



Marshall B. KETCHUM UNIVERSITY

Experiential Coordinator

JOB SUMMARY

The Clinical Coordinator reports to the Associate Dean of Clinical Affairs and Community Outreach; College of Pharmacy. The Clinical Coordinator for the College of Pharmacy (COP) is responsible for providing administrative, and general office support to the Associate Dean of Clinical Affairs and Community Outreach and Department of Experiential Education.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists with assigning student clinical placements through site solicitation, placement selection, data management, and communication with students and preceptors.
- Provides general operational and administrative support for all aspects of the experiential program.
- Communicates and problem solves regularly with clinical sites regarding scheduled clinical placements/changes, requested student and preceptor evaluations, and other general questions.
- Assists with the intern pharmacist licensure process, which includes communicating with students, preparing education affidavits, and reviewing and submitting completed applications to the California Board of Pharmacy. Additionally, Live Scan appointments are coordinated for intern pharmacist applicants (first-year students) as well as pharmacy license applicants (fourth-year students).
- Updates affiliation agreements with sites as required and annually updates the COP Program liability coverage. This includes creating the affiliation agreement templates and obtaining required signatures via DocuSign®, email, or fax.
- Updates and maintains E-Value® database, such as its home page resources, students, faculty, and adjunct faculty, sites, site affiliations, site availability, evaluations and coursework, and other related materials.
- Communicates and forwards necessary material to developing new sites including appropriate clinical affiliation agreement templates, rotation requirements, rotation goals and objectives, clinical manual and verification of current liability insurance, provider license(s), and board certifications.
- Communicates and assists international and out of state site contacts with logistics of student placements including tuition, travel and housing arrangements, and all required documentation.

- Maintains clinical student files, evaluation and coursework compliance, student status changes, and databases.
- Maintains clinical year files to include credentialing information, affiliation agreements, general correspondence, and student evaluations.
- Communicate with and guide students to complete their student portfolios, immunizations, and annual background checks, drug screenings, and certifications.
- Manages student health records to ensure all immunizations, paperwork, and site-required documents are complete prior to site rotations. This includes maintaining and updating the site-required documents database and acting as liaison between clinical sites and students.
- Builds relationships and communicates with clinical coordinators and university relations personnel at affiliated sites.
- Responsible for communication with the Registrar's Office, verification of clinical year student course registration, and documenting changes to students' rotation course assignments.
- Assists Associate Dean for Clinical Affairs with training students, faculty, and adjunct faculty in navigating the E-Value® database, which includes updating materials for training sessions.
- Assists in the coordination of and attends Experiential Education Committee, Preceptor Advisory Council meetings, and Experiential Focus Group meetings, which includes preparing presentations and supportive documents, and filing and distributing agendas and meeting minutes taken
- Maintains and updates the rotation year curriculum binder, manuals, and documents for the accreditation process. This involves data organization and report management of all assessment data.
- Uses Microsoft Office®, E-Value®, Certiphi®, My Recordtracker®, Constant Contact®, DocuSign®, and SharePoint® applications for spreadsheets, correspondence, forms, reports, minutes, committee lists, newsletters, contacts, and other related documents.
- Attends COP Faculty and Staff meetings as well as COP Administrative Staff meetings.
- Participates in events for admissions, orientation, and graduation processes for the COP, such as Interview Days and Career Fairs.
- Support COP Faculty and staff in examination proctoring and student surveys via Qualtrics®.
- Build and assign evaluations and coursework and train-E-Value® users on how to complete them.
- Administer rotation assignments and preference selection through the E-Value® application.
- Reconciles the Office of Experiential Education expenses and communicates with the Budget Manager.

