Job Description for the Clinical Placement Coordinator Position  
at SF State University School of Nursing

-12 month position, full time with 40 hours per week.  
-Compensation range: $3,750 - $4,584 monthly ($45,000-55,000 annually)

Two aspects: Placement Coordinator and Student Health and Requirement Record Management

Placement Coordinator Responsibilities:
1) Communicate via email, phone and/or in person with nurse educators and/or placement coordinators in hospitals and clinics to develop clinical placements.
2) Coordinate with director to determine the numbers of student placements needed at each semester, level, and type of experience needed (e.g., peds, OB, med-surg).
3) Identify facility requirements at each clinical placement location, such as orientation and EHR training, and communicate these clinical entry requirements to instructors and student groups in a timely manner. Keep a record of these facility requirements, updating them as required when the facility changes their expectations.
4) Utilize the CCPS system to put in requests for groups of students and for precepted positions as to meet facility deadlines.
5) Confirm placements with nurse educators and/or placement coordinators in hospitals and clinics institutions by timely follow up communications.
6) Communicate confirmed or changed clinical placement agreements with Director, instructors, campus program coordinators and students for all undergraduate placements in the BSN curriculum, ELM curriculum and RN-BSN curriculum.
7) Attends meetings for Placement Coordinators and/or CCPS meetings throughout the Bay Area when they occur.
8) Ensure that the contract with the facility is current.

Student and Faculty Health and Requirement Record Management
1) Ensure that students and faculty health record are uploaded into the Certified Profile System.
2) Communicate with all nursing students (SF State and Sequoia students) and faculty on an ongoing basis to ensure that each student is up to date and that student receives warning when requirements are not met, including immunizations, CPR, liability insurance, health insurance and any other required information.
3) Send health record and all other placement requirement of each student to placement coordinator/nurse educator at clinical placement facility, on time, as required by the facility/agency.
4) Must attend new student orientation twice a year and present on Clearance Requirements/Record Management and the Use of Certified Profile.
5) Ensure that all ‘onboarding’ has occurred for each student and provide assistance when required.
Required Skills for Position

1) Knowledge of basic medical terminology and types of nursing.
2) Knowledge of basic hospital organization and hospital/clinic systems.
3) Excellent computer based organizational skills.
4) Excellent public relations skills using proper etiquette both electronic and interpersonally.
5) Able to develop and maintain excellent working relationships with multiple coordinator/nurses at many institutions.
6) Able to communicate clearly, professionally and calmly with people expressing frustration.
7) Able to keep updated records and attend to details despite much change.
8) Able to create and improve systems for organization of many variables (e.g., maintain accurate and detailed reports and records).
9) Able to remain flexible and effectively perform job during unexpected situations or changing conditions.
10) Able to show a high level of dedication by following through with commitment, in a reliable and communicative manner.
11) Able to take the initiative to solve or improve problems and situations proactively without needing supervision.
12) Able to manage time to accomplish tasks efficiently and effectively (e.g., multi-task).
13) Able to reach out to appropriate sources to get the resources or find information needed to be successful.

Please email your resume and cover letter to:
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