



## Position Announcement

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### Western Connecticut State University Nursing Clinical Coordinator

Western Connecticut State University is pleased to announce that applications are being accepted for a Clinical Coordinator.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, members of LGBTQIA and BIPOC communities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. WCSU is honored to be awarded the federal designation as a Hispanic Serving Institution (HSI). This accomplishment marks a pivotal moment in our progress toward fostering diversity, equity, and inclusion within our campus community.

**Position Summary:** The Clinical Coordinator reports to the Chair of the Nursing department and is responsible for working with multiple clinical sites to coordinate Undergraduate and Graduate level student experiences. Duties include:

- Collaborates with program coordinators and department chair to identify appropriate clinical placement experiences for students.
- Identifies, recruits, and establishes collaborative relationships with clinical and practicum sites.
- Maintains currency and establishes new nursing student affiliation agreements in collaboration with University Assistants and Contract specialists.
- Attends meetings as necessary to maintain the affiliation of said agencies; attends training meetings or update meetings.
- Submits requests to clinical agencies for student clinical placement sites.
- Responds to inquiries from clinical agencies about planned student clinical site placements.
- Provides clinical agencies with course related information and expected clinical student learning outcomes.
- Provides list of student and clinical faculty names for student and instructor ID's
- Collaborates with faculty to schedule site specific orientations (including computer training) for each clinical group each semester.
- Works with department secretary to create and disperse certificates for undergraduate capstone preceptors and also Graduate student preceptors upon completion of the rotation.
- Collects student requests for preferred capstone clinical learning and assigns students to preceptors available.
- Works with Advanced Placement Coordinator to place graduate students and set up and monitoring of Typhon.
- Assigns students to individual clinical groups.
- Conducts clinical site visits at least annually.
- Coordinates collection of student and faculty evaluations concerning clinical sites and submits summary report to department chair and appropriate program coordinator.



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- Oversees Connecticut Hospital Association (CHA) standardized orientation of all faculty and students; maintains record of completion.
- Prepares other orientation documents for all students and or faculty as needed each semester.
- Ensures that all students and faculty meet required onboarding paperwork and requirements prior for clinical (such as, ie. CPR certification, background checks, health and immunization records, drug testing, etc.). Distributes attestation letters. Monitors system housing health record information.
- Distributes and collects all clinical evaluation tools for all clinical courses.
- Provides capstone preceptors and any preceptor upon completion of student's hours a certificate of completion.
- Collaborates with faculty in evaluating the clinical site.
- Coordinates with the coordinators and chair regarding the collection and filing of student and faculty evaluations.
- Identifies potential adjunct clinical faculty.
- Oversees the evaluation process of adjunct clinical faculty.
- Performs other duties and responsibilities related to those enumerated above which do not alter the basic level and responsibilities of the position.

**Qualifications:** Bachelor's degree in Nursing; Master's degree in Nursing preferred. Registered Nurse (RN) license. Three (3) years of clinical experience as a Registered Nurse.

**Salary & Benefits:** The hiring salary range is \$66,669 - \$88,379 and is commensurate upon candidates' experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at [www.wcsu.edu/hr/benefits/](http://www.wcsu.edu/hr/benefits/). All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration and Control Act (IRCA) and the successful passing of a background check. WCSU is committed to providing a safe campus community. Background investigations include reference checks, employment verifications, and a criminal history record check.

**Application Process:** Prospective candidates must submit a cover letter, which includes the names and contact information for three (3) professional references and a resume. Please name your materials with your last name and email your materials to Ms. Peggy Boyle, University HR Administrator – Recruitment & Labor Relations. In subject line of email reference: Your Last Name – Nursing Clinical Coordinator. Application materials must be emailed to: [hrpositions@wcsu.edu](mailto:hrpositions@wcsu.edu) and must be received no later than **Friday, May 17, 2024**. Late applications will not be accepted.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire via the following link. <http://wcsu.edu/diversity/affirmative-action-data-questionnaire/>. Any questions may be directed to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at [stokesk@wcsu.edu](mailto:stokesk@wcsu.edu). Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity.



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Western is an Affirmative Action Equal Opportunity Educator/Employer