

**NWACC Position Title: Director of Clinical Education, Respiratory Therapy**

**Closing date: 4/27/14. Please apply at our website at [www.nwacc.edu](http://www.nwacc.edu) and click on ‘employment opportunities.’**

**JOB SUMMARY**

The Respiratory Therapy Director of Clinical Education (DCE) is responsible for all aspects of the RT Program’s clinical education including developing, monitoring and maintaining an adequate number of clinical sites, training clinical instructors, maintaining clinical education documentation, ensuring communication between NWACC RT Program and clinical sites, scheduling, instruction and evaluation of students, annual reports to RT Program Director, Program Advisory Board. (CoARC 2.09)

**REPORTS TO:** Respiratory Therapy Program Director

**QUALIFICATIONS:**

**Minimum Requirements:**

- Valid Registered Respiratory Therapist (RRT) credential and licensed in Arkansas or eligible for licensure (CoARC 2.10)
- A minimum of baccalaureate degree from a regional or nationally accredited academic institution recognized by the U.S. Department of Education (CoARC 2.11)
- Minimum of four (4) years experience as a Registered Respiratory Therapist (CoARC 2.12)
  - 2 years must include clinical respiratory care (CoARC 2.12)
- Minimum of two (2) years experience teaching in an accredited respiratory care program either as appointed faculty member or as clinical preceptor (CoARC 2.12)
- The Director of Clinical Education must have consistent contact with students, faculty, and clinical affiliates regardless of location (CoARC 2.13)
- Strong communication, organization, interpersonal, problem-solving, and counseling skills
- Current knowledge and skill in the use of information and computer technology (word processing, e-mail, database, power point) or proven ability to learn these skills
- Knowledge of legislative, regulatory, legal and practice issues affecting clinical education, students, and the profession
- Experience in student evaluation
- Experience in outcomes assessment
- Current knowledge of contemporary respiratory therapy practice
- Knowledge of contemporary curricular content for the education of the respiratory therapist
- Meets faculty requirements on faculty job description

**Preferred Requirements:**

- Prior teaching experience in an accredited RT Program
- Prior experience coordinating clinical education in a RT Program
- Experience in human resources
- Served as clinical instructor

**POSITION DUTIES & RESPONSIBILITIES**

**Accreditation:** The Director of Clinical Education is responsible for

1. Meeting and maintaining the Commission on Accreditation in Respiratory Care standards related to clinical education
2. Assisting and providing RT Program Director with information needed to maintain accreditation
3. Staying current with CoARC standards
4. Implementing and monitoring CoARC standards as indicated

**Management:** The Director of Clinical Education is responsible for

1. Scheduling, instruction and evaluation of students enrolled in clinical rotations at each of the clinical sites
2. Ensures all CoARC standards regarding clinical components are met

3. Training, utilization, and assessment of clinical sites, clinical instructors, establishing inter-rater reliability (CoARC 3.11)
4. Ensuring adequate number and variety of clinical sites and ensure that clinical experiences at each site are of sufficient quality and duration to enable students to meet program goals and acquire competencies needed for clinical practice (CoARC 4.12)
5. Communicating and correspondence between NWACC and the clinical education sites to include: request for clinical education availability, student placement, RT Program curriculum and learning objectives for each clinical education rotation, policies and procedures, contracts, gathering information about clinical education sites for use by students and the DCE; dates for each clinical education rotation, maintaining clinical affiliation agreements, and ensuring compliance with the affiliation agreements (CoARC 1.09)
6. Reviewing/revising/maintaining and updating Clinic Manual to include current clinical education policies and procedures, student course content covered prior to clinical rotation, grading and supervision expectations
7. Reviewing student clinical education data and determining clinical education grade
8. Assisting RT Program Director with student recruitment and RT Program marketing
9. Participating in student advising and remediation as appropriate for prospective & current respiratory therapy students
10. Traveling to clinical sites for site visits

**Teaching Responsibilities:** The Director of Clinical Education

1. Performs duties as listed on the faculty job description
  - prepare, review and revise course syllabi, class preparation, instruction and student assessment for each of the courses annually
  - develop, monitor and refine courses as part of the curriculum
  - develop course curriculum, course handouts, lectures, presentations, learning activities, and assessment tools
  - create and maintain quality learning experiences for students which foster critical thinking
  - evaluate students' performance and ability to integrate didactic and clinical learning experiences and to progress within the curriculum
  - allow time for special sessions, tutoring, counseling as needed
  - consistently document student progress and performance using reliable tools and methodology
  - review and select textbooks for courses

Performs other duties as required

**Knowledge, Skills, and Abilities:**

The candidate should be a practicing advocate of the learning college philosophy and diversity, be willing to teach off-campus, and have experience in using technology in teaching.

**Certificates, Licenses, and Registrations:**

Valid Registered Respiratory Therapist (RRT) credential and licensed in Arkansas or eligible for licensure (CoARC 2.10)

**Salary:** Commensurate with education and experience. This is a full-time 12 month position with benefits.

**NWACC practices equal opportunity in education and employment and is strongly and actively committed to diversity within the college community.**