

**JOB TITLE:** Direct Entry Midwife Program Clinical Site Coordinator  
**DIVISION:** Health and Service Occupations  
**REPORTS TO:** Program Coordinator/Dean of Health Education and Public Safety  
**CLASSIFICATION:** Hourly  
**POSTING DATE:** February 23, 2017

### INTERNAL/EXTERNAL POSTING

**SUMMARY:** The Direct Entry Midwife Program Clinical Site Coordinator is responsible for acquiring, contracting, monitoring, and evaluating all clinical sites, preceptors, and midwife students for all program clinical courses. Responsible for student experiences in coordination with the Direct Entry Midwife program coordinator and Dean of the Department. Arrange clinical placements for all Direct Entry Midwife students and schedule orientations for all preceptors and facilities staff.

The Program Clinical Coordinator will ensure that preceptors meet the credentialing requirements as required by MEAC/NARM and the State of Wisconsin. The Program Clinical Coordinator is required to coordinate an orientation program for all new clinical preceptors to ensure that the programs outcomes are being met. The Program Clinical Coordinator will make regular visits to/with clinical preceptors/agencies during the clinical rotation, documenting the findings of each visit. In emergent situations, the Program Clinical Coordinator will collaborate with the Program Coordinator to help arrange substitute clinical experiences for students.

**ESSENTIAL DUTIES/RESPONSIBILITIES:** include the following. Other duties may be assigned.

- Clinical Coordinators to identify, select, contract with, monitor, and evaluate all clinical sites. Maintain site selection criteria and contract documentation in support of Certified Professional Midwife competency requirements.
- Visit all clinical sites and the health agency preceptor (s) at least once during the semester to support a relevant and comprehensive midwifery student experience
- Work in conjunction with Program Coordinator and Human Patient Simulation Technician to establish clinical/simulation schedules and alignment of clinical experience with course goal.
- Work in conjunction with Program Coordinator to establish and maintain a system to ensure general clinical compliance documentation of clinical preceptors and students as well as site-specific requirements are met
- Serve as the first point of contact for resolution of clinical personnel issues which may arise between clinical preceptors and students, and concerns encountered with affiliating agencies. Engage Program Coordinator and Dean as appropriate in facilitating resolution of clinical personnel issues if further intervention is needed
- Participate in networking activities to build relations with preceptors, healthcare facilities and related professional associations, including appropriate orientation activities with contracted preceptors and facilities
- Coordinate orientation, training, and development guidance to clinical preceptors regarding their clinical site
- Ensure all preceptor and facility-required documentation and training is completed in a timely and appropriate manner
- Work with Program Coordinator to assure students and preceptors are oriented to program expectations prior to clinical student placement and assist in updating as needed
- Develop and maintain a clinical preceptor mentor program to assist new preceptors in teaching-related activities including but not limited to: understanding their role as preceptor, clinical assessment system and tools, use of pre and post clinical conferences, handling challenging student situations, etc
- Mentor clinical preceptors to assist them in teaching-related activities including but not limited to: understanding their role as preceptor, clinical assessment system and tools, use of pre and post clinical conferences, handling challenging student situations, etc
- Verify and work with program coordinator, clinical preceptor, and student when needed for clinical makeup occurs
- Assure all evaluations for students and clinical preceptors are completed and distributed as required
- Engage departmental processes, as appropriate, to address academic difficulties and clinical compliance and competency issues

- Participate in midwifery program planning process
- Participate in department and clinical facilities meetings and committees, as assigned.
- Participate in course meetings arranged by the program coordinator and instructors to ensure clinical settings are meeting the needs of the course
- Accept and complete additional related duties as assigned by the program Dean or/and program coordinator

**QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:** To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Current Certification as a Certified Professional Midwife (CPM) or Nurse Midwife (CNM) required
- Out of hospital clinical experience required
- Associates Degree required; Bachelor's Degree preferred
- Meet requirements of Wisconsin Caregivers and Criminal Background Checks
- Valid driver's license and ability to travel related to clinical program objectives as assigned
- Ability to work with computers and basic computer software
- Ability to use analytical problem solving skills to resolve issues related to clinical objectives
- Ability to work in a team environment and with diverse individuals
- Ability to meet deadlines, organize schedule, and handle problem situations tactfully

#### **APPLICATIONS:**

- Internal applicants:
  - Submit a letter of interest and updated resume to Human Resources
- External applicants
  - Complete the support staff application on our website at [www.swtc.edu](http://www.swtc.edu) and print, scan and send along with your cover letter and resume to: [humanresources@swtc.edu](mailto:humanresources@swtc.edu)

Southwest Tech  
Attn: Human Resources  
1800 Bronson Boulevard  
Fennimore, WI 53809

Contact [humanresources@swtc.edu](mailto:humanresources@swtc.edu) with questions regarding the application process or call 608.822.2314

**CLOSING DATE FOR APPLICATIONS: March 9, 2017**

**STARTING DATE:** As soon as possible

**SALARY:** Support Staff Pay Grade 4 - \$16.33 - \$21.09

**PRO-RATED BENEFITS/SERVICES:** Our comprehensive benefit package includes the following and much more:

• Health Insurance	• Dental Insurance
• Life Insurance	• Long-Term Disability
• Health Savings Account	• Health Club Access
• Wisconsin Retirement System Contribution	• On-campus day care (hourly rate charged)

**SCREENING PROCESS:** The Screening Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer will be subject to completion of a criminal background check and pre-employment drug screening.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800-362-3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.