**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Placement Coordinator

**Job Number:** A-182

**NOC:** 1223

**Band:** 9

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

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

**Last Reviewed:** May 29, 2012

**Job Purpose**

Reporting to the Dean, Trent/Fleming School of Nursing and working in collaboration with Placement Coordinator (George Brown), the Placement Coordinator acts as a liaison to match students, instructors and agencies to provide students with appropriate learning experiences. The incumbent is responsible for complex communication and problem solving to maintain positive working relationships with a variety of contacts inside and outside the University. The Placement Coordinator reviews agency specific academic and non-academic requirements and advises students on practice requirements and placement opportunities.

**Key Activities**

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| 1. **Clinical and Practicum Support** The Placement Coordinator arranges clinical placements in a variety of settings (e.g. hospitals, non-profit agencies, community health settings, schools, long term care facilities, seniors' lodges, home care, corporations), across Ontario and Canada although most often in Central and Eastern Ontario. Following consultation with Course Instructors and Program Coordinators, the Placement Coordinator is responsible for negotiating and arranging clinical experiences which meet the educational requirements for undergraduate students in all nursing programs within the Trent/Fleming School of Nursing. The incumbent:  * Develops protocols for selection and evaluation of Practicum sites and negotiation for prospective clinical sites; * Assists Course Instructors in evaluating the appropriateness of clinical experiences and make necessary changes; * Identifies untapped opportunities to provide access to a greater range of placement settings including rural and community placements; * Works with program faculty to identify appropriateness of new and ongoing placements for students; * Projects student clinical placement needs in collaboration with Course Instructors and Program Coordinators and school leaders; * Communicates with placement agencies regarding plans for student placements (dates, student numbers, etc.); monitors status of placement requests; accepts, declines or confirms requests; * Initiates the contracts required between Trent University (Trent/Fleming School of Nursing) and the clinical agency. Negotiates reviews and maintains affiliation agreements with placement sites and acts as a liaison for legal liability, liability insurance coverage, WSIB agreements (Work/Education Placement agreements) and authorizing signatures. Consults with university legal counsel and risk management as needed; * Communicates with other provincial clinical placement coordinators to optimize the use of clinical resources. Works in collaboration with Fleming College and George Brown College site practicum coordinators for clinical programs to secure equitable placements for programs; * Works with Program staff (Program Coordinators and Course Instructors) to organize student clinical and lab groupings; * Promotes positive working relationships with clinical placement agencies and other institutions. | **30%** |
| 1. **Student Support and Planning** The Placement Coordinator operates from a solid understanding of nursing education and practice, combined with knowledge of the organizational environments where nurses practice. She/he:  * Initiates contact and negotiates with prospective clinical sites for practicum experiences for over 1,000 nursing student placements; * Receives and reviews student placement requests; confirms eligibility for specialty, high acuity, as an example, and out-of-area placements; * Identifies students who may require assessment and follow-up remedial activities following an extended absence from clinical placement; * Provides guidance to students pertaining to non-traditional and diverse clinical placement opportunities within the scope of the RN role; * Counsels students about placement opportunities that match their interests and aspirations; assists students with making informed choices about their placement requests; * Liaises with the Office of Risk Management, Student Health Services, Coordinator, non-academic requirements and Occupational Health Departments at practicum sites as well as faculty to follow up on student injury, exposure to communicable diseases and WSIB forms (if applicable). Reviews the particulars of the incident and applies established protocols and policies to the situation. Updates reporting forms as needed. | **35%** |
| 1. **Communications**  * Liaises with sites as per needs of the programs and/or requests of students, through telephone, email and on-site visits. Provides agencies with updated information re: course syllabi, course objectives, relevant handbooks and School events and educational opportunities. Attends placement meetings at agency sites as required; * Notifies students, faculty and the Coordinator of non-academic requirements of responsibilities in relation to the affiliation agreement such as confidentiality forms, certification of health and immunization requirements, additional agency-specific health requirements, orientation and computer training; * Delivers presentations to groups, large and small, to disseminate information about placement opportunities and processes; * Provides input, to the BScN Coordinators (collaborative, compressed and bridging programs), on the Clinical Preceptor Handbook and the Student Handbook; * Develops and maintains Blackboard clinical planning sites for practicum courses; communicates placement data and other relevant information as required. | **10%** |
| 1. **Administrative Support**  * Guides the work of the Administrative Assistant, Nursing Clinical Placements; * Uses the HSPnet system for student clinical placements. Has overall responsibility for managing all data and data entry into HSPnet including placement requests, student data and consent forms. (HSPnet is a province wide web-enabled Practice Education Management system). Trains other support staff on HSPnet data entry; * Reviews and expands the use of HSPnet to support capacity building, preceptor recognition, prerequisite tracking, student orientation, etc.; * Attends multi-day training sessions on HSPnet and maintains currency with the system including ongoing training as new modules are released; * Maintains accurate records regarding clinical placements on a database tracking activity not captured within HSPnet including placement requests, student data and consent forms; * Maintains an up-to-date inventory on the database (both HSPnet users and others) of practicum sites, contact persons, confirmation dates, and assigned preceptors (where applicable); * Streamlines processes and improves coordination and communication among agencies that place and receive students; * Designs and maintains forms for student practicum requests, and incident reporting. Posts forms and guidelines on Blackboard; | **20%** |
| 1. **Operations**  * Participates in department/school meetings related to practice and clinical meetings with faculty * Assists the Dean, faculty and staff with annual review and evaluation of student practicum experiences and program evaluation * Other related duties as assigned which do not account for more than 5% of the total duties | **5%** |

