



**SCHOOL OF SCIENCE AND MATHEMATICS  
DEPARTMENT OF PHYSICIAN ASSISTANT STUDIES**

**Job Description**

**Clinical Coordinator**

**POSITION SUMMARY**

The Clinical Coordinator works closely with and provides direct administrative support to the Physician Assistant Program Director of Clinical Education.

**ESSENTIAL FUNCTIONS**

- Works with the Director of Clinical Education to recruit, develop, and maintain clinical rotation sites and preceptors.
- Coordinates the planning and scheduling of clinical rotations.
- Initiates and maintains affiliation agreements for clinical rotations.
- Tracks affiliation agreement dates and renews expiring agreements as needed.
- Assists in assessing availability of clinical sites and preceptors for scheduling purposes.
- Works directly with clinical preceptors and clinical site coordinators to schedule physician (PA) student placement and provide appropriate student and program documentation prior to clinical rotations.
- Assists the Director of Clinical Education in collecting evaluations from preceptors and students at the conclusion of clinical rotations.
- Assists in coordination of end-of-rotation activities.
- Assists in ongoing preceptor and clinical site development and maintenance.
- Assists in coordination for clinical site evaluations at appropriate time intervals.
- Maintains student files with current addresses, phone numbers, immunization/health screening requirements and student certifications.
- Enters, updates, and maintains appropriate databases with current contact information of current clinical students, preceptors, and clinical sites.
- Updates and maintains clinical site files to include current affiliation agreements and attachments, preceptor credentials, site specific prerequisite paperwork, site correspondence, and site evaluations.
- Coordinates with the MC Liability Insurance Coordinator to renew students' liability insurance.



- Provides updated ARC-PA portal information for Supervised Clinical Practice Experiences (SCPE) to the Program Director for the ARC-PA annual accreditation report.

## **OTHER RESPONSIBILITIES**

- Answers the telephone and receives visitors, students, University faculty, and staff for the MC PA Program and other faculty members within the office area when the Program Administrative Assistant is unavailable.
- Provides administrative assistance to the PA Program Director, faculty members, and instructors as needed.
- Assists with the coordination of the White Coat Ceremony and the annual Graduate Awards Ceremony.
- Updates and duplicates student documentation for the Department and official University offices, where appropriate.
- Provides back up support to the Program Administrative Assistant and Enrollment Specialist when needed, if schedule and workload permits.

## **QUALIFICATIONS**

- Associate's degree or relevant experience.
- Must type at least 45 wpm.
- Must be competent in the use of Microsoft Office, to include Microsoft Word, Excel, and Access.
- Familiarity with Banner, Typhon, and Canvas is desired.
- Should have documented record of administrative and/or management achievement.
- Should have experience in the development and contracting of clinical sites.
- Should have healthcare-related administrative experience.
- Excellent communication skills (both verbally and in writing).
- Ability to work independently and as a team member.

**Reports to:** Director of Clinical Education, Department of Physician Assistant Studies

**FSLA Status:** Exempt