

PANOLA COLLEGE JOB DESCRIPTION

JOB TITLE:	Patient Care Technician	FLSA status:	Exempt
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DEPARTMENT:	Workforce & Continuing Education	REPORTS TO:	Director of Workforce & Continuing Education
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Position summary: Under indirect supervision, this position is responsible for the Patient Care Technician Program. This position will be responsible for preparing course materials, teaching assigned content in lecture and lab, evaluating student learning outcomes and maintain class records. This position reports directly to the Director of Workforce & Continuing Education.

Position responsibilities:

- Develop course/program curriculum.
- Facilitates class discussions.
- Supervises and provides feedback to students while at a clinical site.
- Ensure student's conceptual understanding of employability skills.
- Research, update and augment lecture material and lab skills as needed.
- Actively participate in faculty staff meetings and in-service trainings.
- Directly supervise daily activities and tasks of students.
- Promote skills through demonstration and simulation.
- Assess student achievement and ensure accuracy of all student records.
- Teaches the depth and scope of class materials as outlined in the syllabus and catalog and relates the instruction to careers and employer expectations.
- Utilizes different methodologies of teaching to prepare different kinds of learners and fulfill expected student outcomes.
- Fosters supportive educational environment.
- Follows institution's policies and procedures as stated on faculty handbook and catalog.
- Instructs in various formats (online, face to face, or hybrid courses).
- Prepare lesson plans, course syllabi.
- Submit required paperwork on time.
- Participate in in-service training activities offered by the department.
- Work a flexible schedule as determined by instructional activities.
- Coordinate instructional activities with other faculty/staff in order to plan and promote the most effective instructional programs possible.
- Implements evaluation for outcomes assessment, and achieves established results while maintaining college standards of student satisfaction.
- Works creatively and collaboratively with classes to ensure student persistence.
- Provide support to students requiring additional academic assistance and tutoring.
- Submits at designated times, grades for all students on the class roster.
- Accurately maintains attendance records in accordance with the Attendance Policy, submits class roster daily (electronically), maintains a separate record of attendance and grades that is clearly labeled and turned in at the end of the term.
- Must be a self-starter and a positive role model.
- Ability to maintain excellent working relationships with the program staff and participants.
- Ability to teach with technology
- Ability to effectively communicate both orally and in written form and ability to instruct and maintain emotional control under stress.
- Must be computer literate with word processing, spreadsheets, and Internet (ex: Microsoft Office, Suite, and Google applications).
- Ability to make procedural decisions on sensitive, confidential issues
- Ability to work effectively with diverse populations
- Teaches students bedside care and advocate patients' needs

- Teaches communication with patients, nurses, doctors and patients' families
- Perform other duties as assigned by the Director of Workforce & Continuing Education.

Position Requirements:

Patient Care Technician or Licensed Vocational Nurse experience in a health care setting required. Three years related experience in a health care setting. Experience in Phlebotomy, EKG and BLS certified.

Knowledge, Skills, and Abilities Required:

- Professional ongoing competence in area of responsibility with ability to encourage students and faculty
- Strong interpersonal and communication skills reflecting commitment to faculty and student development and confidentiality as needed
- Ability to present ideas clearly and effectively in discussion, oral presentations, and written work using English and proper grammar
- Ability to manage time to evaluate instruction, complete all paperwork as needed, serve on committees and lead curriculum development
- Ability to apply leadership techniques for guiding, and motivating faculty and staff to achieve effective performance
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments
- Ability to foster a cooperative work environment with diverse groups in a fast-paced environment
- Ability to deal effectively and fairly with everyone in a courteous manner, including student and/or faculty disputes and grievances
- Strong computer skills and ability to use current technology
- Ability to perform all responsibilities of the job as listed above
- Ability to represent the college in a positive and professional way at all times
- Enthusiasm and the ability to thrive in an atmosphere of change

Physical Demands of Work Environment:

- Work is normally performed in a typical interior/office work environment
- No or very limited physical effort required; however, employee must occasionally lift and/or move up to 50 pounds
- No or very limited exposure to physical risk
- Travel required