#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** Manager, Clinical Instructors

**Job Number:** X-437 | VIP: 1778

**Band:** EXEMPT- 7

**NOC:** 3012

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

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

**Last Reviewed:**  September 13, 2022

#### **Job Purpose:**

Reporting to the Dean, Trent/Fleming School of Nursing, the Manager, Clinical Instructors is responsible for supporting excellence in clinical practice instruction. This position will provide leadership and have oversite of all Clinical Instructors and Clinical Instruction Facilitators, supporting the delivery of curriculum while advancing the teaching of Clinical Instructors and Preceptors. The Manager, Clinical Instructors will be responsible for maintaining knowledge of best practices in clinical education and instruction, while also staying abreast to changes in policy and procedures at partnered agencies. The position will work closely with partnered agencies building positive relationships and developing opportunities for collaboration around clinical education and community initiatives.

#### **Key Activities:**

**Management & Supervision**

* Contributing to hiring and annual performance reviews of Clinical Instruction Facilitators in exempt positions.
* Responsible for training and development of Clinical Instruction Facilitators.
* In alignment with related collective agreements, reviews Clinical Instructor applicants providing recommendation for hires to the appropriate hiring office.
* Ensures submission and compliance of agency clearance requirements for Clinical Instructors and Facilitators including but not limited to; agency/hospital orientations, ADU training, Epic training, ministry health and safety training, non-academic requirements. Provides follow-up where necessary.
* Provides scheduling of Clinical Instructors, working closely with Clinical Course Coordinators and Placement Team.
* Schedules Clinical Instruction Facilitators for site visits maximizing Clinical Instructor support.
* Works closely with Curriculum Committee, Clinical Course Coordinators, Program Coordinators and Manager, Clinical Learning to develop and deliver Clinical Instructor orientations, training, and professional development materials.
* Coaches Clinical Instructors and Clinical Instruction Facilitators related to nursing pedagogy, best practices, CNO standards and agencies policy and procedures.
* Provides evaluations of Clinical Instructors for the purpose of RFR in accordance with related collective agreements, including CUPE 1.
* Responsible for discipline and discharge of Clinical Instructors where necessary and in accordance with related collective agreements and university policy.

**Leadership**

* Generates professional development opportunities for Clinical Instructors and other School members as an expert in current best practices related to clinical education and instruction.
* Sets expectations, provides opportunities for development, and demonstrates highest standards of clinical teaching excellence.
* Fosters professionalism, positive work culture and strong clinical team dynamics.
* Provides guidance and support to clinical instructors navigating the complex dynamic of the role of a registered nurse and nurse educator.
* Serves on the TFSON’s Curriculum Committee.
* Serves as a representative of the TFSON on external committees at partnered agencies and/or other external committees such as professional practice committees.
* Provides expert knowledge on current best practices, clinical teaching pedagogy, CNO RN and educator standards.

**Collaboration & Relationship Building**

* Collaborates closely with agencies to identify opportunities that address partner needs, improved practice, policy, procedures, and create new initiatives that both strengthen partnerships and further clinical education opportunities.
* Collaborates with partnered agencies and placement team to determine agency clearance requirements for clinical instructors & facilitators.
* Collaborates with Clinical Course Coordinators to support the development and delivery of clinical course orientations.
* Collaborates with faculty and curriculum committee to develop clinical practice education curriculum, course design, evaluation tools, etc.
* Identifies for the Dean and Program Coordinators possible learning gaps related to the curriculum.
* Collaborates with Clinical Course Coordinators to ensure Clinical Instructors provide effective and timely feedback of student performance.
* In collaboration with other key TFSON members, seek to develop preceptor recruitment and development initiatives.

#### Education Required:

* Master’s Degree in Nursing or related field preferred
* Bachelor’s Degree in Nursing required

#### Experience/Qualifications Required:

* Current registration with the College of Nurses of Ontario
* Experience in clinical setting including bedside nursing
* Experience in and understanding of a broad range of clinical settings
* 3-5 Management/leadership experience in an academic setting. Leadership of clinical instructors considered an asset.
* 3-5 years of clinical and laboratory teaching experience
* Superior leadership and organizational skills.
* Excellent verbal and written communication skills
* Excellent computing skills including experience with, MS word, Excel, Outlook,
* Strong interpersonal, communication, collaboration, and negotiation skills
* Ability to manage complex situations involving large numbers of people
* Ability to maintain the confidentiality, patience, flexibility, and adaptability.
* Ability to work co-operatively in a variety of settings, exercising tact, diplomacy, and patience, often in stressful situations.
* Demonstrated ability to establish and maintain collaborative relationships.

#### Supervision:

##### Direct Responsibility for the Work of Others:

* Clinical Instructors
* Clinical Instruction facilitator

#### Communication:

##### Internal Contacts:

* Clinical Instructors across all years of all BScN programs and both school sites
* Staff and Faculty across all years of all BScN programs and both school sites
* Students across all four years of all three programs and both school sites

##### External Contacts:

* Nurse Managers, Nurse Educators, Professional Practice Leaders, and other key stake holders within partnered agencies.
* Other Schools of Nursing
* Governing body’s CNO, CASN

#### Working Conditions:

##### Physical Environment

* There are no adverse physical environment conditions inherent to the job.
* On regular occasions, Manager, Clinical Instructors will need to travel off-site to visit clinical instructors and students in the school’s affiliated placement sites.