



Classification Description

Job Title: Clinical Coordinator I, Nursing Simulation **Pay Grade: 113**

Job Code: 3906

FLSA Status: Exempt

Job Purpose

This is responsible, professional work in coordinating and assisting with instructional support and simulation instruction as directed by Nursing Course Faculty within the School of Health Professions. Work may be scheduled and performed at all FSW campuses. This is a 10.5 month (213 duty day) position.

General Responsibilities

Essential Functions

Assists with schedules and instruction in the simulation environment; coordinates with Faculty on didactic and laboratory courses; assists Faculty with instruction and ensures that all students receive adequate programmatic and technical instruction, exposure and experience.

Assists with the set-up and take down of the simulation/practicum supplies and simulation equipment; Maintains inventory of appropriate supplies, patient forms and equipment at clinical and/or laboratory training sites.

Assists the nursing faculty with maintaining simulation/practicum education records including outcome measures such as student learning in simulation experiences as well as performance measures in the educational delivery of simulation/practicum education led by the instructional faculty and nursing leadership.

Coordinates activities in the pre-clinical, clinical, laboratory, and in simulation/practicum education settings as determined by the needs of nursing faculty.

Performs as a liaison with external agencies used for simulation/practicum and continuing educational experiences.

Participates in departmental, committee and other College meetings; attends local, state, and regional meetings as appropriate to support the development of assigned programs.

Instructs clinical and virtual, simulation/practicum of an assigned course(s) or program according to the curriculum, ACEN, and the course and program objectives as assigned by the Nursing Leadership.

Contributes additional instructional support services, as assigned.

CLINICAL COORDINATOR I, NURSING SIMULATION

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Nursing Associate's degree from a regionally accredited institution of higher education.

Three (3) years full-time professional full-time work experience in nursing.

Encouraged to obtain Simulation Education certification within eighteen (18) months of hire.

Current unencumbered licensure in good standing as a registered nurse.

Must be able to work flexible schedule that may include evening and weekend assignments.

Ability to independently travel to all FSW campuses in Lee, Charlotte, Collier and Hendry counties and other locations for College business.

Demonstrated experience using instructional technology, computers, and software applications.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.

CLINICAL COORDINATOR I, NURSING SIMULATION

- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: May 14, 2020. Revised: February 9, 2022. Revised: July 1, 2023.