



SPECIAL ASSIGNMENT POSITION DESCRIPTION

Director of Clinical Education for Respiratory Care

DESCRIPTION OF PROJECT, WORK, SERVICE REQUESTED:

The Director of Clinical Education (DCE) for the Respiratory Care Practitioner (RCP) program is responsible for providing leadership and program coordination to students and faculty for the purpose of maintaining an optimal learning and teaching environment. The faculty member in the position of DCE works with the RCP Program Director and the Dean of Academic Affairs, Nursing and Allied Health (NAH) to promote the stature of the clinical education program and ensure compliance with mandates set by Hartnell College, the State of California, and the Commission on Accreditation for Respiratory Care.

Reports to: Dean of Academic Affairs, Nursing and Allied Health

SAMPLE DUTIES AND RESPONSIBILITIES:

1. Assume a leadership role in activities within the college and Nursing and Allied Health.
2. Plan and execute college/community outreach activities and student recruitment activities.
3. Recruit RCP faculty and coordinate clinical course orientation activities.
4. Recruit new and develop existing locations for evolving practice skills.
5. Assist and support clinical instructors in evaluating RCP student performance in clinical courses.
6. Assume responsibility for developing, implementing, evaluating and/or modifying RCP clinical course curricula according to CTE curriculum regulations.
7. Participate in community advisory and RCP faculty level meetings, ensuring student, faculty, medical director, and external stakeholder membership and participation.
8. Complete accreditation reports for CoARC as directed.
9. Coordinate and collaborate with clinical agencies to assure appropriate clinical placement for all RCP students.
10. Monitor compliance for clinical requirements for students and clinical faculty.
11. Arrange agency orientations for students and clinical faculty. Submit proof of completion to agencies and to NAH for faculty records.
12. Construct an orientation plan for clinical instructors new to a clinical agency.
13. Assist program director in duties and responsibilities of that position as designated.
14. Assist dean in duties and responsibilities of that position as designated.

DELIVERABLES EXPECTED:

1. RCP clinical curriculum oversight.
2. Clinical placements for students and faculty.
3. Clinical orientations for students and faculty.
4. Completion of CoARC documents as directed.
5. Recruitment and mentorship of new clinical faculty.
6. Submission of monthly time and effort reports.

DESIRED QUALIFICATIONS AND KNOWLEDGE:

1. Experience in RCP education, administration, and faculty mentorship.
2. Knowledge of RCP curriculum design, RCP program review/evaluation processes, clinical and classroom respiratory care education pedagogy, CoARC, and California RRT regulations.
3. Demonstrated ability to communicate effectively with administrators, faculty, staff, and students; prepare accurate statistical reports; perform peer and student evaluations.
4. Must hold a valid RRT credential and current state license; have a minimum of four (4) years' experience as a RRT with at least two (2) years in clinical respiratory care; and have a minimum of two (2) years' experience teaching in an accredited respiratory care program either as an appointed faculty member or as a clinical preceptor.

TERMS OF APPOINTMENT:

1. The initial term of assignment will be one academic year. Continuation in assignment from one semester to the next will be dependent upon a showing of satisfactory performance and progress.
2. Assignment will commence in August 2019. Time commitment is expected to be 15% of full teaching load per semester.
3. Compensation will be a stipend of ___N/A_____.
4. Monthly time and effort reports are required to be submitted to and discussed with supervisor.

APPLICATION PROCEDURES:

1. Submit brief letter of intent that specifies your interest in and qualifications for the assignment. (Max. 1 page)
2. Submit to HR by email to work@hartnell.edu only. Please do not bring hard copy to HR or email Alma Arriaga.
3. Deadline for submission is Tuesday, August 13, 2019, at 3:00 p.m.