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<b>Job Title</b>	Clinical Site Coordinator
<b>PVN ID</b>	LA-1902-002964
<b>Category</b>	Instruction and Social Service
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	Bilingual Medical Assistant Program
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$60,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Apr 21, 2019 (Or Until Filled)

## General Description

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The individual is primarily responsible for coordinating, managing, monitoring, and assessing the internship experiential learning component of the Bilingual Medical Assistant Training Program. Other duties include connecting students with employment opportunities after graduation, supporting recruitment and assessment of students for the program, and assisting the Medical Assistant Training Director and Student Success Manager in the development, implementation, and quality assurance of CCMA Programs.

### Organizational Structure:

The individual is assigned to the Bilingual Medical Assistant Training Program within the Workforce Development Department of ACE and works under the direction of the Medical Assistant Training Director.

### Characteristic Duties and Responsibilities:

#### Quality Assurance of Experiential Learning Component

- Visit all contracted sites at least twice each month to evaluate programmatic outcomes, site progress, and quality of offered clinical rotation experiences.
- Submit a written evaluation for each site visit to the Medical Assistant Training Director.
- Understands the clinical objectives and clinical evaluation system.
- Understands the sequencing of didactic instruction and clinical education.
- Correlates clinical education with didactic instruction by enforcing the policies regarding direct supervision, indirect supervision, and clinical competencies.
- Review student competencies and evaluations of each preceptor/site.
- Evaluate students' clinical performance.
- Communicate assessment findings (student evaluations, aggregate data, and site visit results) along with recommendations to the preceptors.
- Complete additional site visits as needed and document such visits for submission to the Medical Assistant Training Director.

## Recruitment and Expansion of Experiential Sites

- Actively seek out additional clinical sites to expand the opportunities for students to experience various clinical rotations in the five boroughs of New York City and Nassau, Suffolk, and Westchester counties.
- Build relationships at existing clinical sites to foster future opportunities.
- Evaluate new clinical internship sites and submit a written report to the Medical Assistant Training Director complete with recommendations.
- Collect required information and documents from new experiential sites and preceptors to initiate or expand the affiliation process.

## Experiential Site Development

- Monitor student evaluations of each clinical internship site.
- Share student evaluations with the site and preceptors and assist in improving the educational experience at the site if applicable.
- Evaluate the clinical site performance on an annual basis to assure instructional responsibilities are performed.
- Ensure clinical objectives are met and the preceptors follow the clinical evaluation guidelines.

## Student Placement

- Develop the internship matrix for each program based on the program syllabus.
- Ensure students receive a diverse clinical experience and are able to achieve necessary competencies.

## CCMA Course Administration

### Administrative Experiential Learning Policy and Procedure

- Maintains current knowledge of program policies, procedures, and student progress.
- Assist in evaluating the effectiveness of program policies and procedures.
- Implement and assist in the revision of program policies and procedures.
- Inform preceptors of new and modified policies and procedures.
- Ensure all sites and preceptors adhere to the policies and procedures.
- Participates in the assessment process.
- Ensures the health clearance for each student is current.
- Collaborate with faculty in periodic review and revision of the clinical course.
- Document the internship participation and outcomes for each student.

### Administrative Communication with Preceptor Sites

- Building positive working relationships with the employer / partner organizations.
- Manage and follow the terms of executed affiliation agreement with each training site.
- Provide clinical internship rotation updates to preceptors whenever necessary.
- Contact clinical site contacts to inform of changes to the internship schedule if necessary.
- Request verification of student attendance from preceptors when necessary.
- Provide assistance in outlining unique site requirements and in assuring LAGCC compliance with unique site requirements.
- Obtain annual updates from the site (contact information, updated procedures, etc.) and forward such information to the Medical Assistant Training Director.

### Administrative Communication with Students

- Inform students via email regarding the details for the next placement at least 30 days in advance.
- Provide internship updates to students whenever necessary.
- Informs student of health clearance requirements and procedures.
- Communicate the status of health clearance with each student via email.

#### Student Employment

- Proactively develop relationships with potential employers and connect graduates with employment opportunities, in coordination with the Career Development Center
- Follow up and track students' progress on employment opportunities post program graduation, including obtaining necessary verification of employment through paystubs or employer letters.

#### Recruitment and Assessment

- Support the team in recruiting, assessing, and selecting candidates for the program.

## Other Duties

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- Support the Medical Assistant Training Director to help assure effective program operation.
- Serve on additional projects and activities as assigned by the Medical Assistant Training Director.

## Qualifications

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- Minimum Associate's Degree from an accredited school is required.
- Experience managing partnerships with multiple organizations.
- Experience working as a Medical Assistant or equivalent healthcare occupation required;
- Experience teaching in a CCMA program as lecturer or skills instructor; or Clinical Coordinator experience preferred.
- Ability to be flexible and work as a team player.
- Valid driver's license.
- Prior administrative experience required.
- Must have excellent written and verbal communication skills.
- Proficient in the use of electronic applications (MS Outlook, MS Word, MS Excel, and MS Access)
- Some weekends and evenings hours required.