

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

Class Title: Health Sciences Program Coordinator			BOT Date: Nov 17, 1999
Level: G	FLSA Status: Exempt	Class Code: E0735	Adm. Rev: Oct 15, 2003

GENERAL DESCRIPTION

Supervises Health Science labs and clinical supervisors at assigned campuses. Responsible for coordination and maintenance of all aspects of the nursing, dental assisting, opticianry, or emergency medical technician labs. Plans the repair, preventative maintenance, scheduling, and consulting services to ensure safe, effective performance of equipment and associated systems.

	KEY RESPONSIBILITIES	% OF TIME
1. *	Supervises operation of appropriate Health Sciences laboratories, to include nursing, dental assisting, opticianry, or EMT labs.	25%
2. *	Supervises and coordinates schedules of clinical supervisors.	15%
3.	Maintains equipment, to include Human Patient Simulator, in good working order.	15%
4. *	Liaison between the College and medical community concerning discipline specific training and workshops.	15%
5.	Maintains records of student/class laboratory and equipment usage, including computers.	5%
6.	Reports to Dean of Health, Wellness and Sports Sciences or appropriate program manager concerning lab operation and usage.	10%
7.	Coordinates recommendations for laboratory budgets, supplies, and equipment purchases, to include computers.	5%
8.	Health Sciences Program Coordinator for EMT programs will maintain current Human Patient Simulator training and understanding.	5%
9.	Produces reports for the College and the Department of Education.	5%
10.	Performs other similar and related duties as required.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS		
Education:	Associate's Degree or Two-year college equivalent preferably in a Health Sciences Technical Program, with State or National Certification.	
Experience:	Three to five years or prior related work experience required.	
Planning:	Plans events that are expected to occur in the next one to three months or on a quarterly basis. The primary scope of planning in this position affects a large group/department.	
Impact of Actions:	Moderate responsibility for making recommendations, which typically affect department, but may at times affect the operation, services, individual, or activities of others outside the department.	
Impact of Decisions:	Moderate responsibility for making decisions, which typically affect department, but may at times affect the operation, services, individual, or activities of others outside the department.	
Complexity:	Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of facts. Solutions can often be found by using methods chosen before in other situations.	
Decision Making:	Supervision in present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment required to study previously established guidelines; plan for various interrelated activities; and coordinate activities within a work unit or while completing a project.	
Problem Solving:	Problems generally involve the selection of standard procedures, organizing work, and checking results. Answers are usually found by selecting from specific choices defined in standard work policies and procedures.	
Communications with Others:	Requires regular internal and external contacts to carry our programs and to explain specialized matters. Occasional contact with officials at higher levels on matters requiring cooperation, explanation, and persuasion.	
Supervision of Others:	Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit. Nature of work supervised is primarily technically oriented, includes additional administrative responsibilities, and requires a working knowledge of unit or department activities.	
Job-Related Knowledge:	Requires entry-level knowledge of theories and practices of a professional field (e.g., nursing, dental assisting, opticianry, emergency medical technology, etc). This level of skill is typically reserved for an individual with a four-year degree or with high level vocational skills demonstrated buy a number of years of on-the-job experience. Writes reports using technical data requiring considerable interpretation, developing new methods and procedures. Frequently applies knowledge to practical issues.	
Innovation/ Creativity:	Work requires using original and creative thinking to develop new, moderately complex results. The results generally impact several work groups, a large project or an extended customer base.	
Working Conditions/ Physical Effort:	Work is typically performed in an office, library or computer room, and typically involves sitting at a desk or table with intermittent sitting, standing or stooping, and occasional lifting of 25 lbs. or less.	