



Connecticut State Community College
Job Description
Clinical Coordinator –Nursing or Allied Health Programs

Salary Level:
CCP 18

Date Approved/Revised: 10/7/21

Position Purpose

The CT Community College system offers two-year liberal arts degree programs and a broad range of career, occupational and technical certificate and non-credit programs in order to meet the varied learning needs of the populations served. Among those programs are courses in subject areas which prepare students for occupations and careers in fields which support and are adjunct to health care. These subject areas include such fields as: Nursing and Allied Health Programs. The programs include both academic and clinical instruction.

The Clinical Coordinator directs the clinical practice portion of courses in one of such allied health fields at a Community College. The incumbent's work includes both clinical program administration and teaching of students in the clinical setting, laboratory, and simulation lab settings

Supervisory and Other Relationships

The Clinical Coordinator typically works under the direction of the Director of Nursing or Allied Health Program Director or other administrator. The position may lead support staff or student workers in providing administrative support for clinical instruction operations.

The position is required to have extensive cooperative and collaborative relationships with faculty, students, staff, the public and with professionals in peer organizations and professional associations. The incumbent is expected to collaborate with academic and student services departments to contribute to retention of students. The incumbent is expected to represent the College in a positive manner.

Major Accountabilities

The Clinical Coordinator is accountable for contributing to useful practicum for assigned students through effective performance in these essential functional areas:

- Clinical practicum administration;
- Clinical instruction.

Examples of Essential Duties and Accountabilities

The following examples of duties and accountabilities illustrate the general range of tasks assigned to the position but are not intended to define the limits of required duties. Other essential duties maybe assigned consistent with the general scope of the position.

A. Clinical practicum administration: The Clinical Coordinator is accountable for administering the clinical practicum for assigned students and subject areas. This accountability includes such essential tasks as:

1. Contributing to the operation of the college's nursing or allied health program by providing effective administrative services.
2. Working in conjunction with Division Director or Program Director in securing clinical sites for student learning.
3. Scheduling and assigning students to laboratory or simulation instruction sessions;

4. Establishing and maintaining appropriate records for each student;
5. Conducting or overseeing clinical competency examinations, monitoring student progress and maintaining comprehensive records on student performance;
6. Assisting and participating in student recruitment events such as open house programs and school visits;
7. Conferring with and advising students on their clinical performance and progress.
8. Facilitate student remediation in knowledge, skills, and behaviors across the curriculum.
9. Overseeing the organization, coordination, operation, and maintenance of the laboratory settings.

B. Clinical instruction: The Clinical Coordinator is accountable for contributing to the quality of student clinical instruction. This accountability includes such essential tasks as:

1. Develop clinical instruction guidelines consistent with the assigned program's didactic instructional content;
2. Conduct and oversee clinical laboratory demonstrations and simulation sessions; in collaboration with nursing or allied health faculty.
3. Clinical instruction and evaluation of students performance and skills in the laboratory, simulation, and clinical settings as required for the Nursing or Allied Health program
4. Monitor and evaluate the quality of staff clinical instruction and its conformance to accreditation standards;
5. Participate in the development of curriculum, course content specifications, texts, reference and tutorial materials.

Professional Participation and Development

In addition to the accountabilities listed above, the position is required to carry out the essential duties of:

- Attendance and participation at convocation and commencement ceremonies;
- Service on assigned committees and task forces;
- Attendance and participation at committee, staff, informational and professional meetings.

These may involve attendance at evening or weekend events.

The incumbent is required to maintain currency in the position's required fields of professional expertise and competencies.

The incumbent is required to maintain complete confidentiality of student records and other information of a confidential nature.

Qualifications

Incumbents must possess proven ability to effectively work with a culturally, linguistically, and ethnically diverse faculty, staff, and students. They are expected to have excellent oral and written communication skills along with strong Information technology literacy skills such as Microsoft Office (Word, Excel, Outlook, Teams etc.) Incumbents are required to have demonstrated substantial knowledge and abilities in the following areas:

- Professional competence in one or more of the assigned subject disciplines;
- Must hold a current CT license in the designated discipline
- Clinical instruction and course design, including simulation
- Methods of testing and assessing student performance in clinical settings;
- Comprehensive familiarity with accreditation requirements in assigned disciplines;

These skills and abilities typically are acquired through a combination of education, training and experience which would include a Master's degree in a field related to the professional discipline of the clinical program's subject areas together with from one to four years of experience in a related field; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties.

Work Environment

Incumbents typically perform their work in a clinical setting. The physical demands of this position are consistent with the demands of someone working as a nurse in the field. The physical demands of this position include, but are not limited to, standing for extended periods of time, lifting, moving and manipulating patients and equipment, and quickly responding to emergency situations. Incumbents travel to multiple clinical instruction sites and need to be able to drive a private passenger automobile or to arrange for alternative transportation.

Reasonable accommodation will be provided for incumbents with physical disabilities.