POSITION ANNOUNCEMENT – May 24, 2011

RESPIRATORY CARE CLINICAL COORDINATOR (ADM2871)

RESPONSIBILITIES:

Essential –

1. Work under the guidance of the Respiratory Therapy Program Director to provide administrative oversight of the respiratory care clinical program, including the development and implementation of the program mission of Excellence in Education.
2. Manage clinical schedules, work to develop opportunities to expand clinic sites within the region of Hutchinson Community College, visit clinic sites on a regular basis to insure quality student instruction and professional development with the clinic site staff, resolve conflicts that develop between students and staff at the appropriate clinic sites,
3. Participate in learning objectives & course instruction as assigned by the director.
4. Design curriculum materials and competencies.
5. Instruct in the classroom and laboratory. Teaching assignments may include occasional evening courses and teaching via alternative delivery systems such as telecourses, ITV, and/or online.
6. Evaluate students during clinical experience and in the laboratory.
7. Manage the Laboratory space and the equipment.
8. Counsel and advise current and prospective students.
9. Recruit students to the program.
10. Participate in appropriate professional development opportunities as assigned by the Director.
11. Maintain personal accreditation and licensure, as required within the state of Kansas as a Respiratory Care Practitioner and a willingness to become certified in an area of specialty within the field of Respiratory Therapy.
12. Oversee the application process of each student's license to practice as a student in the State of Kansas and Colorado.
13. Serve actively on campus committees.

Secondary –

14. Perform other responsibilities as assigned by the Allied Health Department Co-Chairs or the Vice President of Academic Affairs and the Respiratory Therapy Program Director.
QUALIFICATIONS:

1. Bachelor’s degree required.
2. State of Kansas Respiratory Therapy license is required.
3. Registered Respiratory Therapy (RRT) credential.
4. Two years experience as a clinical coordinator of clinical education and/or clinical instructor, or, experience teaching, and curriculum development.
5. A minimum of four years of clinical experience, preferably with at least two years respiratory care practice in pediatrics and/or neonatology and at least two years in a teaching or clinic precepting position with an accredited respiratory care program.
6. Competence in the delivery of care by demonstrating knowledge, skills, safety, and effectiveness.
7. The ability to provide contemporary respiratory therapy practice, including ongoing clinical involvement or current CEUs.
8. Have experience in a variety of teaching areas including expertise in one area.
9. Background in educational theory and methodology (curriculum, design, development, implementation, and evaluation).
10. Education and experience in instructional design and methodology.
11. Knowledge of contemporary curricular content for the education of potential respiratory therapists.
12. The ability to apply teaching methods in an academic and/or clinical environment.
13. The ability to accurately evaluate student performances as relating to safety practices; perform student evaluations and outcome assessment.
15. The ability to provide service on behalf of respiratory therapy education, the institution, community, and the profession, including membership in professional organizations.
16. The ability to work effectively with diverse populations and address difficult situations.
17. Accountability and skills in conflict resolution management.
18. Excellent organizational skills.
19. The ability to travel outside the state.
20. The ability to visit clinic sites during night shift rotations, if needed.
21. Behaviors that value the role of the respiratory therapist and the ability to advocate for the respiratory therapist.
22. Computer skills with working knowledge of Microsoft Office software.
23. Physical requirements include the ability to effectively communicate verbally and in writing; the ability to manipulate respiratory equipment in the lab, including, but not limited to moving ventilators, handling oxygen cylinders, lifting manikins, etc..

SALARY and STATUS:

The salary is commensurate with qualifications as determined by HCC administration. This full-time administrative staff position is 12-months annual, benefit eligible, and exempt.
APPLICATION {Emergency Status} to include:
Instructional/Administrative Application, Letter of Interest, References, College Transcripts

Submit application to:
HUMAN RESOURCES OFFICE, PARKER STUDENT UNION
HUTCHINSON COMMUNITY COLLEGE
1300 NORTH PLUM, HUTCHINSON, KS 67501
620-665-3497
mantoothb@hutchcc.edu

HUTCHINSON COMMUNITY COLLEGE – AREA VOCATIONAL SCHOOL IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER

HCC-AVS reserves the right to revise job responsibilities as needed. This position announcement does not constitute a written or implied contract of employment; rather, it is a clarification of the responsibilities of the position.