good results that meet determined goals and outcomes.**
- 4. Curriculum is kept current with changes within nursing standards.**
- 5. Produce required outcomes for all courses taught at end of each semester and give to Program Director.**
- 6. Work with Program Director and students on all Community Service projects.**
- 7. Assist in counseling / advising PNP students. Counseling is judged to be strong.**
- 8. Student performance reflects sound guidance.**
- 9. Guidelines set by Manor College in your handbooks will be followed.**
- 10. Maintain required hours as per contract to meet with students.**

- 11. Advising hours are to be posted on your office door and on your course syllabus.**
- 12. Interviews prospective students for the PNP Program and assist Admissions Office in recruiting.**

Clinical Duties

- 1. Supervise and ensure that clinical rotations operate smoothly and productively.**
- 2. Provide clinical supervision based on current rotations.**
- 3. Oversee and assist in scheduling clinical rotations and provides clinical instructional supervision to students.**
- 4. Ensures students have clinical opportunities consistent with level of expertise.**
- 5. Student evaluation sheets completed and reviewed weekly with students.**
- 6. Students' weekly clinical grades are recorded and all clinical forms are returned to student files.**
- 7. Competency meetings are conducted with each student each semester.**

Inventory Control

- 1. Assist with weekly inventory of skills lab supplies**
- 2. A "To Be Ordered List" must be kept in skills lab for students to write down low supplies.**
- 3. Clinical and instructional supplies are to be available as needed.**
- 4. Clinic and supply closets must be kept clean and organized at all times.**
(Student's should be utilized in achieving this task as part of their training.)

Equipment Maintenance

- 1. Monitor and clean skills lab equipment (or oversee students' cleaning).**
- 2. Arrange for maintenance service calls as needed to keep equipment functional and safe.**
- 3. Notify Program Director of any required repairs to equipment.**
- 4. Other relevant duties as assigned.**

1. Cover Letter outlining your interest and qualifications for the position as described;
2. An updated resume/c.v.;

3. Three (3) professional references with contact information, title, institutional affiliation, email address and direct phone numbers. (No references will be contacted without written permission from the candidate.)

The search will remain open until the position is filled.

Equal Opportunity Statement:

Manor College is committed to the principle of equal educational and employment opportunities for all people and embraces diversity. Furthermore, the College provides equal opportunity for all regardless of race, color, religion, national origin, age, sex (including pregnancy, childbirth and related medical conditions), disability, genetics, citizenship status, military service, or any other status protected by law.