

UW HEALTH JOB DESCRIPTION

Nursing Student Placement Coordinator

Job Code: 310044	FLSA Status: Non-Exempt	Mgt. Approval: M. Glynn	Date: April 2022
Department: Nursing Professional Development	HR Approval: K. Fleming	Date: April 2022	

JOB SUMMARY

Under the direction of the Director, Nursing Professional Development, the Nursing Student Placement Coordinator works with UW Health stakeholders, including nursing leaders, to evaluate potential clinical placement areas that promote the best clinical experiences for nursing students placed at UW Health for their clinicals. The Coordinator will collaborate with academic partners to plan and coordinate student placement for all nursing students. This position frequently engages with academic partners in developing and designing processes to facilitate effective onboarding for student learners and enhance the student experience. The Coordinator is expected to work dynamically and collaboratively across multiple departments and stakeholders including but not limited to Administration, Human Resources, Information Services, Nursing and various clinical departments.

MAJOR RESPONSIBILITIES

- Utilizes collaboration skills to identify and manage student placement requests while monitoring timelines and resolving risks/barriers.
- Efficiently and effectively allocates student requests, as appropriate, to support student placement and achieve strong relationships with our academic partners.
- Facilitates the planning and coordination of nursing student onboarding, placements in clinical departments and evaluation of student experiences, implementing improvements as needed.
- Consults with UW Health stakeholders to coordinate placement and address gaps.
- Manages numerous and frequent student communications to mitigate issues and barriers to student placement.
- Collaborates with stakeholders across departments to develop and implement processes to enhance the onboarding experience for nursing students.
- Collaborates with the Director, Nursing Professional Development and UW Health and academic stakeholders to design, implement, deliver, sustain, and evaluate effective and efficient onboarding of nursing student learners.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	High School Diploma or equivalent
	Preferred	Associate degree in business administration or related field
Work Experience	Minimum	Two (2) years of experience in an office environment
	Preferred	Experience in an academic healthcare setting
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Highly proficient in Microsoft Office applications, specifically, Word, Power Point, Excel, and Visio • Strong knowledge in or ability to learn student placement software programs • Experience facilitating discussion across dynamic teams with multiple stakeholders • Strong collaboration and negotiation skills • Critical thinking and problem-solving skills • Ability to interpret and utilize data to implement and evaluate improvements • Ability to work well independently and effectively manage multiple tasks and priorities • Ability to effectively summarize and communicate information by tailoring communications and presentations for the intended audience

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input type="checkbox"/> Infants (Birth – 11 months)	<input type="checkbox"/> Adolescent (13 – 19 years)
<input type="checkbox"/> Toddlers (1 – 3 years)	<input type="checkbox"/> Young Adult (20 – 40 years)

UW HEALTH JOB DESCRIPTION

Preschool (4 – 5 years)	Middle Adult (41 – 65 years)			
School Age (6 – 12 years)	Older Adult (Over 65 years)			
JOB FUNCTIONS				
Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.				
PHYSICAL REQUIREMENTS				
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>				
Physical Demand Level	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Occasional Up to 33% of the time</td> <td style="width: 25%; padding: 5px;">Frequent 34%-66% of the time</td> <td style="width: 25%; padding: 5px;">Constant 67%-100% of the time</td> </tr> </table>	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time		
x Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Up to 10#</td> <td style="width: 25%; padding: 5px;">Negligible</td> <td style="width: 25%; padding: 5px;">Negligible</td> </tr> </table>	Up to 10#	Negligible	Negligible
Up to 10#	Negligible	Negligible		
Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Up to 20#</td> <td style="width: 25%; padding: 5px;">Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls</td> <td style="width: 25%; padding: 5px;">Negligible or constant push/pull of items of negligible weight</td> </tr> </table>	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight		
Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">20-50#</td> <td style="width: 25%; padding: 5px;">10-25#</td> <td style="width: 25%; padding: 5px;">Negligible-10#</td> </tr> </table>	20-50#	10-25#	Negligible-10#
20-50#	10-25#	Negligible-10#		
Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">50-100#</td> <td style="width: 25%; padding: 5px;">25-50#</td> <td style="width: 25%; padding: 5px;">10-20#</td> </tr> </table>	50-100#	25-50#	10-20#
50-100#	25-50#	10-20#		
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Over 100#</td> <td style="width: 25%; padding: 5px;">Over 50#</td> <td style="width: 25%; padding: 5px;">Over 20#</td> </tr> </table>	Over 100#	Over 50#	Over 20#
Over 100#	Over 50#	Over 20#		
List any other physical requirements or bona fide occupational qualifications:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.