

## **COORDINATOR/INSTRUCTOR, PATIENT CARE TECHNOLOGY PROGRAMS**

### **GENERAL STATEMENT:**

Serves to coordinate all activities necessary for the development, implementation, and evaluation of the patient care technology (PCT) program.

### **REPORTS TO:**

Provost of Health Occupations

### **OCCUPATIONAL GROUP:**

Faculty

### **FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Associate Degree Nursing, Bachelor of Science in Nursing, or Diploma in Nursing..

#### **LICENSE OR CERTIFICATION:**

Registered Nurse (RN) licensure in Texas

#### **EXPERIENCE:**

At least three (3) years of recent clinical experience in nursing with a minimum of one year experience in nursing homes; Teaching experience preferred.

#### **OTHER:**

Good interpersonal skills and ability to work with students of varying levels.

### **DUTIES AND RESPONSIBILITIES:**

As Coordinator:

- Follow curriculum guidelines for the CNA portion of the program as set forth by the Texas Department of Aging and Disability Services (DADS).
- Maintain current syllabi.
- Coordinate curriculum revisions for the program.
- Maintain open lines of communication between PCT faculty and faculty of the health occupations division.
- Prepare instructional materials for PCT curriculum.
- Submit all required student grades to the registrar's office on schedule.
- Assist in first level problem solving with students.
- Assist in recruitment, selection, orientation, and evaluation of part-time instructors as needed.
- Coordinate orientation of new PCT applicants.
- Coordinate all aspects of the nurse aide certification examination including correct processing of student applications, scheduling with approved examiner, and preparation of materials for examiner.
- Attend or send a report to the health occupations advisory committee meetings.
- Ensure compliance with requirements including maintenance of records for continued approval as a Nurse Aide Training and Competency Evaluation Program (NATCEP).
- Prepare materials for approval visits from Texas Department of Aging and Disability Services.
- Provide input into revisions of policies for PCT program and Health Occupations Division.

As Instructor:

- Maintain academic standards as established by the College and health occupations division.
- Teach assigned classes/clinicals according to approved course syllabi and minimum competencies.

**COORDINATOR/INSTRUCTOR PATIENT CARE TECHNOLOGY PROGRAMS**

- Participate in curriculum development, including the establishment of departmental learning outcomes and the reporting of learning outcomes results as required by departmental procedures.
- Arrive on time for class/clinical or notify the provost of health occupations as early as possible of an inability to meet the class/clinical.
- Maintain scheduled office hours, attendance and scholastic records as required by the College.
- Assist with counseling and registration of students.
- Attend all faculty meetings, commencements, and other special meetings called by the provost, vice president of instruction or president.
- Keep the administration informed regarding matters affecting the welfare of students, faculty, and the institution.
- Participate on college committees, health occupations committees, sponsorship of College clubs and organizations and other college activities.
- Assist in planning of the budget and selection of textbooks and visual aids, and library holdings.
- Observe regulations as outlined in College faculty handbook.
- Participate in development, implementation, and evaluation of the patient care technology curriculum.
- Coordinate clinical experiences and maintain public relations with the respective cooperative agencies.
- Serve as a resource person for students.
- Assist in recruitment and retention of PCT students.
- Participate in evaluations of PCT students.
- Keep abreast of current trends in nursing and PCT through active participation in continuing education/workshops and/or formal education activities.
- Adhere to the health occupations division health and safety policy.
- Maintain current CPR certification for health care providers.
- Other duties as assigned by appropriate supervisory personnel.

**PHYSICAL REQUIREMENTS:**

- Within the general range of an office or classroom environment.
- May be required to don personal protective equipment such as mask, gloves, goggles, and gown to prevent exposure to blood and body fluids in the clinical setting.
- May require irregular evening and weekend hours.

*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*Approved: 08/25/97*

*Revised: 03/10/08*