

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: Instructional Lab Coordinator–Emergency Medical Services (EMS)

RANGE: 30

DISTRICT VALUES

Southwestern College is committed to meeting the educational goals of its students in an inclusive environment that promotes intellectual growth and develops human potential. We are the leader in equitable education that transforms the lives of students and communities.

Southwestern College employees are collegial and collaborative. They demonstrate the highest degree of professionalism, integrity and respect when interacting with students, colleagues, leadership, and members of the Jaguar community. Our employees actively honor and respect diversity to foster a safe and welcoming community where all are inspired to participate and realize a sense of belonging.

Incumbents in District positions exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

SUMMARY DESCRIPTION

Under the direction of the Director, EMT and Paramedic Programs, 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.

DISTINGUISHING CHARACTERISTICS

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.

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Instructional Lab Coordinator-Emergency Medical Services (EMS) - *Continued*

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**
6. Organize, prepare, and maintain laboratory procedures manuals; generate lab protocols for faculty, staff, and student workers. **E**
7. Maintain Human Patient Simulators (HPS); test, adjust, maintain, use, and perform minor repairs including necessary calibrations to apparatus and equipment to ensure optimal operation; pilot test computerized scenarios, input physiological parameters as directed 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. Assist in semester class schedule planning using room charts. **E**
15. Provide assistance and technical expertise on related special projects such as the design or modification of laboratories in new or existing facilities. **E**
16. Perform related duties as assigned.

E = Essential Duties

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles and practices of coordinating day-to-day EMS laboratory operations and lab set-ups.
- Techniques of accurate measurement, medical documentation, and clinical notation.
- Procedures for the safe handling, maintenance, and security of EMS equipment, materials, and supplies.
- Operation, maintenance, and repair of laboratory and physiologic monitoring equipment, including state-of-the-art instrumentation.
- EMS field practices, protocols, and clinical competencies.
- Safe procedures for issuing, presenting, and receiving EMS supplies and equipment.
- Emerging technologies and the functionality of new instruments, systems, and equipment.
- Methods for preparing instructional lab materials and supporting classroom demonstrations.
- Principles of training, supervision, and evaluation for student workers and lab technicians.
- Time management, work organization, and independent task execution.
- Effective oral and written communication skills.
- Recordkeeping practices and report preparation techniques.
- Interpersonal skills for establishing and maintaining cooperative working relationships.
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, and ethnic backgrounds of community college students.

Ability to:

- Oversee and coordinate daily EMS lab operations and practice lab setups.
- Apply precise measurement techniques and maintain accurate medical documentation.
- Ensure proper care, security, and functionality of lab equipment, including physiologic monitoring tools.
- Demonstrate field competency in EMS.
- Safely issue, receive, and manage equipment and supplies.
- Adapt to new technologies, instruments, and systems.
- Assist with instructional demonstrations and prepare lab materials for student and instructor use.
- Plan, organize, and prioritize work independently.
- Train, supervise, and evaluate student workers and lab staff.
- Meet deadlines, maintain records, and prepare reports.
- Follow oral and written instructions effectively.
- Work respectfully with diverse populations.
- Communicate clearly, both verbally and in writing.
- Build and maintain effective working relationships.

EDUCATION AND EXPERIENCE

Minimum Qualifications:

A bachelor's degree from an accredited college or university with major course work in Emergency Medical Services or a closely related field **AND** two (2) years of work experience as a licensed or certified paramedic;
OR

Graduation from high school or a General Education Degree (GED) **AND** six (6) years of work experience as a licensed or certified paramedic.

LICENSE AND OTHER REQUIREMENTS

Successful completion of training as a First Responder in Handling Hazardous Materials Incidents within six (6) months of hire.

Licensed or certified as a paramedic.

Provider level Advanced Cardiac Life Support (ACLS) **AND** Pre-hospital Trauma Life Support (PHTLS) **AND** Pediatric Emergencies for Pre-Hospital Providers (PEPP) **OR** Pediatric Advanced Life Support (PALS).

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: Work is performed in an 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.

Created: February 2010
Johnson & Associates

Revised: April 2025
Southwestern Community College