



## CLINICAL PLACEMENT PROGRAM MANAGER

### DEFINITION

Under the direct supervision of the Director of the Associate Degree Nursing Program and Allied Health. The Clinical Placement Program Manager is responsible for acquiring, contracting, monitoring, and evaluating all clinical sites for nursing courses and student experiences in coordination with the Director. This individual is responsible for preparing, modifying and updating clinical schedules for the Nursing Program and documentation for the Board of Registered Nursing (BRN); modifying the clinical placement needs of the Department of Nursing, when appropriate, to meet BRN, California Community College Chancellor's Office (CCCCO) and the District requirements. The Clinical Placement Program Manager assists the department chairperson and nursing faculty in assigning faculty to their clinical rotations each semester. The Clinical Placement Program Manager is the liaison and advocate between VVC Nursing program and contracted clinical sites. The Clinical Placement Program Manager tracks all required documents, test results, vaccines, certifications, and their due dates for students in the Associate Degree of Nursing courses following deadlines of clinical sites.

The Clinical Placement Program ensures that faculty meets the credentialing requirements of assigned facilities and that required documents are submitted to the clinical facilities within required timeframes. The Clinical Placement Program Manager coordinates an orientation program for all new clinical faculty to ensure that the program outcomes are met.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of the Associate Degree Nursing Program and Allied Health. Collaborates with technical and administrative staff.

### CLASS CHARACTERISTICS

This classification is responsible for a program related to ongoing District operations, initiatives, and services ensuring alignment with the attraction, retention, and academic success of students. Incumbents are responsible for designing, planning, implementing, evaluating, and modifying the program, including short- and long-term planning activities; supporting and analyzing programmatic practices and procedures; and developing and implementing recommendations for program operational or procedural improvements. Incumbents serve as a specialist, liaison, and advocate for the assigned program requiring the use of initiative and resourcefulness, considerable independent judgment, and regular contact with program stakeholders.

### EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Creates, updates, and modifies clinical assignment schedules for the Associate Degree Nursing (ADN) Program to maintain a current clinical rotation schedule.
- Requests clinical site rotations 6 to 12 months in advance.
- Submits the final, updated, clinical rotation schedules to clerical staff and department chairperson at least three weeks prior to the start of each semester.

- Obtains list of required documents, tests, vaccines, and certifications for each clinical site for students and faculty.
- Monitors compliance for required documents, tests, vaccines and certifications for all faculty and students at clinical facility sites.
- Notifies student and/or faculty deficiencies in required documents, tests, vaccines or certifications to clerical assistant and the Director of the Associate Degree Nursing Program and Allied Health. Counsels and refers deficient students to the Director.
- Communicates facility information and updates to faculty and students.
- Ensures student and faculty required documents, records, tests, vaccines, and certifications are current, completed and sent to appropriate clinical sites before the start of clinical rotations.
- Ensures compliance of faculty and students with mandatory clinical site orientation and documentation orientation for specific sites they are assigned to.
- Collaborates with department chairperson, lead faculty and the Director of the Associate Degree Nursing Program and Allied Health in facilitating faculty and student orientation to clinical sites, assessing health and safety requirements, and reviewing student/faculty/facility evaluations utilizing various software platforms, as appropriate.
- Maintains collegial and professional relationship with each clinical facility through regular visits to each facility.
- Cooperates, collaborates and engages in special projects or assignments that faculty are required to participate such as Every five year Self-Study of Nursing Department for the BRN, Annual Advisory Committee Meeting.
- Participates in conferences, meetings, projects, and special assignments as mandated.
- Participates in Professional Development, as offered or requested, to remain current with duties and standard procedures for fulfilling role.
- Maintain required BRN and Nursing Department certifications and documents: Basic Life Support (BLS) healthcare provider course, flu shot, vaccine record or titers, tuberculosis (TB) test and all others required by the clinical sites, BRN, and California Department of Public Health (CDPH).
- In collaboration with clerical staff, assures all clinical contracts are up to date and renewed prior to expiration dates.
- Collaborates with the Director of the Associate Degree Nursing Program and Allied Health to establish clinical placement needs.
- Works productively and cooperatively with others by demonstrating respect, patience, and equitable treatment of all internal and external customers.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Computer software programs including Word, Excel, PowerPoint, Outlook, Adobe, Zoom.

Basic medical terminology and types of nursing.

Basic hospital organization and hospital/clinic systems.

Requirement/regulations related to immunization.

Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.

### **Ability to:**

Work logistics involving complex operations with several people, facilities and/or supplies.

Demonstrate excellent computer based organizational skills.

Demonstrate excellent public relations skills using proper etiquette both electronic and interpersonally.

Collaborate, develop and maintain excellent working relationships with multiple faculty, administrators, staff, and coordinator/nurses at many institutions.  
Communicate clearly, professionally, and calmly with people expressing frustration.  
Keep updated records and attend to details despite much change.  
Create and improve systems for organization of many variables (e.g., maintain accurate and detailed reports and records).  
Remain flexible and effectively perform job during unexpected situations or changing conditions.  
Show a high level of dedication by following through with commitment, in a reliable and communicative manner.  
Take the initiative to solve or improve problems and situations proactively without needing supervision.  
Manage time to accomplish tasks efficiently and effectively (e.g., multi-task).  
Reach out to appropriate sources to get the resources or find information needed to be successful.  
Think critically and possess decision-making skills.  
Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of community college students.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

**Education:**

- Associate's Degree in Nursing

**Experience:**

- Three (3) years of clinical experience in acute care

**Licenses and Certifications:**

- Valid RN license to practice professional registered nursing in the state of California, as required by law.
- Possession of a valid California Driver's License to be maintained throughout employment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various clinical sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff, students and/or public and private representatives in interpreting and enforcing departmental policies and procedures.