BERGEN COMMUNITY COLLEGE
JOB DESCRIPTION

TITLE: Assistant Dean of Nursing - Clinical Coordinator

DEPARTMENT: Nursing

FUNCTION: Serves as the clinical liaison between the Department of Nursing and clinical agencies. Participates in supervising, coaching, evaluating, and recruiting nursing adjunct faculty members and coordinates orientation and ongoing educational support. Identifies appropriate acute care and community clinical sites and maintains affiliations. Oversees and ensures compliance with the College program, New Jersey Board of Nursing and accrediting agency policies.

REPORTS TO: Associate Dean of Nursing

SUPERVISES: Participates in the supervision of Clinical Nursing Adjuncts but is not a formal performance manager

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Serves as the clinical liaison between the Department of Nursing and clinical agencies.
2. Partners with facilities and clinical programs to facilitate agreements for learning opportunities that align with program outcomes; ensures faculty productivity and student learning are optimized.
3. Engages in program accreditation process.
4. Identifies appropriate acute care and community clinical sites and maintains affiliations.
5. Participates in supervising, coaching, evaluating and recruiting nursing adjunct faculty members and coordinates orientation and ongoing educational support; makes at least one site visit each semester.
6. Communicates results of clinical site evaluations; develops and utilizes mechanisms to maintain timely processing of clinical site affiliation agreements.
7. Collaborates with Student Health Services, the Office of the Associate Dean, and faculty to verify student requirements (e.g. Criminal Background Check, student health, CPR) are current and comply with affiliation agreements.
8. Works with course faculty to create and distribute student clinical rotation lists and pertinent information to clinical facilities.
9. Maintains student compliance records and database; creates and distributes required reports.
10. Participates in departmental meetings and committee work as assigned.
11. Assumes departmental responsibilities in the absence of the Associate Dean.
12. Performs additional tasks or duties as assigned by the Associate Dean of Nursing or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Master’s Degree in Nursing; current New Jersey RN license

Experience: Minimum of 3 years of clinical teaching in an academic setting; this qualification may be waived for an individual with appropriate alternate experience. Experience in the review, analysis and evaluation of academic outcomes assessment is highly desired.

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.

Submitted by: ________________________ Date: ____________
Name/Title

Approved by: ________________________ Date: ____________
Name/Title

Reviewed by: ________________________ Date: ____________
Human Resources

Board Approval: ________________________ Date: ____________
Board Approval

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE