



## EMS Clinical Coordinator

Health Sciences

### JOB SUMMARY

This position is responsible for the placement of students in clinical learning rotations. In this role, the coordinator is responsible for student recruitment, relevant accreditation compliance, teaching and curriculum development efforts and the overall development of the clinical learning program. The coordinator is responsible for maintaining relevant clinical supervision in collaboration with the other program faculty and the Program Director.

### MAJOR DUTIES

- Planning and developing the program.
- Organizing and administering the clinical program.
- Developing and designing program curriculum.
- Scheduling clinical experiences for academic terms.
- Reviewing the program on continuous basis.
- Evaluating and directing full-time and/or part-time program faculty.
- Developing clinical/professional affiliations.
- Monitoring students at clinic/professional sites.
- Directing clinical affiliations.
- Meeting specific program accreditation standards/essentials.
- Planning, implementing, and monitoring the program budget.
- Performing quality improvement activities to enhance program effectiveness.
- Maintaining current professional credentials.
- Recruiting and retaining students through graduation.
- Supervision of clinical learning events.
- Perform duties as assigned by the Program Director.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the field of emergency medical services.
- Knowledge of program accreditation requirements.
- Knowledge of program assessment and strategic planning strategies.
- Knowledge of college program requirements.
- Knowledge of classroom practices, teaching methodologies, assessment systems, and educational technology.
- Knowledge of clinical fieldwork principles, practices, policies and procedures.
- Skill to make timely decisions.
- Skill in the operation of computers and job related software programs.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

## **GUIDELINES**

Guidelines include college policies and procedures; University System of Georgia policies and procedures; SACS and other accreditation standards and requirements; faculty, staff and student handbooks; and relevant state and federal regulations. These guidelines require judgment, selection and interpretation in application.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied program coordination and instructional duties. The variety of tasks to be managed combined with frequent interruptions contributes to the complexity of the position.
- The purpose of this position is to teach courses and coordinate the clinical education component of the Respiratory Care Program. Success in this position contributes to the successful education of students and to compliance with accreditation standards.

## **CONTACTS**

- Contacts are typically with co-workers, other college personnel, faculty, staff, students, representatives of other colleges and universities, alumni, representatives of clinical placement sites, professionals in the field and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, to motivate or influence persons, or to justify, defend or settle matters.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office, classroom, laboratory or clinical setting. Work requires the use of protective devices such as masks, goggles, gloves, etc.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has functional supervision over assigned clinical instructors.

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.