



Criteria and Processes for Status Appointments of Clinical Partners

2016/17 Academic Year

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Supporting Forms:

- **Clinical Educator Status Appointment Application**
- **Clinical Coordinator Status Appointment Application**
- **Clinical Adjunct Professor Status Appointment Application**

These online forms are available through:

<http://michener.ca/partners/clinical/the-office-for-clinical-education-centralizing-functions-in-support-of-clinical-education/resources-for-clinical-partners/>

PURPOSE

The aim of defining the roles, responsibilities and benefits of three progressive levels of status-only appointments for clinical staff (Clinical Educators, Clinical Coordinators and Clinical Adjunct Professors) who play an active role in the education of Michener students is to strengthen the relationship between Michener and our affiliated clinical partners and to recognize the role of those clinical staff who work with Michener students. The criteria for initial appointment, annual review of appointment and responsibilities for each of these appointments are described below.

CLINICAL EDUCATOR

Position Summary

Michener recognizes that numerous clinical site employees are annually involved in the education of Michener students. A Clinical Educator is an employee of an affiliated clinical site identified by the site to work with, teach, or supervise students during their clinical placements. A Clinical Educator with Michener may seek a status-only appointment, the responsibilities, processes and benefits of which are described within.

Responsibilities

- Excellence in clinical instruction
- Assessment of students
- Evaluation by students
- Adherence to clinical course outlines
- Commitment to professional development

Criteria for Status Appointment

- Assignment to supervise clinical students as identified by the Clinical Coordinator / Supervisor, **and**
- Program appropriate, discipline specific certification / credentials, **and**
- Direct contribution to the clinical student's attainment of clinical competencies, as identified by the Clinical Coordinator / Supervisor
- Evidence of having satisfied the above responsibilities through participation in PD, evaluation by students and verification by Clinical Coordinator

Process for Initial Status Appointment

- Initial application completed by the Clinical Educator
- Online application form submitted to the Office for Clinical Education
- Following review and approval, confirmation of status appointment sent to Clinical Educator
- All information filed in the Office for Clinical Education

Recognition of Status Appointment

- Letter from Manager, Clinical Education Relations recognizing status appointment
- A Certificate of Status Appointment mailed to the Clinical Educator

Annual Renewal of Status Appointment

- Clinical Educator is a three-year status appointment. Re-application to be submitted to the Office for Clinical Education, including verification by the Clinical Coordinator that the responsibilities and criteria are still being met by the Clinical Educator.

Benefits of Status Appointment

To be eligible to receive benefits, your department must be available to place students during that academic year.

- Eligibility for access to:
 - ✓ Comprehensive Orientation to role as Clinical Educator
 - ✓ Clinical Faculty Development, including Clinical Educators' Certificate
 - ✓ Reduced tuition fees for Continuing Education Offerings
 - ✓ Michener's Clinical Recognition Program

All benefits listed above are not transferable

CLINICAL COORDINATOR

Position Summary

The Clinical Coordinator is a member of clinical staff appointed by the clinical site and Michener to fulfill an administrative and coordination role for the students' clinical education at the clinical site. The Clinical Coordinator works closely with all levels of clinical staff to effectively integrate student activities into the routine of the clinical environment. The role of a Clinical Coordinator is defined through the status-only appointment of Clinical Coordinator, the responsibilities, processes and benefits of which are described below.

