Title: Clinical Learning Coordinator for Graduate Programs
Department: Center for Clinical Learning
Facility: School of Nursing
Reports to: Director, Center for Clinical Learning, Rutgers School of Nursing
Approved by: Ann Marie Mauro, PhD, RN, Assistant Dean & Director, Center for Educational Research and Innovation
Approval Date: March 1, 2016

Summary:

Reporting to the Director of the Center for Clinical Learning at Rutgers School of Nursing, the Clinical Learning Coordinator for Graduate Programs is responsible for managing and implementing a program of clinical learning experiences designed to assist students in the School of Nursing to successfully complete program requirements. If eligible for a faculty rank, the Clinical Learning Coordinator for Graduate Programs will be assigned to the Advanced Practice Nursing academic division as appropriate to background and experience. This position has a full-time work week expectation in the Center for Clinical Learning with graduate students as well as students across academic program levels and campuses.

Essential Duties and Responsibilities:

1. Manage the day-to-day operations of the Center for Clinical Learning.
2. Assist with scheduling faculty and staff assigned to the Center for Clinical Learning.
3. Coordinate with the faculty in developing the schedule of student learning experiences in the Center for Clinical Learning.
4. Collaborate with the Director of the Center for Clinical Learning and the Assistant Dean and Director for the Center for Educational Research and Innovation during the acquisitions and procurement process to assure effective and efficient employment resources.
5. Coordinate curricular integration of simulation-based education, including standardized patient, objective structured clinical examination (OSCE), and interprofessional initiatives, into the graduate and other academic programs.
6. Implement best practices in nursing education and practice as well as all relevant federal, state, and local and accrediting body rules, regulations and policies regarding student learning.
7. Collaborate with faculty and Center for Academic Success personnel to implement targeted intervention and remediation strategies related to clinical learning to enhance student success in meeting program outcomes.
8. Evaluate students' clinical skills performance in the Center for Clinical Learning.
9. Assist in the development of policies, procedures, and management protocols for standardized patients, OSCEs, and the Center for Clinical Learning space.
10. Recruit, train, and maintain a database for standardized patients.
11. Set up, participate in, and break down scheduled clinical learning experiences.
12. Inventory, functionally maintain, track depreciation, and provide security for all equipment and supplies.

13. Other responsibilities and duties as assigned by the Director of the Center for Clinical Learning at Rutgers School of Nursing.

Qualifications:

Simulation experience is highly desirable. The Clinical Learning Coordinator for Graduate Programs must be willing to obtain experience in operation of the systems and writing patient scenarios. Technology experience required. This afternoon/evening position requires flexibility regarding campus and site locations as well as scheduled hours, including days, evenings, and weekends.

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. To perform these tasks the candidate must be able to stand for extended periods of time, roll heavy equipment into locations for testing, lift/carry models and equipment weighing up to 35 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed above are representative of the knowledge, Center for Clinical Learning qualifications, and/or abilities required. Current licensure and certification as an advanced practice nurse in New Jersey and basic life support certification must be maintained.

Education and Experience:

Master of science degree in nursing or nursing education required, doctoral degree in nursing or related field preferred or in progress. Current advanced practice clinical experience with a broad experiential base is required. Family nurse practitioner experience is preferred. Graduate teaching experience, advanced training and experience in simulation-based education, and management of a standardized patient program are strongly preferred. Experience involving the review, analysis, and evaluation of academic outcomes and assessment is highly desired.

Must possess leadership, coaching, and teambuilding skills to foster supportive working relationships with students, staff, faculty, and community stakeholders. Must be able to work independently, problem solve and make decisions using strategic and analytical thinking in a fast paced, flexible work environment and possess knowledge of computers and have the willingness to explore new technologies that would benefit the program. Effective interpersonal relationships and the ability to promote student and program success in a fast paced team environment required.

Compliance Requirements:

1. Support the University Affirmative Action/Equal Employment Opportunity goals and objectives concerning employment and promotional opportunities.
2. Adhere to Rutgers compliance standards as they appear in Rutgers Corporate Compliance Policy, Code of Conduct, and Conflict of Interest Policy.

To Apply: Please email a Letter of Interest and current CV to:

Johanna Stephenson, MLER
Director, Faculty and Staff Resources
sn_faculty@sn.rutgers.edu
Please indicate the job title in the subject line of your emails.

Applicants who are invited for an interview will be requested to submit two letters of recommendation.

It is university policy to provide equal employment opportunity to all its employees and applicants for employment regardless of their race, creed, color, national origin, age, ancestry, nationality, marital or domestic partnership or civil union status, sex, pregnancy, gender identity or expression, disability status, liability for military service, protected veteran status, affectional or sexual orientation, atypical cellular or blood trait, genetic information (including the refusal to submit to genetic testing), or any other category protected by law. As an institution, we value diversity of background and opinion, and prohibit discrimination or harassment on the basis of any legally protected class in the areas of hiring, recruitment, promotion, transfer, demotion, training, compensation, pay, fringe benefits, layoff, termination or any other terms and conditions of employment.