



Nursing Clinical Coordinator

Date Posted: December 09, 2022

Title of Position: Nursing Clinical Coordinator

Bargaining Unit/Anticipated Salary Range: MEA Administrator; Level III (Pending Classification); Starting Salary: \$40,785.97 - \$48,700.59

Anticipated Start Date: Spring 2023 (January 2023)

Responsibilities: Full-time administrative, year-round position that includes oversight and management of the clinical, partnership, clinical experiences. This position helps support clinical activities and faculty. This position is a liaison between the clinical site and the nursing department in support of the student educational experience.

Minimum Qualifications: Associate degree in Nursing, or healthcare. **Desirable:** Bachelor's degree in Nursing; or active professional licensure in the State of Maine, such as RN, MA, or LPN

Preferred Knowledge, Skills, and Abilities:

- Collaborate with Nursing Chair and report out at faculty meetings.
- Create and manage student clinical schedules.
- Work with the simulation coordinator and lab instructor to ensure schedule fluidity.
- Submit required student and clinical instructor information as requested by clinical facilities.
- Serve as a resource and support for clinical faculty.
- Assist lead instructors with orientation of students to the clinical site's policies and procedures as needed when working with new clinical faculty.
- Act as the liaison regarding clinical issues and address issues with appropriate clinical facility personnel.
- Coordinate and assist with evaluations of adjunct clinical faculty, in collaboration with lead instructors.
- Participate with the Nursing Chair in clinical scheduling, using the Maine Clinical Placement System.
- Work with the Nursing Chair to recruit and hire adjunct clinical faculty.
- Guide clinical faculty in the management of student issues and promotion of student learning.
- Coordinate EMCC student clinical partnerships.
- Attend quarterly Centralized System Placement Meetings.
- Coordinate and preform Fit Testing as required by the hospitals for in conjunction with faculty for all Nursing students.
- Biquarterly check in with adjunct faculty via email or phone.
- Track CPR, Vaccination, Education requirements as directed by hospital contracts for all students and clinical faculty.

Benefits: 100% employer paid health, dental and life insurance for employee, Maine State Retirement or TIAA-CREF, and generous paid time off package.

Note: Proof of up-to-date COVID-19 vaccination required prior to the first day of employment, subject to exemptions recognized by law.

Application Procedure: Email cover letter, resume, transcripts, and contact information for three professional references to resumes@emcc.edu. Position open until filled, and review of applications begins immediately.

Institutional Summary: Eastern Maine Community College offers over 30 one- and two-year programs as well as short-term and specialized training and retraining courses for business, industry, and the community. We award associate in applied science associate in science, and associate in arts degrees; certificate and advanced certificates; and documents of completion for customized, short-term programs and courses. The 72-acre campus is located in Bangor just a short drive from Maine's scenic coast and mountains.

Eastern Maine Community College is an Equal Opportunity employer. We celebrate diversity and are committed to creating an inclusive and non-discriminatory environment for all employees. We provide reasonable accommodations to qualified individuals with disabilities upon request. For more information, please contact (207) 974-4637