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**RESPIRATORY CARE PROGRAMS**

**Faculty Planning Meeting**

Mar 3, 2023, 9:00 AM

**Agenda/Minutes**

Attendance:

Sindee Karpel, RRT, AE-C Faculty Respiratory Care & BS-CPS

Jean Newberry, RRT-NPS, ACCS Program Director Respiratory Care

Heather O’Connell, RRT, CPFT DCE/Faculty Respiratory Care & BS-CPS

Sindee Retirement/ Heather no longer in DCE position

* Jean has meetings with the Dean and Tommy in regards to replacing Sindee. Discussing if it will be faculty or staff position. Jean has expressed that she would like to keep it faculty but is unsure.
* Heather has expressed that she no longer will be DCE come change in personnel. She stated that the load for the position is not enough for the time spent doing the course work, clinic visits, planning etc…
* Jean stated that she cannot get upper management to understand the load of work on the DCE and correlating that with Faculty workload.
* Jean stated that she had conversations with Tommy and that we could make the position anything we want. She is looking at Program Manager position (similar to EMS). The EMS position is handing the Paramedic accreditation and has a teaching load. Sindee and Heather liked that idea of that type of position. Working with that job description, Sindee, Heather and Jean came with the attached job description. This position would do clinic (DCE) and also manage the BS program. The position would work on getting the BS program accredited with CoARC. Wording about DCE is taken directly from CoARC standards.
* Jean has gone to multiple clinic visits lightening Heather’s clinic schedule. Heather feels this has improved her overwhelmed feelings.
* Kenzie Glant (CA) will be helping with visiting other facilities and can be the CA for multiple facilities and work 20-25 hours per week if needed. She has been helping in the labs as well. Jean will be bringing her to NCH and Physicians Regional next week.
* Jean spoke with HR in regards to OPS position. HR (Adam) stated that we do not have to create a position, all of the CAs are limited to 25 hours per week and there is no stipulation of the required hours. It was agreed by the department that it is not necessary to create this position.

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| Job Title: Program Manager, Respiratory Care **Job Code: 4046** | **Pay Grade: 30**  **FLSA Status: Exempt** |

## Job Purpose

The Program Manager, Respiratory Care is responsible for the administration, organization, and supervision of the BS Cardiopulmonary Sciences will include long range planning, collaborating with all faculty to ensure effectiveness of the program, including instruction, professional work in coordinating and implementing instruction and instructional support for the program within the School of Health Professions. The Program Manager will also serve as the Director of Clinical Education (DCE), in accordance with CoARC accreditation, coordinating and implementing instructional support for all affiliated clinical sites utilized by the AS Respiratory Care program.

**General Responsibilities**

**Essential Functions**

Maintains continued program accreditation status with FSW regional accreditation agency and the appropriate BS program accrediting agencies (CoARC); manages and accepts responsibility for the outcome of future accreditation/reaccreditation processes.

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.

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.

Teaches one (1) course per semester (fall and spring) up to three (3) semester hours per course, as assigned.

May teach up to 6 additional semester hours per semester.

Participates/participates in admission selection efforts

Maintains accurate and timely records of students’ attendance and students’ academic grades and

Supervises and coordinates schedules adjunct faculty (BS) and clinical associates(AS) within the programs; provides guidance and direction to assigned adjunct faculty (BS) and clinical associates(AS) for proper evaluative and instructional techniques.

Provides effective orientation/training and supervision of clinical associates

Oversees and maintains all records required by accreditation that must include, but are not limited to, student records, programmatic retention/attrition, graduate satisfaction, employer satisfaction, and programmatic summative measures.

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.

**Knowledge, Skills and Abilities**

**Minimum Qualifications**

Master’s degree from a regionally accredited institution of higher education.

Current Florida licensure in good standing as a Registered Respiratory Therapist.

Two (2) years of teaching experience.

Four (4) years of full-time professional work experience in Respiratory Care

Must be able to work flexible schedule that may include evening and weekend assignments.

Ability to independently travel to all FSW campuses in Lee, Charlotte, Collier and Hendry counties and other locations for College business.

A demonstrated in-depth knowledge of methods of instruction, testing and evaluation of students.

Demonstrated experience using instructional technology, computers, and software 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 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.
* 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.