



Classification Description

Job Title: Clinical Associate

Pay Grade: TEMP

Job Code: 4101A

Job Purpose

This is professional, responsible work in providing instructional support and supervision to students in various settings for the School of Health Professions.

General Responsibilities

Essential Functions

Reinforces clinical skills in patient care, laboratory, and/or simulation education settings.

Ensures similar quality experiences in all clinical settings and works closely with the appropriate coordinator of clinical education.

Maintains effective and frequent communication with professors by attending course meetings as scheduled.

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.

Knowledge, Skills and Abilities

Minimum Qualifications

Associate's degree from a regionally accredited institution of higher education in the assigned discipline and documented evidence, as verified through transcripts and educational plans, of progress towards a baccalaureate degree from a regionally accredited institution of higher education.

Licensed by the Florida Department of Health as a health professional in the related discipline.

CLINICAL ASSOCIATE

Recent clinical experience in the related discipline.

Proficient of health information management and technology skills, related to the discipline's clinical setting.

Commitment to professional development.

Familiarity with clinical facility policy and procedures.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Exceptions:

For Clinical Associate, EMS Program:

With current valid EMS or Paramedic license, minimum qualification is an Associate's degree from a regionally accredited institution of higher education in any area of study.

For Clinical Associate, Nursing Program:

If Foreign Transcripts: With current and valid Florida Nursing license, minimum qualification is a Bachelor's degree from an institution outside the United States.

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 pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- 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.

CLINICAL ASSOCIATE

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.
- 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.

Approved: September 1, 2009. Revised: February 15, 2011, March 22, 2013,
August 22, 2013, July 1, 2014, August 16, 2016 and February 26, 2019.