#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** Manager, Clinical Learning

**Job Number:** X-269 | VIP: 1071

**Band:** EXEMPT- 8

**NOC:** 3012

**Department:** Trent/Fleming School of Nursing

**Supervisor Title:** Dean, Trent/Fleming School of Nursing

**Last Reviewed:**  September 2, 2022

#### **Job Purpose:**

Reporting to the Dean, Trent/Fleming School of Nursing, the Manager of Clinical Learning is a Registered Nurse and an expert in nursing practice and education. They will oversee the areas of:

* TFSoN: Trent Simulation Hub Team
* TFSoN Clinical Placements Team

The Manager of Clinical Learning is responsible for building and managing these areas as one cohesive unit to provide quality experiential learning opportunities.

#### Key Activities:

##### Leadership & Strategic Planning

1. Act as an agent of change within Trent University to ensure that all TFSoN clinical learning teams are engaged in student-centered programming and initiatives to support student success.
2. Leads the Hub and placement teams to develop, implement, and evaluate overall vision, strategy, and operational plans for all clinical learning team functions that support the departments and University’s strategic plans to achieve goals and priorities.
3. Identifies systemic issues collaborate to strategize and operationalize improvements and opportunities for strategic change.
4. Monitors trends and best practices within healthcare education provincially, nationally, and internationally and ensures Trent University is a leader in experiential learning practices.
5. Provides mentorship to the Senior Demonstrator, and the Placement Coordinator(s).
6. Promotes the TFSoN and the University program and services to prospective and current students working closely with the Trent Marketing and Communications team
7. Collaborates with Philanthropy and potential community partners to secure capital funding.
8. Supervises the development of learning experiences and modifications of simulation scenarios to meet the curricular requirements of novice to advanced students in nursing and inter-professional groups.
9. Collaborates with internal and external partners to develop and implement revenue generation initiatives that support the strategic operational and academic goals of the program and the University
10. An active contributing member of departmental and University committees as appropriate

##### Human Resources Management

1. Management of all TFSoN clinical learning staff (Senior Demonstrator, Simulationists, Demonstrators, Hub assistants, Placement Lead and Coordinator, Placement assistants, TWSP, and volunteers) including hiring, training, terminating, disciplining, supervision, and performance appraisal of staff. Ensures work tasks are completed on schedule within and are compliant with departmental and University policies
2. Oversees the coordination of all Hub and clinical learning educational experiences internally and externally. They are responsible for establishing and maintaining positive relations internally at Trent University and with community partners.
3. Oversees the development of workflows of the TFSoN Hub staff and the TFSoN placement team and subsequent processes that ensure optimal functioning and student experiences.
4. Collaborates with the Dean of Nursing to develop and manage the annual operating budget for all clinical learning staffing and activities.
5. Coordinates an integrated approach for simulated and clinical learning experiences for TFSoN programs at the Symmons and Waterfront campuses.

**Administration of the TFSON; Trent Simulation Hub:**

1. Budgets for the operation of the TFSON: Trent Simulation Hub
2. Collaborates with the Senior demonstrator- and Hub Assistant to determine the equipment required to meet learning outcomes for all Hub users.
3. Maintains currency with new products for simulation and recommends purchases for meeting curriculum needs.
4. Participates at the School of Nursing leadership level to advise on resources required for optimal functioning of the learning environment.
5. Responsible for maintaining a smooth educational operation to enhance student learning.
6. Collaborate with members of the TFSoN faculty and staff to establish policies and procedures for learning centre use congruent with established practices at Trent University
7. Oversees the development and implementation of NARs clinics for in-house services

**Administration of the Clinical Placement Team:**

1. Develops and manages the budget for clinical learning placements
2. Responsible for maintaining a smooth educational operation to enhance student learning.
3. Collaborates with Placement team and SON leadership to develop and implement appropriate human, physical, and operational resources for optimal functioning
4. Collaborate with members of the TFSoN faculty and staff to establish policies and procedures for experiential learning congruent with established practices at Trent University

**Instructional Activities:**

1. Creates a positive and safe learning environment by developing and revising policies for learner experiences in the Hub. These will include scheduling, dealing with scheduling conflicts, use and maintenance of equipment, the safety of professors and learners in the environment.
2. Collaborates with the Senior demonstrator-, and consults professors and curriculum committee to develop simulation scenarios and experiential learning opportunities that reflect the requirements of the different levels of the curricula in nursing programs to achieve learning outcomes of the course and establish best practices in simulation.
3. Supports instructors, faculty and learners in running the scenarios and debriefing after scenario completion.
4. Organizes and teaches professional development sessions for faculty to improve simulation teaching skills and scenario development.
5. Maintains competency in the full range of simulation and experiential learning through participation in workshops and conferences and leading simulation groups from time to time.
6. Oversees the development and maintenance of manuals that outline the learning expectations and equipment requirements for each scenario. Orients faculty and instructors on using simulation equipment and effective facilitation of simulation scenarios.
7. Organizes and teaches professional development sessions for faculty to improve simulation teaching skills and scenario development.

**Liaison & Representation of the School:**

1. Liaises with counterparts in other professional programs within the University, colleges, and clinical partners for smooth and equitable use of Clinical Skills Training and Evaluation space.
2. Chairs the TFSON (regional) simulation working committee and is a member of other internal and external committees as appropriate.
3. Member of the SON curriculum committee
4. Member of the SON Administrative committee
5. Other duties as required for smooth functioning of the Clinical Simulation Centre and teaching program.

**Education & Research:**

1. Creates procedures to collect data for formative and summative evaluation of simulation experiences; track, collect and analyze evaluation data.
2. Communicates findings of evaluation to the school leadership and committees as appropriate.
3. Develops strategies to improve simulation environment and student learning based on evaluation results.
4. Collaborates with researchers.

#### Education Required:

* Master’s Degree in Nursing or related field required.
* Bachelor’s Degree in Nursing required.
* Current registration with the College of Nurses of Ontario is in good standing.

#### Experience/Qualifications Required:

* At least 5 years of post-secondary teaching experience, including clinical and/or clinical simulation settings.
* Knowledge of simulation across the range of fidelity and technology, including simulation in teaching laboratories and the classroom.
* Strong interpersonal, communication, and organizational skills.
* Demonstrated ability to work in a team environment.
* Knowledge and ability to ensure a safe and healthy work environment by complying with health and safety policies, standard practices, and programs in keeping with occupational health & safety legislation and regulations.