



**TEXAS WOMAN'S**  
UNIVERSITY™

**DATE ISSUED:** 07/18  
**FLSA:** Exempt  
**PTO:** VCS

## ***JOB DESCRIPTION***

### ***TITLE***

Nursing Clinical Coordinator

### ***JOB SUMMARY***

The Nursing Clinical Coordinator is responsible for the identification, affiliation, and maintenance of relationships with our clinical affiliates in cooperation with the nursing program directors and coordinators. The position manages the creation of clinical documentation as directed by the program directors and the component administrator, and manages routine communications with clinical agency representatives who offer placements to undergraduate and graduate nursing programs. Work is performed under general supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### ***ORGANIZATIONAL RELATIONSHIPS***

*Reports to:* Associate Dean of campus on which resides

*Supervises:* No supervisory duties

### ***ESSENTIAL DUTIES - May include, but not limited to the following:***

- Collaborates with campus component administrator (assistant or associate dean) or designee(s) to identify clinical needs across all academic programs.
- Secures community and institutional clinical sites through collaboration with program directors and/or program coordinators and faculty to evaluate sites, obtain data on sites, and initiate/maintain a request for current clinical contract with the site.
- Provides management of clinical databases.
- Collaborates with staff in the office of the Dean and Legal Counsel to finalize clinical affiliation agreements.
- Maintains ongoing communications with representatives from clinical affiliates regarding student placement changes; pre-clinical requirement changes; or any other pertinent information affecting placement of students at the facility.

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- Collaborates with the Associate/Assistant Dean to implement process for the documentation of credentials required for clinical placement of faculty, preceptors and students.
- Collaborates with program directors/program coordinators and CPI Committee in development and implementation of the collection of clinical evaluation data, including satisfaction and effectiveness of preceptor orientation.
- Represents the College of Nursing in meetings and other events related to clinical agency affiliations and student placements.
- Collaborates with the Assistant/Associate Dean in the development and implementation of activities designed to recognize and/or reward clinical agencies.
- Provides reports of clinical affiliation and student placement data as requested by the Assistant/Associate Dean and Dean.

### ***ADDITIONAL DUTIES***

- Performs other duties as requested.

### ***EDUCATION***

Bachelor's degree required. Master's degree in higher education administration is preferred.

### ***EXPERIENCE***

Four years experience in administrative support preferred.

### ***REQUIREMENT***

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

### ***KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:***

- Ability to effectively communicate both orally in person and by telephone, and in writing.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to use a personal computer and other office equipment, including university related software and email.

**PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

***Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.***

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***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***