**Education**

Registered Nurse with an Honours University Degree (4 year) in Nursing and current registration with the College of Nurses required.

**Experience Required**

* At least 5 years of current experience in an active nursing role or a reasonable equivalent combination of education and experience
* Strong communication skills, both written and verbal
* Ability to work with community agency partners in a collaborative manner
* Demonstrated computer skills (MS Office, databases, Blackboard/WebCT)
* Strong organizational and problem solving skills with attention to detail
* Initiative, tact, diplomacy and personal relation skills required
* Project management and teamwork skills required with high level of self-directedness.
* Demonstrated presentation skills
* Ability to preserve and maintain confidentiality
* Knowledge of the diverse organizational environments in which nurses practice
* Ability to interpret learning experience needs of students and match them to the capabilities of clinical placement agencies
* Ability to work well under pressure
* Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

**Communication**

Internal:

* Undergraduate Students
* Course Instructors and Program Coordinators
* Co-ordinator, Non-academic requirements
* Administrative Assistant, Nursing Clinical Placements
* Department Secretary – services to students
* Academic Coordinator – support student advising
* Office of Risk Management, Student Health Services

External:

* Clinical coordinators from other educational institutions throughout the province, human resources and management staff at placement agencies (e.g. medical directors of hospitals, nurse managers, executive directors of non-profit agencies, director of long term care facility, regional coordinator of health region), support staff at placement agencies, computer programmers at various sites, and the HSP net support network.
* Occupational Health Departments at practicum sites
* Current and prospective students and parents - acts as a resource
* George Brown College – in regards to students in Trent’s Post-bridge RPN to BScN program

**Motor/ Sensory Skills**

Motor Skills:

* Fine Motor Skills – Data entry via keyboard, mouse, scanner, digitizer
* Dexterity – Word processing, calculator

Sensory Skills:

* Hearing – Responding to student and faculty queries
* Sight – Reading various reporting data, i.e. colleague generated reports as well as faxed, email and CRT display

**Effort**

Mental:

* Multiple competing demands, deadlines – current needs and upcoming deadlines
* Long periods of visual attention and sustained concentration - Input and verify accuracy and completeness of data, compiling information from various media into database with frequent interrupts.

Physical:

* Light to moderate lifting
* Little physical effort, mostly sitting with some standing and walking
* Visual attention and mental concentration
* Ability to respond to deadlines and work under pressure

**Working Conditions**

Physical:

* Fatigue – frequent interruptions, continuous re-prioritization of work

Psychological:

* Constant interruptions - Walk in (students, faculty, public), telephone
* Agitated students - Student not understanding complexity of clinical requirements. Students in crisis, who have not enrolled in course
* Stress Resolution - Picking up on emotional stress of students and co-workers to alleviate a potential situation
* Multiple competing demands - Nature of the work results in unavoidable busy periods.
* Confidentiality - Working with sensitive academic/student/partnership situations
* Failure to arrange appropriate, timely clinical placement - Problems and delays in securing a placement could affect the student's ability to complete their program in an effective and timely way.
* Failure to initiate contract between institutions and agencies - Agencies, other institutions and the College will incur an increased risk of liability.
* Failure to maintain positive working relationships with placement agencies - Damage to the reputation of the Trent/Fleming School of Nursing and Trent University; increased difficulty in securing placements for students.