Position Description:
This research assistant (RA) position is an average of 50% time from fall 2015 through spring 2016. Major responsibilities include: clinical placement coordination and development; and evaluating and refining the clinical placement process; and developing strategies to enhance preceptor recruitment and retention. It is anticipated that by June 2016 the modified clinical placement guidelines will be established and clearly understood by all key stakeholders (faculty, staff and students). Additional activities, such as refining a preceptor website, will be considered, time permitting.

Required Qualifications:
- California R.N. and N.P. licensure
- Master’s degree in nursing
- Completion of an accredited Adult Gerontology Primary Care Nurse Practitioner (AGNP) or Adult Nurse Practitioner program
- Professional RN experience of at least two years
- One year of clinical placement coordination experience
- Survey design experience
- Database (e.g. Microsoft Excel) management experience

Goals and Activities:
- Complete the implementation and evaluation of the newly refined placement coordination process. Specific activities include completing and codifying several tasks:
  - Establish timeline for placement activities
  - Communicate with faculty placement needs
  - Schedule faculty meetings as needed throughout placement process (with help of faculty coordinators for timing)
  - Facilitate placement meetings – know what needs to be done and what is needed from faculty
  - Be the primary contact for questions from preceptors and others at the clinical sites
  - Be the primary contact for questions about placements from students
  - Identify and address potential conflicts of time/geography between students and placements
  - Reach out to new preceptors that faculty identify and be the primary contact with them for follow-up
  - Compose with assistance from faculty confirmation letters for preceptors that are individualized based on past precepting and future plans
  - Maintain database of preceptor information (surveys)
  - Distribute preceptor surveys in a timely manner, which includes acknowledging receipt of information from the preceptors and thanking preceptors for their contributions
  - Identify preferred methods/timing of communication for each preceptor
  - Maintain master preceptor list along with AGNP Program Assistant
  - Identify faculty contact for each preceptor
  - Communicate with faculty when they need to contact a preceptor
o Establish protocol for maintaining contact with preceptors that are not currently precepting
o Be familiar with students’ evaluations of sites/preceptors and preceptor evaluations of students – use this info as needed in communication with preceptors
o Establish and measure with assistance from faculty related quality indicators
• Develop and implement selected preceptor recruitment and retention strategies
  o Design with faculty assistance and AGNP program facebook that would appeal to students and preceptors
  o Enhance with faculty assistance the preceptor CLE website

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30 September 2015