



KETTERING COLLEGE COMMITTEE CHARTER

Clinical Coordinator Committee

Purpose:	Collaboration of all departments at Kettering College coming together to discuss policies, procedures, immunizations, background checks, affiliation agreements and all coordination of clinical learning.	
Status:	Permanent College Administrative Committee	
Membership:	The membership will be composed of all the Clinical Coordinators from the various Programs and the Student Health Coordinator. Academic dean(s) of Health Professions, Graduates Studies, and Nursing divisions, and Director of Finance & Administration are ex-officio members.	
Appointment:	Nomination and election process determined by membership of the committee.	
Term:		
Chair:	Leadership (chair and secretary) will be elected from the committee at the end of each academic year.	
Meeting Frequency:	Once a month or as needed.	
Minutes:	Distributed to the membership by the chair. The committee member responsible for taking minutes will share a copy of the minutes on the S:Drive in pdf format.	
Input From:	Kettering Health hospitals, Clinical Programs	
Reports To:	Executive Council and academic dean(s) for Health Professions, Graduate Studies, and Nursing divisions	
Committee Objectives:	To Act:	Report to:
	<ol style="list-style-type: none"> 1. Develop standardized procedures for clinical education. 2. Promote the collaboration of resources. 	Academic Deans
	To Recommend:	Recommend to:
	<ol style="list-style-type: none"> 1. Facilitate discussions regarding specific circumstances as they relate to policy and procedure and offer recommendations to the department. 	Clinical Programs
Committee Procedures:	<ol style="list-style-type: none"> 1. The committee may develop ongoing working <i>Ad Hoc</i> committees with Kettering Health and other interested non-members. Materials gleaned from <i>Ad Hoc</i> committees will be reviewed and approved by the full committee prior to referral to the college council. 2. Keep official, committee-approved minutes and archive them electronically per College policy. 3. Communicate all new proposals to relevant academic dean(s) 4. Provide periodic updates on ongoing projects to relevant academic dean(s). 5. 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. 6. Notify the relevant academic dean(s) of decisions made by the committee so that they may be communicated to the rest of the College. 7. Provide an annual report of its goals and accomplishments to the annual General Assembly meeting. 8. Review charter at the beginning of each academic year and referred for approval to College Council. 	
Date of Origin:	February 7, 2018	
Last Reviewed:	September 23, 2023	
Approved By:	College Council	
Effective Date:	August 11, 2019	