

Position Description

JOB TITLE: Assistant/Associate Professor and Practicum Coordinator of the Doctor of Nursing Practice (DNP)/Family Nurse Practitioner (FNP) Program

Supervisor: Chief Nurse Administrator **Job Location:** East Longmeadow
Status: 0.5 FTE - 12 months **Exempt (Yes/No):** Yes
Job Code:

JOB SUMMARY:

The Practicum Coordinator of the Doctor of Nursing Practice (DNP)/Family Nurse Practitioner (FNP) program is responsible for coordinating all practicums for this graduate nursing program. H/she will oversee all aspects of clinical experiential learning as required for the DNP/FNP program to assure the effectiveness of instruction at university affiliated clinical sites.

S/he is academically and experientially qualified to accomplish the mission, goals, and expected program and student learning outcomes; is vested to provide effective leadership to the students and practicum preceptors/faculty in alignment with the standards of the American Association of Colleges of Nursing (AACN), the Commission on Collegiate Nursing Education (CCNE), and the National Organization of Nurse Practitioner Faculties (NONPF) standards and guidelines. Additionally, h/she will actively engage in teaching, service and scholarship, and participate in university, program and community activities.

The Practicum Coordinator will oversee the clinical experience and will demonstrate the ability to creatively engage students in didactic and experiential learning opportunities in the online environment, collaborate with other undergraduate and graduate program leaders, and other faculty members/staff of the university.

The position is a 12-month appointment and will be hired at the Assistant or Associate Professor level, reporting to the Chief Nurse Administrator with potential teaching and program development at both the undergraduate or graduate level. The salary is competitive and commensurate with qualifications.

Bay Path University's School of Education, Human and Health Sciences houses the University's Genetic Counseling, Physician Assistant, Occupational Therapy, Healthcare Management, Public Health, Clinical Mental Health and Programs in Education, Special Education and Applied Behavior Analysis. Through evidence-based practice and project-based learning, most of these programs prepare health care professionals for success in a rapidly changing global environment, with applied work, clinical rotations, practicums and fieldwork assignments.

The scholar selected for this position will join a collaborative and dedicated School which emphasizes excellence in education at all levels. H/she will be expected to participate in curriculum and programmatic development and innovation; advise graduate students; participate actively in local, state, and national professional organizations; and contribute to the service mission of the University and the School.

ESSENTIAL JOB FUNCTIONS:

- Support and maintain high quality clinical education for DNP/FNP and participate in continuous development and quality improvement activities.
- Identify, develop, evaluate and secure practicum placements. Interview and place students in community agencies.
- Monitor and maintain tracking system for all practicum students.
- Identify, establish, and maintain relationships with health care providers and/or systems, both locally and nationally for development and implementation of clinical experience sites in students' geographic areas.
- Arrange, schedule and supervise clinical all graduate practicum assignments with affiliate clinical sites and preceptors in collaboration with Chief Nurse Administrator.
- Initiate and maintain contracts between the University and all local and out-of-area/state clinical affiliates according to Bay Path University policy and procedure,
- Gather and maintain student health and immunization records and other clinical clearance documentation as required by clinical affiliates.
- Initiate and maintain communication with clinical affiliates, instructors and/or preceptors involved in the clinical experiential learning for the students according to BPU and other established guidelines.

- Compile and review evaluations from preceptors and students for the clinical course work, discuss issues of concern regarding these evaluations and participate in problem solving with the Chief Nurse Administrator and respective healthcare facility and preceptor as appropriate.
- Oversee and maintain student practicum records, utilizing designated practicum electronic software.
- Monitor and evaluate student practicum records measuring attainment of clinical goals and objectives for practicum completion aligning with program and accreditation guidelines.
- Utilize standards and guidelines of the National Organization of Nurse Practitioner Faculties (NONPF) and American Association of Colleges of Nursing (AACN) when considering clinical supervision and assignment recommendations.
- Develop orientation for clinical practicum experiences to acquaint students with clinical rules, regulations, and expectations for student learning outcomes in the graduate program.
- Collaborate with Chief Nurse Administrator to evaluate clinical sites as well as with other programs utilizing same types of settings.
- Coordinate site visits as a means of communicating and reinforcing experiential learning objectives. May need to travel to practicum sites to assist with issues or concerns
- Provide supervision, instruction, advice and counsel to students assigned to clinical practica and thereby facilitate the students' successful completion of all learning objectives and assure the achievement of clinical competency.
- Maintain appropriate records and assist with program data collection and analysis for accreditation or other required reporting for program evaluation.
- Participate in curriculum design and program development of including, but not limited to, program manuals, instructional materials, competency development and student learning outcomes to achieve and maintain AACN and NONFP standards.
- Participate in the AACN accreditation meetings and on-site evaluation.

