

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2005**

CLINICAL LIAISON

FLSA STATUS - NON-EXEMPT - PAY GRADE: 14 – C

JOB FAMILY: STUDENT SERVICES JOB FUNCTION: STUDENT SERVICES

GENERAL STATEMENT OF JOB

The Clinical Liaison facilitates the coordination of clinical nursing concerns between clinical agencies, full-time and adjunct faculty and the Nursing/Nursing Related Programs at FSCJ. This class of employee provides planning activities and strategies for optimal utilization of clinical agencies by FSCJ, and provides assistance to enhance the student's clinical learning experience.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Create clinical rotation schedules (yearly projections) each semester.

Coordinate and resolve conflicts in clinical schedules.

Maintain comprehensive data files regarding all clinical meetings, decisions, and resolutions.

Coordinate the collection of student and faculty evaluations of clinical agencies; analyze data and reports results.

Schedule full-time and adjunct faculty, and student orientation with various clinical agencies each semester, as needed.

Schedule new faculty orientation with the nursing skills laboratory.

Schedule meetings with Educational Coordination from all agencies to address concerns and facilitate coordination of activities.

Work with faculty to determine clinical space requirements; schedule meetings with individual Educational Coordinators to confirm space.

Communicate information to and from appropriate faculty members, clinical agencies, and the Director of Nursing.

Communication specific requirements of clinical agencies to nursing faculty and students.

Assist with recruitment of full-time and adjunct nursing faculty, as needed.

Provide reports to the Director of Nursing and FSCJ administration, as necessary.

Serve as back-up support to the skills laboratory coordinator, when needed.

Perform other duties as assigned by the Director of Nursing and FSCJ administration.

SUPERVISION RECEIVED

Supervision is received from the Director of Nursing.

SUPERVISION EXERCISED

None

MINIMUM QUALIFICATIONS

An associate's degree from an accredited institution supplemented by a minimum of two (2) years of related experience.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

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Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).