

Clinical Affairs Coordinator

Position Description

Education:

Hold a minimum of a Bachelor's degree in nursing or hold a baccalaureate with a major in nursing.

Experience:

Minimum of two (2) years of recent experience in clinical nursing in direct patient care as a registered nurse (will consider one year with other comparable experience). Must be competent in nursing skills, adult teaching/learning skills and use of technology. Effective oral and written communication skills; ability to interact effectively and appropriately with culturally diverse groups; and must possess strong computer skills. Must be organized and able to keep supply inventories.

Licensure:

The Clinical Affairs Coordinator shall hold a current unrestricted license as a registered nurse in Illinois or be eligible for such. If a current unrestricted license is not held, one must be obtained within 90 days.

Reports to:

Director of Simulation and Clinical Affairs

Purpose:

The Clinical Affairs Coordinator is a full-time, 12-month position that provides professional coordination of the simulation and clinical skills student experiences. The Clinical Affairs Coordinator is accountable for the role of Primary Nurse Planner and Epic documentation teaching for Methodist College. The Coordinator, in collaboration with the Director of Simulation and Clinical Learning (Director) Simulation Coordinator, and Clinical Skills Coordinator is accountable to assist in planning, implementing, and evaluating the experiences within the Simulation and Clinical Practice Centers. The coordinator will adapt an interdisciplinary approach to all functions of the department. This position includes occasional evenings and weekends.

Responsibilities:

A. OPERATIONS

1. Effectively sustains adequate job knowledge, professional growth, and problem solving abilities, including current evidence in the field of nursing and health sciences simulation and clinical practice.
2. Assists with planning, developing, implementing and evaluating plans for future use of the Centers in collaboration with the Director.

3. Maintains primary accountability for scheduling of the Simulation Center, Assessment Lab, and Clinical Practice Center.
4. Actively adopts a culture of collaboration with all disciplines.
5. Maintains inventory and records of supplies, equipment, and management of inventory tracking system of departmental equipment and maintenance of the assets of the Simulation Centers.
6. Develops and coordinates information to maintain current LMS updates and announcements.
7. Schedule and coordinate Simulated Patients (SP).
8. Assumes responsibility for the daily operations of the centers, in the absence of the Simulation Coordinator and/or Clinical Skills Coordinator.

B. DATA ANALYSIS AND REPORTING

1. Inputs and analyzes activities of the Centers using the center's database. This includes, but is not limited to, number of students, hours of practice, usage per human patient simulator and provides updates to the department monthly.
2. Is experienced in using databases and Microsoft™ Excel
3. Analyzes the Simulated Effectiveness Tool student evaluations and reports quarterly to the department. Suggests improvements based on the data.
4. Deploys and analyzes Methodist College/UnityPoint clinical surveys and reports results to Director.

C. TEACHING

1. The Clinical Affairs Coordinator is the Methodist College Epic trainer after completing the required education. The coordinator will hold student and faculty education sessions at the beginning of each semester and as needed.
2. The Clinical Affairs Coordinator will collaborate with faculty to implement documentation into the clinical and simulation experiences. The coordinator will assist faculty for evaluation of the student clinical documentation practices.
3. Can effectively teach simulation and clinical skills using an evidence-based approach that promotes an optimal learning environment.
4. Utilizes the principles of adult learning when teaching.
5. Applies policies and procedures of the Simulation Centers and assists with revisions as appropriate.
6. A minimum of half of the Clinical Affairs Coordinator FTE will be teaching in the Simulation and Clinical Practice Centers.

D. FEDERAL WORK STUDY

1. Maintains primary responsibility for planning and hiring of Federal Work Study students. This includes reporting of actual versus budgeted hours.
2. Maintains primary responsibility for training, managing, and scheduling of work study students; delegate's responsibilities to work-study student as appropriate.
3. Maintains primary responsibility for evaluation of work-study students' performance

E. TECHNOLOGY

1. Assists in set up and take down of a variety of healthcare simulation manikins and scenarios.
2. Assists in maintenance of equipment for the SLCs. Creates supply orders of hardware, software, and clinical skills equipment
3. Utilizes departmental specific software, databases, and websites as directed.
4. Provides general maintenance and troubleshooting of equipment within the Centers
5. With training, become competent in operation and use of the simulation and clinical lab equipment including task trainers, patient simulators, and virtual reality procedural trainers.

F. PRIMARY NURSE PLANNER

1. The Clinical Affairs Coordinator serves as the Methodist College Primary Nurse Planner.
2. The Primary Nurse Planner role ensures Methodist College meets all requirements as an Approved Provider of nursing continuing education hours per the Ohio Nurses Association (ONA). These requirements include conflict of interest assessment, evaluation of outcomes, and reporting to ONA.
3. The Clinical Affairs Coordinator will collaborate with all programs including the Career Pathways and Continuing Education to plan, implement, and evaluate continuing education opportunities.

G. SERVICE (Assist and support in simulation and clinical activities)

1. Develops clinical schedules as directed by the Director to include Peoria Educators in Nursing (PENs) or nursing course clinical schedules.
2. Provide orientation of simulation center to students and visitors as needed.
3. Maintains currency in hospital policies and procedures related to direct patient care.
4. Participates and assists in College events (Open House, Orientation, and Graduation).
5. Serves on College committees as appropriate and as directed by the Director of the Simulation and Clinical Affairs
6. Represents the College to internal and external constituents.

The Clinical Affairs Coordinator will assume the duties of the Simulation Coordinator or Clinical Skills Coordinator in their absence.

The Clinical Affairs Coordinator performs all other duties as assigned by the Director of Simulation and Clinical Affairs.

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Work is normally performed in a typical interior-office work environment.
- No or very limited exposure to physical risk.
- Must be able to lift up to 50 pounds
- Noise levels not above a point that hearing protection is needed.

COMMUNICATION:

- Excellent communication skills.
- Interacts effectively with students, staff, faculty, and external clients of MC.
- Must have ability to interact effectively and courteously with culturally diverse groups.
- Ability to communicate only the facts to recipients or to decline to reveal information.
- Ability to project a professional, friendly, and helpful demeanor.