**Position Description: Clinical Nurse Specialist (CNS) Coordinator**

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

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

- Supports the continuing development of the CNS option.
- Attends CON Graduate Academic Affairs Committee (GAAC) meetings and acts as a liaison between GAAC and the faculty teaching in the CNS option.
- Facilitates and coordinates communication regarding the CNS option among faculty and other individuals on the four (4) MSU 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 CNS 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 CNS option (e.g., curriculum changes, teaching and clinical supervision assignment recommendations, graduate student admissions recommendations): The National Association of Clinical Nurse Specialists (NACNS), the American Nurses’ Credentialing Center (ANCC), the Quad Council of the Public Health Associations, and *The Essentials of Master’s Education for Advanced Practice Nursing* (AACN).
- Participates as a public spokesperson promoting the CNS option on behalf of MSU.
- Facilitates annual recognition of preceptors and friends of the CNS option.
- Facilitates the gathering and maintaining of CNS option files with the necessary faculty, preceptor, and clinical supervisor documents required for annual reports, grants, accreditation and similar needs.
- Assists in the development of funding strategies for the CNS option in conjunction with others (e.g., the Dean, Director of Development).
- 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 to the Graduate Program
• Acts as a resource for prospective students and, in general, maintains a role of recruiting and retaining quality CNS students and maintain quality students
• Provides recommendations and periodically attends meetings with the Campus Directors to discuss graduate teaching assignments for CNS clinical nursing courses.

Reviewed/Approved By:

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