UNIVERSITY OF MISSOURI-ST. LOUIS
COLLEGE OF NURSING
Position Description

Position Title: Graduate Residency Placement Coordinator

Time: Part-time (40%)

Purpose: The Graduate Residency Placement Coordinator will be responsible for the day to day coordination of residency placement for students in the DNP program. This individual will work with the DNP Program Director and the emphasis area coordinators in establishing residency placements for DNP and PGC students. This individual will report to the Associate Dean for Academic Programs.

Functions:

A. Work collaboratively to ensure students have appropriate residency placements and maintain corresponding documentation.
   1. Identify potential residency sites and preceptors.
   2. Verify preceptor credentials and manage preceptor files.
   3. Coordinate development and tracking of preceptor agreements.
   4. Work with CON Compliance Coordinator to establish and maintain any agency contracts.
   5. Develop annual plan for residency placements needs for each new cohort of students in coordination with the emphasis area coordinators.
   6. Coordinate with Emphasis Area Coordinators and other residency faculty to assign students to identified preceptors.
   7. Communicates in writing with students about assigned preceptors and sites ideally at least 6 weeks before residency begins.
   8. Track residency placements to ensure an array of clinical placements needed to meet certification requirements.

B. Responsible for residency documentation for students and preceptors.
   a. Act as administrator for Typhon.
   b. Enter new students in to the Typhon residency tracking system.
   c. Work with CON Compliance Coordinator to verify student compliance with health background, and other requirements prior to start of clinical experience and provide documentation to site if needed.
   d. Distributes end of the semester documentation of total number of student supervision hours to each preceptor.
   e. Ensures preceptor/clinical site evaluations have been distributed and reviewed.
   f. Maintains database of preceptor/clinical site evaluations in Typhon.

Drafted: 08/2018