

**MONTANA STATE UNIVERSITY
COLLEGE OF NURSING
Position Description #10**

Position Description: Clinical Coordinator for the Family Nurse Practitioner (FNP) and Family Psychiatric Mental Health Nurse Practitioner Options (FPMHNP)

The coordinators of the FNP and FPMHNP options are nationally certified in their specialty area of practice, maintain current licensure as an Advanced Practice Registered Nurse (APRN) with prescriptive authority in the state of Montana and have a minimum of two (2) years clinical APRN experience. He/she is a clinically competent, currently practicing APRN-FNP or APRN-FPMHNP who holds faculty rank in the MSU-Bozeman College of Nursing (CON).

The main responsibilities of the FNP and FPMHNP coordinators 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 and FPMHNP options both of which are 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 and FPMHNP options
- Facilitates and coordinates communication regarding the FNP and FPMHNP options 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 and FPMHNP 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 and FPMHNP options (e.g. curriculum changes, teaching and clinical supervision assignment recommendations, graduate student admissions recommendations): National Organization of Nurse Practitioner Faculties (NONPF), 2013, and the AACN (2011) *Essentials of Master's Education for Advanced Practice Nursing*, Criteria for Evaluation of Nurse Practitioner Programs [National Task Force on Quality Nurse Practitioner Education (NTF), 2012]
- Participates as a public spokesperson promoting the FNP and FPMHNP options on behalf of MSU-Bozeman
- Facilitates annual recognition of preceptors and friends of the FNP and FPMHNP options
- Facilitates the gathering and maintaining of FNP and FPMHNP 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 and FPMHNP options 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 and FPMHNP students.
- Provides recommendations to and periodically meets with the Campus Directors to discuss graduate teaching assignments for the FNP and FPMHNP clinical nursing courses.

Reviewed/Approved by:

Associate Dean for Research and Graduate Education, 2014
Dean, 2014