

The University of Akron
Classification Specification

Job Title: Health Prof Clinical Liaison & Accred Coord
Job Function: Staff
Job Family: Classified
SOC Description: 1000 Administrative Support Division

Job Code: 41295
Grade: 118
FLSA: Non-Exempt
Date: 8/15

Job Summary:

Coordinate the placement of and credentialing of all Health Professions students in various clinical settings. Coordinate with the Program Director on all aspects of accreditation for all programs in the College including Nursing, Nutrition and Dietetics, Speech Language Pathology and Audiology, Social Work, Athletic Training and Allied Health disciplines. Exercises independent judgment on issues regarding credentialing and accreditation.

Essential Functions:

40% Manage accreditation issues across the entire College of Health Professions. Assemble and track data needed for various programs' accreditations.

30% Coordinate the placement of and credentialing of all Health Professions students college wide in various clinical settings. Assist Program Director with onboarding requirements for clinical placements. Manage communication between programs and clinical agencies to ensure that issues of concern that arise with the students at clinical sites are effectively and efficiently handled and resolved.

30% Serve as a support person for the College of Health Professions. Assist the Program Director in identifying, implementing and evaluating strategies to enhance operational efficiency of various programs. Maintain and update program information for the College and Schools where necessary.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 6 years experience in a health professions environment. Prior experience handling health related and/or credentialing forms, files and/or records required. Ability to maintain, analyze and track data required. Computer skills including spreadsheet, database, word processing capabilities and web development required. Ability to interact with people from diverse cultures and backgrounds required. Knowledge of clinical compliance issues, and ability to communicate with clinical site coordinators and instructors required.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.