

JOB DESCRIPTION

Dept.: Faculty of Health (FoH)

Working Title: Clinical Placement Liaison (502)

Date: April 2015

Job Class: 11

PRIMARY FUNCTION:

To provide specialized administrative support and coordinate all clinical placements for the Faculty of Health. Student Placements include individual, group and preceptorship requests.

JOB DUTIES AND TASKS:

Student Clinical Placements for Groups and Preceptorships:

1. In collaboration with faculty and students, negotiate and implement appropriate practice placements for each semester and program in the Faculty of Health.

- a. Research, identify and network with potential community and/or health based resources.
- b. Assess and evaluate clinical placement opportunities to ensure alignment with learning objectives/outcomes as identified in course outline(s) and/or by faculty member(s).
- c. Collaborate with placement sites, students, faculty and staff regarding compatibility of potential placements. Negotiate placements with agencies and Health Authorities and assign student placements, ensuring all student placement requests are met for each semester and program.
- d. Provide ongoing support, consultation and resources to students, faculty and coordinators.
- e. Manage, coordinate and implement all group and preceptorship placements. Negotiate and resolve scheduling conflicts regarding potential placements with agencies and post-secondary institutions.
- f. Provide HSPnet training and orientation to new employees, students and faculty.
- g. Liaise with Health Agencies and various organizations/agencies to ensure students meet the requirements and/or changes to policies for placements.
- h. Maintain up to date information on HSPnet in relation to clinical placements.
- i. Adhere to provincially mandated deadlines and confidentiality requirements.
- j. Disseminate placement information and advise program coordinators, faculty and students.
- k. Review requests for accuracy prior to release to agencies.
- l. Manage and resolve placement challenges and changes within critical deadlines, making referrals to faculty as required.
- m. Coordinate with faculty to ensure pre-placement specific information such as; orientation, training and photo id are completed prior to and during placement.

2. Affiliation agreements:

- a. Assess requirements, plan and implement Affiliation Agreements (AA) with Health Authorities and various community and health organizations.
- b. Collaborate with Risk Management and Program Coordinators to evaluate requirements and determine appropriate level of insurance coverage.
- c. Ensure Affiliation Agreements are current, accurate, signed and complete while adhering to strict deadlines.
- d. Identify and update contact information on Health Sciences Placement network (HSPnet)
- e. Recommend Affiliation Agreement amendments to Risk Management as required.
- f. Document and communicate information and decisions regarding risks to agencies, students, faculty and coordinators.
- g. Follow up with agencies regarding insurance certificates.

- h. Liaise with agency contacts, and disseminate information to the Program Coordinators and faculty.
- i. Manage agreements in order to ensure that insurance certificates remain current.
- j. Develop, track and maintain a database of Affiliation agreements and Certificate of insurance.

3. Technology (HSP net, SharePoint and Banner):

- a. Liaise with Coordinators and faculty and provide with necessary student information.
- b. Run compliance reports and HSP net placement lists as needed.
- c. Problem solve Student Information System issues and assist faculty and students as needed.
- d. Develop, plan and implement Clinical Placement Resources Site.
- e. Maintain FoH SharePoint site with updated resources, policies and pre-placement requirements.

4. Related duties:

- a. Problem solve any challenges and/or issues in conjunction with the FOH programs, program coordinators and students related to clinical placements.
- b. Create the class group lists for semesters.
- c. Facilitate and assist students, agencies and faculty as required.
- d. Develop, oversee and maintain current database(s).
- e. Attend and participate in FOH meetings and program meetings as appropriate.
- f. Distribute policies, waivers, agreements to students, faculty and employees.
- g. Develop, implement and maintain a tracking system for the progression and admissions of students.
- h. Consult with Clinical Mentor regarding placement concerns and issues.
- i. Provide coverage for the administrative support positions.
- j. Liaise with other KPU departments as required.
- k. Coordinate with students regarding placement details through e-mail, telephone and in-person appointments.
- l. Perform other related duties as assigned.
- m. Contributes to and promotes a safe, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.

SUPERVISION RECEIVED:

Reports to Administrative Coordinator, FoH for BCGEU and Human Resources processes. Consults with Associate Dean for program specific issues.

PHYSICAL ASSETS/INFORMATION MANAGEMENT:

Set up, maintain and update office filing system and clinical placement databases and control the dissemination of information; and operate various office equipment such as: computer and photocopier.

The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

EMPLOYER REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. A diploma or degree in a related area or a combination of equivalent education, training and progressively responsible administrative support experience.
2. Minimum five years administrative experience in a similar position; post secondary work experience is an asset.
3. Excellent interpersonal, organization, planning, coordination, problem-solving and follow-up skills.
4. Be able to meet and deal effectively with people of all ages and backgrounds in an information exchanging situation.
5. Excellent written and oral communications skills, as well as the ability to communicate patiently and effectively with a diverse range of people.
6. Initiative, self-reliance, independence and flexibility to be able to independently establish priorities for work assigned or accepted based on knowledge of policy and practices and/or an understanding of the nature of the work of the FOH, particularly the nursing programs.
7. Be familiar with the use of email and voicemail systems.
8. Be able to type 50 words per minute.
9. Aptitude for detailed, accurate and efficient data entry.
10. Demonstrated ability to work independently.
11. Proven ability to meet changing priorities, multi-tasking, work to deadlines and make responsible decisions while maintaining high levels of customer service.
12. Preference will be given to those with experience in a health related field.
13. Preference will be given to those with recent experience (one year or less) working with HSPNet as a receiving and sending organization, Banner and SharePoint.
14. Ability to respect and maintain a high level of confidentiality.
15. Works collaboratively in a team-based environment.
16. Superior Accuracy and attention to detail.
17. Superior time-management skills in coordinating placements and meeting multiple deadlines.
18. Superior problem solving skills.
19. Demonstrated ability to adapt quickly to changing work environments.