

Echo Hose Ambulance:

Job Description: Clinical Coordinator

Reports to: Paramedic Program Coordinator and Education Coordinator

SUMMARY OF DUTIES:

The EMS Clinical Coordinator will be responsible for the overall organization of the program's field and clinical rotations. The Paramedic Clinical Coordinator will be required to develop, instruct and supervise students, evaluate students, prepare reports, maintain equipment and supplies, and work with the Paramedic Program Coordinators to ensure competency in all students. The Clinical Coordinator will liaison between clinical sites and the Paramedic Program and maintain all clinical site agreements In partnership with YNNH Clinical Coordinator.

The Clinical Coordinator will adhere to all policies and procedures specific to Echo Hose Ambulance and their Yale New Haven Health Paramedic Program partners.

Duties and Responsibilities:

1. Develop competency-based instructional materials that meet USDOT curriculum requirements.
2. Maintain agreements and regular communication with clinical sites and partners to address any questions or concerns that may arise throughout the Paramedic Program
3. Draft scheduling, book off, & incident reporting procedures for students during their clinical rotations
4. Assist students with scheduling clinical rotations and field internship shifts.
5. Supervise, provide instruction, and evaluate students enrolled in the Paramedic Program
6. Prepare reports as required by the Paramedic Program Coordinator or Education Coordinator.
7. Maintain professional standards at all times.
8. Report all incidents to the Paramedic Program Coordinator.
9. Assist in teaching didactic and practical lab stations as needed.
10. Other duties as assigned by the EMS Program Coordinator
11. Data entry as needed to help maintain student records and class information.

Job Qualifications:

The position requires a high school diploma or GED. The candidate must also hold a current licensure or certification at or above the level of the program. The candidate must exhibit excellent communication skills and meet the performance standards and physiologies of the current mission statements.

Experience Requirements:

The position prefers a minimum of two year's work experience at or above the program level.

State of CT EMS Instructor certification is preferred but required within 12 months of hire

Additional instructor certificates are preferred.

Working Hours:

Flexible as required by the program – primarily nights, some weekends with occasional travel to New Haven for training sessions.

Salary/Benefits:

Per-Diem: \$35 per hour when teaching and potential for an additional administrative stipend.

Staff Appreciation Events

Continuing Education Benefits

ESSENTIAL FUNCTIONS

Must be able to perform essential functions with or without reasonable accommodation.

Strength/Mobility: Ability to walk and stand. Able to sit for prolonged periods. Able to move about in confined spaces and in and out of automobiles. Able to travel between floors. Able to stand for prolonged periods and to remain in uncomfortable positions for long periods as in providing direct patient care procedures. Able to push, pull, and lift objects more than 50 lbs.

Manual Dexterity/Coordination: Frequent standing, walking, bending, stooping involved in patient care activities. Able to perform tasks which require hand-eye coordination such as keyboard skills and arm-hand steadiness such as establishing an IV.

Visual/Auditory Discrimination: Able to see objects far away as in driving. Able to see objects closely as in reading thermometers, Blood Pressures, and in reading computer screen, etc. Able to distinguish colors as in traffic lights. Able to distinguish sounds as in auscultation and to hear normal sounds within some background noise as in

individual conversation, answering phone, etc.

ENVIRONMENTAL CONDITIONS

Occupational Exposure Risk: Exposure to blood, body tissue or fluids working with Patients and/or students with a wide range of medical problems. Average office environment with normal equipment noise and use of computers and other modern office equipment and technology.