JOB DESCRIPTION

POSITION TITLE: Clinical Coordinator Respiratory Care

PRIMARY LOCATION: Sierra Vista Campus

STATUS: Exempt

PARAMETERS: Full time; 9 months/year

PAY GRADE: AS11

JOB SUMMARY: The Clinical Coordinator for Respiratory Care is responsible for the organization, administration, review, development and planning, and general effectiveness of the clinical component of the Respiratory Care program. Assisting with the coordination of academic, didactic, laboratory and clinical education within the program.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

DUTIES AND RESPONSIBILITIES: Within the scope of college policies and procedures, this position:

Assists the Program Director in ensuring the Respiratory Care program meets standards established by the college, the Arizona Respiratory Care Licensing Boards, and the Commission on Accreditation of Respiratory Care Programs (CoARC) through planning, implementing, and continuously evaluating program outcomes; assists in the development of the Respiratory Care curriculum, course content, the selection of textbooks, library materials, and equipment/supplies to facilitate learning respiratory care

Actively recruits students and oversees the respiratory care admission process; initiates and maintains contractual affiliation with clinical facilities for training of student therapists; maintains attendance, scholastic, and other records and submits reports in a timely manner as required by the college, State Licensure Boards, and the CoARC

Teaches classes as assigned by the Program Director Respiratory Therapy; meets classes regularly and punctually, prepared to teach as effectively as possible; maintains up-dated course syllabi with a copy on file in the Health Sciences Department; posts and maintains a minimum of six office hours per week for advising and consulting with students

Attends all faculty and divisional meetings and in-service trainings as scheduled; assists the Program Director in organizing Advisory Board Committee meetings a minimum of once per semester; keeps up-to-date professionally through attendance in workshops, conferences, and other activities designed to award continuing education credits

Assists in developing departmental budget, prioritizing expenditures, and maintaining inventory of existing equipment/supplies

Oversees the work of adjunct faculty in didactic/laboratory/clinical settings

Performs other related duties as assigned

GENERAL EXPECTATIONS: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

REQUIRED MINIMUM QUALIFICATIONS:
Bachelor’s degree from an accredited institution of higher learning recognized by the US Department of Education

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JOB DESCRIPTION

Four years’ experience as a Registered Respiratory Therapist
Two years’ experience in clinical respiratory care
Two years’ experience teaching in an accredited respiratory care program either as an appointed faculty member or as a clinical preceptor
Registered Respiratory Therapist (RRT) credential is required and must have a professional license as required by the State of Arizona

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge of and ability to follow college policies and procedures
Knowledge of accreditation and certifying agency’s regulation and standards for Respiratory Therapy programs
Knowledge of current technologies and procedures related to the care and treatment of cardiopulmonary patients
Knowledge of program management and development
Skill interpreting and applying regulations, standards and/or policies
Skill in presenting ideas and concepts orally and in writing
Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner
Ability to relate to a diverse population and to maintain composure when faced with difficult situations
Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail
Ability to work independently while contributing to team environment
Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information
Ability to analyze problems, identify solutions, and take appropriate actions to resolve problems using independent judgment and decision-making processes
Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

WORK ENVIRONMENT: Work is primarily performed under general supervision in an office or classroom setting with appropriate climate controls. Travel, early morning, evening, and weekend work may be required.

PHYSICAL REQUIREMENTS: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Light Work: Exerting up to 20 pounds of force frequently lifting or carrying of objects weighing up to 10 pounds requires a good deal of walking or standing, or involves sitting most of the time with some pushing and pulling of arm or leg controls.

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

REPORTABILITY: Respiratory Therapy Program Director

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.