

**WORFORCE EDUCATION FACULTY, EMERGENCY MEDICAL SERVICES DIRECTOR
& CLINICAL COORDINATOR**

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, Health Science Center

OCCUPATIONAL GROUP:

Faculty

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

- Hold a bachelor's degree or higher in the teaching discipline.
- OR: Hold a bachelor's degree (not in the teaching discipline) and an associate degree (in the teaching discipline) and a minimum of 3 years relevant full-time work experience.

**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 field experience in delivery of out-of-hospital emergency care; Teaching experience in emergency medical technology preferred.

OTHER:

Membership and participation in professional organizations; Good interpersonal skills and ability to work with others; Knowledge about methods of instruction, testing and evaluation of students preferred.

DUTIES AND RESPONSIBILITIES:

As Coordinator (Program Director):

In addition to the instructional responsibilities outlined in TVCC Board Policy DDA (LOCAL), program coordinators:

- Oversee curriculum development in program, including the establishment, incorporation, and the reporting of program learning outcomes.
- Present curricular recommendations to division chairperson for consideration and approval by the curriculum and instruction committee.
- Coordinate the program's selection and adoption of textbooks and materials to support the respective learning outcomes of the program.
- Inform administration of matters affecting the welfare of students, faculty, and the institution.
- Assume responsibility for administration, organization and supervision of the educational program.
- Assume responsibility for long range planning and ongoing development of the program.
- Assume responsibility for effectiveness of the program, including instruction and faculty with systems in place to demonstrate effectiveness of the program.
- Follow curriculum guidelines as set forth by the Texas Department of State Health Services.
- Maintain current syllabi.
- Maintain open lines of communication between EMS faculty.
- 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.

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- 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.
- Insure correct and proper processing of student applications for the certification examinations.
- Participate on College committees, sponsorship of College clubs and organizations, and other College activities.
- Assist in planning of the budget and the selection of visual aids and library holdings.
- Assist in recruitment and retention of emergency medical services students.
- Coordinate activities related to national accreditation including writing of the self-study.

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.
 - Develop, implement, and evaluate an on-going preceptor orientation program for clinical and field internship preceptors.
 - Visit each clinical site on a rotational basis to evaluate students and offer clarifications.
 - 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.
 - Observe regulations as outlined in College faculty handbook.
 - Coordinate clinical experiences through FISDAP.
 - Maintain good public relations with the respective cooperative agencies.
 - 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.

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: 1/22/2016 Revised: