

Luciana Payne

Clinical Administrative Coordinator, Physician Associate Studies

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STRENGTHS

- 📅 **Clinical coordination**
Kept placement details moving across students, faculty, and preceptors. Colleagues sought help when schedules became difficult.
- 📁 **Record stewardship**
Protected sensitive student and partner records through careful updates. Accurate documentation became a dependable part of daily work.
- 🗣️ **Partner communication**
Handled affiliation and placement questions with calm follow through. A clear answer often prevented another round of messages.
- ⚙️ **Process improvement**
Turned recurring steps into practical checklists and handoffs. Teams gained a simpler way to complete routine work.
- ✅ **Independent judgment**
Reviewed source information before resolving exceptions. That habit helped maintain trust when deadlines and details collided.

SKILLS

Clinical placements

Affiliation agreements

Preceptor support

Accreditation records

Student compliance

Rotation scheduling

Program evaluation

Clinical reporting

Event coordination

Confidential records

Microsoft Word Microsoft Excel

SUMMARY

Clinical program administration professional with **three years of experience** supporting health sciences education, clinical placements, student records, accreditation evidence, and program operations. Coordinates **clinical sites**, preceptor communication, affiliation agreement status, **rotation schedules**, compliance tracking, clinical hours, **patient encounters**, settings, and lifespan exposure with steady follow through. Maintains accurate records across Salesforce, Exxat, Microsoft Word, Excel, and Outlook while protecting confidential student and partner information. Supports assessment data, program evaluation, reports, document retention, orientations, open houses, ceremonies, and other events. Works effectively with students, faculty, preceptors, healthcare partners, and university offices, resolving placement questions against academic deadlines. Brings practical higher education and healthcare experience, sound judgment, clear communication, and independent organization to clinical program administration.

EXPERIENCE

Clinical Education Coordinator, Health Sciences Programs

Midwest Allied Health College 📅 October 2024 - Present 📍 Naperville, Illinois

Coordinates day to day clinical education administration for physician associate and health sciences programs. Supports clinical sites, preceptors, schedules, compliance records, reporting, partner communication, and process improvement while protecting student and organizational information.

- Coordinated clinical education workflows across students, faculty, **preceptors**, and **healthcare** partners.
- Maintained **rotation schedules**, clinical records, status **reports**, and supporting documentation for deadlines.
- Resolved placement exceptions through source review, partner coordination, and documented disposition.
- Standardized checklists and handoffs, giving recurring clinical workflows clearer follow through.
- Supported affiliation agreement tracking, compliance review, and clinical documentation across program operations.
- Used **Salesforce**, Exxat, Word, Excel, and Outlook for records, **communication**, and reporting.

Health Programs Administrative Specialist, Clinical Operations

Prairie State University 📅 September 2023 - September 2024 📍 Naperville, Illinois

Supported health programs administration across clinical placements, student records, compliance documentation, reporting, and event logistics. Partnered with faculty, students, preceptors, and university offices to keep academic operations organized, responsive, and aligned with program requirements.

- Maintained student placement records, **clinical hours**, patient encounters, settings, and exposure details.
- Tracked affiliation agreement status and prepared documentation for clinical partner follow up.
- Supported **preceptor communication**, onboarding records, rotation questions, and academic deadline coordination.
- Prepared assessment, **program evaluation**, accreditation, and **document retention** materials for review.
- Coordinated orientations, **open houses**, ceremonies, and other **student experience** events.
- Protected confidential records while handling independent requests from faculty and university offices.

PROJECTS

Clinical Placement Records Improvement 📅 2026

Small record changes can prevent large placement delays. Standardized checklists, status tracking, and handoffs supported clearer clinical documentation and more dependable follow through.

Microsoft Outlook Salesforce

Exxat

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Clinical Education
Coordinator, Health Sciences
Programs at Midwest Allied
Health College (1.9 Years)

● Health Programs
Administrative Specialist,
Clinical Operations at Prairie
State University (1 Years)

Student Clinical Exposure Reporting 📅 2025

Useful reporting starts with details people trust. Organized clinical hours, patient encounters, settings, and lifespan exposure records for clearer program review.

LEADERSHIP & AWARDS

- Recognized for dependable clinical education administration and timely partner follow through.
- Selected for consistent support of student records, program events, and accreditation documentation.
- Praised by colleagues for practical problem solving during placement exceptions and deadline pressure.

EDUCATION

Bachelor of Science in Health Sciences

Northern Illinois University 🎓 GPA: 3.5 📅 2023 📍 DeKalb, Illinois

Coursework: *Health sciences education, healthcare administration, clinical practice, program evaluation*

CERTIFICATIONS

- Role Relevant Continuing Education 📅 2026
- Clinical Education Administration Training 📅 2026

TECHNICAL SKILLS

- **Microsoft Office:** Microsoft Word, Microsoft Excel, Microsoft Outlook
- **Clinical Systems:** Exxat, Salesforce, clinical placement records
- **Clinical Scheduling:** Rotation schedules, clinical calendars, placement tracking
- **Student Records:** Matriculation records, enrollment records, confidential records
- **Compliance Tracking:** Student compliance, clinical hours, patient encounters
- **Accreditation Support:** Accreditation evidence, document retention, program records
- **Program Evaluation:** Assessment data, evaluation records, reporting
- **Healthcare Partnerships:** Clinical sites, healthcare partners, preceptors
- **Agreement Administration:** Affiliation agreements, status tracking, partner documentation
- **Event Coordination:** Orientations, open houses, ceremonies

PROFESSIONAL AFFILIATIONS

- Health sciences education administration professional network participant.
- Higher education clinical partnerships and student services community participant.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST