



Director of Clinical Education, Respiratory Therapy Faculty Position Description

Job Title: Director of Clinical Education, Respiratory Therapy Program
Job Class: Instructional
Department: Health Sciences
Reports To: Respiratory Therapy Program Director
FLSA Status: Exempt
Compease: Grade 13
Approved By: Vice President of Academic Affairs
Approved Date: 01/25/23

I. Position Purpose

The Director of Clinical Education (DCE) will be responsible for curriculum, instruction, and will be an integral part of the student educational experience. The DCE will provide engaged instruction; develop curricula; assist the Program Director in conducting program, course, and student outcomes assessments; and advise and support students. The DCE will engage in the professional work to advance the College's mission by participating in institutional advancement, professional development, and community service in the pursuit of excellence. The Director of Clinical Education develops, conducts, and provides ongoing assessment of the clinical education for the Respiratory Therapy Program by performing the following duties:

II. Duties and Responsibilities

ORGANIZATION & ADMINISTRATION: The Director of Clinical Education (DCE) must be responsible for all aspects of the clinical experiences of students enrolled in the program, including organization, administration, continuous review and revision, planning for and development of locations (with appropriate supervision) for evolving practice skills, and the general effectiveness of the clinical experience. There must be evidence that sufficient time is allotted to the DCE so that his or her educational and administrative responsibilities can be met.

PROVIDE INSTRUCTION: The Director of Clinical Education (DCE) serves as a liaison between the academic institution and the affiliating clinical facilities and will have regular and consistent contact with clinical faculty, and clinical affiliates at all sites and locations. The DCE oversees the preparation, assignment, and supervision of students while on clinical rotations; recruits and develops clinical affiliation sites as needed; encourages and assists clinical site and clinical faculty development; participates in regional, state, and national clinical education activities and programs; coordinates all clinical education courses and serves as a member of the Department Curriculum Committee. The DCE functions as a faculty member and participates in faculty meetings; and demonstrates customer service orientation.

DEVELOP CURRICULUM AND CONDUCT ASSESSMENT: The Director of Clinical Education (DCE) will network with community and industry partners to build a strong advisory board; gather feedback from stakeholders to design curricula and develop program outcomes. The DCE will be responsible for assisting the Program Director in annual program assessment and comprehensive program reviews; gather and analyze data including student outcome, enrollment, retention, and completion data to support continuous improvement. The DCE will collaborate with business, industry, and professional organizations in order to understand changes in the field and explore future trends.

ENGAGE IN ADVISING & STUDENT SUPPORT: The Director of Clinical Education (DCE) will have regular and consistent contact with students. The DCE will engage students in the advising process;



meet with advisees face-to-face as often as needed; use institutional tools to create student plans and maintain documentation for each advisee; maintain required office hours compatible with student schedules; direct students to appropriate college resources; and evaluate graduation progress and completion.

PARTICIPATE IN INSTITUTIONAL ENGAGEMENT & ADVANCEMENT: The Director of Clinical Education (DCE) will work to advance the College's mission and vision; abide by the College's values, following policies and procedures; promote a positive working relationship across divisions; participate in committees and institutional activities; participate in program recruitment; support workforce development; and perform other job-related duties as assigned.

ENGAGE IN PROFESSIONAL DEVELOPMENT: The Director of Clinical Education (DCE) will formulate and implement goals for growth; identify personal professional development needs and participate in professional development for continuous improvement; maintain or attain appropriate certification, licensure, or credentials; and serve on community, state, and professional committees and boards.

DEMONSTRATE PROFESSIONALISM AND QUALITY CUSTOMER SERVICE: The Director of Clinical Education (DCE) will demonstrate professionalism and provide quality customer service in accordance with the College's values; maintain positive working relationships, and make decisions and solve problems. The DCE will maintain confidentiality, positive communication, accurate records, and an organized, safe working environment; exhibit flexibility, willingness to learn, ability to change, and maintain current technology skills.

III. Qualifications – Education, Experience, and Skills

- Bachelor's degree from an academic institution accredited by a regional or national accrediting agency recognized by the U.S. Department of Education.
 - **An Associate degree may be accepted if the employee is enrolled in a degree program which would result in obtaining a Bachelor's degree within a two-year time period.**
- Minimum of 4 years of experience as a Registered Respiratory Therapist with at least 2 years in clinical respiratory care.
- Minimum of 2 years of experience teaching in an accredited respiratory care program either as an appointed faculty member or as a clinical preceptor.
- Hold a valid Registered Respiratory Therapist (RRT) credential and current state license in the states of Ohio and West Virginia, or be registry eligible.
- Evidence of professional development in the field of concentration

Reasonable accommodations may be requested and reviewed according to the Americans with Disabilities Act (ADA).