

RANGE N05

**JTC NO. CU6
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Clinical Coordinator – Emergency Medical Services Program

DATE PREPARED: Spring 2007

DATE REVISED: Spring 2009; Summer 2012; Fall 2016

GENERAL SUMMARY:

Coordinates clinical and field internship sites including orientation to field preceptors to the EMS learning outcomes. Evaluate and assess clinical sites depending on program need. Collaborates with clinical sites to prepare and orient students to community agencies. Ensures clinical contract status of field internship sites. Schedules students in community agencies for clinical learning experiences. Available to teach assigned courses. Teaching assignments may be on site, skills lab or offsite locations in clinical which include evening and weekend programs. Participates in college-wide activities and outside recruitment. Ensures program compliance with TSDHS and NREMT standards. Works closely with faculty and staff to maintain standards in training students according to EMS curriculum and standards.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Collaborates with clinical sites to prepare and orient students to community agencies.
- Coordinates and collaborates with faculty and continuing education regarding course offerings.
- Collaborates with program director to secure clinical contractual agreements according to college policy and procedures.
- Responsible for coordinating, scheduling and staffing for the National Registry of Emergency Medical Technicians on skills testing.
- Provides oversight for skills lab, selecting and ordering of equipment.
- Meets with community agencies to discuss their changing needs and requirements for student clinical, employment and provides information to program director and faculty.
- Coordinate clinical and field internship sites including orientation to field preceptors to the EMS learning outcomes. Evaluate and assess clinical sites depending on program need.
- Evaluate preceptors for appropriate clinical levels.
- Maintain student course, immunization records, and clinical and criminal background check records. Maintain current student liability insurance information for classroom and clinical sites.

Clinical Coordinator – Emergency Medical Services Program

Page Two

PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued

- Ensure compliance of EMS clinical field sites with Texas Department of State Health Services (TDSHS) certification guidelines.
- Assist Program Director in the development and implementation of continuing education courses in EMS.
- Collaborate with Program Director and faculty on clinical internship sites.
- Collaborates and informs faculty of new and current community agency information.
- Participates in recruitment and retention activities. Engages in college professional development activities.
- Develops scenarios for computerized Sim-man™ simulator and provides faculty support in use of Sim-man™ simulator computerized programs.
- Performs other duties as assigned.

REPORTING RELATIONSHIP:

Varies to meet organizational needs.

PHYSICAL EFFORT REQUIRED:

Requires ability to lift and carry moderately heavy materials weighing up to 20 pounds.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Associate's degree or higher from a regionally accredited institution in Emergency Medical Technology **or** Associate's degree or higher in Nursing (Bachelor's degree and/or Master's degree in health related field desired), including one year of teaching EMS courses and/or clinical coordinating in a community college or university setting, **and** three years experience as a paramedic in a fire department, private EMS, air ambulance or hospital setting **or** 3 years as a Nurse in critical care, emergency or EMS experience; hospital and fire department experience preferred. Must have current certification/license as a Texas Department of State Health Services (TDSHS) Paramedic. Must have current certification as a TDSHS EMS Instructor, NREMT-Paramedic and instructor certification in ACLS, and CPR. Requires professional demeanor, good communication, interpersonal, organizational, and written skills and the ability to work with students and staff from diverse backgrounds. Advanced knowledge of computer technology to access data, generate report, maintain records and communicate with others. The ability to provide quality customer service. Official transcripts plus evidence of nursing license will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***