

DACUM Research Chart for Clinical Placement Coordinator

Produced for



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DUTIES

TASKS

A. Maintain Relationships with Industry Partners	A.1 Solicit program feedback from industry partners	A.2 Conduct periodic clinical site visits	A.3 Participate in industry site meetings	A.4 Participate in industry/practicum training
B. Manage Affiliation Agreements (AA)	B.1 Determine existence of current AA	B.2 Identify party responsible for AA	B.3 Verify school vs. site AA	B.4 Assist with AA completion
C. Manage Clinical Placements	C.1 Research clinical sites	C.2 Evaluate clinical sites	C.3 Request student placements	C.4 Verify clinical site requirements (e.g., background checks, immunizations)
	C.10 Conduct post placement surveys (e.g., site, preceptor)	C.11 Monitor clinical placement trends		
D. Manage Information Systems	D.1 Participate in new/update software implementation	D.2 Participate in software vendor training	D.3 Train stakeholders (e.g., students, faculty, admins)	D.4 Maintain data sets (e.g., gather, populate, enter)
E. Perform Administrative Tasks	E.1 Maintain document files (e.g., electronic, hard copy)	E.2 Process work-related communications (e.g., email, phone, text)	E.3 Participate in meetings (e.g., faculty, department, division)	E.4 Maintain personal work schedule
	E.10 Prepare grant proposals	E.11 Administer course add codes	E.12 Revise program policies and procedures	E.13 Determine program admission requirements
F. Participate in Professional Development Activities	F.1 Participate in professional conferences	F.2 Participate in continuing education	F.3 Participate in training opportunities (e.g., webinars, seminars, workshops)	F.4 Maintain professional credentials and certifications
G. Promote Health Care Programs	G.1 Promote health care programs to industry and community	G.2 Prepare program presentations	G.3 Conduct program presentations	G.4 Present informational sessions

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A.5 Participate in clinical site events (e.g., career fairs, flu clinics)	A.6 Provide recognition to clinical partners (e.g., thank you notes, plaques)	A.7 Identify vendor products	A.8 Evaluate vendor products	
B.5 Analyze AA limitations	B.6 Process AA revisions/amendments	B.7 Obtain AA approvals	B.8 Distribute fully executed AA	B.9 Track AA renewal dates
C.5 Complete student placements	C.6 Verify clinical site preceptors	C.7 Troubleshoot clinical placement issues	C.8 Conduct life skills workshops	C.9 Coordinate student & faculty orientations
D.5 Troubleshoot database issues with software vendor	D.6 Prepare database reports	D.7 Register students into database (e.g., clinical rotations, screenings, immunizations)		
E.5 Purchase program supplies (e.g., promotional brochures, office supplies)	E.6 Reconcile program expenses (e.g., receipts, invoices)	E.7 Prepare work reports (e.g., activity, BRN)	E.8 Prepare time and expense reports (e.g., timesheets, invoices)	E.9 Participate in personal performance review
F.5 Participate on college advisory boards	F.6 Participate in special projects	F.7 Advise faculty on evidence-based practices	F.8 Participate in mentoring/mentee activities	F.9 Participate in faculty selection process
G.5 Promote health care pathways				

General Knowledge and Skills

Skills

Time management
Problem solving
Project management
Critical thinking
Planning
Decision making
Multitasking
Basic math
Communication
Coaching
Supervisory
Analytical
Computer
Interpersonal
Training
Negotiating
Administrative

Knowledge

Medical terminology
Basic accounting
knowledge
Career pathways
Clinical procedures
Health care industry
Health care technology
Clinical best practices
Immunization schedule
Program policies and procedures
Health care industry competencies
Pedagogy
Marketing methods/techniques
Affiliation agreement procedures
New legislation affecting healthcare industry
Budget

Acronyms

AI Artificial Intelligence
AA Affiliation Agreement
BRN Board of Registered Nurses
VR Virtual Reality
HWI Health Workforce Initiative

Behaviors

Team player
Dependable
Assertive
Patient
Flexible
Resourceful
Detail oriented
Trustworthy
Accountable
Analytical
Persistent
Fair
Approachable
Courteous
Accurate
Ethical
Conscientious
Knowledgeable
Consistent
Decisive
Supportive
Enthusiastic
Sensitive
Firm

Tools, Equipment, Supplies and Materials

General office supplies

GPS

Credit card

Internet/Intranet

AV equipment

Printer/scanner

Thumb drive

Flyers/brochures

Laptop/desktop computer

Mobile & desktop phones

Rolling file

Tablecloths/banners

Flags

Pop ups

Give aways

Small simulators

Room supplies

Software:

Microsoft Office Suite

EXXAT

Qualtrics

Castlebranch

PeopleSoft

American Data Bank

CCPS

Zoom

Drop Box

Google Docs

Google Maps

Websites:

HWI

BVNPT

Doodle Poll

Future Trends and Concerns

Job security

New technology to enhance training (AI, VR)

Clinical placements

Lack of engagement from industry partners

Inadequate salary/compensation for the responsibilities

Impact of new government legislation

Retention of contract clinical placement coordinators

Program growth

Community-based practice