

# California Fire & Rescue Training Authority

## POLICY HANDBOOK

**POLICY TITLE:** Clinical Coordinator  
**POLICY NUMBER:** 2345

**Issue Date:** 2/6/2009  
**Revised:** 9/29/2014

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### 2345.1 General Job Description

Under the direction of the Paramedic Program Director Director, the Clinical Coordinator acts as the administrator for the Clinical Module of the EMS programs delivered by the Authority.

### 2345.2 Essential Job Functions:

- 2345.2.1** Coordinate student field internships and clinical experiences with health service providers, hospitals, clinics, and ambulance services. Negotiate terms of student experiences and ensure that contracts are developed, maintained and approved by appropriate College officers with collaborating agencies/organizations.
- 2345.2.2** Approval of the qualifications of the clinical preceptor(s)
- 2345.2.3** Administering the clinical training program
- 2345.2.4** Liaise with affiliated clinical and internship sites.
- 2345.2.5** Communicate effectively with clinical and field preceptors to assess student progress, respond to preceptor concerns about students, and develop action plans to mitigate student performance and behavioral issues.
- 2345.2.6** Coordinating all clinical and field activities related to the course
- 2345.2.7** Maintain course rosters and ensure program compliance with this County, State and other related regulations
- 2345.2.8** Signing all clinical rotation records
- 2345.2.9** Participate with Emergency Medical Services program faculty in course/program planning and development of EMT program curriculum.
- 2345.2.10** Through collaboration with administrative staff, coordinate EMS class scheduling
- 2345.2.11** Provide instruction as requested by EMS faculty
- 2345.2.12** Support EMS program faculty in the maintenance of records, forms, and electronic media in compliance with State and accreditation standards and guidelines.

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**2345.2.13** Ensure that equipment is current and operational and that expendables are of sufficient quantity to meet the needs of the instructional programs. Recommend purchase of additional/replacement equipment as needed.

**2345.2.14** Interacts with other agencies to ensure compliance with mandated course content, accuracy, and certification requirements

**2345.3.15** Support EMS program simulation activities via provision of AV technical support, presentation of case studies and scenarios, student debriefing and equipment maintenance

**2345.3.16** Provide EMS career/technical program advising to prospective students in the absence of designated program advisors

### **2345.3** Additional Job Functions:

**2345.3.1** Approves lecture materials, demonstrations, exercises, and evaluations for class

**2345.3.2** Administers and provides security for grades. Records certification and performance examinations.

**2345.3.3** Monitors other instructors and assistants to assure course objectives are met

**2345.3.4** Acts to prevent and/or control unacceptable student behavior and maintain order in classrooms and laboratories

**2345.3.5** Selects instructors and assistants to help with the delivery of class

**2345.3.6** Assures instructors and students meet prerequisites for participating in the class

### **2345.4** Qualifications:

**2345.4.1** Knowledge Of:

**2345.4.1.1** Fire/Rescue/EMS Technology practices and processes

**2345.4.1.2** Teaching practices, methods and techniques

**2345.4.1.3** Current trends in the subject matter, including theory and research

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**2345.4.2** Ability To:

**2345.4.1** Lecture in front of large groups of students

**2345.4.2** Explain the subject material in a clear, logical and concise fashion

**2345.4.3** Interact effectively with students, peers, and Authority administration and staff

**2345.4.4** Work independently to solve problems

**2345.5** Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. The education requirements may be modified at the sole discretion of the Executive Director. A typical way to obtain knowledge and abilities would be:

**2345.5.1** Shall be either a physician, registered nurse, physician assistant, or a paramedic currently licensed in California

**2345.5.2** Shall have two (2) years of academic or clinical experience in emergency medicine or pre-hospital care in the last five (5) years

**2345.5.3** Shall be qualified by education and experience in methods, materials, and evaluation of instruction, which shall be documented by at least forty hours in teaching methodology. The courses include, but are not limited to, the following examples:

**2345.5.3.3** Training programs that meet the United States Department of Transportation/ National Highway Traffic Safety Administration 2002 Guidelines

**2345.5.3.4** Bachelors degree and eight (4) years of related occupational experience, which meet the requisites of the class

**2345.5.3.5** 3 years related management experience