

Nipissing University
JOB DESCRIPTION

JOB TITLE:	Clinical Placement Clerk
DEPARTMENT:	School of Nursing
CLASSIFICATION:	Clerk B
WAGE GRADE:	WG 30
EMPLOYMENT DEFINITION (STATUS):	Full-time Support
SUPERVISOR:	Program Manager, RPN to BScN

SUMMARY OF FUNCTIONS:

Reporting to the Program Manager, RPN to BScN, the Clinical Placement Clerk is responsible for assisting with all aspects of clinical placements for the School of Nursing. The Clerk will be responsible for all student documentation required for all clinical clearance of non-academic requirements. The Clerk acts as the main contact for student documentation regarding placements and may have contact with all community partners for clinical placements for the School of Nursing.

DUTIES & RESPONSIBILITIES:

CLINICAL CLEARANCE REQUIREMENTS

(70%)

- Collect, review, and track non-academic requirements with assigned personnel
- Clear all students based on their non-academic requirements and distribute clinical eligibility cards
- Coordinate agency specific training such as orientation, E-Doc, ADC and CBG certification
- Ensure all students have been cleared medically (required inoculations)
- Ensure all students have current Criminal Record Check, current CPR certificate, Mask-fit test, etc.
- Communicate with students regarding their clinical clearance (i.e. due dates, reminder emails, documentation issues, etc.)
- Maintain up-to-date records of non-academic requirements
- Organize on-site mask-fit testing and CPR certification for students
- Liaise with the Campus Health Centre regarding clearance card requirements and documentation
- Communicate and collaborate with the Distance Education Coordinator regarding distance practicum courses
- Assist the Clinical Placement Coordinator in the development and administration of clinical clearance policies and procedures
- Advise Clinical Placement Coordinator and faculty of students who have not met clearance requirements
- Communicate with agency partners regarding non-academic requirements and provide required documentation ensuring students are cleared for clinical

PROGRAM ASSISTANCE

(15%)

- Ensure proper records are kept of clinical clearance, student placements, absences and medical notes
- Ensure incident report documentation is completed and submitted in a timely manner
- Prepare and send thank you letters upon completion of placements, as directed by faculty
- Assist with student handbook, part-time clinical instructor recognition, etc.

- Assist in the promotion of the School of Nursing programs with partners and stakeholders
- Assist to build partnerships with stakeholders in the clinical sector throughout North Eastern Ontario
- Assist with Nursing Students Orientations
- Review placement forms with Faculty (i.e. clearance forms, orientation forms, etc.)
- Attend any Ad Hoc committee meetings, as required

DATA MANAGEMENT

(15%)

- Maintain student clinical clearance and placement database
- Maintain files for each student on placement
- Process and distribute incoming placement reports
- Document nursing student incident reports and refer to Health Services and Human Resources as required
- Forward documentation to clinical agencies as required
- Review academic tracking, clinical placement settings and grades for each student with faculty, as required
- Assist with preparing external requests for statistics (CNO, CASN, COUPN, CNA)

Any other duties as assigned.

QUALIFICATIONS:

EDUCATION:

A relevant two-year college diploma (e.g. business, office administration, health sciences, etc.) is required. A university degree would be considered an asset.

Training and/or experience may be substituted for formal academic training at the discretion of the University

Training, Experience, Knowledge & Skills Required:

- Minimum of two to three years' experience in an educational setting combined with relevant administrative experience
- Microsoft Office Suite (Word, Excel, PowerPoint, Publisher, Access)
- HSPNet program experience an asset
- Ability to work in a team environment
- Excellent interpersonal, problem solving and organizational skills
- Excellent written and verbal communication skills
- Ability to work independently and take initiative
- Ability to prioritize work and work under pressure
- Ability to judge situations and determine appropriate responses
- Tact and diplomacy
- Knowledge of Nipissing University nursing programs
- Sound knowledge of internet and email applications

RELATIONSHIPS/CONTACTS:

Supervised by: Program Manager, RPN to BScN

Internal Contacts: Staff, faculty, students

External Contacts:

- Canadore College faculty, students, staff
- Clinical Instructors
- Hotel reservation clerks

- Advertising agencies and media
- General public
- Potential students
- Community partners
- Hospitals within the province, Canada and internationally based organizations

MATERIALS UTILIZED:

- Nipissing University calendar
- Computer and computer manuals
- General Office Equipment
- Calculator
- Contract templates

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS:

- Private office
- Visual attention and mental concentration
- Ability to respond to deadlines and work under pressure

I have read my job description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.

Employee Name (please print)

Employee Signature

Date

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Approvals

Supervisor

Date

Human Resources

Date