



Classification Description

Job Title: Program Coordinator, Cardiovascular
Technology

Pay Grade: 117

Job Code: 4386

FLSA Status: Exempt

Job Purpose

This is responsible, professional work in coordinating and implementing instruction and instructional support for the Cardiovascular Technology (CVT) program within the School of Allied Health. The Program Coordinator will serve as the Curriculum Coordinator, in absence of a Program Director with the necessary credentials, in accordance with the Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT) and the Commission on Accreditation of Allied Health Education Programs (CAAHEP) accreditation. The Program Coordinator will arrange and implement instructional support for all affiliated clinical sites utilized by the Cardiovascular Technology program within the School of Allied Health. This is a 12-month (243 duty day) position.

General Responsibilities

Essential Functions

Teaches in the pre-clinical, clinical, laboratory, and/or didactic settings in accordance with the Florida SouthWestern State College academic policies and procedures and according to the Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT) standards, as determined by the Program Director. Eligible for instructional overload per semester, if available.

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.

Assists with schedules and instruction in the clinical and laboratory environment in accordance with the Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT) accreditation standards.

Maintains up-to-date knowledge of accreditation processes and procedures.

Collaborates with the Program Director and faculty with ongoing changes, updates, and developments of program curriculum.

Supervises the evaluation of student clinical performance in the cognitive, affective, and psychomotor domains of learning.

PROGRAM COORDINATOR, CVT

Communicates with the CVT Program Director regarding students at risk.

Completes and submits grade reports, attendance verification, and other specific reports which may be required by the College within deadlines established in the Academic Calendar.

Communicates regularly with cardiac catheterization lab leadership (managers, directors, and clinical preceptors) regarding student performance in the clinical setting and any related curriculum issues.

Assists with the set-up and break down of the lab supplies and equipment; Maintains inventory of appropriate supplies and equipment in the classroom laboratory.

Assists the cardiovascular technology faculty with maintaining clinical education records including outcome measures, such as student learning experiences and performance measures in the educational delivery of clinical education led by the program faculty and instructional staff.

Coordinates activities in the pre-clinical, clinical, and laboratory education settings as determined by the needs of cardiovascular technology in collaboration with program faculty, instructional staff, and the Program Director.

Contributes additional instructional support services, as assigned.

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

Provides effective orientation/training and supervision of Clinical Associates (CAs).

Collaborates with the Program Director to evaluate 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 used for clinical or laboratory educational experiences.

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

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

Maintains student records and program documentation that demonstrate outcome measures for student clinical learning experiences.

Facilitates student access to and completion of hospital/clinical affiliate orientation documents and any other relevant documents required by the hospital/clinical affiliates.

PROGRAM COORDINATOR, CVT

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 with program faculty, instructional staff, and the Program Director in 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 clinical related curriculum issues.

Participates in admission selection efforts.

Participates in departmental, committee and other College meetings.

Attends local, state, and regional meetings as requested by the Program Director to support the development of the CVT program

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 perform the essential functions of this job with or without reasonable accommodation.

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 of full-time professional work experience in Cardiovascular Technology.

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

Demonstrated skills with various computers, instructional technology, and software applications.

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

Must be able to work a flexible schedule that may include evening and weekend assignments, if determined necessary for the program.

Ability to travel independently to all clinical sites in Lee, Charlotte, Collier, and Hendry counties and other locations for college business.

PROGRAM COORDINATOR, CVT

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.
- 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.

PROGRAM COORDINATOR, CVT

Environmental: Normal general office.

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

Approved: January 15, 2025.