

JOB TITLE: Paramedic Technician Clinical Coordinator (Part-time)
DIVISION: Health Services and Public Safety
REPORTS TO: Lead Paramedic Instructor/Coordinator
CLASSIFICATION: Hourly
POSTING DATE: July 11, 2017

INTERNAL/EXTERNAL POSTING

SUMMARY:

Southwest Tech is seeking a qualified Paramedic Technician Clinical Coordinator. This part-time position is responsible for validating the performance of student's skills and promoting/maintaining a learning atmosphere that ensures each student has an appropriate educational experience and training using the guidelines, directives and curriculum outlined by the state of Wisconsin Department of Health Services and DHS 110, CoAEMSP and the NREMT including the maintenance of accreditation status, recruitment and selection of students.

ESSENTIAL DUTIES, RESPONSIBILITIES AND PERFORMANCE EXPECTATIONS: include the following. Other duties may be assigned:

- Effectively oversee the coordination, development and instruction of the approved Paramedic Clinical Program.
- Provide curriculum planning, instructional unit development, implementation and evaluation in the clinical/field setting.
- Provide clinical support to include monitoring, scheduling, visitations, tutoring, evaluations, and field internship visitations.
- Assume responsibility for implementing, organizing and maintaining assigned clinical sites to provide student experiences in collaboration with Program Director, Lead Instructor, Medical Director, paramedic instructors/preceptors and cooperating agencies.
- Provides Clinical Preceptor Education to the Clinical Leaders to assist them in providing guidance to the clinical preceptor.
- Maintain requirements of accrediting and cooperating agencies and parent organizations.
- Maintains and/or oversee the maintenance of student clinical and field performances and maintain student records for the contacts, skills and team lead tracking requirements.
- Provide and participate in continuous evaluation of students within the framework of the program with input from clinical site personnel and maintain files and records as required by the program.
- Promote and maintain a learning atmosphere including encouraging effective work habits and providing a safe, clean, and orderly physical environment. Serve as a resource person for students.
- Provide the emergency medical services lead instructors and Public Safety Supervisor with informational feedback regarding effectiveness of study guides and simulated activities.
- Cooperate with other activities scheduled in clinical/field training and/or other program areas as needed.
- Plan, execute, gather, analyze, and distribute all necessary assessments for initial and continual EMS paramedic program accreditation.
- Participate as a lab instructor for the Paramedic programs as needed.
- Operate and maintain the equipment at the level of stated educational specifications. Report equipment in need of repair to the lead instructor or equipment manager. Constantly monitor equipment in use by the students.
- Implement policies as necessary.

ESSENTIAL DUTIES, RESPONSIBILITIES AND PERFORMANCE EXPECTATIONS (continued)

- While performing the duties of this job, the employee is regularly required to use hands to handle, or feel objects, tools, or controls. The employee frequently is required to sit, stand, walk, and reach with hands and arms. The employee is required to see, talk, and hear.
- While performing the duties of this job, the employee frequently works near moving mechanical parts, may have to lift and carry equipment or simulated patients up to 75 pounds.
- Follow all safety and security policies and procedures of the college.
- Responsible for identifying and reporting unsafe behavior or hazards.
- Pursue professional development through classes, workshops, etc., attend advisory meeting and other required pertinent activities.
- Participate in continuous evaluation of the EMS Program.
- Perform other responsibilities as assigned by the Program Director, Public Safety Director, or Chief Academic Officer.
- Ability to work a flexible schedule, travel throughout the SWTC district to various clinical/field sites and perform job duties in varying environments including but not limited to:
 - Lab
 - Classroom
 - Outdoor environment/cold/hot
 - Hospitals/Clinics/Skills Facilities
 - Outreach sites
 - Fire and EMS stations
 - Any other locations as assigned/required to fulfill lesson objectives
- Ability to resolve conflicts and to use judgment, discretion, and decision making skills in dealing with confidential and sensitive issues.
- Ability to model integrity through self-awareness, personal accountability, ethical behavior, quality standards, and sustainable practices.
- Ability to think critically by applying problem solving practices, acquiring relevant information, using technology and other resources appropriately, and evaluating alternatives.
- Ability to communicate effectively by speaking and writing clearly, concisely, and professionally; practicing active listening; reading critically and adapting communication for audience.
- Ability to value diversity and demonstrate commitment to equity, inclusion, and culturally respectful interactions with persons of diverse ethnic, cultural, social-economic, or educational backgrounds.

QUALIFICATIONS FOR EDUCATION AND EXPERIENCE: To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Associate's degree in an emergency services field (or equivalent) preferred.
- Wisconsin licensed Paramedic.
- Nationally Registered Paramedic through the NREMT or eligible for certification.
- ACLS, PALS, BLS and PHTLS certifications or ability to obtain.
- Demonstrate instructional effectiveness in the paramedic national standard curricula and knowledge of course content at an expert level.
- Minimum of two years of experience DHS-EMS Instructor I, DHS-EMS Instructor II preferred.
- Minimum of 2 years (4,000 hours) of occupational experience providing patient care in the prehospital, emergency room, or intensive care areas with at least 1 year (2,000 hours) being within 5 years prior to the date of hire.

QUALIFICATIONS FOR EDUCATION AND EXPERIENCE: (continued)

- The individual must also be able to adhere verbatim to State of Wisconsin Standards and Procedures of Practical Skills and students' checklists.
- Validation of clinical skills competencies.
- Intermediate knowledge of and skills with technology including software programs for instruction, communication and data collection including, but not limited to, Microsoft Office Outlook, Word, and Excel.

APPLICATION

Internal and External applicants complete and submit the online employment application at <https://www.swtc.edu/about/job-opportunities>. For questions regarding the application process. Please contact Human Resources at humanresources@swtc.edu or 608.822.2314.

SALARY: Adjunct Hourly Wage Range - \$17.00 - \$30.00

CLOSING DATE FOR APPLICATIONS: July 31, 2017

STARTING DATE: August 2017

SELECTION PROCESS: The Selection Committee will screen all applicants and select a limited number of candidates for interviews. All applicants will be informed when the position is filled. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer will be subject to completion of a criminal background check and pre-employment drug screening.