

Nursing Clinical Placement Coordinator

**About Emmanuel College:**

Emmanuel College-a Catholic, coeducational, residential, liberal arts and sciences college in Boston-has been educating critical thinkers, ethical decision makers and community leaders since 1919. Situated in Boston's Fenway neighborhood within the Longwood Medical and Academic Area, Emmanuel's 17-acre campus is home to nearly 2,000 undergraduate and graduate students. The College provides boundless opportunities for students to expand their worldview through rigorous coursework, significant internship and career opportunities throughout the Boston area and beyond, collaborations with distinguished and dedicated faculty, and participation in a dynamic campus community. Emmanuel's more than 70 programs in the arts, humanities, education, natural sciences, business and nursing foster spirited discourse and substantive learning experiences that honor the College's commitment to educate the whole person and prepare students to emerge as tomorrow's leaders. For more information, visit www.emmanuel.edu.  The School of Nursing currently offers a BSN, RN to BSN completion program, and an MSN program in Education and Management.  The School of Nursing programs are accredited by the Commission on Collegiate Nursing Education.

 **Job Description:**

The Clinical Placement Coordinator is responsible for the planning, development and evaluation of clinical sites and arranging clinical experiences consistent with nursing course objectives. The Coordinator is the primary contact for undergraduate and graduate clinical placements and serves as the School of Nursing liaison with institutions, organizations, agencies, private practices, and individuals with whom undergraduate and graduate nursing students will have clinical experiences. The Coordinator is responsible for complex communication and problem-solving to maintain positive working relationship. The Coordinator operates from a solid understanding of nursing education and practice. The purpose of this position is to facilitate a positive clinical experience for SON students in the undergraduate and graduate nursing programs. The coordinator will also assist with Commission on Collegiate Nursing Education (CCNE)  requirements both in compliance and written documentation.

The Emmanuel College School of Nursing invites applications for a Clinical Placement Coordinator to begin in Summer 2022. This is a 12 month position. Hours can be flexible

 **Requirements:**

Applicants must have a Massachusetts nursing license in good standing, hold a BSN.  A MSN in Nursing and Clinical Placement Experience Preferred.   The applicant must possess a minimum of two years full-time nursing experience, or its equivalent, within the last five years and evidence of clinical competence in clinical expertise and maintain expertise appropriate to teaching responsibilities.

The Coordinator shall participate in the governance of Emmanuel College and the School of Nursing, as appropriate, for the accomplishment of the goals of the College and School of Nursing.  Faculty are expected to develop, implement and evaluate policies to include systematic evaluation data analysis, and suggest and implement areas in need of improvement. In addition, they are responsible for input in developing and evaluating the curriculum plan.

Preferred Qualifications:

Knowledge, Skills and Abilities:

* Knowledge of state and federal regulations governing nursing practice;
* Ability to communicate effectively, both orally and in writing;
* Ability to work independently and efficiently;
* Ability to work under pressure and under timeframes;
* Ability to handle multiple projects at the same time;
* Ability to prepare written reports, correspondence and recommendations;
* Strong interpersonal skills, including capacity to work cooperatively with the School of Nursing Team.
* Strong problem-solving skills, organizational skills and attention to detail;

 **Additional Information:**

Emmanuel College seeks to create a working and learning environment that reflect the society and community in which we are located, and we actively encourage candidates of all backgrounds to apply.

 **Application Instructions:**

After submitting your resume with this application form (see link below), you will be prompted to complete an Applicant Profile where you will be able to upload your cover letter and list of references.

Application Instructions:

 Qualified applicants should submit:

* A letter of interest and statement of personal and teaching philosophy.
* Curriculum vita
* Three references with contact information.

To apply: <http://emmanuel.interviewexchange.com/candapply.jsp?JOBID=148236>