



## Health Information Technology Clinical Coordinator

Health Sciences

HS/21

### **JOB SUMMARY**

This position is responsible for coordinating clinical education and teaching courses in the Health Information Technology Program.

### **MAJOR DUTIES**

- Prepares and instructs classes; develops assignments and tests; evaluates student work.
- Participates in student orientation and registration activities; advises students.
- Coordinates the establishment and maintenance of memoranda of understanding with clinical fieldwork partners; selects clinical learning environments that demonstrate sound patient/client management practices, ethical and professional behavior, and currency with best practices in health information technology.
- Evaluates clinical educators and sites to ensure compliance with accreditation standards and with program policies and procedures.
- Develops, monitors and defines the clinical education component of the curriculum.
- Assists in the recruitment of program students.
- Serves on assigned college committees.
- Assists in coordinating the program's accreditation functions.
- Performs clinical site visits to observe student performance.
- Assists with curriculum development and revisions.
- Addresses and resolves student appeals and complaints.
- Participates in professional organizations.
- Performs related duties as assigned.

### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of the field of health information technology.
- 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 Health Information Technology 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 faculty.

## **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.