

Nurse Practitioner Residency Program Coordinator

Community Health Center Inc.

I. Description:

CHC's Nurse Practitioner Residency Program in Primary Care and Community Health is a formal, twelve month, post master's/post certification residency training program. It accepts superbly qualified candidates who are committed to preparing for long term practice in the complex setting of community health centers and other safety net providers. The Residency Program is a highly structured program of independent, precepted, specialty and didactic experiences that incorporates a formal evaluation component. The Coordinator is responsible for overseeing and coordinating all aspects of the program as well as contributing to the dissemination, funding, replication, and publishing opportunities generated by this innovation.

Coordinator is responsible for the overall conduct of the Residency Program. These responsibilities include:

1. Planning and Coordination
 1. Marketing and recruitment of each residency class
 2. Coordinates selection process
 3. Establishes clinical schedule
 4. Supports residents in orientation, adaptation, and progression through experience
 5. Works with internal and external preceptors to ensure smooth clinical experiences and gradual progression of expertise and skills. Create and distribute residents' schedules
 6. Ensures that formal evaluation software is utilized appropriately by preceptors and residents to build portfolio, store narrative stories, and evaluate didactic sessions. Maintains integrity of system and provides appropriate data sets and reports to senior leaders.
 7. Collaborates with on site medical director and practice manager to ensure appropriate scheduling, assignment of patients, billing, and electronic health record documentation.
 8. Support each resident is advancing and gaining experience in accordance with the educational plan
2. Update and modifications of current educational plan with detailed learning objectives and execution plan which includes the methods by which the objectives are to be achieved and the role played by each participating staff and contracted preceptor.
3. Create and maintain collaborations with medical communities and academic affiliations.
4. Provide career planning, counseling, leadership development to residents and to deal with problems and concerns such as those related to psychological stress.

5. Create recruitment plan including create, disseminate, gather application materials. Participate in admission process.
6. Attendance at national conference to advocate the NP residency model in primary care and community health; and to provide consultancy to other Federally Qualified Health Centers that are developing the NP residency program.
7. Seek external funding sources to ensure program's financial viability

II. To undertake these responsibilities the program coordinators must have the following QUALIFICATIONS

- Master's level preparation (MPA, MPH, MBA, or equivalent)
- Previous administrative and/or supervisory experience in health care
- Deep understanding of leadership and human capital development
- Knowledgeable in healthcare policies and advocacy process
- Excellent mental strength and high emotional intelligence
- Fiscal management and operational experience
- Computer expertise in PC and Microsoft Office including Word, Excel, and PowerPoint. Access, Adobe Professional, and web development skills are highly preferred.
- Ability to work independently and collaboratively
- Excellent written and oral communication skills; strong leadership skills

III. SIGNIFICANT JOB TASKS

- Directly supervises residents administratively and approve of their schedules
- Works closely with site directors and office managers to create and distribute schedules
- Conducts weekly residency meeting
- Coordinates weekly didactic sessions
- Frequently briefs VP/Clinical Director on the progress and problems
- Drafts contract and service agreements with external preceptors and affiliating agencies.
- Acts as a liaison between residents, clinical supervisors, senior administration of CHC, and affiliating agencies.
- Design and implement evaluations.
- Create presentations and reports for the Residency Program
- Seek external funding with VP/Clinical Director