



## Job/Position Description

# Nursing Clinical Coordinator

### APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position you should submit a [KWU Employment Application](#), cover letter, resume/curriculum vitae, three references, teaching philosophy, and your salary requirements. Please email your application materials to [hr@kwu.edu](mailto:hr@kwu.edu).

In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job Description. Make sure you reference the position title on the subject line of your email. No phone calls please.

The timeline for filling this job is:

- Applications will be taken until the position is filled.
- Interviews will begin as soon as August 1, 2022 and continue until the job is filled.
- The job starts November 28, 2022

**KWU is an Equal Opportunity Employer and encourages diversity in employment.** We will check references or past employers. We will acknowledge receipt of your application as soon as we receive it.

### ADMINISTRATIVE INFORMATION

**JOB TITLE:** Nursing Clinical Coordinator

**JOB'S OPERATING GROUP:** Provost' Office

**OPERATING GROUP'S PURPOSE AND MAJOR RESPONSIBILITIES:** The Office of the Provost is responsible for the development and delivery of the entire academic program at KWU. This includes the determination and selection of all faculty, the design and delivery of all academic curriculum, the design and delivery of all academic co-curricular programs and activities, and the design and delivery of all support and information services required to maintain university accreditation and increase student success in all academic areas of the university.

**JOB'S DEPARTMENT:** Nursing Education

**DEPARTMENT'S PURPOSE AND MAJOR RESPONSIBILITIES:** The Nursing Department is responsible for the effective development and delivery of the department's curriculum and advising of department majors. In addition, the department assists other areas of the university in recruiting new students to the university and participates on faculty and university committees. The department focuses on quality teaching and student centered learning.

**JOB'S DIRECT SUPERVISOR:** Director of Nursing Education

**DATE JOB LAST REVIEWED OR ANALYZED:** July 2022, Director of Nursing Education, Director of Human Resources.

**JOB'S EMPLOYMENT STATUS:** Faculty, Full-Time, Exempt, At-Will

**POSITION'S SALARY AND BENEFITS:** Salary to be determined at hiring based on the applicant's qualifications and experience. Please submit your desired salary with your application and supporting documents. Benefits are available for full-time employees.

## POSITION INFORMATION

**POSITION SUMMARY:** This job is responsible for scheduling all program clinical activities, preparing and teaching at least one **clinical** course, for a minimum of twelve credit hours (maximum of 30 credit hours per academic year) of full-time instruction to meet student needs. Faculty work with faculty course coordinator to plan, coordinate and supervise clinical activities.

**JOB WORKS WITH:** The department is led by a Department and Division Chair and consists of full-time teaching faculty, Nursing Success Coordinator and an Administrative Assistant. This job fully interacts with the KWU student body in terms of teaching.

**JOB'S STAFF AUTHORITY:** None

**JOB'S BUDGET AUTHORITY:** None

**JOB'S PHYSICAL WORKING CONDITIONS:** Climate controlled office and classroom environment. Standing, sitting, stooping, walking, talking, seeing, hearing, keyboarding, filing, and other similar physical motions and activities are a usual part of the job.

**JOB'S UNUSUAL HAZARDS OR WORKING CONDITIONS:** None

**POSITION'S EQUIPMENT:** University phone and Learning Management System (LMS)

**POSITION'S WORK SCHEDULE:** Schedule arranged around the assigned courses and assigned duties. Flexible summer scheduling to fulfill student needs and clinical coordination.

**TRAVEL REQUIREMENTS:** Travel for clinical practice supervision is required.

## POSITION DUTIES AND PERFORMANCE STANDARDS

**JOB'S ESSENTIAL DUTIES:** (80%)

### **Clinical Coordinator:**

1. Communicate with clinical partners to coordinate and schedule clinical opportunities for all clinical areas. Working with course coordinators, develop clinical schedule to meet course learning outcomes.
2. Assist the course coordinator with the creation of the syllabus and clinical schedule.
3. Assist in the development of the departmental course schedule.
4. As directed by the course coordinator, create course curriculum, course handouts, lectures, labs, presentations, and other course materials required to deliver course information in an understandable and interesting manner to ensure students are engaged with the course material in order to achieve the course learning outcomes.
5. As directed by the course coordinator, create course rubrics to assess each student's competency related to the course learning objectives and to identify areas for student improvement.

### **Teaching:**

1. Responsible for delivering in a student-receptive manner the knowledge, skills, and experiences each student needs to successfully achieve course learning outcomes in the clinical setting as outlined in the course syllabus.
2. Student-focused educator committed to student learning, retention, persistence, and completion.
3. Articulate course learning outcomes or objectives in order to ensure student understanding of course learning objectives and expectations.
4. Assist students to master course material by being available through "office hours" and at other times to answer questions and assist students to better understand the material in one-on-one or small group sessions.
5. Assign grades and maintain course/student records in accordance with FERPA regulations and submit grades and records by established deadlines.
6. Utilize the Kansas Wesleyan University's Learning Management System.
7. Maintain expertise in field of nursing and teaching pedagogy by attending seminars, workshops and classes for professional enhancement.
8. Maintain active participation in professional organizations as appropriate.
9. Share professional expertise with colleagues and students beyond the classroom.
10. Serve on nursing department and university committees as assigned.
11. Participate and support university and nursing program compliance with regulatory boards, including licensure and accreditation.

