

**Posting #24-201CU**

## **Clinical Placement Assistant**

### **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 Assistant position supports the coordination of clinical placements for all programs of the School of Nursing. This encompasses placements for the Northern Collaborative Baccalaureate Nursing Program (NCBNP) and its three campuses (Prince George, Quesnel, and Terrace), the Northern Baccalaureate Nursing Program (NBNP) in Fort St John and Prince George, the Rural Nursing Certificate Program (RNCP) as well as the Family Nurse Practitioner Program (MScN-FNP). The administrative support that the Clinical Placement Assistant provides ensures that the established goals and objectives of each clinical course can be met, as well as those requirements set out by the British Columbia College of Nursing & Midwives (BCCNM) and the School's accrediting body Canadian Association of Schools of Nursing (CASN).

#### **Responsibilities**

This position is part of the clinical placement team offering up efficiencies and opportunities for improvement in the School of Nursing. This position supports coordination of clinical placements across the School of Nursing with administrative and logistical rigor. The position works robustly with HSPnet, the clinical placement request and tracking tool used by British Columbia Health Authorities, and requires knowledge of all processes within clinical placements.

Duties include but are not limited to:

- Ensuring an accurate flow of information and maximization of student placements by liaising with destination coordinators through planning for HSPnet setup, data entry, and reporting;
- Collaborating with clinical lead instructors to translate clinical experience requirements into requests that can be received and approved through HSPnet, and preparing student schedules for clinical experiences;
- Tracking student placements so that reports can be generated for the School through HSPnet reporting requirements and other databases and/or spreadsheets, ensuring placement data is properly reported to the student, clinical site, preceptor, and clinical faculty;
- Assisting with students' Health Authority orientations for clinical placements while ensuring requirements set by each Health Authority are met and tracked/reported accordingly;
- Maintaining confidential student files to ensure they are current for nursing requirements and that HSPnet records are maintained accurately;
- Working with academic program coordinators to ensure completed clinical course evaluations for required courses are submitted at the end of each clinical course, and ensuring that records management of students' files are consistent with the University policies and the School's requirements;
- Receiving, documenting, and handling any concerns raised by students, clinical sites, preceptors, and/or clinical instructors, with appropriate escalation to the Clinical Placement Coordinator; and
- Coordinating the annual recognition of all preceptors within the School of Nursing programs.

## Qualifications

The successful candidate must possess a one-year certificate/diploma in medical office or business administration together with a minimum of three years related experience, preferably in an academic or health care setting related to practicum, clinical placements, or nursing education. An equivalent combination of education and experience will be considered.

Familiarity with university structures, policies and procedures, and those related to BC Health Authorities are preferred. Experience with HSPnet would be a definite asset. Knowledge of medical terminology is highly recommended. Proficiency in word processing, spreadsheets, email, and database software is essential and experience in student information systems is an asset. Superior interpersonal, time management, and oral and written communication skills is critical, as well as the proven ability to problem solve complex issues and consistently exercise good judgement. The incumbent must demonstrate a high level of tact, discretion and accuracy, with the ability to work well within a team environment, as well as a diverse group of health care and education professionals. Must be able to work independently and be diplomatic in a busy, challenging and stressful environment, interacting in a highly professional/confidential manner.

## Salary

This position has been classified at a Grade 5. The annual salary range for this position is \$55,091.40 to \$57,348.20 and the normal starting salary will be \$55,091.40.

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 :30 am – 4:30 pm, 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 centre 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](mailto: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 #24-201CU 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](mailto: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 November 27, 2024.**

