

CLINICAL COORDINATOR CHARTER

Goals of the committee:

Collaboration of all departments at Kettering College coming together to discuss policies, procedures, immunizations, background checks, affiliation agreements and all coordination of clinical learning.

Objectives and Responsibilities:

- Develop standardized procedures for clinical education
- Facilitate discussions regarding specific circumstances as they relate to policy and procedure and offer recommendations to the department
- Promote the collaboration of resources

Membership: The membership will be composed of all the Clinical Coordinators from the various Programs and the Student Health Coordinator. Academic Deans and Director of Finance & Administration are ex-officio members.

Meeting: Once a month or as needed.

Committee Rules:

1. The committee may develop ongoing working *Ad Hoc* committees with the Kettering Health Network and other interested non-members. Materials gleaned from *Ad Hoc* committees will be reviewed and approved by the full committee prior to referral to the college council.
2. Committee approved minutes will be maintained and archived on the shared drive.
3. Leadership (chair and secretary) will be elected from the committee at the end of each academic year.
4. The charter will be reviewed at the beginning of each academic year and referred for approval to College Council.
5. The Clinical Coordinator committee will provide an annual report of its goals and accomplishments to the annual General Assembly meeting.

General Committee Procedures:

1. Communicate all new proposals to College Council.
2. Provide periodic updates on ongoing projects to College Council.
3. Provide advice, either as a whole or through appointment of a committee member, to workgroups dealing with issues that may affect or be affected by the committee.
4. Notify the College Council of decisions made by the committee so that they may be communicated to the rest of the College.