

POSITION DESCRIPTION

JOB TITLE: SURGICAL TECHNOLOGY CLINICAL COORDINATOR/INSTRUCTOR

DEPARTMENT: ALLIED HEALTH

DIVISION: ACADEMIC AFFAIRS

SALARY RANGE: COMMENSURATE WITH EDUCATION AND EXPERIENCE

FLSA: EXEMPT

IMMEDIATE SUPERVISORS: ALLIED HEALTH DIVISION CHAIR/DIRECTOR OF POST-SECONDARY CTE PROGRAMS/SURGICAL TECHNOLOGY PROGRAM DIRECTOR

SCHEDULE DETAILS: FULL-TIME/9-MONTH POSITION/PUBLIC SCHOOL RETIREMENT SYSTEM OF MISSOURI

DATE OF LATEST REVIEW/REVISIONS: June 25, 2024

Position Summary

As Surgical Tech Clinical Coordinator, you will ensure appropriate educational clinical experiences for the surgical technology students and the availability of sufficient clinical slots/sites. You will prepare the students for their clinical experience with lab practice, classroom lectures, and scheduling clinical orientation for the clinical placement. The Clinical Coordinator will maintain accurate records of clinical hours and surgical procedures of each student. They will also assist with assigning students to clinical sites with the Director of Surgical Technology and will observe students at various sites during clinical attendance. This position will be a combination of classroom and clinical.

Essential Job Duties

The primary function of faculty members at Crowder College is to help Crowder students maximize their learning. Duties include those related to curriculum, instruction, student advisement, professional enrichment, institutional service, and other tasks associated with full-time faculty, which may include evenings and weekends. Learning is the key to human growth and development. In order to help our students be better learners, faculty members in general are expected to:

- Plan, coordinate, facilitate, administer and monitor activities on behalf of the academic program and in coordination with the academic and clinical facility.
- Maintain accurate records of clinical hours and surgical procedures of each student.
- Make sure clinical courses are up-to-date, abreast of technology, and in compliance with state and national accreditation standards.
- Initiate clinical updates and revisions.
- Works with Program Director to facilitate a program of student assessment and program evaluation to determine effectiveness of instruction and student achievement. Remains current with developments in the scholarship of teaching. Uses the latest supportive instructional technology and alternative delivery methods.
- Devote time and energy to maximize student learning outcomes.
- Teaches and educates students in accordance with needs, abilities, and identified potential, which includes: developing lesson plans and curriculum; developing learning plan materials; monitoring student progress to ensure academic success; assigning student grades; and teaching assigned subject(s).
- Prepares for assigned classes, including: develops course syllabi in Canvas; organizes and maintains classroom(s) to facilitate learning; works with area healthcare organizations to deliver instruction at those sites; maintains and updates existing course curriculum to meet required accreditation standards.
- Assist in course offerings and schedules.
- Assist in budget formation and expenditures for supplies, equipment, and materials.
- Assist in creating and maintaining a program business and industry leadership team.
- Assist in recruitment of students into the Surgical Technology program.
- Complete or assist with program reports, including but not limited to, annual program review, outcomes assessment, and advanced planning document.
- Assist Program Director in establishing/maintaining accreditation standards.
- Maintain teaching course load in compliance with college and accreditation workload policy.

- Serve on college and division committees.
- Create and monitor the clinical schedules.
- Develops and maintains relationships with district healthcare organizational leaders. Works collaboratively with these other external entities to promote student recruitment, retention, and job placement.
- Meet classes at the listed times.
- Encourages student inclusion and engagement by incorporating student correspondence, student assistance/remediation with coursework, and student involvement in course and program planning.
- Develops and maintains relationships with district healthcare organizational leaders. Works collaboratively with internal and external partners to recruit students. Markets the Surgical Technologist program and participates in planning for expansion of the student pool.
- Serve on institutional committees as needed.
- Support college activities.
- Maintain regular office hours. Generally, that would include 8-10 hours per week.
- Teach 9 hours per semester as a regular load.
- Perform departmental and divisional responsibilities.
- Must attend graduation ceremonies.
- Abide by the policies outlined in Crowder College's employee and faculty handbooks.
- Performs other related duties and non-instructional activities as assigned.

Required Knowledge, Skills & Abilities

- Excellent communication and interpersonal skills.
- Ability to plan, organize, and implement responsibilities effectively.
- Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.
- The ability to understand, accept, and adjust to changes in personal, social, and professional environments and professional responsibility.
- Understanding of and commitment to the community college philosophy and mission.
- Ability to handle confidential material judiciously.
- Must submit to and have a clean criminal background check.
- Experience supervising students in the clinical environment.
- Knowledge of Surgical Technology accreditation procedures.
- Experience with distance learning and/or alternate instructional delivery systems.

Information Technology abilities required:

- Ability to operate a computer using a Windows environment.
- Ability to operate a computer within the Crowder College network environment.
- Ability to utilize all relevant computer programs and systems.
- Ability to utilize email.
- Ability to utilize Microsoft Office and Office 365 suite.

Creative and analytical skills:

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to develop and manage budgets
- Ability to validate data from student information systems
- Ability to devise or modify methods or processes to solve specific problems.
- Ability to plan, develop and implement all necessary policies and procedures to ensure
- compliance with funding guidelines through DESE, Perkins, and other CTE funding sources.

Language/Communication Skills:

- Ability to communicate effectively with a variety of people, including staff, students, other
- professionals, and the general public, in both written and oral mediums.
- Ability to interact with a broad range of people both on and off campus in a positive manner.

Education and Experience

- An Associate Degree in Surgical Technology.
- Possess a credential in the field of Surgical Technology through a national certification program that is accredited by the National Commission on Certifying Agencies (NCCA) – Certified Surgical Technologist (CST) or Certified Surgical Technologist/Certified Surgical First Assistant (CST/CSFA).
- Five years of relevant scrubs experience, either in the operating room scrub role or as an instructor in surgical technology, or a combination of both, within the past ten years.
- Two years of teaching experience in a higher education environment preferred.

Positions Supervised

- None

Working Environment

- Generally, indoors in a typical office/classroom/lab environment with moderate exposure to temperature changes, noise, dust, and chemicals.
- Normal college working hours, but adjustment of hours involving evening and/or weekend work may be required during certain periods of the year.
- A neat appearance and appropriate businesslike apparel are required.
- Travel to clinical sites required.
- The work environment characteristics described here represent those an employee encounter while performing this job's essential functions. Reasonable accommodations may enable individuals with disabilities to perform essential functions.

Physical

- Generally sedentary work but will involve mobility within the campus and various sites.
- Light lifting and physical activities may be required occasionally.
- Input, access and distribute information using computers.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.
- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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