



UNIVERSITY OF DELAWARE
HEALTH SCIENCES

POSITION: CLINICAL PROGRAM ASSISTANT

LOCATION: MCDOWELL HALL

PAY: \$18-\$20 PER HOUR

Hours: UP TO 60 HOURS PER PAY PERIOD

Context of the Job:

Under the limited supervision of the Clinical Coordinator, the Clinical Program Assistant is responsible for coordinating, organizing, and monitoring the student and faculty clinical compliance process needed for student placement in clinical settings. The incumbent will monitor implementation and compliance of internal and external clinical mandatory requirement processes. The incumbent will be the School of Nursing's liaison for clinical partners related to student and faculty clinical compliance issues. The incumbent will track and resolve student and faculty non-compliance issues to meet strict clinical placement deadlines while keeping their supervisor apprised.

Major Responsibilities:

- Develop and maintain computerized databases needed for the monitoring and tracking of all confidential student and faculty clinical mandatory requirements while following FERPA and HIPAA privacy laws.
- Coordinate and monitor confidential student and faculty clinical mandatory requirements while assuring strict clinical placement deadlines are being met.
- Report confidential criminal clearance and drug screening results to supervisor as needed.
- Communicate student and faculty non-compliance issues with internal and external partners to assure contractual obligations are being met.
- Create and present information to faculty, students and department employees, as it relates to clinical compliance, policies and regulations.
- Conduct audits to ensure compliance of policies, regulations, and contractual obligations are being met.
- Notify appropriate faculty of student non-compliance issues affecting their nursing course(s).
- Create and update reports as requested, and archive data of student records in databases.
- Create and distribute Certificates of Appreciation to all Preceptors who mentored students during the academic year.
- Support and monitor the School of Nursing's online educational trainings and information for students and faculty.
- Assist with the management of clinical placement contracts and documentation as needed.
- Coordinate and support nursing student collaborations with internal clinical partners and

programs.

- Assist with School of Nursing recruitment and marketing activities as needed.
- Perform other job-related duties as assigned.

Qualifications:

- High school diploma or GED and three to five years of relevant experience, or a combination of education and experience. Associate's degree or equivalent college-level course work in health administration or related field preferred.
- Ability to use independent judgement in handling confidential information and non-routine matters.
- Intermediate knowledge of medical terminology preferred.
- Intermediate to advanced knowledge of office practices and procedures; ability to handle multiple assignments concurrently; ability to analyze and interpret data, make independent decisions.
- Familiarity with Delaware healthcare agencies preferred.
- Strong interpersonal skills and initiative; strong organizational skills; ability to work independently or in a team.
- Intermediate computer skills with proficiency in spreadsheet software, word processing, and internet search capability: experience with clinical software and databases preferred.
- Knowledge of principles of adult education; knowledge of current and emerging trends in technologies, techniques, issues and approaches.
- Ability to develop, plan and implement short-and long-range goals.
- Ability to work effectively with a wide range of constituencies in a diverse community.

Contact Information: Resumes should be sent via email to Melissa Minor-Brown at the following email address:
mmb@udel.edu