



Classification Description

Job Title: Clinical/Simulation Coordinator, CVT

Pay Grade: 114

Job Code: 3978

FLSA Status: Exempt

Job Purpose

This is responsible, professional work in coordinating and implementing instructional support for all affiliated clinical sites and simulation labs utilized by the Cardiovascular Technology program within the School of Health Professions. This is a 10.5 month (213 duty day) position.

General Responsibilities

Essential Functions

Assists with schedules and instruction in the simulation environment; coordinates with Faculty on didactic and laboratory courses; assists Faculty with instruction and ensures that all students receive adequate programmatic and technical instruction, exposure and experience. Works with faculty to evaluate student clinical simulation performance in the cognitive, affective, and psychomotor domains of learning; communicates regularly with Cath Lab Leadership (managers, directors, and clinical preceptors) regarding student performance and curriculum issues.

Teaches in the pre-clinical, clinical, laboratory, simulation education, and/or didactic setting, as determined by the program director.

Assists with the set-up and break down of the simulation supplies and simulation equipment; Maintains inventory of appropriate simulation supplies and equipment at clinical and/or laboratory training sites.

Assists the Cardiovascular Technology faculty with maintaining simulation education records including outcome measures such as student learning in simulation experiences as well as performance measures in the educational delivery of simulation education led by the instructional faculty and Cardiovascular Technology leadership.

Coordinates activities in the pre-clinical, clinical, laboratory, and in simulation education settings as determined by the needs of Cardiovascular Technology faculty.

Contributes additional instructional support services, as assigned.

Develops, schedules and ensures instruction in the clinical affiliates and sites is coordinated with didactic and laboratory courses of instruction and that all students receive adequate programmatic and technical instruction, exposure and experience.

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Supervises and coordinates schedules of clinical instructors, adjunct faculty and clinical associates within the program; provides guidance and direction to assigned clinical instructors, adjunct faculty and clinical associates for proper evaluative and instructional techniques.

Evaluates clinical experiences at affiliated clinical sites, in terms of quality, quantity, and appropriateness of student learning experiences using various techniques, including student evaluations.

Performs as a liaison with clinical sites which are used for extramural clinical or laboratory educational experiences.

Performs as a liaison with external agencies used for simulation and continuing educational experiences.

Visits clinical sites on a regularly scheduled basis to ensure uniform and consistent practice within accreditation guidelines.

Develops and maintains records that demonstrate outcome measures such as clinical experiences, student records, and employer data.

Provides students with access to hospital/clinical affiliate orientation documents and any other relevant documents required by the hospital/clinical affiliates.

Monitors student's compliance in completing, submitting, and/or uploading any required health reports, drug screens, criminal background checks, and FSW and hospital/clinical affiliate's requirements, as determined by the program director.

Participates actively in assigned program curriculum planning and development within accreditation guidelines.

Supervises the evaluation of student clinical performance in the cognitive, affective, and psychomotor domains of learning; communicates regularly with the program director regarding student performance and curriculum issues.

Participates/participates in admission selection efforts.

Participates in departmental, committee and other College meetings; attends local, state, and regional meetings to support the development of assigned programs.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

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Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education in any concentration in health care, education, and/or administration.

Three (3) years full-time professional work experience in Cardiovascular Technology.

RCIS credential and ACLS/BLS certification in good standing and current.

Demonstrated skills with various computer applications.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations (accrediting bodies CAAHEP & JRC-CVT) pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.

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- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills and communicates effectively and professionally.

Approved: October 20, 2021. Revised: July 1, 2023.