

San Joaquin Valley College
Job Description

Job Title: Surgical Technology Clinical Coordinator
Department: Academic Affairs
Reports To: Academic Dean
Classification: Exempt

Summary: The Surgical Technology Clinical Coordinator is responsible for classroom instruction, laboratory integration, and coordination of students in the surgical technology program curriculum.

Essential Duties and Requirements:

- Prepares lessons and lesson plans relative to the course of study; develops or assists with the development of curriculum with the confines of the topic area
- Presents curriculum, lectures, demonstrations, and laboratory supervision as indicated by curricular directives; stimulates student interest for continuous learning
- Assesses and analyzes student mastery of course and program learning outcomes.
- Reviews assessment data and adjust curriculum and instructional methodologies to improve student learning.
- Contributes to outcome discussions at the campus, program and institution levels.
- Fulfills all duties enumerated within the Statement of Faculty Responsibilities.
- Maintains records of attendance, academic progress, and laboratory performance; provides timely summary grade records to registrar and/or assigned records personnel; assures student conformance to campus expectations; maintains class discipline
- Supervises the laboratory component of a course; maintains equipment and consumable supplies; communicates equipment and supply needs to the program director
- Attends required faculty, staff or operational meetings as determined by need or directive; communicates student difficulties to supervisors and/or educational administration
- Participates in the evaluation of students, classroom, or instructional methodologies; maintains a confidential manner relative to academic grades, discussions, and personal or financial records of students
- Serves as primary program clinical coordinator; schedules and coordinates visits in order to maximize student instruction and favorable instructional environment in the clinical setting
- Communicates student progress and clinical site activities in a timely manner; maintain accurate records of time, travel and instructional activities in clinical sites
- Coordinates clinical site resources in order to maximize learning outcomes; instructs, supervises and directs students in the provision of clinical surgical technology practice
- Assesses student progress and makes suggestions for improvement; assures accessibility and availability for students while in designated clinical sites
- Coordinates clinical practice to didactic and curricular standards and theory
- Participates in the on-going evaluation of student progress; communicates progress and/or student difficulties to program faculty in a timely manner
- Maintains accurate records of time, destination and progress; provides documentation when applicable
- Assists in the rotational evaluation of students in both clinical and campus environments
- Performs other duties as assigned

Supervisory Responsibilities: This job has no supervisory responsibilities

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Project Management – Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and within budget; manages project team activities.

Technical Skills – Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Customer Service – Manages difficult or emotional student/faculty situations; responds promptly to student and faculty needs; solicits student and faculty feedback to improve service; responds to requests for service and assistance; meets commitments.

Interpersonal Skills – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Visionary Leadership – Displays passion and optimism; inspires respect and trust; mobilizes others to fulfill the vision; provides vision and inspiration to peers and subordinates.

Change Management – Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.

Leadership - Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.

Quality Management – Looks for ways to improve and promote a quality education; demonstrates accuracy and thoroughness.

Diversity – Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; builds a diverse workforce.

Ethics – Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities.

Planning/Organizing – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules faculty and their tasks.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Quality – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; monitors own work to ensure quality.

Safety and Security – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability – Follows instructions, responds to management direction; takes responsibility for own actions; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

Qualifications: To perform the 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills – Ability to read and interpret documents such as handbooks and curriculum; ability to write routine reports and correspondence; ability to speak effectively before groups of students and faculty members.

Mathematical – Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent.

Reasoning Ability – Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form; ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills – To perform the job successfully, an individual should have knowledge of Microsoft Office, Word, Excel, Access, PowerPoint and Outlook.

Education and/or Experience: Must meet or exceed all standards listed in Minimum Faculty Qualifications.

Certifications, Licensures and Registrations: Must possess all certifications and licensures required for the courses and/or programs working as the Clinical Coordinator.

Other Qualifications: Two years teaching experience along with two years management/ supervisory/ lead position or specialist experience in Surgical Technology or related health care setting preferred. Must have a thorough knowledge of the specific program requirements, accreditation and approval standards. Must demonstrate the ability to teach from standardized curriculum. Must have a thorough knowledge of SJVC policies and procedures.

Physical Demands: The physical demands describes here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; sit; use hands to finger, handle or feel; reach with hands and arms; talk; and hear. The employee is frequently required to walk and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. In some cases depending on the program, the employee may be exposed to chemicals and/or moving machinery.

