

UNDERGRADUATE CLINICAL SITE COORDINATOR ROLES AND FUNCTIONS

General Description

The undergraduate clinical site coordinator is a member of the faculty appointed by the Associate Dean of Academic Affairs to manage the administrative, communication and coordination responsibilities of student assignments in clinical settings. Specific coordination needs vary among courses, faculty and agencies.

Organizational Relationships

The undergraduate clinical site coordinator is directly responsible to the Undergraduate Program Director. The coordinator collaborates with OASS, OAA staff, division chairs, course coordinators and clinical faculty. The coordinator also represents the SON as a liaison between the SON and clinical agencies in the community.

Exemplar Responsibilities

- Establishes timelines for clinical assignments.
- Secures clinical settings for student learning in collaboration with course coordinator.
- Monitors student placements by course coordinators within clinical agencies.
- Communicates SON clinical needs to clinical agencies.
- Participates in course coordinator meetings.
- Participates in individual course meetings as necessary.
- Communicates agency compliance requirements to OAA and OASS.
- Develops new clinical sites, i.e. identifies new sites and explores use of sites recommended by faculty.
- Visits clinical agencies as needed.
- Represents SON at clinical agency planning meetings.
- Oversees mailing of SON requests and assignments to clinical agencies.
- Communicates use of new clinical sites to NC Board of Nursing
- Provide feedback from agencies to appropriate course coordinators and program director.

Revised 1/11/06

MCC