



<b>Position:</b> Clinical Coordinator	<b>Position Number:</b>
<b>Department/Site:</b> Nursing and Health Sciences	<b>FLSA:</b> Non-Exempt – (Classified CSEA)
<b>Reports to:</b> Dean, director or other administrator in assigned area.	<b>Salary Range:</b> 36

**DESCRIPTION:**

The Clinical Coordinator, serves a key role, reporting to the Dean of Academic Affairs, Nursing and Health Sciences or designee. This person works collaboratively with Hartnell College administrators, faculty, staff, and clinical liaisons at healthcare facilities to ensure high quality clinical learning outcomes. The Clinical Coordinator provides operational support, recruits and retains clinical placement sites, and maintains accurate academic program data necessary for regulatory compliance.

**REPRESENTATIVE DUTIES:**

- Oversees all aspects of the clinical placement process and ensures effective operation of clinical practicums by arranging, organizing, and managing clinical sites. Responsibilities include but are not limited to the following:
  - Coordinate student and faculty clinical onboarding requirements.
  - Monitor student placements and clinical records.
  - Submit student and faculty clinical records (e.g., health screens, immunizations, background checks) as required by clinical agencies.
  - Maintain memoranda of understanding/contracts with clinical agencies.
  - Submit mandatory legal documentation for clinical instructors and students.
  - Secure and coordinate clinical placements for incoming and continuing students in assigned academic programs.
  - Manage communication related to clinical placements (e.g., notifications to students, clinical agency liaisons, and preceptors).
  - Coordinate regular assessments of clinical agencies by students and faculty.
  - Coordinate regular assessments of program outcomes by agency and employer liaisons.
- Arrange Hartnell College and agency onboarding/orientation for clinical instructors and preceptors.
- Provide syllabus and learning materials with student and preceptor objectives and expectations to clinical agency liaisons.
- Provide comprehensive administrative, operational, and project support to the program directors and faculty.
- Create and manage assigned databases to ensure complete and accurate information. Compile reports and communicate data to appropriate stakeholders. Databases may include:
  - Clinical placement tracking (etc., sites, clinical hours, other related information)
  - Contracts/MOU agreements

- Student admission and clinical onboarding submissions
- Faculty hiring and clinical onboarding submissions
- Participate in instructor and preceptor recruitment processes by building relationships, attending events, and networking with healthcare professionals in a variety of settings.
- Performs other related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

- Computer skills
- Data collection and analysis
- Advanced written and verbal communication skills
- Organizational skills.
- Experience coordinating work-based learning opportunities.
- Participation and service in professional and /or community organizations.

**EDUCATION AND EXPERIENCE:**

A bachelor's degree in health education, health science, or business administration and two years of experience in a clinical, laboratory, healthcare, or teaching environment, OR an associate's degree and six years of professional experience in any of the above; OR an equivalent combination of education and experience that would demonstrate the ability to perform the essential functions of the job.

Preference may be given to candidates with prior experience in a teaching/simulation or healthcare environment.

**PHYSICAL EFFORT/WORK ENVIRONMENT**

Office environment; Driving a vehicle to conduct work; constant interruptions; dexterity of hands and fingers to operate a computer keyboard, or adaptive equivalent; sitting or standing for extended periods of time.