



Job Title: Academic Coordinator For Clinical Education (ACCE); Physical Therapist Assistant Program

Organization: Cecil College
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Expires: June 29, 2018

JOB TITLE: Academic Coordinator for Clinical Education (ACCE); Physical Therapist Assistant program

DIVISION: Academic Programs

DEPARTMENT: Health and Human Services

REPORTS TO: Director of Physical Therapist Assistant Program

General Description: The Academic Coordinator for Clinical Education (ACCE) of the Physical Therapist Assistant (PTA) program will be responsible for the coordination and administration of the clinical component of the PTA program including, but not limited to developing, monitoring, and revising clinical education curriculum; selecting clinical education sites; facilitating the assessment and evaluation of PTA students; and maintaining documentation related to student clinical performance.

Specific Duties:

Develop, monitor, and revise the clinical education component of the curriculum.

Ensure that students are assigned to only those facilities in which a properly executed and unexpired written agreement is in place.

Facilitate quality learning experiences for students during clinical education.

Communicate and build relationships between the academic institution and affiliated clinical education sites

Assess and evaluate students' performance, collaboratively, to determine their ability to integrate didactic and clinical learning experiences and to progress within the curriculum.

Select clinical learning environments that demonstrate characteristics of sound patient/client management, ethical and professional behavior, and currency with physical therapy practice.

Collaborate with clinical faculty to promote, coordinate, plan, and provide clinical faculty development opportunities using effective instructional methodologies and technologies.

Provide documented records and assessment of PTA clinical education experiences, including records of current, signed contracts, letters of intent, clinical faculty qualifications and descriptive facility information.

Maintain student records verifying readiness for clinical experience assignment including health records, clinical readiness and facility specific criteria (such as HIPPA, universal precaution)

Assist in the development, coordination and revision of the program outcomes, course objectives and learning outcomes as necessary.

Assist in the development, implementation and application of assessments on program and course student learning outcomes.

Teach specific hours or contact hours per week as assigned, or the equivalent in educational requirements and activities.

Assist with the preparation of class schedules and teaching assignments

Assist with the coordination of textbook orders for the program

Participate in faculty and advisory council meetings, college committees and task forces.

Assist in the maintenance of student records related to clinical site requirements.

Assist with inventory of equipment and supplies within the program.

Assist with accreditation reports, reviews, etc. as required by the program

Description:

Assist with the maintenance of records, reports, examinations, data, and other program items as required by the college, accreditation, or governmental agencies.

Participate as assigned in related admissions and employment services activities.

Assist with student advisement and remediation.

Perform other duties as assigned.

Qualifications:

Graduate of an accredited PT or PTA program, or deemed equivalent program.

Licensed or eligible for licensure in the state where employed (Maryland).

Minimum of three years of full time post-licensure clinical practice as a PT or PTA.

Minimum of two years of clinical practice experience must include experience as a center coordinator of clinical education (CCCE) and/or clinical instructor (CI) in physical therapy, or a minimum of two years of experience in teaching, curriculum development and administration in a PT or PTA program.

Strong communication, organization, interpersonal and problem-solving skills.

Current knowledge and skill in the use of information and computer technology (e.g., word processing, e-mail, database) or proven ability to learn these skills.

Able to work with students with special needs based on the Americans with Disabilities Act (ADA).

Able to meet the faculty requirements as stated in the Evaluative Criteria for the Accreditation of Physical Therapist Assistant Programs.

Knowledge of legislative, regulatory, legal and practice issues affecting clinical education, students, and the profession of physical therapy.

Member of the American Physical Therapy Association.

Able to initiate, administer, assess, and document clinical education programs.

Able to work independently and coordinate work with colleagues and peers.

Able to travel, as needed.

Preferred Requirements--Possess all minimum requirements with the addition of (in no specific order)

- Prior teaching experience in PT or PTA program or equivalent coursework.
 - Earned bachelor degree or enrolled in or desire to pursue undergraduate studies.
 - Knowledge of education, management, and adult learning theories and principles.
 - Active in clinical practice, especially as applicable to clinical education.
 - Active in professional activities at local, state, and/or national levels.
 - Earned status as an APTA Credentialed Clinical Instructor.
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