Approved FCC Job Description

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<th>Clinical Coordinator, Surgical Technology</th>
<th>8/1/12, 9/5/2012</th>
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<td>Job Code:</td>
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**General Description of the Job**

Under the direction of the Program Manager of Surgical Technology, the Clinical Coordinator has the responsibility and accountability for organization, administration, continuous review, planning, development, and general effectiveness of the clinical experiences for the students enrolled in the Surgical Technology Program. Additional roles include maintaining laboratory inventory, interfacing with clinical sites, managing schedules, instructing and evaluating students, and assisting with program projects.

**Essential Functions**

1. Assists with the administration of the Surgical Technology program in affiliation with the Program Manager.
2. Assists in planning and implementing strategies which promote assimilation of new students into the program.
3. Engages in activities which enhance the program and the College’s relationship to the community.
4. Assists with data collection and analysis with regard to program assessment and effectiveness, and retention.
5. Contributes to the development of policy and procedures related to the clinical training phases of the program.
6. Coordinates inventory flow in the Surgical Technology lab.
7. Facilitates the development of clinical rotation schedules for students.
8. Assists with development and/or maintenance of clinical affiliation agreements.
9. Instructs students in the lab, classroom, or clinical setting, as assigned.
10. Engages students in critical thinking, problem solving, and interpersonal workplace skills.
11. Assesses students’ progress in fulfillment of the performance competencies.
12. Infuses multicultural and diverse perspectives into the instructional process as appropriate in the lab or clinical settings.
13. Participates in departmental meetings, advisory committee meetings, and others as appropriate.
15. Strives to understand and use technology as it applies to the core learning outcomes, and as it is appropriate for the student population.
16. Demonstrates professional communication skills when relating to students, staff and clinical site personnel.

**Other Expectations**

1. Provides evidence of on-going professional development including surgical technology-specific and teaching-specific topics.
2. Demonstrates flexibility in the work schedule to meet student or program requirements, as needed by arrangement.
3. Supports the stated mission, policies, and procedures of the College.
4. Submits clinical rotation schedules, supply orders, instructional materials, and grades as requested.
5. Posts and maintains scheduled hours as coordinated with the Program Manager.
7. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities**

The individual in this job must possess these skills and abilities or be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities:

1. Exhibits professional, clear communication skills.
2. Demonstrates effective organizational skills, attention to detail, and ability to multitask.
3. Reveals knowledge and skills required to teach selected Surgical Technology Core Learning Outcomes.
4. Exhibits experience and/or strong interest in using internet technology to enhance student learning.
5. Exhibits experience and/or strong interest in managing supplies, ordering, and budgeting.
6. Interacts effectively and collaborates with others in challenging situations.
7. Demonstrates the ability to use varying styles, approaches, skills and techniques that reflect an understanding and acceptance of the role of culture in a diverse, multi-cultural workplace.
Qualification Standards:

1. Required education: Certificate in Surgical Technology from an accredited program.
2. Required continuing education: Current certification in surgical technology (CST) through the National Board of Surgical Technology and Surgical Assisting (NBSTSA) or comparable certifying agency. Documented proof of completion in the American Heart Association Basic Life Support (BLS), CPR for the healthcare provider.
3. Required successful experience: Recent operating room experience in a main operating room or surgery center.
4. Preferences: Associates Degree in Surgical Technology preferred. Experience as a college laboratory instructor, as a Certified Surgical Technologist or as a mentor in an operating room setting, and personnel management and materials management experience preferred.

Performance Standards
The criteria for evaluation in this position include, but are not limited to, the following:
1. Supervisor or supervisor’s designee performance evaluation of coordination duties and teaching duties.
2. Student evaluations.
3. Essential functions of the job description.

Note: The College reserves the right to change or reassign job duties, or combine positions at any time.