Job Description

Administrative Assistant – Clinical Placement

Department/Division: School of Health Science
Classification Level: CUPE Level F
Reports to: Placement Coordinator
Date Reviewed: November 2015

PURPOSE OF JOB:

This position is responsible for assisting with coordination of practicum non-academic requirements; and developing, scheduling and processing practicum placements for all students in the Healthcare related programs in the School of Health Sciences (SHS) and Donald School of Business (DSB) at RDC. This currently consists of Bachelor of Science in Nursing, Practical Nursing, Medical Laboratory Assistant, Occupational Therapist and Physiotherapist Assistant, Pharmacy Technician and Unit Clerk; however, new healthcare programs may be added as required. This position is also responsible to assist with the development and maintenance of internal and external systems related to student placement.

DETAILED JOB RESPONSIBILITIES:

a) Placement Securement Cycle

- Assist with securing 100% of necessary practicum placements for School of Health Sciences and DSB Unit Clerk practicum courses and students. Complete the placement cycle with integrity and in an ethical manner.
- Participate as part of the Placement Office team to assess, determine, develop, implement, maintain, evaluate and revise planning and implementation systems to ensure effective and efficient completion of the planning cycle and 100% securement of necessary placements for each practicum course.
- Assist with collaboration and consultation with Instructors to complete the placement implementation cycle for each clinical course.
- Assist with research and support of faculty in exploring potential agencies that could meet the identified education requirements for practicum courses and students.
- Collaborate with practicum faculty and team leads in the planning and communications related to the placement cycle.
- Coordinate and implement the placement securement cycle for each assigned practicum course including:
  i. Follow RDC School of Health Sciences (SHS) Placement Office (PO)/processes that facilitate compliance with practicum agency planning timelines.
  ii. Gather, organize and communicate relevant placement information to faculty/course lead for students and practicum instructors, including but not limited to confirmed/declined placements, preceptor or staff names and contact information, schedules, and site specific information.
  iii. Agency feedback provided by practicum agencies – Receive, consult with Placement Coordinator (PC), and forward agency feedback to the appropriate person/s, as agreed with PC and according to RDC policy.
  iv. Consult with Placement Coordinator to identify, address, and refer issues or questions as appropriate within RDC policy, practicum issues as initiated by faculty and/or practicum agencies.
- Participate with Placement Coordinator in collaboration with faculty in reviewing the appropriateness of practicum agency for course/learning needs, and for such
purposes as sharing successes, identifying/sharing issues of concern (unrelated to individual student evaluation); make appropriate changes

• Communicate with Placement Coordinator regarding issues related to liability insurance, and WCB insurance
• Establish and maintain positive relationships with representatives from practicum agencies across the healthcare spectrum in order to identify and develop practicum opportunities, collaborate re placement processes, plan for upcoming practicum experiences, and to maintain a variety of practicum sites
• Assist with maintenance of affiliation agreements between RDC and practicum agencies, including regular review, initiation and updating as required; and within RDC policy and processes for agreement template, risk assessment and VPA signatory
• Provide clerical support to Placement Coordinator
• Maintain and order supplies

b) Communication, Public Relations, and Data Management 20%  
• Maintain accurate records, including web-based HSPnet system, and RDC records such as but not limited to affiliation agreement inventory, non-AHS agency pre-requisites, consent forms, and shared drives
• Participate in Provincial discipline-specific Placement groups including activities such as attendance at meetings, teleconference, and/or committee work
• Use the HSPnet system for booking and tracking student practicum; tracking and monitoring practicum requirements for students and (practicum faculty) reports and data analysis and dissemination
• Participate in provincial HSPnet-user forums and training opportunities with approval of the Placement Coordinator
• Maintain an up-to-date inventory of potential practicum placement sites

c) Agency Practicum Requirements (non-academic) 20%  
• Ensure that students are informed and complete agency requirements prior to placement
• Coordination of communications and monitoring regarding student completion of Practicum Agency non-academic practicum requirements; including but not limited to Police Information check, immunization, CPR, First Aid, Confidentiality agreement, HSPnet consent; to be completed prior to practicum and in accordance with affiliation agreement expectations. i.e. AHS Student Placement Agreement; Covenant Health Student Placement Agreement
• Collaborate with Health Safety Wellness Occupational Health nurses regarding student immunization requirements for practicum.
• Maintain complete HSPnet data entry of practicum requirements status for students
• Maintain and use systems and processes for provision of HSPnet tracking and monitoring data; and, communication for practicum requirements tracking, follow-up and escalation according to RDC SHS policy and processes
• For RDC SHS practicum placement courses/programs, and DSB Unit Clerk programs with AHS, Covenant Health and Covenant Care practicum, maintain and use systems and processes, and effective completion of: pre-screening of Police Information Checks (PIC) including Vulnerable Sector Checks; completion of the agency follow-up process for positive checks; appropriate and timely communication with Associate Dean, staff and students
• Adhere to RDC policy, FOIPP and Confidentiality guidelines including secure handling and storage of student information
• Collaborate with practicum agencies (e.g. AHS) regarding compliance with practicum requirements
QUALIFICATIONS:

Education:
• Two (2) years of post-secondary training, completion of a community college certificate including trades apprenticeships or equivalent in Office Administration

Experience and Additional Competencies:
• Two (2) to three (3) years related experience
• Some familiarity with nursing and healthcare and the various roles and types of workplaces
• Computer fluency - including MS Office, web-based software, HSPnet (trained on the job)
• Communication, problem-solving, independent work habits, initiative, organization and detail orientation
• Strong work ethic, persistent, accountable
• Flexibility, adaptability
• Innovative, creative

Supervisor: __________________________ Date: __________________________
Incumbent: __________________________ Date: __________________________