

Manor College has an opening for a Full-Time Practical Nursing Program Clinical Coordinator

Position Summary:

The Clinical Coordinator will be responsible for preparing/updating course syllabi and curricula, maintaining accurate records about student's attendance and grades, serving on faculty committees, and acting as an advisor for nursing students. As the Instructor, the duties include didactic and clinical training. The position may involve recruiting students, instructing students in the classroom, labs and clinical setting. The position is designed to help students plan their educational journey from enrollment through graduation.

The position is 12 months.

Specific Responsibilities & Essential Functions:

- Complies with the program philosophy, vision, and mission.
- Serves on Faculty and Advisory Committees.
- Maintains collegial relationships with nursing and non-nursing faculty, clinical site personnel, and external communities that support, serve as feeders, or hire from the program.
- Participates in marketing and recruiting as needed.
- Evaluates, updates and teaches assigned courses.
- Provides mentoring to assigned students.
- Assesses student outcomes academically and clinically.
- Maintains up-to-date knowledge on health care processes, procedures, and desired outcomes by engaging in professional development.
- Is flexible and adaptable given the changing societal, environmental, and academic landscapes.
- Teaches specific classes including Med-Surg, OB, Pediatrics; Geriatrics, Adult Nursing, Home/Community Care; Pharmacology, Anatomy and Physiology.
- Collects data regarding outcomes for all courses taught at end of each semester and gives it to Practical Nursing Program Director.
- Works with PN Program Director and students on Community Service projects.
- Assists in counseling / advising PNP students. Counseling is judged to be strong.
- Reflects sound guidance on Student's performance.
- Adheres to the guidelines set by Manor College in the PNP and Employee handbooks.

- Maintains required hours as per contract
- Posts advising hours on the office door and course syllabus.
- Interviews prospective students for the PNP Program and assists the Admissions Office in recruiting.
- Performs other duties as assigned

Ensures:

- Coordination of the clinical components of the PNP.
- OSHA Manual is current and kept up to date.
- Practice Management Policies are current and kept up to date.
- Evaluation of adherence to risk prevention systems, government and professional regulations.
- Clinical Management problems are identified and reported to the Program Director.
- Clinical Problems related to staff, instructors, and students, and clinical experience sites are resolved and/or reported to PN Program Director.
- If problems cannot be resolved they are then to be worked on together directly with the PN Program Director.
- Other departments may be involved in problem resolution, particularly problems related to external collaborators (hospitals, healthcare facilities, etc.)
- Participates in College-wide activities including academic, student, and administrative, particularly as they relate to the PNP. Results of this participation are measurable and productive.
- Assists PN Program Director in evaluation and planning PNP curriculum.
- Meets teaching responsibilities as per contract.
- Teaching methods and techniques are sound and effective.
- Curriculum is kept current with changes in nursing standards of care.
- Measures outcomes for all courses taught and for PNP and reports results to PNP Director.
- Works with Program Director and other school representatives and students on projects that increase awareness of the PNP.

Clinical Duties

- Supervises and ensures that clinical rotations operate smoothly and productively.
- Assists with organizing rotations with various healthcare providers.
- Provides supervision for clinical rotations.
- Oversees scheduling of clinical rotations.
- Ensures students have adequate clinical opportunities at their level of experience.
- Student skills evaluations are completed and reviewed with students on a weekly basis.
- Students' weekly clinical grades are recorded and all clinical forms are returned to student files.
- Competency meetings are conducted with each student each semester.
- Student requirements are to be kept up to date and posted weekly to assist instructors in adequately assigning students.

Inventory Control

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

Equipment Maintenance

- Monitors and cleans (or have students clean) skills lab equipment.
- Arranges for maintenance service calls as needed to keep equipment running.
- Notifies the PN Program Director of any required repairs to equipment.
- Other relevant duties as assigned.

Line of Reports

The PNP Clinical Coordinator reports directly to the PN Program Director. The Office of Practical Nursing Program reports to Manor College Provost; Allied Health Dean.

Criteria & Qualifications:

- Bachelor's degree (preferably BSN) or plan to complete a degree within five years, preferred Master's Degree in nursing or other relevant disciplines.
- A minimum of three years of clinical work experience.
- Demonstrated successful teaching experience.
- Current unrestricted nursing license to practice in Pennsylvania.
- Membership in professional nursing organization(s) is beneficial.
- Teaching and communication skills.
- Clinical and conceptual knowledge of practical nursing.
- Strong organizational skills and familiarity with computer programs and online applications, especially educational software like Canvas, Microsoft Office Suite, and healthcare facility documentation programs.
- Excellent oral, written, interpretation, and interpersonal skills.
- BLS certification (is beneficial but not required)
- Proficient in the usage of computer programs (Microsoft Office Suite)
- Valid Driver's License
- Bilingual skills not required but are a plus

ADDITIONAL INFORMATION

Background checks will be completed as required by law or Manor College policy and procedures.

Communicable Disease considerations: Personal Protective Equipment will be provided based on CDC or local health department requirements/recommendations. A list of required immunizations will be provided.

To Apply:

Please submit your cover letter, resume with three references to jobs@manor.edu. The salary requirement for the position is \$70,000.

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.