

POSITION MIDWIFERY – PROGRAM CLINICAL COORDINATOR – Part-time
APPLY BY July 12, 2020
HIRE DATE July 24, 2020

DIVISION Health Occupations
REPORTS TO Executive Dean of Health Occupations
CLASSIFICATION Non-Exempt, B24
POSTING DATE June 3, 2020

SUMMARY

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 virtual visits 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 clinical experiences for students. This position is part-time, 30 hours per week.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- 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 and programmatic accreditation requirements
- Virtual clinical site visits with the preceptor (s) at least once during the semester to support a relevant and comprehensive midwifery student experience
- Work in conjunction with Program Coordinator, 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
- Travel to on Campus for test out minimum of 2 times per year

TRAINING AND EXPERIENCE

- Bachelor's Degree (preferred) in related field with 5 years of experience in homebirth and/or birth center in the full scope of midwifery practice required. Will consider strong candidates without a bachelor's degree.
- Out of hospital clinical experience required
- Current Certification as a Certified Professional Midwife (CPM) or Nurse Midwife (CNM) required
- Computer knowledge of Microsoft Office, spreadsheet application software, email, and internet
- Ability to use analytical problem-solving skills to resolve issues related to clinical objectives
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information in a team environment with diverse individuals
- Ability to meet deadlines, organize schedule, and handle problem situations tactfully
- Meet requirements of Wisconsin Caregivers and Criminal Background Checks
- Valid driver's license and ability to travel to clinical program sites

PHYSICAL REQUIREMENTS

Position requires: stooping, reaching, standing, walking, talking, hearing, and seeing; lifting up to 50 pounds at clinical sites.

APPLICATIONS

Internal and External applicants complete and submit the online employment application at www.swtc.edu/jobsatswtc

For questions regarding the application process please email Human Resources at humanresources@swtc.edu or 608.822.2314.

If you need an accommodation, call 608.822.2632 (tdd: 608.822.2072) or email disabilityservices@swtc.edu

WAGE BAND: B24 - Hourly Range: \$20.75 - \$26.98, starting wage \$22.00 hourly

*Position is part-time - 30 hours/week

PRO-RATED BENEFITS/SERVICES

Our comprehensive benefit package includes the following and much more:

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

SELECTION PROCESS

The Review 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, age, gender identity, religion or sexual orientation 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.