



Job Description

Job Title: Clinical Coordinator Emergency Medical Services Program JTC: CU6

Salary Range: N05

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Coordinates clinical and field internship sites including orientation to field preceptors to the EMS learning outcomes.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Understand principles and practices related to the development, management and administration of EMS systems and programs.

Ability to organize, implement and direct all aspects of an EMS quality assurance program. Develop and recommend policies and procedures related to assigned operations.

Cultivates alliances across internal and external boundaries in order to build and maintain strong working relationships. Creates a work environment that embraces and appreciates diversity. Maintains consistent and positive customer relations, responding to internal/external customer inquiries in an efficient and timely manner.

Advanced knowledge of computer technology to access data, generate report, maintain records and communicate with others.

Oral and written communication skills in order to support interaction with individuals from varying backgrounds. Strong knowledge and experience providing effective customer service. Excellent interpersonal skills and the ability to create strong professional relationships with colleagues, staff and clients.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 20 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associate degree plus three (3) years of experience paramedic in a fire department, private EMS, air ambulance or hospital setting. 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. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

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.

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. 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.

Collaborates and informs faculty of new and current community agency information. Participates in recruitment and retention activities. Engages in college professional development activities. Works closely with faculty and staff to maintain standards in training students according to EMS curriculum and standards. 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. Develops scenarios for computerized Sim-man™ simulator and provides faculty support in use of Sim-man™ simulator computerized programs. Provides oversight for skills lab, selecting and ordering of equipment. 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.



Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provides excellent customer service.

Performs related duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.