

JOB TITLE: Clinical Coordinator, Surgical Technology**DEPARTMENT:** Surgical Technology**LOCATION:** Rolla Campus**REPORTS TO:** Dean of Health Sciences/ Vice President of Academic Affairs**FLSA:** Exempt**LEVEL:** Faculty**DATE:** 01/11/2022; 4/20/2021

POSITION SUMMARY: This is an assignment made to a faculty member teaching in the surgical technology program following the guidelines established by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and Accreditation Review Council in Education in Surgical Technology and Surgical Assisting (ARC/STSA) and as delegated by the Dean of Health Sciences. The position has responsibilities for the day-to-day oversight of the program operations. The faculty member's teaching assignment may be contractually reduced by annual agreement to reflect performance of oversight duties. The faculty member with this assignment also has the surgical technology faculty job description.

EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS: *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)*

Master's degree is preferred but a bachelor's degree is minimally required. Must have a minimum of 3 years of experience, either in the operating room scrub role or as an instructor in surgical technology, or a combination of both within the past 5 years. Must hold a credential in the field of surgical technology through a national certification program that is accredited by the National Commission on Certifying Agencies (NCCA). Possess proficiency in instructional methodology, curriculum design, and program planning. Community college teaching experience is preferred.

ESSENTIAL TASKS: *(Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.)*

- Coordinate the overall clinical aspects of the surgical technology program activities with the Program Director and Dean of Health Sciences.
- Demonstrates proficiency in instruction, evaluation, and supervision of students.
- Coordinating clinical education with didactic education.
- Coordinate clinical activities – to include maintaining clinical competencies.
- Provide direct and indirect supervision of students while with students at clinical sites.
- Develop clinical schedules, syllabi, and orientation information.
- Oversees the collection, maintenance, and reporting of all documentation required by the clinical sites, including, but not limited to: immunization records, criminal background screenings, drug screenings, federal exclusion lists, BLS certification, HIPAA training and compliance, and Standard Precaution training and compliance.
- Complete an individual conference with each student at end of semester.
- Participate in local events related to student recruitment and any other activities related to the surgical technology program and community outreach.
- Compliance with the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and Accreditation Review Council in Education in Surgical Technology and Surgical Assisting (ARC/STSA) standards for accreditation.
- Maintain confidential student records in compliance with ECC Board Policy.
- Maintain clinical and educational competencies in area of instruction.
- Perform other related duties as may be assigned.

KNOWLEDGE, SKILLS, and ABILITIES:

College: knowledge of the Family Educational Rights and Privacy Act (FERPA); knowledge of college policies, procedures, and practices; ability to plan, organize and implement multiple tasks effectively.

Department: Knowledge of department policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations; budget management skills; ability to write routine reports and correspondence.

LEADERSHIP and COMMUNICATION SKILLS: Ability to exchange ideas, information, and opinions effectively with others to formulate procedures and/or arrive jointly at decisions, conclusions, or solutions; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; ability to communicate diplomatically, clearly and effectively with a variety of people

including coworkers and staff of external agencies; ability to demonstrate safe work habits and safe use of equipment; ability to communicate clearly both orally and in writing; ability to interact effectively with diverse student populations and a wide variety of co-workers, and the general public.

DECISION-MAKING and ANALYTICAL SKILLS: Apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions; ability to use sound judgment in decision making areas; ability to interpret information in mathematical, written and diagram form, such as statistical reports, profit and loss statement, financial statements and credit regulations.

EQUIPMENT AND SOFTWARE: Utilize current College and/or department information technology including but not limited to, Microsoft Office, Outlook, Datatel, etc.; office machines such as telephones, fax machines, or copiers; ability to use Smartboards; distance learning applications; Canvas; eCentral..

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Environment: Work is performed primarily in a standard classroom/lab setting with frequent interruptions and distractions; extended periods of time viewing computer monitor. The employee may be required to work or meet in the evenings and/or on weekends; may be required to work clinicals as needed.

Physical: Primary functions require sufficient physical ability and mobility to work in a classroom/lab setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull up to 10 lbs; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

POSITIONS SUPERVISED: None

SIGNATURE: I have read and reviewed the above job description. 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.

NOTICE OF NON-DISCRIMINATION: East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information, or veteran status. Inquiries related to employment practices may be directed to the Human Resources Director at 636-584- 6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.