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## Auburn University Job Description

|              |                                  |             |                     |
|--------------|----------------------------------|-------------|---------------------|
| Job Title:   | <b>Coord, Clinical Placement</b> | Job Family: | No Family           |
| Job Code:    | <b>AA59</b>                      | Grade 32:   | \$35,000 - \$58,400 |
| FLSA status: | Exempt                           |             |                     |

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### Job Summary

Responsible for the coordination and clinical placement of nursing students, assists in recruiting and supervision of clinical associates, and oversees lab supply inventory and basic lab needs.

### Essential Functions

1. Coordinates and collaborates with faculty to prepare, revise and submit student clinical schedules for placement in the clinical community.
2. Fosters and maintains positive working relationships with clinical community placement agencies. Maintains currency of all contractual agreements. Coordinates and gathers agency specific documentation necessary for student placement into the clinical agencies. Attends required meetings at clinical affiliation agencies.
3. Collaborates with the advising office in maintaining clinical clearance records on students and clinical faculty and submits them to clinical agencies.
4. Assists in providing orientation to new nursing faculty and clinical associates in regards to clinical agency guidelines.
5. Prepares orientation documents for all students entering the clinical semester per clinical agency.
6. Schedules make up clinical rotations for students as appropriate.
7. Assists the Nursing Program in recruiting and supervising clinical associates in the clinical setting.
8. Maintains a current working list of qualified clinical associates by specialty.
9. Assists the clinical faculty in resolving clinical issues as well as implementing clinical agency site visits.
10. Works with Lab Resource Coordinator in maintaining lab supply inventory, ordering of supplies when necessary, and assisting in the lab and simulation set up/take down as necessary; assists in simulation activities as needed.
11. Performs other duties as assigned.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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## Minimum Required Education and Experience

|                          | <u>Minimum</u>           | <u>Focus of Education/Experience</u> |
|--------------------------|--------------------------|--------------------------------------|
| <b>Education</b>         | Four-year college degree | Nursing                              |
| <b>Experience (yrs.)</b> | 2                        | Clinical nursing experience.         |

**Substitutions allowed for Education:**  
Indicated education is required; no substitutions allowed.

**Substitutions allowed for Experience:**  
Indicated experience is required; no substitutions allowed.

**Minimum Required Knowledge**  
Knowledge of fundamental concepts, practices and procedures of nursing.

**Certification or Licensure Requirements**  
Current Alabama RN License

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## Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands,

Job occasionally requires stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

Date: 2/3/2017

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