Responsibilities

- Administration and coordination of the student's clinical education
- Liaison with Michener for the placement of clinical students, where appropriately delegated by department manager or supervisor
- Direct communication link between the clinical site at the department level and the Office for Clinical Education and program-specific Clinical Liaison Officer at Michener
- Overall supervision of the education and evaluation of clinical students
- Attendance at program-specific Clinical Coordinator/Faculty Liaison Meetings
- Annual identification of staff members assigned to be clinical educators
- Participation in the program accreditation process, as required, by submitting site information as per accrediting body's requirements

Criteria for Status Appointment

- Program appropriate, discipline specific certification / credentials, **and**
- Direct accountability for the clinical student's overall attainment of all clinical competencies, **and**
- Supervision and evaluation of clinical students, **and**
- Appropriate knowledge and skills for the required administrative and coordination functions
- Evidence of having satisfied the above responsibilities through participation in PD, evaluation by students and verification by supervisor

Process for Initial Status Appointment

- Initial application completed by the Clinical Coordinator
- Online application form submitted to the Office for Clinical Education
- Following review and approval, confirmation of status appointment sent to Clinical Coordinator
- All information filed in the Office for Clinical Education

Recognition of Status Appointment

- Letter from Manager, Clinical Education Relations recognizing status appointment
- A Certificate of Status Appointment mailed to the Clinical Coordinator

Annual Renewal of Status Appointment

- Clinical Coordinator is a three-year status appointment. Re-application to be submitted to the Office for Clinical Education

Benefits of Status Appointment

To be eligible to receive benefits, your department must be available to place students during that academic year.

- Access to the Michener Learning Resource Centre's online database
- Eligibility for access to:
 - ✓ Annual Professional Development Allotment
 - ✓ Comprehensive Orientation to role as Clinical Coordinator
 - ✓ Clinical Faculty Development, including Clinical Educators' Certificate
 - ✓ Reduced tuition for Continuing Education Offerings
 - ✓ Clinical Recognition Program
 - ✓ Business cards indicating status appointment with Michener (upon request)

All benefits listed above are not transferable

CLINICAL ADJUNCT PROFESSOR

Position Summary

The status-only appointment of Clinical Adjunct Professor is awarded to individuals from affiliated clinical sites in recognition of their commitment to the clinical education of Michener students. Clinical Adjunct Professors may concurrently hold the status-only appointment of Clinical Coordinator.

Responsibilities

- Contribute to advances in their scope of practice and in the broader health care context
- Serve as role models and mentors to colleagues and students alike
- Create a positive learning environment engaging students in the learning enterprise

Criteria for Status Appointment

- A minimum of 5 years of professional practice, **and**
- Must hold or have held the status-only appointment of Clinical Coordinator **and/or** plays a role in management of an affiliated clinical partner, **and**
- **Demonstrated current contributions to at least one of the following criteria:**
 - ✓ **Research / Creative Professional Activity** (i.e. scholarly writing, presentations, and/or research grants)
 - ✓ **Sustained Academic Excellence** (i.e. documented excellence in teaching, educational or curricular development, or educational administration)
 - ✓ **Outstanding Contribution / Support to Michener** (i.e. Program Advisory Committee involvement, Alumni involvement)

Process for Initial Status Appointment

- Online application form completed by the candidate for Clinical Adjunct Professor status
- Application and Curriculum Vitae submitted online to the Office for Clinical Education
- Following review and approval, confirmation of status appointment sent to Clinical Adjunct Professor
- All information filed in the Office for Clinical Education

Recognition of Status Appointment

- Letter from Manager, Clinical Education Relations recognizing status appointment

Annual Renewal of Status Appointment

- Clinical Adjunct professor is a one-year status appointment. Annual "Progress Report" verifying ongoing research or academic activity or continued, to be submitted to the Office for Clinical Education.
- Include revised curriculum vitae to reflect updates in clinical role and professional development.

Benefits of Status Appointment

To be eligible to receive benefits, your department must be available to place students during that academic year.

- Eligibility for access to:
 - ✓ Annual Professional Development Allotment - Only one support fund allotment will be available per department if there is more than one Clinical Adjunct Professor appointed
 - ✓ Comprehensive Orientation as required
 - ✓ Clinical Faculty Development, including Clinical Educators' Certificate
 - ✓ Reduced tuition for Continuing Education Offerings
 - ✓ Clinical Recognition Program
 - ✓ Business cards indicating association with Michener (upon request)

All benefits listed above are not transferable