

Queen's School of Nursing Position Description



ONPEC

Ontario Nurse Practitioner
Education Consortium

Position Title(s):	Ontario Nurse Practitioner Education Consortium (ONPEC) Site Coordinator (Additional Duty)
Reports to:	Vice Dean (Health Sciences) and Director, School of Nursing
Prepared Date:	July 2025
Revised Date:	April 2026
Employment Status:	<p>1 year term (additional duty)</p> <p>This Term Adjunct additional duty position has a full-time equivalent (FTE) of 0.6 which is a weekly time commitment of 21 hours.</p> <p>The successful candidate must hold a primary teaching appointment in each term (fall 2026, winter 2027, and spring 2027) for the duration of the contract term.</p>
Start Date	July 15, 2026
End Date	August 31, 2027
Remuneration	<p>Remuneration for this additional duty will be \$81,900 per year stipend; any applicable vacation pay, and 8% in lieu of benefits will be paid in addition to the stipend amount.</p> <p>Note: You will be compensated for the components of your teaching assignment based on the stipend values in accompanying Competition SON-CNPLE-2026-27FW-AD post.</p>

Job Summary	The ONPEC Site Coordinator oversees admission processes, student progression, and program delivery for the Primary Nurse Practitioner (NP) program at Queen's University. Working collaboratively with faculty, School of Nursing leadership, and consortium partners, the role supports students, coordinates key academic activities, and represents Queen's University within ONPEC to ensure program quality and alignment with academic standards and follows the ONPEC job description
Working Conditions	Hybrid office environment, virtual meetings and occasional in person onsite and offsite meetings.
Position Performance Competencies	<ul style="list-style-type: none"> • Ability to operationalize program requirements into structured processes • Strong judgment in managing student and program issues • High level of organizational and coordinating skills • Ability to provide strategic guidance to students, staff, and faculty • Ability to interpret and apply policies • Ability to use and adapt to new technologies



Qualifications	<ul style="list-style-type: none"> • Master's degree in Nursing with NP focus or NP diploma • Registered Nurse (extended class) registration in Ontario and entitled to practice with no restrictions • Recent or current clinical experience as a NP • Strong knowledge of the program(s) for which they will be responsible is considered an asset • 2-3 years of previous administrative experience • Understanding of accreditation/academic review processes is considered an asset
Technology Skills:	Microsoft Office suite, virtual meeting software, database systems, and emerging technologies.

KEY DUTIES, RESPONSIBILITIES & EXPECTATIONS	
Admissions	<ul style="list-style-type: none"> • Reviewing all applications to the MN or NP diploma programs • Making admission recommendations to the School of Nursing (SON) Graduate Program Committee
Program Administration	<ul style="list-style-type: none"> • Organizing and attending new student orientation in collaboration with the ONPEC Distance Learning Office, delivering material as required • Monitoring student progression and making recommendations to the SON Graduate Program Committee (GPC) • Identifying and escalating student progression concerns in consultation with program team members (i.e., Instructors, Graduate Coordinator, Associate Director, etc. • Advising students on appeals processes in alignment with SGSPA policies and provide academic counselling as needed • Advising students on available academic supports and Queen's University resources to help them be successful including Student Accessibility Services (QSAS) and Student Academic Success Services (SASS) • Working closely with the NP Clinical Placement Coordinator to address placement-related issues • Organizing and overseeing all Observed Structured Clinical Examination (OSCE) in collaboration with relevant units • Facilitate Queen's NP course instructor onboarding, orientation, and ongoing support • Coordinate logistics and administrative support for program delivery, including guest speakers, volunteer patients, special events, and required equipment



<p>Internal Administration at Queen's University</p>	<ul style="list-style-type: none"> • Facilitates cooperation across academic areas of responsibility and builds strategic partnerships to ensure optimal program outcomes • Representing SON on matters related to the NP program • Advising on resources needed, including budget planning (i.e., preceptor engagement, program supports, etc.) • Participating on the School of Nursing Academic Council (SONAC) when required • Preparing written reports or briefs for the School of Graduate Studies and Postdoctoral Affairs as required
<p>External Administration</p>	<ul style="list-style-type: none"> • Representing Queen's University on the COUPN Curriculum Committee as required • Participating in ad hoc committees as needed • Supporting the development and monitoring of clinical placements in collaboration with the NP Clinical Placement Coordinator • Collaborating with consortium partners to address student related issues as required

¹ Performance will be reviewed by the Vice Dean (Health Sciences) and Director, School of Nursing six months after the initial appointment and annually thereafter