

Confirmed by the Office of the Dean: MW

Pending Budgetary Approval: YES

Emergency Posting in accordance with 5.05.03 (iv) of the Collective Agreement:

Department: Trent/Fleming School of Nursing

Position Start Date: 12/29/2024

Posting Number: 24-1206

Position End Date: 4/26/2025

Number of Positions or Workshops Available: 1

Posting Date: 8/30/2024

Closing Date: 9/23/2024

Base Stipend or Hourly Rate (Incl. 4% vacation pay*): \$44.80

**Individuals with 5 years of continuous service receive 6% vacation pay.*

Position Title: Clinical Course Co-Ordinator

Projected Total Class Enrolment: 116

Course Number: NURS 3020H

Course Title: Clinical Practice Focused on Acute Care

Maximum Size of Group/Workshop: 10
Class times and locations are subject to change.
Details can be found at:
<http://www.trentu.ca/timetable/>

Campus Location: Symons

Delivery: In-person

NOTE: This position may be subject to Right of First Refusal.

DESCRIPTION OF COURSE AND DUTIES:

Group practice in medical or surgical inpatient setting focused on the adult with acute illness. Supported by Learning Centre activities relevant to acute care practice, including medication administration, sterile procedures, IV starts, IV pumps, mock codes, and assessment (abdominal, glycemic status, neurological, pre-operative, post-operative, respiratory).

Clinical Course Co-Ordinator is responsible for:

- Preparation and presentation of a course orientation with the approved course syllabus
- Update of course syllabus and lab manual
- Creating and maintaining Blackboard course site
- Organization of enhanced learning activities
- Provision of support for clinical faculty and students during placement including creation of clinical and lab groups
- Attendance at faculty orientation, course meetings, etc
- Maintenance of reasonable hours for student contact outside of scheduled hours
- Submission of grades by the university deadline including a breakdown of graded components
- Collection and tracking of clinical evaluations to ensure receipt of such prior to grade entry

QUALIFICATIONS:

- PhD in nursing or a directly related field (completed or in progress) preferred; master's degree in nursing or master's in directly related field with baccalaureate in nursing required. One graduate degree must be in nursing or nursing education.
- Evidence of continuing professional development.
- Must be a member in good standing with the College of Nurses of Ontario.
- Experience using digital learning resources with students, including performing student assessments, and in the appropriate application of technology to support instruction, interaction, student self-directed learning, and collaboration.
- Demonstrated expertise in course-related clinical nursing practice through research, practice and/or teaching.

CUPE 1 - BARGAINING UNIT POSITION

- Minimum teaching experience of two years full-time or four semesters part-time in a baccalaureate nursing program. Proven leadership/management/administrative experience.

APPLICATION PROCEDURES:

(Required supporting documentation, transcripts, CV, Referees, etc.)

- A cover letter
- An up-to-date curriculum vitae
- Names, phone numbers and e-mail addresses of three references
- If applicable, include letter from Chair/Dean to verify ROFR status
- If you are an enrolled Trent University Graduate student applying for this position, complete the [Trent University Graduate Student Approval Form](#) and submit it with your application.

If you are applying to more than one CUPE position with the Trent/Fleming School of Nursing in a given semester, we ask that you submit only one application email, which clearly states all positions you are applying for in order of preference. In the case of a single posting with multiple positions available, identify the number of positions you are applying for.

Please include the posting number for each position in the subject line. Only complete applications received by the posting closing date will be accepted.

Forward application and supporting documentation to:

nursingadmin@trentu.ca

Attn: Hiring Manager

Trent/Fleming School of Nursing

Trent University

Only complete applications submitted on time to nursingadmin@trentu.ca will be considered. We will not be responsible for misdirected or incomplete applications.

The detailed terms and conditions of employment in relation to this position are in accordance with an existing collective agreement between the University and the Canadian Union of Public Employees, Local 3908.

Trent University is actively committed to creating a diverse and inclusive campus community and encourages applications from all qualified candidates. Trent University offers accommodation for applicants with disabilities in its recruitment processes. If you require accommodation during the recruitment process or require an accessible version of a document/publication, please contact nursingadmin@trentu.ca.

All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.