

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

Position Summary:

Reports to the Program Director, the PNP Clinical Coordinator will be responsible for didactic, laboratory and clinical teaching including simulation activities, preparing/updating course syllabi, maintaining accurate records about students' attendance and grades, serving on faculty committees, and acting as an advisor for nursing students. Duties will include helping students plan their educational journey from enrollment through graduation. May be involved in student recruitment.

Length of Responsibilities: 12 Months**Course Reduction: 0****Reports to: Provost; Dean of Academic Programs; Allied Health Chair; PN Program Director****REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Current unrestricted registered nursing (RN) license to practice in Pennsylvania, preferably multistate compact licensure
- A minimum of three (3) years of clinical practice experience within the last five years.
- Minimum Bachelor's degree preparation (preferably BSN) or plan to complete BSN degree within five years.
- Clinical and conceptual knowledge of practical nursing
- Excellent oral, written, interpretation, and interpersonal skills.
- Strong organizational skills
- Current BLS certification (American Heart Association)

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- Master's degree in nursing or other relevant discipline.
- Successful teaching experience in pre-licensure nursing education.
- Openness to and/or experience with multiple teaching modalities including distance learning delivery for didactic, labs, and clinical requirements.
- Possesses an innovative spirit with openness to change.
- Experience with nursing regulations, accreditation standards, and organizational standards such as the PA SBON, Joint Commission, ACEN, OSHA, etc.
- Familiarity with computer programs and online applications, especially educational software like Canvas.
- BLS Instructor (American Heart Association)
- Membership in professional nursing organization(s)

- Certification in nursing specialty

ADDITIONAL INFORMATION

- Background checks will be completed as required by law or Manor College policy.
- Communicable Disease considerations: Personal Protective Equipment will be provided based on CDC or local health department requirements/recommendations

DUTIES AND RESPONSIBILITIES:

- Reviews and follows 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.
- Teach, review, and update assigned courses.
- Provides mentoring to assigned students and advisees, including clinical experiences.
- Assess student outcomes academically and clinically.
- Maintains up-to-date knowledge on health care processes, procedures, and desired outcomes by engaging in professional development.
- Be flexible and adaptable given the changing societal, environmental, and academic landscapes.
- Teach specific classes including Fundamentals, Med-Surg, Mental Health, Maternal-Child Health, Pediatrics; Geriatrics, Home/Community Care, and Pharmacology. Assigned classes will be linked to individual expertise.
- Collects data regarding outcomes for all courses taught at the end of each semester and give to the Program Director.
- Works with the Program Director and students on Community Service projects.
- Assists in counseling / advising PNP students.
- Guidelines set by Manor College in faculty and practical nursing handbooks will be followed.
- Maintains required hours as per contract
- Office hours are to be posted on your office door and on your course syllabus.
- Assists the Admissions Office in recruiting.

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 Office Manager and Program Director.

- Clinical Problems related to staff, instructors, and students, and clinical experience sites are resolved and reported to the Program Director.
- If problems cannot be resolved they are then to be worked on together directly with the 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 Program Director in evaluation and planning PNP curriculum.
- Meets teaching responsibilities as per contract.
- Teaching methods and techniques are sound and effective.
- The curriculum is kept current with changes in nursing standards of care.
- Measures outcomes for all courses taught and for PNP and reports results to the PNP Director.
- Works with the Program Director and other school representatives and students on Community Service projects and other projects that increase awareness of the PNP.
- Assists in counseling / advising PNP students using strong counseling skills.
- Student performance reflects sound guidance.
- Manor College handbook guidelines will be followed.
- Maintains required hours as per contract to meet with students.
- Maintains office hours as posted on office door and course syllabi.
- Assists with interviewing prospective students for the PNP and assists the Admissions Office with recruiting.

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 clinical rotations.
- Ensures students have adequate clinical opportunities at their level of experience.
- Completed students' skills sheets 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 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

- Instructional, Clinical, and Faculty monitor and clean skills lab equipment.
- Arrange for maintenance service calls as needed.
- Notify the Program Director of any required repairs to equipment.
- Other relevant duties as assigned.

ADDITIONAL INFORMATION

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

To Apply:

Please submit your cover letter, resume with three references to jobs@manor.edu

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.