**Clinical Supervision:**

1. Teach at least one clinical course each semester, for a minimum of twelve credit hours per semester of full-time instruction to meet student needs.
2. Assist students to successfully complete any clinical practice required as a part of their course work or for graduation.
  - a. Schedule, orient and supervise students in clinical practice, simulation, internships, observations, field experiences, and other similar course and graduation requirements.
  - b. Debrief and evaluate students in clinical practice, simulation, observations, and field experiences, and other similar course and graduation requirements.
  - c. Maintain appropriate records of student clinical evaluations and competency.
3. Meet all clinical and other scheduled responsibilities such as office hours and meetings at the designated time.

**Summer Advising:**

1. Participate in enrollment management activities. Serve as an advisor to pre-nursing and nursing students.
2. Participate in summer advising and enrollment.
3. Assists with targeted marketing and summer recruitment for the KWU nursing program.

**Simulation Lab:** (as needed)

1. Serve as the assistant to the Simulation Lab coordinator.
2. Demonstrate procedures in nursing simulation laboratory, supervise student demonstrations and evaluate student performances.
3. Prepare, facilitate and debrief simulations.
4. Communicate with Simulation Coordinator simulation lab maintenance needs and supplies.
5. Assist with inventory management, set up and cleanup of simulations.
6. Provide direction and supervision for student work study.
7. Provide budget input for simulation lab needs.

**Skills Lab:** (as needed)

1. Serve as the assistant to the Skills Lab coordinator
2. Assist course coordinators to provide skills lab experience to meet assigned course and program learning outcomes.
3. Demonstrate procedures in nursing skills laboratory, supervise student demonstrations and evaluate student performances.
4. Prepare, facilitate, instruct and debrief skills lab sessions.
5. Assist with skills practice sessions, including skills demonstration feedback for Accessible Home Health nurses as needed.
6. Communicate with Simulation Coordinator for ordering of supplies, maintenance and skills lab needs.
7. Assist with inventory management, set up and cleanup of skills lab sessions.
8. Provide direction and supervision for student work study.
9. Provide budget input for skills lab needs

**JOB'S OTHER DUTIES:** (20% where applicable)

1. **PERFORM OTHER APPROPRIATE AND REASONABLY REQUIRED DUTIES AS ASSIGNED BY THE JOB'S SUPERVISOR.**

**JOB'S PERFORMANCE MEASURES AND STANDARDS:** Actual performance standards for each measure will be set at least annually after consultation between the job holder and their direct supervisor based on the job holder's existing qualifications and experience.

## POSITION QUALIFICATIONS

### **EDUCATION:**

#### MINIMUM REQUIRED:

- Undergraduate Instruction: Master of Science in Nursing.

#### PREFERRED:

- Undergraduate Instruction: Hold a terminal degree determined by the discipline and have a record of research, scholarship, or achievement appropriate for the graduate program.
- Graduate Instruction: Hold a terminal degree determined by the discipline and have a record of research, scholarship, or achievement appropriate for the graduate program.

### **CERTIFICATIONS AND LICENSES:**

MINIMUM REQUIRED: Active Kansas Registered Nurse License

### **WORK EXPERIENCE:**

#### MINIMUM REQUIRED:

- Excellent leadership, public speaking, and oral communication skills to convey knowledge face-to-face with students and graduate staff.
- Proficient in computers (Word, Excel, Access, Outlook, PowerPoint & Adobe).

#### PREFERRED

- Three years of full-time experience in a clinical setting in the role of a Registered Nurse preferred.
- Experience as an educator preferred

### **KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA's:**

#### MINIMUM REQUIRED

1. Demonstrated advanced level of oral and written communication skills.
2. Demonstrated ability to meet required attendance and submission deadlines.
3. Demonstrated ability to create, articulate, and assess course learning outcomes.
4. Demonstrated effectiveness in creating course materials (syllabus, handouts, presentations, etc.) which enhance student interest and engagement.
5. Demonstrated ability to create and manage effective grading rubrics for consistent and uniform grading results.
6. Demonstrated ability to work effectively with diverse populations.
7. Demonstrated ability to manage effective, friendly, and civil working relationships with staff, faculty, students, alumni, guests, and others at the university.
8. Demonstrated problem solving and abstract thinking skills.
9. Demonstrated ability to produce high quality work while working independently.
10. Philosophical alignment with the mission and vision of KWU.

## NOTICE OF SPECIAL JOB OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of the University, all employees of Kansas Wesleyan are considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered to be “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. In order to fulfill its mission as a Christian institution, preference in hiring shall be given to persons who can affirm the Institution’s mission.
5. All “offers of employment” are subject to a criminal background check prior to employment.