Position Description: Family Nurse Practitioner (FNP) Program Coordinator

The FNP coordinator is a nationally certified Family Nurse Practitioner, who maintains current licensure as an Advanced Practice Registered Nurse (APRN) with prescriptive authority in the state of Montana and has a minimum of two (2) years clinical FNP experience. He/she is a clinically competent, currently practicing APRN-FNP who holds faculty rank in the MSU-Bozeman College of Nursing (CON).

The main responsibilities of the FNP coordinator are networking with professional colleagues to maintain a positive relationship with Montana health care practitioners and to facilitate and coordinate clinical placements for incoming and continuing FNP students. The coordinator also:

- Supports the continuing development of the FNP option that is known nationally, and perhaps internationally, for its rural expertise and high quality
- Attends CON Graduate Academic Affairs Committee (GAAC) meetings and acts as a liaison between GAAC and the faculty teaching in the FNP option
- Facilitates and coordinates communication regarding the FNP option among faculty and other individuals on the four (4) MSU-Bozeman College of Nursing campuses
- Maintains a positive presence in the health care arena in Montana, securing and coordinating clinical placement sites for incoming and continuing FNP students
- Facilitates the development of contracts with preceptors according to MSU established guidelines
- Maintains a faculty practice and assists other faculty in developing faculty practice opportunities
- Utilizes the following standards and guidelines when considering issues of the FNP option (e.g., curriculum changes, teaching and clinical supervision assignment recommendations, graduate student admissions recommendations): National Organization of Nurse Practitioner Faculties (NONPF) and the AACN (1996) Essentials of Master’s Education for Advanced Practice Nursing.
- Participates as a public spokesperson promoting the FNP option on behalf of MSU-Bozeman
- Facilitates annual recognition of preceptors and friends of the FNP option
- Facilitates the gathering and maintaining of FNP option files with the necessary faculty, preceptor, and clinical supervisor documents that are required for annual reports, grants, accreditation, and similar needs
- Assists in the development of funding strategies for the FNP option in conjunction with others (e.g., Director of Development, the Dean)
- Communicates regularly with the Associate Dean for Research and Graduate Education, who has oversight responsibility for the graduate program in the CON, and the
Administrative Assistant for the Graduate Program to coordinate projects and participate in decision making.

- Compiles all evaluations from preceptors, clinical supervisors and students for the clinical course work; discusses issues of concern regarding these evaluations and participates in problem solving with the Associate Dean for Research and Graduate Education and/or GAAC on these issues.
- Works closely with the Administrative Assistant for the Graduate Program in a variety of roles.
- Acts as a resource for prospective students and, in general, maintains a role of recruiting and retaining quality FNP students.
- Provides recommendations to and periodically meets with the Campus Directors to discuss graduate teaching assignments for the FNP clinical nursing courses.

Reviewed/Approved By:

Level One: Executive Council (August, 2005)
Level Two: Dean, (August, 2005)