

**CUESTA COLLEGE DIVISION OF NURSING AND ALLIED HEALTH
CLINICAL COORDINATOR
(Classified Bargaining Unit)
(Range 34)**

DEFINITION

Under direction of the Director of Nursing, serve as clinical coordinator for all programs in the Division of Nursing and Allied Health. This position ensures students in highly regulated and certificate courses meet all requirements for participation in clinical experiences. This position also facilitates communication and coordination between the Division of Nursing and Allied Health, clinical sites and clinical faculty as it relates to utilization, student placements, requirements for clinical participation and ability to provide required learning experiences based on established clinical learning objectives.

DISTINGUISHING CHARACTERISTICS

This position is distinguished from other positions in that it requires knowledge of the clinical environment in order to establish effective relationships with clinical agencies and clinical faculty to determine the suitability of clinical sites, requirements for clinical participation and facilitate effective student placements based on student learning objectives. This position requires knowledge of specialized medical supplies and equipment to ensure students have the ability and preparation to transition into clinical experiences.

Incumbents in this position support student learning outcomes and institutional effectiveness by serving as the contact person and support for students, clinical faculty and clinical agencies.

ESSENTIAL FUNCTIONS

Clinical Liaison

- Maintain clinical site utilization grid for all programs and facilitate resolution of clinical site conflicts;
- Communicate with clinical faculty regarding proposed sites and student lists for clinical placements;
- Conduct regular meetings with each program's lead clinical faculty to determine sites that meet students' learning needs and clinical objectives;
- Communicate with all clinical sites regarding student placements for all programs;
- Maintain tracking of all requirements for students' clinical placements for all programs;
 - Completion of required orientations (e.g., HealthStream) or other facility-specific orientation;
 - Required physicals, vaccinations, TB status, and CPR certifications;
 - Background checks; and
 - Drug screens.
- Develop and maintain provider list/facilitate appointments for required physicals and vaccinations;
- Develop and maintain provider list for obtaining required CPR training;
- Conduct FIT testing for students if required for clinical placement;
- Communicate students' clearance status for clinical placement to clinical faculty for all programs;
- Coordinate and communicate with students process for obtaining required hospital photo identification;

- Provide required student and faculty information to clinical agencies to facilitate access to the electronic medical record including start and stop dates;
- Provide single source communication with clinical sites regarding access; problem solve access issues;
- Communicate with students regarding necessary steps for activating access;
- Attend/conduct student orientations for all programs to communicate requirements for clinical placement;
- Develop and maintain forms and directions for completing requirements;
- Attend advisory meetings for all programs;
- Conduct new clinical site assessments;
- In coordination with the Dean of Sciences and Mathematics and the Director of Nursing, prepare, update and revise agreements/contracts with the clinical affiliates;
- Maintain and update list of approved/contracted clinical sites;
- Develop, maintain, conduct and distribute course, program, alumni and employer surveys for each program with appropriate input from program directors and faculty;

Medical Supplies and Inventory

- Conduct/Coordinate annual inventory of medical supplies for each program;
- Collaborate with faculty to identify items for ordering based on evidence, practice changes, new regulations and new items introduced at clinical sites;
- Construct purchase orders for medical supplies for all programs for academic year (EMS, PARA, LVN, MAST, PHLEB, RN) and obtain necessary approvals for purchase including obtaining quotes from vendors and determining best pricing; research vendor and pricing for new items, as requested;
- Reconcile purchase orders with supplies received;
- Follow-up regarding backorders, errors, incomplete orders with vendors;
- Coordinate receipt and storage of supplies;
- Coordinate distribution of supplies to each program;
- Biannually, in coordination with Division Chair, confirm/update pricing for all skills kit supplies to facilitate update of materials fees;
- Coordinate and manage medical supply donations from clinical agencies and the community;
- Meet with clinical faculty to determine needs for rental equipment (e.g., IV and PCA pumps) each semester;
- In coordination with clinical faculty and Director of Nursing, meet with vendors to establish equipment rentals for each semester;
- Liaise with hospital/agency departments to coordinate calibration and updating of biomedical equipment (e.g., glucometers, Smart Pumps);

Safety

- Coordinate laboratory/hazardous waste disposal and management for all programs;
- Facilitate delivery and pick-up of hazardous waste bins and proper disposition of hazardous waste for all programs;
- Facilitate delivery and pick-up of compressed air and oxygen canisters; and
- Perform other related duties as required.

QUALIFICATIONS

Education:

Required

- Any combination of education, experience, and training which would indicate possession of the required knowledge, skills, and abilities listed herein. For example, graduation from high school and four years of clerical or secretarial experience involving frequent public contact including work with health or nursing programs in a college or similar environment.

Preferred

- Associate's degree or health care licensure/certification as one of the following: EMT, LVN, Paramedic, RN.

Knowledge

- Thorough understanding of safety standards including standard precautions, oxygen safety, hazardous waste;
- Proof of HIPAA training or willingness to obtain;
- Correct methods of writing correspondence and reports;
- College organization, policies, and rules;
- Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software;
- Correct usage of English, grammar, spelling, punctuation, and vocabulary; and
- District policies and procedures.

Ability to:

- Work independently and maintain confidentiality;
- Establish and maintain cooperative working relationships with those contacted in the performance of duties; and
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

Physical ability to:

- Read and comprehend printed matter and text and data on computer monitors;
- Communicate intelligibly and effectively via speech, telephone, written correspondence, and/or email;
- Sit or stand for extended periods of time;
- Ability to lift and/or carry 50 pounds; ability to bend, twist, push and pull;
- Work at a desk, conference table or in meetings of various configurations; and
- Exert manual dexterity sufficient for keyboard and other office equipment operation.

License and Certificates (current within the last year or must be continuously current):

Required

- Valid driver's license or eligible to obtain California driver's license upon hire.

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