**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Placement Coordinator

**Job Number:** A-182 | VIP: 1431

**NOC:** 1223

**Band:** 9

**Department:** Trent/Fleming School of Nursing

**Supervisor Title:** Manager, Clinical Learning

**Last Reviewed:** March 30, 2022

**Job Purpose**

Reporting to the Manager, Clinical Learning The Incumbent collaborates with the Placement Coordinator (George Brown), the placement team assistants, and the Hub/ Placement assistant,. The Placement Coordinator, acts as a liaison to match students, instructors and agencies to provide students with appropriate learning experiences. The incumbent is responsible for complex communication and problem solving to maintain positive working relationships with various contacts inside and outside the University. The Placement Coordinator reviews agency-specific academic and non-academic requirements and advises students on practice requirements and placement opportunities. This position may require occasional evening and weekend shifts.

**Key Activities**

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| 1. **Clinical and Practicum Support:** The Placement Coordinator arranges clinical placements in various settings (e.g. hospitals, non-profit agencies, community health settings, schools, long-term care facilities, seniors' lodges, home care, corporations) across Ontario and Canada, although most often in Central and Eastern Ontario. Following consultation with Manager,Clinical Learning, Course Instructors and Program Coordinators, the Placement Coordinator is responsible for negotiating and arranging clinical experiences which meet the educational requirements for undergraduate students in all nursing programs within the Trent/Fleming School of Nursing, and IEN students.   The incumbent collaborates with the clinical placement team to:   1. Develops protocols for selection and evaluation of Practicum sites and negotiation for prospective clinical sites; 2. Assists Course Instructors in evaluating the appropriateness of clinical experiences and making necessary changes; 3. Identifies untapped opportunities to provide access to a greater range of placement settings, including rural and community placements; 4. Works with the Placement team and theprogram faculty to identify the appropriateness of new and ongoing placements for students; 5. Works with the Placement team and theprogram faculty to identify new placements opportunities for students; 6. Projects student clinical placement needs in collaboration with Course Instructors Program Coordinators, and school leaders; 7. Communicates with placement agencies regarding plans for student placements (dates, student numbers, etc.); monitors status of placement requests; accepts, declines or confirms requests; 8. Initiates the contracts required between Trent University (Trent/Fleming School of Nursing) and the clinical agency. Negotiates reviews and maintains affiliation agreements with placement sites and acts as a liaison for legal liability, liability insurance coverage, WSIB agreements (Work/Education Placement agreements) and authorizing signatures. Consults with university legal counsel and risk management as needed; 9. Communicate with other provincial clinical placement coordinators to optimize the use of clinical resources. Works in collaboration with GBC campus Placement Coordinator, Fleming College and George Brown College site practicum coordinators for clinical programs to secure equitable placements for programs; 10. Works with Program staff (Program Coordinators and Course Instructors) to organize student clinical and lab groupings; 11. Promotes positive working relationships with clinical placement agencies and other institutions. | **30%** |
| 1. **Student Support and Planning** The Placement Coordinator operates from a solid understanding of nursing education and practice, combined with knowledge of the organizational environments where nurses practice. They: 2. Initiates contact and negotiates with prospective clinical sites for practicum experiences for over 1,000 nursing student placements; 3. Receives and reviews student placement requests; confirms eligibility for specialty, high acuity, as an example, and out-of-area placements; 4. Identifies students who may require assessment and follow-up remedial activities following an extended absence from clinical placement; 5. Guides students about non-traditional and diverse clinical placement opportunities within the scope of the RN role; 6. Counsels students about placement opportunities that match their interests and aspirations; assist students with making informed choices about their placement requests; 7. Liaises with the Office of Risk Management, Student Health Services, Coordinator, non-academic requirements and Occupational Health Departments at practicum sites, and faculty to follow up on student injury, exposure to communicable diseases, and WSIB forms (if applicable). Reviews the particulars of the incident and applies established protocols and policies to the situation—updates reporting forms as needed. 8. Develops and maintains an annual cycle plan for this position 9. Liaises with George Brown College and Trent University Student Services to enhance support services for TFSON students. | **35%** |
| **Communications**  1. Liaises with clinical sites as per needs of the programs and/or students' requests through telephone, email, and onsite visits. Provides agencies with updated information regarding clinical course syllabi, course objectives, relevant handbooks, school events, and educational opportunities. Attends placement meetings at agency sites and online as required;  2. Notifies placement assistants, students, and faculty of responsibilities about the affiliation agreement such as confidentiality forms, certification of health and immunization requirements, additional agency-specific health requirements, orientation and computer training;  3. Delivers presentations to groups, large and small, to disseminate information about placement opportunities and processes;  4. Provides input, to the BScN Coordinators (collaborative, compressed and bridging programs), on the Clinical Preceptor Handbook and the Student Handbook;  5. Develops and maintains Blackboard clinical planning sites (and or other electronic modes of communication) for practicum courses; communicates placement data and other relevant information as required.  6. Acts as an ex-officio member of TFSON committees where appropriate | **10%** |
| 1. **Administrative Support** 2. Guides the work of the Administrative Assistant, Nursing Clinical Placements; 3. Uses the HSPnet system for student clinical placements. Has overall responsibility for managing all data and data entry into HSPnet, including placement requests, student data and consent forms. (HSPnet is a province-wide web-enabled Practice Education Management system). Trains other support staff on HSPnet data entry; 4. Ensure all placement requests outside of HSPnet are submitted on time 5. Reviews and expands the use of HSPnet to support capacity building, preceptor recognition, prerequisite tracking, student orientation, etc.; 6. Attends multi-day training sessions on HSPnet and maintains currency with the system, including ongoing training as new modules are released; 7. Maintains accurate records regarding clinical placements on a database tracking activity not captured within HSPnet, including placement requests, student data and consent forms; 8. Maintains an up-to-date inventory on the database (both HSPnet users and others) of practicum sites, contact persons, confirmation dates, and assigned preceptors (where applicable);Maintains an up-to-date inventory on the database (both HSPnet users and others) of practicum sites, contact persons, confirmation dates, and assigned preceptors (where applicable); 9. Streamlines processes and improves coordination and communication among agencies that place and receive students; and within the SON across all program sites 10. Designs and maintains forms for student practicum requests and incident reporting. Posts forms and guidelines on Blackboard; or other electronic system 11. Supports the collaboration of centralized documentation at Trent University such as the EWG | **20%** |
| 1. **Operations** 2. Participates in department/school meetings related to practice and clinical meetings with faculty 3. Assists the Dean, Manager of clinical leaning, faculty and staff with annual review and evaluation of student practicum experiences and program evaluation 4. Other related duties as assigned which do not account for more than 5% of the total duties | **5%** |

