

Colorado Mountain College

Position Description

Title: College Wide Clinical Coordinator – EMS Programs
FLSA Classification: Exempt
Hiring Salary Range: \$50,462 - \$56,069

Primary Responsibility

Under the supervision of the Dean for the School of Nursing, Health Science and Public Safety, the Clinical Coordinator is responsible for arranging and maintaining the required clinical and field internship (FI) standards for all CMC EMS Programs and applicable state regulations as applied to EMS Program education industry in Colorado. The clinical coordinator arranges clinical and field internships and works in collaboration with the EMS Program Leads and campus Assistant Deans of Instruction to manage clinical student placement. This individual works with program faculty, off-campus staff, preceptors and other personnel as needed including the EMS Program Leads in establishing clinical/FI guidelines, clinical/FI policies, class/FI schedules, student advising and other duties as assigned.

Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient for the rigors of the position, such as a Bachelor's Degree in a related field from an accredited institution and 3 years occupational experience or an Associate's Degree in a related field and 5 years occupational experience in providing advanced life support care in the pre-hospital environment; and occupational experience in health and safety or related field, and demonstrated competence in higher education administration as it relates to health program administration. Requires current National Registry or State of Colorado EMT-P certification, or current RN license to practice nursing in the State of Colorado.

Applicants must demonstrate a commitment to working in a culturally competent environment and the ability to effectively work with students, employees, and community members having diverse backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

Essential Duties

1. Responsible for all aspects of the clinical and FI education components of CMC's EMS programs. This includes student scheduling, student documentation, resolution of scheduling conflicts, contracts and maintenance of all necessary data to support program's function and program systematic plan of evaluation

2. Work with clinical preceptors to ensure all students successfully complete Program objectives and student learning outcomes. Work with School Dean, EMS Program Leads, full-time and adjunct faculty to ensure clinical requirements are met.
3. Assist in the development and revision of curriculum, new course offerings and program expansion. Assist with program and student outcomes assessment and data collection for program decision making.
4. Serve as an advisor for students.
5. Assist in ensuring that both state and national accreditation processed are followed. Assist with regional and national self-study reports and program reviews. Participates and represents CMC at regional and state program activities and committees. Member of the program advisory committee.
6. Other duties as assigned.

Special Conditions of Employment

Successful completion of a background check will be required. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned. This position will require travel and evening and weekend work. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

Working Conditions

This position requires constant sitting, occasional walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 25 lbs; ordinary talking, hearing and full vision capabilities; and the ability to read/comprehend. Write, communicate orally, and reason and analyze constantly; and perform calculations occasionally. Work is performed using a computer and standard office equipment daily, and driving a vehicle occasionally.

Position description drafted by: Marc Brennan, Betty Damask-Bembenek

HR Reference Information:	
Position group and code:	412150
Date of review:	7.18.19

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NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.