



Technical Professional – Clinical/Internship Coordinator, EMS (Hourly)

Start Date: Fall Semester 2014

Location: Red Rocks Community College, Lakewood, Colorado

Compensation & Benefits: \$24.00 per hour

This position will work up to twenty-eight (28) hours per week.

Grant funded positions: Positions are contingent on availability of funding.

Application Close Date: Complete application packets must be received in RRCC Human Resources by 5:00 p.m. MST on December 05, 2014.

Purpose Statement

Under indirect supervision this position is responsible for all clinical and internship aspects of the EMS program, and all aspects of EMS 17x and EMS 18x courses. This position works closely with the EMS program director and course instructors to ensure each student has an appropriate educational experience in the clinical and internship settings. The coordinator will organize and schedule students at various hospitals and EMS agencies, and develop a tracking system utilizing the FISDAP software program. The coordinator will also monitor student progress at their clinical/internship sites and work with the sites to ensure their staff understand their role in assisting the students in the acquisition of clinical/internship education and skills.

Responsibilities

Coordinate student scheduling for the clinical/internship phase of education and assesses the students qualification/preparation for this phase of their education according to program certification requirements and student needs. Conducts QA/QI of student patient care reports. Assures attainment of procedural skills for students. Maintains records demonstrating student compliance with clinical/internship pre-

requisites (such as immunizations, physicals, certifications, etc.) Maintains various records, reports, and files such as student patient care reports, student progress reports, preceptor evaluations, and major evaluations. Monitors and evaluates all aspects of the clinical/internship phase of education and tracks student progress. Develops and maintains clinical and internship agreements between RRCC and host organizations. Develops clinical/internship policies and procedures as well as student evaluation forms.

Qualifications

Minimum Qualifications: Associate's degree in EMS, education, nursing or closely related field. Current Colorado Paramedic or RN, or ability to gain certification within three (3) months of employment. Current Colorado CTE credential with endorsements appropriate for EMS, or ability to gain the credential within three (3) months of employment. Proof of completion of the Colorado EMS instruction series within three (3) months of hire. Valid Colorado driver license. Minimum of three (3) years of experience as an active Paramedic or ED RN in the patient care setting. Experience that demonstrates knowledge and proficiency in state and national EMS regulatory requirements and educations standards at all levels. Prior experience as an EMS educator. Proficient computer skills to include the MS Office suite. Excellent and effective written and oral communication. Strong interpersonal skills. Ability to develop and maintain effective working relationships with others. Work independently, cooperatively, and collaboratively.

Preferred Qualifications: Bachelor's degree or higher in EMS, education, nursing, or closely related field. Five (5) or more years of experience as a Paramedic or ED RN in the patient care setting. Patient care experience in both the pre-hospital and hospital setting. Prior experience as an EMS educator at the EMT through Paramedic level in the classroom, laboratory, and clinical setting. Prior experience as preceptor for EMS students in the pre-hospital and/or hospital setting. Prior experience with the FISDAP software system. Prior experience with D2L and Banner as used by the Colorado Community College System. Experience with scheduling clinical/internship rotations and evaluating students in the patient care setting.

To Apply

To apply for this position the following are required: (1) A completed RRCC employment application **(only information contained on the application will be used to determine if applicants meet minimum qualifications. Please use dates)**, (2) A cover letter, (3) A resume or CV, (4) Unofficial transcripts (official transcripts will be required for the position finalist).

Notice: All areas of the employment application must be completed in full for consideration. **A resume will not be accepted in place of a completed application.**

About Red Rocks Community College

Located at the foot of the Rocky Mountains in Lakewood, Colorado, Red Rocks Community College offers more than 150 programs and 650 courses leading to two-year degrees or professional certificates.

Red Rocks has campuses in Lakewood and Arvada. Courses are delivered in formats from traditional classroom to online to self-paced and weekend classes.

Since 1969, Red Rocks Community College has delivered quality education to an eclectic mix of students of all ages, incomes and backgrounds. For many of our 15,000 annual students, Red Rocks is the convenient community college just down the street. For others, a Red Rocks program or course is worth traveling halfway around the world.

Please follow this link for an application: <http://www.rrcc.edu/human-resources/jobs>. Application documents may be emailed to hrjobs@rrcc.edu or mailed directly to:

Red Rocks Community College | Position Announcement

Red Rocks Community College
13300 W. Sixth Avenue, Campus Box 17
Lakewood, CO 80228-1255
Phone: 303-914-6570
FAX: 303-914-6800

Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color, sex/gender, sexual orientation gender identity, religion, age, national/ ethnic origin, pregnancy status, veteran's status, genetic information, physical or mental disability, or any other category protected by applicable law, in its employment practices or educational programs and activities.

RRCC has designated the Executive Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact Bill Dial, Executive Director of Human Resources, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, 13300 West Sixth Avenue, Lakewood, CO 80228. 303-914-6298. Bill.Dial@rrcc.edu

Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in the application process, please notify Human Resources at 303-914-6570.

Effective July 1, 2003, it is Red Rocks Community College procedure to conduct pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report.

For information regarding Red Rocks Community College security, including crime statistics for the Red Rocks Community College Lakewood and Arvada campuses, please see the Red Rocks Community College campus security website at: <http://www.rrcc.edu/police/>. For a hard copy report please contact 303.914.6498.