#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Placement Coordinator, Internationally Educated Nurses (IEN)

**Job Number:** A-460 | VIP: 1892

**Band:** OPSEU- 9

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

**Supervisor Title:** Manager, Clinical Learning

**Last Reviewed:**  March 10, 2023

#### **Job Purpose:**

Reporting to the Manager, Clinical Learning, the incumbent collaborates with the Placement Coordinator, the Clinical Placement Assistants, and the Trent Simulation Hub/Placement Assistant. The IEN Placement Coordinator acts as a liaison for the International Education Consortium to match students 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:

***Clinical & 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, and the Program Manager for the IEN Program, the Placement Coordinator is responsible for negotiating and arranging clinical experiences which meet the educational requirements for IEN students registered with the IEN Consortium.

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. Identifies untapped opportunities to provide access to a greater range of placement settings, including rural and community placements.
3. Works with the Placement team and theprogram faculty to identify the appropriateness of new and ongoing placements for students.
4. Works with the Placement team and theprogram faculty to identify new placements opportunities for students.
5. Projects student clinical placement needs in collaboration with IEN Program Manager and Consortium.
6. Communicates with placement agencies regarding plans for student placements (dates, student numbers, etc.); monitors status of placement requests; accepts, declines, or confirms requests.
7. 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.
8. Communicate with other provincial clinical placement coordinators to optimize the use of clinical resources. Works in collaboration TFSON Clinical Placement Coordinator to secure equitable placements for programs.
9. Promotes positive working relationships with clinical placement agencies and other institutions.
10. Enters organizes and tracks clinical placement requests for Nursing Programs into the HSPnet database in collaboration with the Placement Coordinators.
11. Enters and edits information in the HSPnet system, including updating course information, establishing new cohorts for all programs, and ensuring accurate faculty and student lists.
12. Prepares insurance requests.
13. Tracks affiliation agreements and assists with the signing process at Trent University. Reviews and maintains affiliation agreements with placement sites and acts as a liaison in collaboration with the Placement Coordinator 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.
14. Attends all Placement team meetings and other departmental meetings as required/requested.
15. Participates in the planning and organizing of cyclical activities associated with clinical operations, e.g., orientation sessions,
16. Maintains a tracking system to ensure clinical placement requests are finalized, in a timely manner, by completing follow-up calls to placement providers as required.
17. Review and submit CHUBB and CEWIL data to Risk Management.
18. Ensures a safe and healthy work environment by complying with the university health and safety policies, standard practices, and programs in keeping with occupational health & safety legislation and regulations.
19. Liaises/collaborates with Synergy Gateway or other NARs verification systems.
20. Verifies that students meet all contractual health and safety requirements (CPR, immunization, criminal record checks, mask fit testing, etc.) before attending clinical placements or ensures there is an approved plan in place to maintain contractual responsibilities.
21. Work with Synergy Gateway (or other NARs verification agency), students to ensure they understand the non-academic requirements for clinical placements, including responding to queries.
22. Informs the Manager of Clinical Learning and IEN Program manager of all students who have failed to meet deadlines for meeting NARs.
23. Completes clearance letters and Occupational Health & Safety forms for students entering clinical practicum.
24. Advises the IEN Program Manager of students with positive results.
25. Create Immunization Summary Letters for students.

***Student Support & Planning:***

The IEN Placement Coordinator operates from a solid understanding of nursing education and practice, combined with knowledge of the organizational environments where nurses practice. They:

1. Initiates contact and negotiates with prospective clinical sites for practicum experiences for the IEN students.
2. Receives and reviews student placement requests; confirms eligibility for specialty, high acuity, as an example, and out-of-area placements.
3. Guides students about non-traditional and diverse clinical placement opportunities within the scope of the RN role.
4. Counsels students about placement opportunities that match their interests and aspirations; assist students with making informed choices about their placement requests.
5. Liaises with the Office of Risk Management, Student Health Services, Coordinator 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.
6. Develops and maintains an annual cycle plan for this position.

***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 students and IEN Program Manager 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 IEN Program Manager on the TFSON 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.
7. Liaises with organizations to confirm placement details and student/ instructor orientation and onboarding processes.
8. Triages instructor and student queries re: clinical placements and forwards any unresolved issues to the appropriate persons.

***Administrative Support:***

1. 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) for the IEN students.
2. Ensure all placement requests outside of HSPnet are submitted on time.
3. Reviews and expands the use of HSPnet to support capacity building, prerequisite tracking, student orientation, etc.
4. Attends multi-day training sessions on HSPnet and maintains currency with the system, including ongoing training as new modules are released.
5. Maintains accurate records regarding clinical placements on a database tracking activity not captured within HSPnet, including placement requests, student data and consent forms.
6. 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).
7. Streamlines processes and improves coordination and communication among agencies that place and receive students; and within the SON across all program sites.
8. Maintains forms for student practicum requests and incident reporting. Posts forms and guidelines on Blackboard; or other electronic system.
9. Supports the collaboration of centralized documentation at Trent University such as the EWG.

***Operations:***

1. Participates in department/school meetings related to practice and clinical meetings.
2. Other related duties as assigned which do not account for more than 5% of the total duties.

#### Education Required:

* Registered Nurse with current registration with the College of Nurses of Ontario required.

#### Experience/Qualifications Required:

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