

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INSTRUCTIONAL LAB COORDINATOR – EMERGENCY MEDICAL SERVICES (EMS)

SUMMARY DESCRIPTION

Under the direction of the Dean, HEC-OM, oversee and coordinate the operations of the complex EMS stockroom; perform complex technical work related to EMT/Paramedic including to prioritize, distribute, and coordinate lab assignments; and train, assign, and review the work assigned to students and lab technicians.

The Instructional Lab Coordinator – EMS classification is a single position classification that works with minimal supervision and is responsible for a lab that uses complex state-of-the-art equipment and analytical instrumentation as well as a wide variety of hazardous items. The EMS lab is a dynamic environment requiring that the incumbent maintain a current working knowledge and understanding of complex equipment, instrumentation, hazardous items, and related safety regulations. Employees in this class are responsible for ensuring all equipment and instrumentation is operational; that medical hazardous wastes and contaminated sharps are handled, stored and disposed of according to applicable safety laws and regulations; and that students and faculty are trained in the use of equipment, instrumentation, and safety procedures. The Instructional Lab Coordinator – EMS is distinguished from the Instructional Lab Technician/teaching assistant by the performance of more difficult assignments, the level of responsibility for complex equipment and instrumentation, the advanced level of knowledge required, and the responsibility for training other lab technicians, instructors, and student workers

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Screen, select, train, evaluate, and provide work direction for laboratory assistants and student workers; coordinate schedules and activities of student workers and lab technicians; provide guidance to student workers to enable student workers to work with minimal supervision; provide student workers with opportunities to learn new tasks and techniques employed in the lab; provide input into performance evaluations. ***E***
2. Assign locker equipment and explain locker responsibility to students; check students out of assigned lockers; clean-up lockers from students that dropped class; clean and prep lockers for following semester; prepare assessment of charges and place holds on students not checked out of locker. ***E***
3. Prepare and issue materials and equipment for student use; ensure that all supplies and equipment are presented in a safe and orderly fashion for each practice lab according to schedules of faculty for both day and evening labs; prepare laboratory materials, supplies, and equipment; dismantle and clean-up labs. ***E***
4. Maintain stock rooms, laboratories, prep areas, and other assigned areas in a safe, clean, and orderly condition; assume responsibility for the security of building, equipment, and supplies; store, handle, treat, and dispose of hazardous wastes as necessary for all instructional programs in the EMT and Paramedic programs at Otay Mesa according to applicable safety laws and regulation. ***E***
5. Participate in safety programs and workshops; institute necessary changes to keep department functioning in safe manner; encourage awareness of and oversee the proper use of facilities and safe practices. ***E***

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Instructional Lab Coordinator – Emergency Medical Services (EMS) - *Continued*

6. Organize, prepare, and maintain laboratory procedures manuals; generate lab protocols for faculty, staff, and student workers. *E*
7. Maintain METI Human Patient Simulator (iSTAN); test, adjust, maintain, use, and perform minor repairs including necessary calibrations to apparatus and equipment to ensure optimal operation; develop and pilot test computerized scenarios, adjusting physiological parameters to simulate patient care situations. *E*
8. Use and operate a variety of technical equipment and measuring devices; learn to use and operate new equipment as it is obtained. *E*
9. Assist instructional staff; provide safety training to part-time instructional staff; demonstrate departmental procedures in the lab. *E*
10. Work cooperatively with, and coordinate activities with other District staff and service areas including maintenance, purchasing, computer services, warehouse, cashiering, and other offices throughout campus. *E*
11. Maintain a variety of files and records regarding instructional materials, inventories, purchase orders, and equipment repairs. *E*
12. Assist in preparation of the preliminary laboratory budget; project estimated needs, supplies, and requests; monitor budget expenditures. *E*
13. Participate in setting-up for faculty lecture series, majors meetings, and EMS career opportunity day with 911 demonstrations. *E*
14. Provide assistance in semester class schedule plans using room charts.
15. May provide assistance and technical expertise on related special project such as the design or modification of laboratories in new or existing facilities.
16. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Principles, practices, procedures, and equipment used in the EMS department.

Technical aspects of field of specialty.

Operational characteristics of state of the art patient care supplies and equipment used in the EMS department and workplace.

Principles of supervision, training, and performance evaluation.

Basic principles and practices of budget preparation and administration.

Occupational hazards and standard safety practices.

Principles and practices used in handling and disposing of hazardous materials.

Principles and procedures of record keeping.

Modern office procedures, methods, and equipment including computers.

Computer applications such as word processing, spreadsheets, and statistical databases.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Instructional Lab Coordinator – Emergency Medical Services (EMS) - *Continued*

Pertinent federal, state, and local codes, laws, and regulations.

Ability to:

Oversee and coordinate the day-to-day activities in the EMS department laboratories.

Prioritize and coordinate practice laboratory set-ups.

Apply techniques of precise measurement, medical documentation, and notation.

Ensure the care and security of assigned equipment, specialized materials, and supplies.

Assemble, maintain, and repair lab equipment for safety and functionality including state of the art physiologic monitoring instrumentation.

Demonstrate competence in EMS field.

Issue, present, and receive equipment and supplies in a safe and orderly fashion.

Adapt to changing technologies and learn functionality of new instruments, equipment, and systems.

Assist instructors in planning demonstrations.

Prepare laboratory materials, supplies, and equipment utilized by EMS instructors and students.

Plan and organize work.

Train, select, evaluate, and provide work direction to student workers and lab technicians.

Work independently with little direction.

Meet schedules and time lines.

Maintain records and prepare reports.

Understand and follow oral and written instructions.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to: a Bachelors degree from an accredited college or university with major course work in Emergency Medical Services or a closely related field; and two years of work experience as a paramedic licensed in California, or an Associate's degree and six years of work experience as a paramedic in California.

LICENSE OR CERTIFICATE

Successful completion of training as a First Responder in Handling Hazardous Materials Incidents.

California licensure, San Diego accreditation as a paramedic.

Instructor level Advanced Cardiac Life Support (ACLS), Pre-hospital Trauma Life Support (PHTLS), Pediatric Emergencies for Pre-hospital Providers OR Pediatric Advanced Life Support (PEPP/PALS).

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Instructional Lab Coordinator – Emergency Medical Services (EMS) - Continued

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Instructional lab environment; exposure to potentially hazardous materials; exposure to blood-borne pathogens and contaminated sharps; contact with hostile and/or abusive individuals occasionally.

Physical: Primary functions require sufficient physical ability and mobility to lift, carry, push, and pull moderately heavy to heavy objects; operate various equipment and instruments; hear and speak to exchange information and give presentations; sit, stand, or walk for extended periods of time; climb on step stools to reach shelves with supplies; reach overhead, above the shoulders and horizontally; bend at the waist, kneel or crouch.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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