

FACULTY ASSIGNMENT: Program Director, Medical Assistant

PROGRAM: Medical Assistant

DEPARTMENT: Nursing and Allied Health

DATE: June 4, 2018

POSITION SUMMARY: The Medical Assistant Program Director is an assignment made to a full-time faculty member teaching in the Medical Assistant program following the guidelines established by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assisting Education Review Board (MAERB). In addition to the contracted teaching duties, the Program Director is responsible for program effectiveness, including outcomes, organization, administration, continuous review, planning, and development.

EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS: The program director must:

- Be credentialed in good standing in medical assisting, by an organization whose credentialing exam is accredited by the National Commission for Certifying Agencies (NCCA) or the *American National Standards Institute (ANSI)*. Currently approved program directors without a credential from an accredited credentialing exam must meet that requirement within two years from the effective date of these Standards.
- Full-time employee of the sponsoring institution.
- Minimum of an associate degree.
- Minimum of three years of employment in a healthcare facility, including a minimum of 160 hours in an ambulatory healthcare setting performing or observing administrative and clinical procedures as performed by medical assistants.
- Minimum of one year teaching experience in postsecondary and/or vocational/technical education which includes instruction in educational theory and techniques.

PRIMARY RESPONSIBILITIES: *Employee must be able to perform the following functions.*

- Coordinate the overall MA program activities at the main campus, Rolla satellite location and clinical sites.
- Exercise leadership in the area of program oversight and curriculum maintenance. Have a broad understanding of the intricacies of the program and its relationship to the college at large.
- Communicate and work collaboratively with MA faculty, local sending schools, clinical site coordinators, and potential employers for entry level job skills requirements.
- Maintain meaningful agreements with local clinical sites; oversee scheduling and assignment of students at such clinical sites.
- Ensure student and faculty compliance records for clinical sites (health & vaccine records, CPR, confidentiality, etc.).
- Provide oversight and management of the clinical lab functions to include: safety; equipment maintenance, upgrades and acquisition; supply inventory management; orientation for faculty, students, and guests; maintain lab calendar and lab usage data/reports; maintain lab guidelines/policies/procedures.
- Conduct periodic program review and maintaining appropriate assessment records. Review assessment activities periodically.
- Serve as liaison to the program accrediting body the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assisting Education Review Board (MAERB).
- Assist the Dean with hiring, orienting, mentoring, oversight and evaluations of adjunct faculty.
- Assist the Dean with coordination of a schedule of course offerings and faculty assignments to meet the needs of the students. Evaluate student performance; meet regularly and confer with students regarding their progress in the program.
- Provide academic advisement to MA students.
- Perform as a resource for all faculty as needed.

- Oversee and participate in local events related to student recruitment and any other activities related to the MA program and community outreach.
- Plan and schedule activities with the appropriate administrative offices as well as the advisory committee. Regularly meet with the advisory committee. Review committee membership regularly.
- Perform faculty teaching duties and other related program director duties as assigned.

ADDITIONAL DUTIES: if the Program Director also functions as the Externship Coordinator:

- Provide oversight of the practicum experience.
- Maintain and develop new professional relationships with clinical facilities. Select and approve appropriate practicum sites.
- Coordinate the assignment/reassignment of students in affiliated clinical facilities. Perform supervisory visits as assigned. Provide orientation for the on-site supervisors.
- Submit student externship requirements to clinical facilities according to site policies, monitor student hours and attendance, collect and maintain student externship time cards and documents.
- Ensure appropriate and sufficient evaluation of student achievement in the practicum experience.
- Participate in the development and maintenance of program curriculum and assessment materials related to the externship process.
- Communicate effectively with students, clinical sites and faculty.
- Ensure student compliance with extern policies and procedures.

SIGNATURES: I have read and reviewed the above job description with my immediate supervisor. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

Employee Signature/Date

Supervisor Signature/Date

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