

POSITION DESCRIPTION

Position Title: Clinical Placement Coordinator

Division: School of Nursing

Classification: Program Coordinator

Supervisor's Title: Academic Chair, School of Nursing

Staff Year No.: 2023

POSITION SUMMARY

Reporting to the Academic Chair, the Clinical Placement Coordinator (CPC) will organize relevant clinical experiences in health care facilities and community services throughout Manitoba for students enrolled in Practical Nursing (PN) and Comprehensive Health Care Aide (CHCA) Programs. Clinical practicums, or on-site training experiences, are a standard component of approved practical nursing and health care aide programs.

A CPC will report to the Academic Chairperson who is responsible for the geographic or program area for which the CPC is the primary scheduler.

RESPONSIBILITIES AND ACCOUNTABILITIES

Primary:

Scheduling all aspects of Clinical Practicum

- Creates an annual clinical schedule for both students and instructors, including:
 - Completing all clinical placement requests through HSPNet
 - Collaborates with other Manitoba nursing education programs to organize HSPNet clinical placement requests.
 - Communicates via email, phone and/or in person with facility placement staff to problem solve issues related to clinical placements.
 - Coordinates with Academic Chair to determine the numbers of student placements needed at each term, level, location and type of experience needed (e.g., peds, OB, med-surg).
 - Verifies facility clinical entry requirements at each clinical placement location (e.g. orientation, specialized training). Communicates these clinical entry requirements to instructors and students in a timely manner. Keeps a record of these facility requirements, updating them as required when the facility changes their expectations.
 - Coordinates student education of the EHR prior to the students' placements.
 - Confirms placement requests in HSPNet.
 - Manages annual plan to organize multiple placements for multiple staff and students including senior practicum.
- Completes and maintains HSPNet training.
- Utilizes HSP net for all ACC Practical Nursing and CHCA student placements.
- Initiates contact with potential new clinical areas.
- Orientates new clinical facilitators and updates experienced clinical facilitators regarding current protocols, best practices, and clinical policies/procedures.
- Collaborates with the practicum lead nursing instructor to facilitate successful clinical placements and support students.
- Problem solves when unexpected issues arise, such as issues with facilities, sick calls, etc.
- Communicates confirmed or changed clinical placement agreements with Academic Chair and practicum

RESPONSIBILITIES AND ACCOUNTABILITIES

lead nursing instructor.

- Assures correct and current clinical affiliation agreements are in place.
- Assumes the lead role for the Clinical Education Committee.

Indigenization and Decolonization of Practical Nursing and nursing professional development courses

- Understand Indigenous ways of being, knowing, and doing.
- Incorporate acknowledgment of traditional territories of First Peoples using a variety of mediums (in lectures, course outlines and web-based course architecture).
- Understand Indigenous worldviews, the distinction and diversity of Indigenous People by language, cultures, and regions.
- Include Indigenous perspectives and learn about and apply Indigenous pedagogical approaches including:
- Indigenous Principles of Learning such as experiential and lifelong learning approaches.
- The oral tradition of telling stories, with guest speakers such as Elders, Knowledge Keepers and community leaders.
- Respect and recognize rights for distinctive Indigenous customs, spirituality, traditions and practices.
- Integrate the principles of equity into curriculum and instructional techniques and provide an environment which is free from sexual, racial, and gender harassment.

Quality Assurance and Quality Improvement

- Actively participate and promote a quality culture in the School of Nursing.
- Collaborate with Academic Chair in developing quality improvement processes related to clinical placements.
- Use quality improvement processes to improve processes involved with scheduling clinical placements.
- Collaborate, communicate, and be accountable to the students, colleagues, supervisors, partners, and the broader community to achieve program excellence.
- Integrate evidence-informed and Indigenous pedagogical best practices when improving processes.
- Monitors student clinical requirements, for example, but not limited to PHIA, unit specific prerequisites, immunizations, VPP, WHMIS, etc.
- completes assessments of potential new clinical areas

Liaison

- Liaises with multiple partners at various levels of the clinical organizations and nursing education programs to facilitate team building; participates on various team meetings/committees. E.g. Clinical Academic Network
- Maintain a liaison with the community, related industry/agencies, and other professionals in the field in order to keep informed of current developments, trends, and practices. This may include program/college promotion, advisory committees, and other related activities.
- Liaise with the Program Advisory Committee when appropriate.

Secondary:

- Contribute towards the development of division and college policy and procedures through divisional meetings and task forces.
- Participate in projects that support college activities and environment.
- Attend professional development activities as determined by the Academic Chair.
- Use ACC's computer system including the word processing, Moodle Learning Management System, Colleague, and others as applicable.
- When applicable, assist with recruiting and selecting candidates for vacant clinical education facilitator (CEF) positions in the School of Nursing.

KEY RELATIONSHIPS (attach relevant organizational chart(s))

Staff Positions Directly Supervised 0 _____
Staff Positions Indirectly Supervised 0 _____

Other Key Relationships:

KNOWLEDGE, SKILLS, ABILITIES, OTHER

- Adhere to the regulatory body’s professional ethics and practice standards of the nursing profession.
- Hold current registration and be in good standing with their Manitoba-based regulatory body.
- Have appropriate nursing credential (BN, RN, RPN, LPN), a relevant degree, and current nursing experience.
- Have knowledge of and be committed to the spirit of the Truth and Reconciliation Calls to Action.
- Be informed of the Aboriginal Nurses Association and corresponding expectations.
- Be informed of pedagogical approaches to teaching and learning with First Nations, Inuit, and Métis Peoples.
- Have knowledge of the nursing industry trends, developments, and initiatives.
- Have a broad knowledge base of the diverse specialty areas in nursing.
- Keep current with trends in the health care sector and provide expertise and advice to partners, colleagues, and students to facilitate quality programming and an evidence-informed curriculum.

PROFESSIONAL COMPETENCIES

- Maintain membership in professional associations as required.
- Ability to cultivate professional networks in the post-secondary community as well as occupational areas.
- Be culturally competent/safe working with and in First Nation communities and with Indigenous People and organizations.
- Be informed about the role of the College of Licensed Practical Nurses of Manitoba (CLPNM) and the professional expectations of students in the Practical Nursing program.
- Be informed about the scope of practice of the Licensed Practical Nurse in Manitoba and all regulatory expectations (e.g. standards of practice, code of ethics, etc.) of students in the ACC Practical Nursing program.
- Attend workshops & conferences.
- Update credentials as required.
- Participate in college-identified training.
- Gain operational knowledge of college systems (Colleague, Ad Astra, Shared Drive, Outlook)

PERSONAL COMPETENCIES

- Use excellent communication skills (i.e. written, oral, technical)
- Manage own time and time of others.
- Manage and resolve conflict.
- Think critically and creatively.
- Build positive relationships across the college and with/and among staff and students.
- Prioritize tasks.
- Collaborate with others.
- Support colleagues.
- Demonstrate Emotional Intelligence.
- Make decisions and solve problems.
- Be Passionate, Take Initiative, Deliver Results.
- Be ethical.

KNOWLEDGE, SKILLS, ABILITIES, OTHER

- Display a sense of humour

OTHER COMMENTS

Employee's Signature

Date

Supervisor's Signature

Date