

COORDINATOR/INSTRUCTOR, SURGICAL TECHNOLOGY PROGRAM

GENERAL STATEMENT:

Serves to coordinate all the activities necessary for the development, implementation, and evaluation of the surgical technology program.

REPORTS TO:

Provost, Health Occupations

OCCUPATIONAL GROUP:

Faculty

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Associate Degree or higher.

LICENSE OR

CERTIFICATION:

Certified Surgical Technologist (CST).

EXPERIENCE:

At least three (3) years recent experience in the operating room in the scrub role or as a surgical technology instructor; Teaching experience in Surgical Technology program preferred.

OTHER:

Membership and participation in professional organizations; Good interpersonal skills.

DUTIES AND RESPONSIBILITIES:

- As Coordinator:
 - participate in the development, implementation, and evaluation of the surgical technology curriculum.
 - coordinate accreditation activities for the surgical technology program.
 - submit all required student grade reports to the registrar's office on schedule.
 - coordinate skills laboratory related to clinical skills, procedures, and assignments.
 - assist in the orientation and evaluation of clinical preceptors.
 - assist in first-level problem-solving with part-time faculty, clinical facility supervisors, and students.
 - assist in recruitment and retention of surgical technology students.
 - assist in the preparation of the budget.
 - submit requests for new equipment and supplies each year and assist with purchasing.
 - coordinate SGT advisory committee meetings.
 - maintain current syllabus.
 - assist students with application for certifying examination.
 - prepare annual reports.
- As Instructor:
 - maintain academic standards as established by the College and the health science center.
 - teach assigned classes 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.
 - arrive on time for classes or notify the provost as early as possible of an inability to meet a class.

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- * maintain scheduled posted office hours, attendance and scholastic records as required by the College and division.
- * assist with counseling and registration of students.
- * attend all faculty meetings, commencements, and other special meetings called by the provost, the vice president of instruction, or the president.
- * keep the administration informed regarding matters affecting the welfare of students, faculty, and institution.
- * participate on College committees, campus committees, sponsorship of College clubs and organizations, and other College activities.
- * assist in the selection of textbooks, visual aids, and library holdings for the health science center.
- * observe regulations as outlined in College faculty handbook.
- * serve as a resource person for the surgical technology students.
- * participate in evaluation of surgical technology students.
- * coordinate clinical experiences and maintain public relations with the respective cooperative agencies.
- * adhere to the health occupations division health and safety policy.
- * keep abreast of current trends in the operating room through active participation of patient care during clinical facility visitations.
- * 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 stand for extended periods.
- * 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.

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

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

Approved: 09/20/95 Revised: 02/16/12

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