

Desert Community College District

CLINICAL PLACEMENT PROGRAM SUPERVISOR

Basic Function

Under the direct supervision of the assigned supervisor, the Clinical Placement Program Supervisor assists in assigning clinical rotations. The Clinical Placement Program Supervisor is the liaison and advocate between District programs and contracted clinical sites.

Representative Duties

The duties listed below are only intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Acquire, contract, monitor and evaluate clinical sites for program courses and student experiences; assist with establishing clinical placement needs;
2. Identify potential concerns with student placements; serve as liaison for resolution of clinical personnel issues.
3. Prepare, modify, and update clinical schedules/rotations and placement to meet Board, California Chancellor's Office and district requirements; communicates updates with appropriate parties.
4. Ensures that students and faculty meet the requirements/certifications of assigned facilities and agencies (i.e. Board, Chancellor's Office).
5. Submit required documents to the clinical facilities within the established timeframes; notifies student and/or faculty deficiencies in required documents.
6. Coordinate orientation programs for students and faculty to ensure

that the program's outcomes are being met.

7. Research, collect, compile, tabulate and/or analyze reports, spreadsheets and manuals.
8. Participates in the development and implementation of goals, objectives, policies, and priorities for the program areas; works with leadership and across departments to research, implement, and administer policies, procedures; develops and maintains clinical facility plan, handbooks, forms, and related policies and procedures for program.
9. Assists in the facilitation and coordinates the ongoing maintenance of Affiliation Agreements
10. Serve as a representative on various committees and related projects associated with the program; identifies and expands on existing partnerships between clinical facilities, departments, colleges, and organizations; collaborate with community programs to coordinate clinical placement opportunities.
11. Participate in conferences, professional development, meetings, projects, and special assignments as assigned; provide information in response to requests from campus administration, governance bodies and other constituencies.
12. Train students, faculty, administrative support as needed.
13. Performs other duties as assigned.

Knowledge and Abilities

Knowledge of:

- Computer software programs including, but not limited to, Microsoft Office Suite, Shared/Cloud drives, Adobe Creative Cloud, and video conferencing.
- Basic medical terminology.

- Basic medical organization and clinic systems.
- Requirement/regulations related to immunization.
- Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and public members, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.

Ability to:

- Work logistics involving complex operations with several people, facilities and/or supplies.
- Demonstrate computer-based organizational skills.
- Demonstrate public relations skills using proper etiquette, both electronic and interpersonally.
- Collaborate, develop and maintain effective working relationships with multiple faculty, administrators, staff, and coordinators at many institutions.
- Effectively communicate, orally and in writing, with a diverse student population and college community.
- Keep updated records and attend to details.
- Create and improve systems to organize many variables (e.g., maintain accurate and detailed reports and records).
- Remain flexible and effectively perform the job during unexpected situations or changing conditions.
- Show a high level of dedication by following through with commitment reliably and communicatively.
- Take the initiative to solve or improve problems and situations proactively without needing supervision.
- Manage time to accomplish tasks efficiently and effectively (e.g.,

multi-task).

- Reach out to appropriate sources to get the resources or find information needed to be successful.
- Think critically and possess decision-making skills.
- Demonstrate sensitivity to and understanding of the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of community college students.

Education and Experience

Any combination equivalent to:

Bachelor's Degree in related field; any combination of training and experience that would provide the required knowledge, skills and abilities.

Education and Experience

Possession of a valid Driver's License to be maintained throughout employment.

Working Conditions

Office, library, and learning environment. Constant interruptions. Sit or stand for extended periods of time, pushing and pulling, and visual acuity. The ability to type, use phone, stand intermittently, walk, bend and stoop, occasionally lift, carry, push, pull or otherwise move objects of light to moderate weight work at a computer, including sitting and viewing a monitor for various lengths of time, repetitive use of keyboard and mouse. Driving a vehicle to conduct work as necessary between facilities and/or district sites.

Employment Status

- Classified Administrator
- Leadership VI
- Management Personnel Committee Review: 8/19/2022
- Board Approved: September 15, 2022