



2 October 2023

MEMORANDUM NO. 919
Series of 2023

T O: Mr. Christian Vie Baldonado

R E: Designation as Clinical Coordinator of the College of Nursing


By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Clinical Coordinator of the College of Nursing, effective October 1, 2023 until December 31, 2023, or unless sooner revoked or terminated by higher authorities.

As Clinical Coordinator, you are directed to:

- 1.) Works together with the subject heads (majors with RLE) in planning and designing the RLE rotation plan.
- 2.) Coordinates RLE activities for all year levels, as planned/projected by the subject in charge.
- 3.) Ensure the completeness of the Off-Campus curricular activities requirements before the start of the rotation.
- 4.) Monitors the validity of MOA/MOU existing base and affiliating hospitals.
- 5.) Prepares and facilitates MOA/MOU for signature and circulation to existing and prospective health facilities and other RLE-related institution.
- 6.) Conducts/facilitates pre departure orientation to students prior to RLE deployment.
- 7.) Provides RLE forms to the students.
- 8.) Collects the waiver forms of all students before their clinical rotation.
- 9.) Facilitates/monitors vaccination of the students before their clinical rotation (Hepa-B).
- 10.) Facilitates/conducts random pregnancy tests before clinical exposure.
- 11.) Coordinates health facilities and RLE affiliate clinical instructors for RLE schedules.
- 12.) Monitors and evaluates RLE performance of affiliates in the clinical area.
- 13.) Monitors the needs/concerns of the students and faculty members handling RLE activities.

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position, subject to pertinent policies.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc: QAC
Records
File