



Classification Title: Clinical Placement Coordinator

Department:	Nursing Education	EEO6 Code:	4
Employee Group:	Classified	Salary Grade:	23
Supervision Received From:	Associate Dean, Nursing Education	Date of Origin:	2/2026
Supervision Given:	Direction and Guidance	Last Revision:	2/2026

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

JOB SUMMARY.

Coordinates, organizes and oversees the clinical site placement for the Nursing program; secures and maintains efficient clinical site coordination that meets accreditation standards for the program; serves as the liaison between clinical agencies, faculty and students; coordinates communication, compliance, scheduling and documentation; works collaboratively with the clinical agencies to process contracts and ensure credentialing requirements are followed; oversees student placement, verifies clinical site databases, and attends meetings to represent the Nursing program; provides information to students on clinical placements and the Nursing program; acts as a liaison between the program and other departments, community partners, governmental agencies, the healthcare industry or other educational institutions; acts as a resource in response to sensitive matters related to clinical site placements.

DISTINGUISHING CHARACTERISTICS.

The Clinical Placement Coordinator is distinguished from other administrative support classes by its responsibility for the clinical site placement coordination and collaboration with clinical facilities in the community to schedule appropriate clinical placement opportunities for Nursing program students.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Coordinates, organizes and oversees the clinical site placement for the Nursing program performing a variety of specialized administrative support duties necessary for securing and maintaining efficient clinical site coordination that meets accreditation standards for the program; performs scheduling for clinical courses; determines the clinical placements required for the Nursing students for each semester; utilizes the applicable industry website (i.e. San Diego Nursing and Allied Health Service-Education Consortium website) to enter all Nursing clinical placement requests; resolves initial clinical placement conflicts with other Nursing programs; revises clinical placement requests as clinical needs change and clinical site availability changes.
2. Oversees student placement and verifies clinical site databases; requests preceptorship placements utilizing the applicable consortium website; coordinates preceptorship placement requests with fourth semester students; collaborates with fourth semester course and clinical faculty to ensure appropriate matching of students with specific preceptorship placements; communicates with Nursing managers, educators and clinical facilities to identify specific staff nurse preceptors for nursing students; coordinates faculty assignments for preceptorship visits to clinical facilities.

3. Serve as primary contact for clinical sites; serves as the liaison between clinical agencies, faculty and students to ensure smooth and efficient clinical placements; acts as a liaison between the program and other departments, community partners, governmental agencies, or other educational institutions; acts as a resource in response to sensitive matters related to clinical site placements.
4. Serves as a liaison between the Nursing program and other Nursing programs and the healthcare service community; attends various meetings with representatives from the consortium, clinical sites and other agencies to keep current with clinical facility requirements; communicates with representatives of clinical facilities as needed throughout the year to resolve any issues related to the clinical placement of nursing students; participates in audits of student and faculty paperwork by clinical agencies; provides follow up with clinical facilities for questions related to student and faculty completion of requirements for clinical facilities.
5. Works collaboratively with the healthcare industry to ensure clinical site contracts are current and the credentialing requirements are followed; assists with reporting and documentation required to maintain compliance with affiliate agreements; maintains and updates list of approved/contracted clinical sites; assists in the identification, recruitment, and touring of new clinical agency student placement sites; assist with maintaining, tracking, preparing, and reviewing agreements/contracts with clinical affiliates.
6. Coordinates communication, compliance, scheduling and documentation to support the educational and clinical objectives of the program; advises faculty of clinical facility requirements for students and faculty; communicates updates regarding clinical facility requirements to faculty; works with the other department staff as a resource for completion and transmission of required clinical facility paperwork; provide assistance to clinical faculty in the completion of requirements for clinical facility assignments.
7. Research, collect, compile, tabulate and/or analyze reports, spreadsheets and manuals; determine effectiveness of placement and resolve issues, in collaboration with the Associate Dean in accordance with regulations, policies, and procedures.
8. Provides information and answers questions regarding clinical placements and the Nursing program including clarification of requirements and department processes/procedures; responds to questions and complaints; receives and inputs a variety of student information into computer systems; researches information in computer systems; provides initial screening and assists with the preparation of forms and documentation; provides recommendations on other available services and community resources; coordinates and follows up on student issues and concerns.
9. Maintains information regarding orientation and facility requirements; reviews student records to verify compliance with health and facility requirements; schedules and notifies students and faculty regarding clinical orientations for each student clinical group each semester.
10. Manages clinical rotations in designated computer software programs; verifies clinical compliance for all students and faculty; works closely with students who are out of compliance to help them meet all necessary requirements; collaborates with faculty and other staff as needed to facilitate compliance with set requirements.
11. Completes all clinical paperwork needed for each clinical rotation; provides administrative assistance to the Associate Dean as needed in support of various tasks and projects.
12. Guides students through activation procedures for clinical site access; conducts student orientations to communicate requirements for clinical placement; develops and maintains forms and instructional materials related to clinical requirements.

Marginal Functions:

1. Provides backup for other department or program administrative support staff.
2. Assists with the general administrative support duties including preparing confidential correspondence, reports, flyers, program handbooks, and outreach, marketing and orientation materials; assists in the development and maintenance of the program website and social media accounts.

3. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Four years of administrative support or office/program coordination experience.

Education/Training: Equivalent to an associate degree from an accredited college or university.

Licenses/Certificates: Possession of an appropriate, valid California driver's license by time of appointment.

Preferred Qualifications: Related experience working in a Nursing program.

Knowledge of:

1. Basic services and regulations of assigned program.
2. General health requirements for students and faculty in the Nursing program.
3. College admissions procedures.
4. Office administration practices and procedures to include recordkeeping.
5. Health Insurance Portability and Accountability Act (HIPAA) regulations as they pertain to applicant and student information and records.
6. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
7. Principles, practices, concepts and techniques used in customer service, public relations and community outreach for attaining new clinical placements.
8. General information about contracts.
9. Advanced use of standard business applications including word processing, spreadsheet and database software and other specialized software applications.
10. Functions, rules, policies and procedures applicable to assigned areas of responsibility.
11. Basic research methods and data analysis techniques.
12. Federal, state and local laws and regulations of the assigned area.

Skill in:

1. Communicating information accurately and effectively to students; comprehending requests for information or assistance; maintaining a courteous and tactful manner when under pressure or in an antagonistic situation.
2. Communicating clearly and effectively, both orally and in writing.
3. Preparing clear, concise and accurate reports, documents, data entries and other written materials.
4. Evaluating student health requirements for program eligibility accurately and effectively.
5. Evaluating student program and placement eligibility accurately and effectively.
6. Reaching sound decisions in accordance with policies and procedures related to assigned areas of responsibility.
7. Tracking statistical information utilizing complex spreadsheets and databases.

8. Operating a computer and other standard office equipment and using spreadsheet, word processing and enterprise software.
9. Organizing and maintaining specialized files.
10. Maintaining confidentiality of student files and records.
11. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, age, cultural, physical or mental disability, medical condition, gender, gender expression, gender identity, sex, sexual orientation, nationality, race and ethnic backgrounds of community college students, faculty, and staff.
12. Exercising tact and diplomacy in dealing with sensitive, complex and confidential student issues and situations.
13. Establishing and maintaining effective working relationships with those encountered in the course of work including community partners and clinical agencies.

WORKING CONDITIONS.

Environmental Conditions: The employee works under typical office conditions, and the noise level is usually quiet to moderate.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to sit, stand and walk for prolonged periods and use hands to repetitively finger, handle and feel computers and standard business equipment. Position requires travel to District and other locations.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.