



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

<b>TITLE</b>	Coordinator Allied/Rehabilitative Health
<b>POSITION NO.</b>	502511
<b>LOCATION</b>	Newport
<b>REPORTS TO</b>	Department Chairperson
<b>GRADE</b>	CCRIPSA 10
<b>WORK SCHEDULE</b>	Non-Standard: 35 hours per week to be arranged by Department Chairperson and subject to change.
<b>SUPERVISES</b>	May supervise student help
<b>REVISION DATE</b>	December 2013

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**JOB SUMMARY:**

To coordinate and supervise the operation of the Rehabilitative Health Laboratories, including, but not limited to, purchases, budgets, student scheduling, student records, inventory control and safety compliance. Supervise and practice lab skills with students; evaluate and grade student performance in the lab

**DUTIES AND RESPONSIBILITIES:**

- Present laboratory content as developed and at the discretion of the course coordinator.
- Supervise student performance in the lab, instruct student in the proper use of equipment and tools, as well as the accepted techniques for the lab work
- Set up and break down the lab.
- Coordinate all pinning ceremonies with Faculty including, but not limited to, set up, invitations and program development.
- Assist with graduation.
- Create, update and maintain Blackboard as directed, including, but not limited to, the shell used by the department for all classes, videos, and HIPAA & Blood Bourne Pathogen records for Rehab Health department, etc.
- Assist with orientation of new faculty to department with Blackboard and Lab operations.
- In coordination with the Department Chair, manage Clinical site Information Forms, request updates from sites as necessary and post forms on Blackboard.
- Coordinate contract renewals as needed. Assist with the recruitment of new clinical/fieldwork sites and placement of students.
- Coordinate pre-clinical placement data including, but not limited to; student health records, contract, etc.
- Ensure student compliance and student readiness to go to clinical affiliations.
- Maintain related databases and records including but not limited to, certifications, licenses etc. and prepare reports
- Manage post-clinical paperwork for students and staff, including but not limited to, keeping logs, organizing and storage of data for accreditation.
- Responsible for sending post acknowledgement letters to each clinical site for all students.
- Manage the yearly HIPAA & Blood Bourne Pathogens and other training as required for students ensuing compliance for all students.
- Evaluate and grade student performance in the lab as directed.
- Provide input to faculty regarding students' lab performance.
- Perform basic preventive maintenance, decontamination and repairs on equipment; arrange for major repair work when required.
- Maintain the cleanliness and order of laboratory rooms and supplies; ensure the proper storage and disposal of hazardous waste materials.
- Demonstrate correct departmental procedures and techniques to students, as well as the correct use of instruments, equipment and materials.
- Assist with the development and implementation of policies and procedures for labs.

- Assist in the budget process.
- Purchase all equipment, supplies and materials, Maintain inventory of supplies and equipment, and order, stock as necessary.
- Proctor exams as directed.
- Assist in preparing departmental publications including, but not limited to, Policy Manuals, clinical evaluation forms, etc.
- Provide information regarding the department programs, including continuing education courses to all interested parties.
- Coordinate the faculty evaluation process. Distribute, collect and record faculty evaluations from students, as directed.
- Other related duties as required.

**LICENSES, TOOLS, AND EQUIPMENT:**

Must be able to use and demonstrate the safe use of laboratory equipment and supplies. Must maintain the sanitary condition of laboratory equipment and supplies.

**ENVIRONMENTAL CONDITIONS:**

This position includes minimal exposure to chemicals, materials, and equipment which may be hazardous if mishandled.

**REQUIRED QUALIFICATIONS:**

- Bachelor's degree and licensure as a Physical Therapist Assistant
- Minimum of 5 years of clinical experience, including instruction of students in a clinic.
- Current skill and knowledge in the use of information technology

**PREFERRED QUALIFICATIONS:**

- Master's degree.
- Experience teaching, assisting or managing in an academic laboratory setting would be helpful.
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All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.