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**RESPIRATORY CARE PROGRAMS**

**Faculty Planning Meeting**

Mar 25, 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

DCE position

Program Coordinator

* Jean Presented the Program Manager to Tommy and he liked it and was going to discuss it with Dr. Such.
* Was told that the Program Manager is not allowed. EMS has that position as the PD for EMS is not qualified to be directly over the Paramedic Program. Jean is qualified to be over the BS program so it does not apply. Jean told Tommy to put the BS program on the CVT director and then she can get a program manager when it is accredited as the CVT PD will not be qualified to be directly over. That was denied as well.
* Jean, Sindee and Heather looked at the Program Coordinator position that HUS has. Working with that model, revisions were made. This would not include the BS program. (see attached)
* Concerns of education qualifications were discussed and it was agreed that if needed, a Bachelor degree would suffice for the position. Jean will discuss further with Dean and D’ariel Bernard on how to go about changing this.
* This will be presented to Tommy and Dr. Such.

Program Changes—Curriculum Committee

* Jean Stated that all of the changes in credits etc.. were approved by the curriculum committee. RET 2244 was not changed to reflect the split from CVT as CVT has not yet been approved in their changes. Jean is concerned that when creating a new course, there must be over 15 students to be taking it. Second year CVT has not had those numbers. Jean was unsure if that would be an issue with Curriculum committee. That change will be done with CVT in the next meeting.

Classification Description

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| **Job Title: Program Coordinator,**  **Respiratory Care**  **Job Code: 4029** | **Pay Grade: 30**  **FLSA Status: Exempt** |

# Job Purpose

This is responsible, professional work in coordinating and implementing instruction and instructional support for the AS Respiratory Care program within the School of Health Professions. Work may be scheduled and performed at all FSW campuses.

The Program Coordinator will 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**

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.

Collaborating with Program Director, supervises and coordinates schedules of clinical associates within the program; provides guidance and direction to assigned 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.

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.

Provides effective orientation/training and supervision of clinical associates

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 didactic and hands-on components of an assigned course(s) as assigned by the Program Director.

Teaches course in accordance with the campus class schedule, including beginning and end of class, and all class breaks.

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

Enforces all classroom management policies and processes, including attendance taking and program-related dress code.

Conducts one-on-one student advisements, course-specific student academic remediation and student coaching/tutoring when needed.

Communicates with the Program Director regarding students at risk.

Develops and implements student-centered and student engaging classroom activities and methods of teaching and learning. Assists with ongoing course changes, updates, and developments as instructed by the Program Director.

Contributes additional instructional support services, as assigned.

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

Will complete the CoARC Key Personnel Training Program upon employment.

Participates/participates in admission selection efforts

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**

Bachelor’s degree (Master’s preferred) from a regionally accredited institution of higher education;

Current active, unrestricted FL License as a Registered Respiratory Therapist.

Valid Registered Respiratory Therapy (RRT) credential;

Have a minimum of four (4) years’ experience as a Registered Respiratory Therapist with at least two (2) years in clinical respiratory care;

Have a minimum two (2) years’ experience teaching either as an appointed faculty member in a CoARC-accredited respiratory care program or as a clinical instructor/preceptor for students of such programs.

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

A demonstrated in-depth knowledge of the subject area to be taught.

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 popul