

**PROGRAM DIRECTOR/CLINICAL COORDINATOR, EMERGENCY MEDICAL SERVICES PROGRAM**

**GENERAL STATEMENT:**

Serves to direct the development, implementation, and evaluation of the emergency medical services program and function in role as clinical coordinator.

**REPORTS TO:**

Provost of Health Occupations

**OCCUPATIONAL GROUP:**

Faculty

**FLSA:** Exempt

**QUALIFICATIONS FOR APPOINTMENT:**

**EDUCATION:**

Bachelor's degree required.

**LICENSE OR CERTIFICATION:**

Emergency Medical Technician Paramedic Certification from the Texas Department of State Health Services; Emergency Medical Services Program Instructor and Emergency Medical Services Examiner and Emergency Medical Services Course Coordinator through the Texas Department of State Health Services.

**EXPERIENCE:**

At least three (3) years of recent clinical experience in emergency medicine; Teaching experience in emergency medical technology preferred.

**OTHER:**

Membership and participation in professional organizations; Good interpersonal skills and ability to work with others.

**DUTIES AND RESPONSIBILITIES:**

- As Program Director:
  - Follow curriculum guidelines as set forth by the Texas Department of State Health Services.
  - Maintain current syllabi.
  - Coordinate and provide input into curriculum revisions with other emergency medical services (EMS) faculty.
  - Maintain open lines of communication between EMS faculty of the health occupations division.
  - Cooperate in the preparation of manuals and instructional materials for the EMS curriculum.
  - Cooperate with other faculty in the organization of student activities.
  - Coordinate the EMS advisory committee.
  - Chair meetings of EMS faculty.
  - Assist in first-level problem-solving with faculty and students.
  - Assist in orientation and evaluation of part-time EMS instructors.
  - Prepare reports, surveys, and evaluation reports for regulatory agencies, and assist other EMS faculty in preparation of their reports.
  - Coordinate and supervise advance placement testing for EMS program.
  - Serve as liaison between the medical director and EMS program.
  - Maintain all laboratory equipment and materials.
  - Attend all faculty meetings, commencements, and other special meetings called by the campus provost, assistant vice presidents, vice president of instruction, or the president.

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- Insure correct and proper processing of student applications for the certification examinations.
  - Keep administration informed regarding matters affecting the welfare of students, faculty, and the institution.
  - Participate on College committees, sponsorship of College clubs and organizations, and other College activities.
  - Assist in planning of the budget and the selection of textbooks, visual aids, and library holdings.
  - Participate in the development, implementation, and evaluation of the emergency medical services curriculum.
  - Assist in recruitment and retention of emergency medical services students.
  - Coordinate activities related to national accreditation including writing of the self-study.
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- As Clinical Coordinator:
    - Maintain academic standards as established by the College and EMS department.
    - Teach assigned clinical courses according to approved course syllabi and minimum competencies.
    - Participate in curriculum development, including the establishment of departmental learning outcomes, and the reporting of learning outcomes results as required by departmental procedures.
    - Maintain scheduled office hours, attendance, and scholastic records as required by the College.
    - Submit all required student grade reports to the registrar's office on schedule.
    - Assist with counseling and registration of students.
    - Observe regulations as outlined in College faculty handbook.
    - Coordinate clinical experiences through FISDAP.
    - Maintain good public relations with the respective cooperative agencies.
    - Visit each clinical site on a rotational basis to evaluate students, orient preceptors, and offer clarifications.
    - Develop, implement, and evaluate an on-going preceptor orientation program.
    - Serve as a resource person for students.
    - Participate in the evaluation of emergency medical services students.
    - Keep abreast of current trends in emergency medicine through active participation in continuing education/workshops and/or formal education activities.
    - Maintain current CPR certification for health care providers, and ACLS and BCLS instructor certification.
    - Enforce the policies of the health occupations division.
  - 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.
- Will require travel to all campuses.

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*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.*

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*Employee's Signature*

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

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*Supervisor's Signature*

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*Date*

*All TVCC positions are security sensitive and require a criminal background check.*

*Approved: 09/06/96      Revised: 08/29/2011*

*JD494*