

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	EMS Clinical Coordinator	FLSA status:	Exempt
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DEPARTMENT:	Allied Health Science	REPORTS TO:	Chair of Emergency Medical Sciences
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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 Chair of the EMS programs and works closely with the Program Chair and Medical Director to ensure that each student has an appropriate educational, clinical and field experience.

Position responsibilities:

- Responsible for ensuring clinical competency, clinical/field rotation scheduling, and monitoring of the EMS Training Program student's clinical/field internships
- Responsible for Clinical and Field Site visits and evaluation
- Responsible for QI/QA and grading of student clinical reports
- Responsible for preceptor orientation, training, supervision, communication and evaluation (clinical, field, and capstone)
- 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.
- Responsible for making sure all EMS students complete minimum competencies prior to course completion.
- 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 Paramedic Certification.
- Must possess TDSHS EMS 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.