- Teach and/or facilitate courses in the didactic and clinical components of the curriculum as assigned.
- Participate in local, state, and national professional organizations for own professional development and to ensure program excellence and appropriateness of curriculum and instruction and its application to clinical instruction.
- Perform other duties as assigned by the University.

OTHER RESPONSIBILITIES:

- If you operate a University owned, leased or personal vehicle at any time while performing your duties you must follow all policies and procedures outlined in the Operations Manual. Additionally, you must report any driving offense, **on or off company time**, which causes a loss, suspension, or any other change in your license status. You must report this change within one business day of the offense. You can report this change to the Human Resource Department or your direct supervisor. Failure to do so can lead to disciplinary action, up to and including terminations.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Ability to stand, walk and/or sit and continuously perform essential job functions.
- Perform tasks requiring walking significant distances between and within University buildings.
- Visual ability corrected, to observe and to verify written information either at a distance and/or at close range.
- Audio ability corrected, to hear emergency alerts and other audible alarms.

Physical Demands—Indicate for each one of the activities listed below the amount of time that is required for the position by placing an “X” the appropriate column after each activity. (If you are unclear of the actual amount of time spent for each activity, please choose the highest amount of time)

A m o u n t o f T i m e

Activity	Never 0%	Negligible 1-15%	Minor 15-40%	Average 40-70%	Major 70-100%
Driving				X	
Walking				X	
Sitting				X	
Standing				X	
Sense of Balance			X		
Talking					X
Hearing					X
Stooping		X			
Kneeling		X			
Crouching		X			
Crawling		X			
Reaching		X			
Manual Dexterity			X		
Finger Dexterity			X		
Sense of Feel (Touch)			X		
Lifting		X			
Carrying		X			
Pushing		X			
Pulling		X			
Seeing					X
Grasping		X			
Climbing		X			

QUALIFICATIONS:

- A MSN, FNP, required, DNP degree preferred.
- Current, active, and unencumbered license in Massachusetts as a Registered Nurse required.
- Current, active, and unencumbered license as a FNP Advanced Practice Registered Nurse required.
- National certification as an advanced practice registered nurse required.
- Previous experience as a practicum coordinator for FNP program strongly preferred.
- A minimum of three years' clinical practice as a nurse practitioner (NP) within the last 5 five years, required.
- Active and current clinical practice as an APRN.
- Experience in both on-line course development and on-line teaching in academic setting strongly preferred.
- Experience in establishing and maintaining practicum relationships and contractual agreements for meeting program's clinical objectives strongly preferred.
- Experience establishing practicum preceptor relationships and communication strongly preferred.
- Ability to negotiate, creatively problem solve and interact in diverse clinical settings.
- Excellent oral and written communication, interpersonal and networking skills including web-conferencing.
- Ability to handle confidential information with discretion.
- Strong organizational skills and attention to detail and follow-through.
- Ability to work independently, multi-task, use good judgment, work in a vibrant academic environment and meet deadlines.
- Proficient with computer Learning Management Systems (LMS) strongly an online teaching proficiency strongly preferred.
- An ability to work effectively in a team environment.
- Valid driver's license.
- Must successfully pass the online safe Driving Course and driving record check at time of hire and annually thereafter.
- Should be committed to a culture of diversity, respect and inclusion.
- General knowledge of the University's mission, purpose and goals and the role this position plays in achieving those goals.

Employee Name (please print)

Employee Signature

____/____/____
Date