

Job Opportunity:

PRECEPTOR COORDINATOR

STATUS: FULL TIME

IMMEDIATE SUPERVISOR:

BLUE RIDGE AHEC CENTER DIRECTOR

Job Summary: Responsible for all aspects of community based clinical training at Blue Ridge AHEC including but not limited to the coordination and management of clinical rotations within 20 county service region, student housing, travel support and the development and maintenance of relationships with various community partners.

The Preceptor Coordinator reports to the Center Director. The Preceptor Coordinator is responsible for the supervision of the Housing and Student Support Coordinator.

Minimum Job Qualifications: Master's degree in Business or other health related field preferred. Bachelor's degree in business or health related field with a minimum of three years' experience accepted in lieu of Master's degree.

Minimum Experience: Experience in coordination of clinical training for advanced practice students is preferred. Experience working with health science students preferred.

Skills: Knowledge of health professions education and student clinical training coordination; ability to plan and organize work, coordinate multiple projects and deliver effective results; high level of professionalism required including excellent oral and written communication skills; good leadership skills; proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and additional database applications.

Supervision:

Manages documentation and duties of the Housing and Student Support Coordinator in the area of BR AHEC housing to ensure that proper documentation is kept and that job duties are carried out.

Essential Tasks and Responsibilities:

Plans, develops, and maintains a program for community based clinical training which includes the recruitment of preceptors and the development of clinical training sites based on the needs of the communities within the 20 county Blue Ridge AHEC region.

Serves as the primary coordinator for clinical training experiences for students based on the clinical rotation calendar for each academic institution.

Works closely with advanced practice training programs to assess clinical training needs and coordinate and manage clinical training experiences for students ensuring the maximum quality educational experience is provided and meets the curriculum guide lines of the school and/or program.

Serves as liaison between the school, preceptor/site, and the student, ensuring compliance with student and site credentialing and affiliation agreements are met and maintained.

Establishes new clinical training sites in addition to maintaining relationships with current sites.

Serves as primary coordinator for planning and implementing any satellite type campus programs such as GA-PCOM's Anchor Program (DO), Mercer's Community Integration Program (PA), etc.

Orients students to the community where the clinical training is taking place and makes site visits during student rotations to ensure an exceptional experience for both the student and preceptor.

Provides information to students on available loan and scholarship information to include the National Health Service Corps.

Provides timely disbursement of travel support funds to students, and ensures that adequate records are maintained.

Develops and implements strategies to provide adequate housing and travel support as needed for students during their clinical training experience.

Provides an overview of the mission and function of the AHEC in the form of presentations to students, schools, preceptors, professional organizations and community programs.

Ensures that all clinical training program grant, contract, and budget requirements are adhered to and goals and objectives are achieved.

Identifies and pursues funding opportunities for clinical training programs to include grants and contracts.

Serves as an effective Blue Ridge AHEC representative in developing a region-wide presence with communities and in state-wide activities involving health professional programs, schools, and organizations.

Participates in grant writing and contract management for the Blue Ridge AHEC. Working Conditions: Pleasant in side environment with external travel. Lifting, pushing or pulling 20lbs. or equivalent required. Moderate mental concentration or stress. Subject to exposure to minor hazards such as muscle sprains, cuts, and bruises.

If interested please send a resume, cover letter and three references to Matt Caseman at mcaseman@blueridgeahec.org.