

Posting #24-136CU

Clinical Placement Coordinator – Undergraduate Nursing Programs

School of Nursing

Regular, Full-Time

Purpose

Reporting to the Administrative Manager, Faculty of Human and Health Sciences, with functional supervision by the Clinical Placement Liaison, the Clinical Placement Coordinator – Undergraduate Nursing Programs is part of the Clinical Placement Team within the School of Nursing. The Clinical Placement Coordinator – Undergraduate Nursing Programs is responsible for securing placements for Year 3 and Year 4 preceptor placement clinical courses for both the Northern Collaborative Baccalaureate Nursing Program (NCBNP) and the Northern Baccalaureate Nursing Program (NBNP). The mandate of the position is to provide placements that meet the stated goals and objectives of each clinical course while working within the Nursing calendar requirements of the stated programs as well as those requirements set out by the British Columbia College of Nurses and Midwives.

Responsibilities

Duties include but are not limited to:

- Developing and nurturing positive relationships with outside agencies and medical practitioners effectively managing the placement process, and contributing to the continued growth of clinical placement opportunities across the North and the province;
- With the Clinical Placement Team, identifying clinical needs for each academic year, based on courses to be offered and anticipated student numbers;
- Organizing placements for courses in each semester, across multiple sites and two programs, focusing on preceptor placements;
- Working within HSPNet and other tracking systems to request and manage placements at clinical sites, and communicating effectively with sites, preceptors, and students;
- Working collaboratively with Health Authority partners, including practice education teams, and with non-health authority health sites ensuring student placement needs are met;
- Organizing and coordinating all Health Authority site orientations with students and associated clinical faculty, ensuring the objectives of the clinical placement/orientations are understood;
- Working with clinical faculty, management of the School of Nursing, and clinical agencies developing and maintaining clinical placement manuals that are provided to clinical agencies and clinical managers;
- Receiving, documenting, responding to, and when appropriate, redirecting to the Clinical Placement Liaison and/or faculty coordinator responsible for academic quality, any issues or concerns raised by students, any placement partners, or participating parties;
- Tracking placements and maintaining meticulous and confidential records and student files,

utilizing a range of databases and spreadsheets ensuring data is accurate, current, and readily accessible. Generating reports as needed; and

- Preparing students for their assigned clinical placements through individual meetings and group presentations, such as program orientation sessions.

Qualifications

The successful candidate must possess a baccalaureate degree, preferably in Nursing or another health care field. A two- or three-year certificate or diploma in administration, practical nursing, or an allied health field may be accepted with significant related experience. Ideally, the successful candidate will have at least three years related experience, preferably in a health care setting and/or an academic setting related to practicum or clinical placements.

Familiarity with university structures, policies and procedures, or those related to a BC Health Authority would be an asset. Experience with nursing administration or in a health care office setting is highly recommended. Proficiency in word processing, spreadsheets, email and database software is essential and experience with student information systems and HSPnet is an asset. Familiarity with health authority pre-requisite requirements is an asset, as is experience working with university processes.

Superior interpersonal, time management, and oral and written communication skills are critical, as well as the proven ability to problem solve complex issues and consistently exercise good judgment. The successful candidate must be able to foster cooperation, provide guidance, have positive relationships, and build consensus, both with a team and with external partners. Must be able to work independently and be diplomatic in a busy, challenging and stressful environment, interacting in a highly professional/confidential manner. Familiarity with FOIPPA and the maintenance of confidential files and personal information is required.

An equivalent combination of education and experience will be considered.

Salary

This position has been classified at a Grade 9. The annual salary range for this position is \$70,215.60 to \$73,127.60 and the normal starting salary will be \$70,215.60

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, employee training and development opportunities, as well as relocation assistance. For more details please see:

<http://www.unbc.ca/human-resources/employee-benefits>

<http://www.unbc.ca/human-resources/unbc-pension-plan>

Normal hours of work will be 8:30am – 4:30pm, Monday through Friday.



Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic center of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.



Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at employeewellbeing@unbc.ca. Any personal information provided will be maintained in confidence.

Internal applicants from CUPE Local 3799 will be given priority consideration.

Please forward your resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number #24-136CU in the subject line to:

Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: HRecruit@unbc.ca
Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

Applications will be accepted until 4:30PM on July 18, 2024

