

Clinical Placement Manager

Job Details

Job Location

Lynchburg - Lynchburg, VA

Position Type

Staff

Description

A Master of Science in Nursing (MSN) /Doctoral prepared nursing faculty member will assume this role of Clinical Placement Manager in the absence of a clinical coordinator (position is vacant) or if the Clinical Coordinator does not hold an unencumbered Virginia RN license and Master of Science in Nursing. This role will approve clinical components for the undergraduate program and coordination of the assessments and evaluation of clinical sites, oversees the clinical components for undergraduate nursing program, reports to and is responsive to the needs of the Program Chair/ College Dean, and nursing faculty, and maintains and applies knowledge of VBON Nursing Education regulations. This position's assigned workload hours will flex with the needs of the program and coverage for clinical placement and will be supported by workload hours awarded to the faculty member based on program needs/availability

The role of the Clinical Placement Manager will be put into operation for program support as follows, and will vary by program need as outlined below:

- **If the Clinical Coordinator is not a MSN prepared nurse**
- **There is vacancy in the Clinical Coordinator position**

If Clinical Coordinator is not a MSN prepared Nurse:

The Clinical Placement Manager is responsible to review and approve all student clinical/practicum/precepted/simulation and laboratory experiences, preceptors and sites. The clinical placement manager will review and approve assessments and evaluations of clinical sites, documentation of student hours and tracking/reporting for and oversee the clinical components of the undergraduate nursing program for compliance with program and Virginia Board of Nursing (VBON) Nursing Education regulations working closely with the clinical coordinator, faculty and program chair.

1. Review and approval all clinical/practicum/precepted/simulation/observational, and laboratory experiences, preceptors, sites, hours, schedules, associated courses, etc., established by the clinical coordinator.

2. Collaborate with the clinical coordinator and serve as a reference for program and the Virginia Board of Nursing (VBON) -Nursing Education regulations (18VAC-90-27-90) et. seq.

3. Review with the coordinator evaluations, schedules, tracking and reporting of hours for accuracy.
4. Ensure compliance with all VBON Nursing Education requirements and regulations in support of pre-licensure RN programs.
5. Meet as scheduled throughout the term with the program chair, faculty, and clinical coordinator as needed.

Responsibilities of the Clinical Placement Manager, if the position of Clinical Coordinator is vacant.

The Clinical Placement Manager will assume the role of the Clinical Coordinator in the absence of the Clinical Coordinator on a term by term basis until the position is filled. The job responsibilities are as follows. Once the Clinical Coordinator position is filled the Clinical Placement Manager will provide support and orientation to the Clinical Coordinator for the remainder of the semester.

1. Responsive to the needs of the Program Chair, College Dean, nursing faculty.
2. Creates and maintains the Clinical Master Schedule for each semester
 1. All levels including student numbers and school guidelines for the number of students assigned to a clinical section (taking into account student-athletes, students on a music scholarship, any special needs).
 2. Creating, maintaining, and updating the schedule in a timely manner.
 3. Communicates with faculty, adjuncts, students, Program chair, and clinical sites regarding scheduling needs.
3. Stays abreast of clinical site guidelines (for example how many students can be assigned to any specific clinical site at any given time).
4. Send clinical schedules to clinical sites and notify sites with any changes. Be able to negotiate. **Shares clinical schedules with faculty.**
5. Act as the liaison to clinical sites.
6. Stays abreast of each site and its unique needs and “onboarding requirements” for students and faculty.
7. Manage issues with faculty/administration regarding student behavioral/performance issues during clinical experiences.
8. Initiates, explains, and assists with maintenance of clinical clearance for students and faculty which involves intensive education up front with sophomore students and continuous maintenance through their last clinical days as a senior in N419.
9. Offers clarification, reminding, and explanations to assist students to keep their clearance items up to date.

10. **Aware of student wellness/illness (Clinical sites have guidelines regarding attendance when a student is ill or injured). Reschedule students as needed in collaboration with lead course faculty and adjunct faculty**
11. **Assesses skills lab and equipment for readiness including:**
 1. **Equipment and supplies, and their security**
 2. **Maintenance of equipment and supplies**
 3. **Inventory and reorder needed lab supplies each semester and as needed**
 4. **Organize lab supplies for each clinical lab section in collaboration with faculty weekly**
 5. **Set up lab supplies for each clinical lab section weekly**
12. **Communicates with faculty, adjunct, Program Chair, *Clinical Placement Manager, and appropriate individuals (i.e. vendors, other university resources) regarding equipment and supply needs.**
13. **Maintains and applies knowledge of VBON Nursing Education regulations (18VAC 90-27-10 et. seq. Regulations for Nursing Education Programs).**
14. **Create new/maintain affiliation agreements with clinical agencies/sites.**
 1. **Performs annual review of affiliation agreements with communication to the clinical agency/site.**
 2. **Maintains and updates current clinical site representative contact information, and renewals of contracts annually and as needed. Work with University departments, clinical placement manager, if applicable and program chair, for approval of all new contracts and renewals.**
15. **Communicates with clinical site representatives, their legal representatives, and UL administration at minimum once a semester.**
16. **Represents the Department of Nursing in a positive and professional manner**
17. **Monitor student progression every semester.**
18. **Maintains records of student timecards for each clinical course throughout the curriculum (ensure that each student has 500 clinical hours total).**
19. **Retains records using emails, spreadsheets, and secure storage.**
20. **Attends all faculty/staff meetings (department, college, and University staff meetings).**
21. **Available in assigned office 5 days a week to maintain contact with course faculty and the Program Chair for the Department of Nursing.**
22. **Reports directly to the Chair for the Department of Nursing**

Qualifications:

Required Qualifications:

Master of Science degree in Nursing degree

Current unencumbered Virginia RN license.

Full-time faculty member for the University of Lynchburg Department of Nursing

Experience relevant to educational settings with particular emphasis on nursing education and the coordination of clinical sites.

Well developed verbal, written, and public relations skills.

Excellent computer skills including word processing, spreadsheets, and general use of computer and computer based systems.