- Manage preceptor benefits, including stipend budgeting and tracking, preceptor certificates and gift mailings, and preceptor requests for use of professional development funds.
- Acts as a liaison between adjunct faculty and the MBKU library to provide access to library resources.
- Assist with organizing virtual and in-person meetings and training sessions, which includes reserving rooms and resources, placing food orders, and other necessary preparations.
- Maintains and updates address books and related data in Outlook® and Constant Contact® for all experiential contacts.
- Responsible for editing and distributing the Experiential Education Quarterly Newsletter, continuing education opportunity flyers, and COP event invitations to experiential contacts.
- Coordinates and tracks the site visit process for prospective and current rotation sites, which includes communicating with sites to schedule meetings and visits, preparing materials and gifts, and preparing preceptor mailings to maintain site relationships.
- Establish the SharePoint® database and routinely manage content to organize the experiential department's files and records.
- Manages inventory and supplies for the Experiential Education department.
- Additional committee involvement as assigned by the College of Pharmacy.
- Other duties as assigned by the Associate Dean of Clinical Affairs and Director of Experiential Education.

QUALIFICATION REQUIREMENTS

To perform this job successfully, the candidate must be able to perform each duty below satisfactorily. The requirements below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required:

- Microsoft Office – advanced skills
- Communicates with students, faculty, staff and the public
- Builds on basic learning and carries it from one situation to another.
- Demonstrates critical thinking skills in problem solving and decision-making.
- Asks questions and seeks assistance.
- Takes responsibility to eliminate the source of problems.
- Demonstrates confidentiality regarding information pertaining to all students, faculty, staff and public.
- Maintains proper appearance and personal conduct for the employee's particular job.
- Uses effective communication skills taking into consideration body

language, filters, listening, paraphrasing, and questions with customers of diverse ethnic and cultural backgrounds.

- Demonstrates ability to work in a team environment.
- Exhibits excellent typing skills and knowledge of current office practices and business machine operations.
- Possess excellent written and oral communication skills.
- Prioritizes tasks, organizes time and works with frequent interruption.

Desired:

- Makes independent decisions about administrative duties.
- Demonstrates autonomy in maintenance of preceptor and accreditation databases.
- Interacts with students, faculty, staff, and medical community in a timely and diplomatic manner.
- Prioritizes and responds appropriately to time sensitive issues.

EDUCATION AND/OR EXPERIENCE

The minimum amount of education and experience that an individual needs in order to successfully perform the essential duties of the position is:

- Bachelor's degree or equivalent required.
- Minimum of 3 years' experience in an automated office environment using computer based systems.

MENTAL DEMANDS AND VISUAL DEMANDS

Flow of work and character of duties involve normal mental and visual attention much or all of the time along with manual coordination and concentrated attention and coordination.

PHYSICAL DEMANDS

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this office job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must have a valid, non-limited driver's license.

WORK ENVIRONMENT

The work environment characteristics described are representative of those an employee encounters while performing the essential functions. Occasional local travel to clinical sites. Occasional night and weekend duties with compensatory time off. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform other job-related duties required by their supervisor.

ABOUT THE ORGANIZATION

We are Marshall B. Ketchum University, an independent, private, non-profit, accredited educational institution. Located in Fullerton, California (known as the education city) Marshall B. Ketchum University is a comprehensive health care university, built upon a legacy of over 110 years of academic excellence and clinical education.

Created as the Southern California College of Optometry, and expanded to offer a range of interprofessional programs and health care initiatives, including a School of Physician Assistant Studies, the University is now moving forward with plans for a College of Pharmacy. This is an exciting time for health care, for medical innovation and education, and for our community. We believe the future is bright, and look forward to advancing it together.

The founder of the Southern California College of Optometry, Marshall B. Ketchum, was a medical doctor, pharmacist, and passionate advocate for medical education. The mission of Marshall B. Ketchum University is to educate caring, inspired health care professionals who are prepared to deliver collaborative, patient-centric health care in an interprofessional environment.

BENEFITS

MBKU provides an excellent benefits package including medical, dental, and life insurance, free vision exams, short and long term disability, generous paid time off plans, a university-sponsored retirement plan with a 9% contribution and an on-site fitness center located on the Fullerton campus.

HOW TO APPLY

Interested candidates, please send a cover letter (including your salary history) along with your resume to Humanresources@ketchum.edu. Position is open until filled.

MBKU is an equal opportunity employer; requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

All MBKU employees must be fully vaccinated against COVID-19. New employees must show proof of vaccination by the first day of work. Requests for reasonable accommodation due to medical or religious reasons will be considered on a case-by-case basis.