

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	EMS Clinical Coordinator	FLSA status:	Exempt
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DEPARTMENT:	Allied Health Science	REPORTS TO:	Advanced Coordinator/Instructor - EMS
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Position summary: Under indirect supervision, this position is responsible for the clinical aspects of the EMS Training Program. This position reports to the Advanced Coordinator/Instructor of the EMS program and works closely with the Program Director and Medical Director to ensure that each student has an appropriate educational experience.

Position responsibilities:

- Responsible for clinical competency, scheduling, and monitoring of the EMS Training Program.
- Responsible for QI/QA of student clinical reports.
- Responsible for preceptor orientation, communication and evaluation.
- Responsible for assuring attainment of clinical skills for students.
- Responsible for public relation events for the EMS program.
- Responsible for student compliance with immunizations.
- Assist with course content delivery, design and revision.
- Responsible for making sure that each student is qualified/prepared to participate in the clinical environment.
- Prepares and maintains various records, reports and files.
- Performs all other duties as assigned.

Minimum Position Requirements:

- Associate's degree in related discipline preferred.
- Must hold a Texas Department of State Health Services EMT – basic certification (paramedic preferred).
- Must possess TDSHS instructor certification.
- Must have a valid Texas driver's license.
- Must have all required immunizations up to date.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- Ability to engage and motivate others toward common goals.
- Ability to train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Ability to work independently and coordinate multiple, simultaneous projects and tasks.
- Ability to work with a diverse team in a fast-paced environment.

Physical Demands and Work Environment:

- Work is normally performed in a clinical setting.
- Some physical effort required; the employee must occasionally lift and/or move up to 100 pounds.
- Some exposure to physical risk.