**Education**

Registered Nurse with an Honours University Degree (4 year) in Nursing and current registration with the College of Nurses required.

**Experience Required**

1. At least 5 years of current experience in an active nursing role or a reasonable equivalent combination of education and experience
2. Hospital experience within the area is an asset
3. Strong communication skills, both written and verbal
4. Experience working with students in a post-secondary environment is an asset
5. Demonstrated leadership skills
6. Ability to work with community agency partners in a collaborative manner
7. Demonstrated computer skills (MS Office, databases, Blackboard/WebCT)
8. Strong organizational and problem-solving skills with attention to detail
9. Initiative, tact, diplomacy and personal relation skills required
10. Project management and teamwork skills are required with a high level of self-directedness.
11. Demonstrated presentation skills
12. Ability to preserve and maintain confidentiality
13. Knowledge of the diverse organizational environments in which nurses practice
14. Ability to interpret learning experience needs of students and match them to the capabilities of clinical placement agencies
15. Ability to work well under pressure
16. Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

Supervision:

* Guides and supports the work of the Clinical Placement assistants

**Communication**

Internal:

1. Undergraduate Students
2. Course Instructors and Program Coordinators
3. Administrative Assistant, Nursing Clinical Placements
4. Administrative Assisant to the Manager, Clinical Learning
5. Assistant to the Hub/ Placement teams
6. School and program administrative assistant – services to students
7. Academic Coordinator – (Ptbo and GBC sites) support student advising
8. Office of Risk Management, Student Health Services

External:

1. Clinical coordinators from other educational institutions throughout the province, human resources and management staff at placement agencies (e.g. medical directors of hospitals, nurse managers, executive directors of non-profit agencies, director of long term care facility, regional Coordinator of health region), support staff at placement agencies, computer programmers at various sites, and the HSP net support network.
2. Occupational Health Departments at practicum sites
3. Current and prospective students and parents - acts as a resource
4. George Brown College – in regards to students in Trent's Post-bridge RPN to BScN program
5. NAR verification agencies

**Motor/ Sensory Skills**

Motor Skills:

1. Fine Motor Skills – Data entry via keyboard, mouse, scanner, digitizer
2. Dexterity – Word processing, calculator

Sensory Skills:

1. Hearing – Responding to student and faculty queries
2. Sight – Reading various reporting data, i.e. colleague generated reports as well as faxed, email and CRT display

**Effort**

Mental:

1. Multiple competing demands, deadlines – current needs and upcoming deadlines
2. Long periods of visual attention and sustained concentration - Input and verify accuracy and completeness of data, compiling information from various media into a database with frequent interrupts.

Physical:

1. Light to moderate lifting
2. Little physical effort, mostly sitting with some standing and walking
3. Visual attention and mental concentration
4. Ability to respond to deadlines and work under pressure

**Working Conditions**

Physical:

1. Fatigue – frequent interruptions, continuous re-prioritization of work
2. Onsite at the Symmons campus and in the absence of a GBC site Placement Coordinator, they will be present at minimum one day per week at the Waterfront campus during the Academic year.

Psychological:

1. Constant interruptions - Walk-in (students, faculty, public), telephone
2. Agitated students - Students who do not understand the complexity of clinical requirements. Students in crisis who have not enrolled in a course
3. Stress Resolution - Picking up on emotional stress of students and co-workers to alleviate a potential situation
4. Multiple competing demands - The nature of the work results in unavoidable busy periods.
5. Confidentiality - Working with sensitive academic/student/partnership situations
6. Failure to arrange appropriate, timely clinical placement - Problems and delays in securing a placement could affect the student's ability to complete their program in an effective and timely way.
7. Failure to initiate contract between institutions and agencies - Agencies, other institutions and the College will incur an increased liability risk.
8. Failure to maintain positive working relationships with placement agencies - Damage to the reputation of the Trent/Fleming School of Nursing and Trent University; increased difficulty in securing placements for students.