

UW HEALTH JOB DESCRIPTION

Clinical Education Coordinator – Diagnostic Medical Sonography – GVS

Job Code: 500025	FLSA Status: Exempt	Mgt. Approval: M. Cordio	Date: December 2023
Department: HR – Ultrasound Tech School		HR Approval: S. Whitlock	Date: December 2023

JOB SUMMARY

The Clinical Education Coordinator / Didactic Instructor - General Vascular is responsible for coordinating clinical education with didactic education. The Clinical Education Coordinator ensures that course and clinical laboratory exercises meet course objectives, for each course they teach. The position requires the incumbent to independently arrive at decisions after consulting a wide spectrum of information sources.

The Clinical Education Coordinator must have broad knowledge and experience in the application of ultrasound to a wide range of specialties including advanced general sonographic imaging and pathology and vascular sonography. This individual is responsible for ensuring that students are well prepared for the certification examinations conducted by the American Registry of Diagnostic Medical Sonographers.

MAJOR RESPONSIBILITIES

- Assists with planning academic curriculum.
 - Evaluates effectiveness of teaching by reviewing graduate performance on national certification examinations, employer surveys, graduate surveys, and student surveys.
 - Participates in updating curricular changes with academic faculty.
 - Reviews and evaluates new teaching materials with school faculty.
 - Organizes clinical education and corresponding clinical rotation schedules.
- Monitors Clinical laboratory exercises and grading.
 - Evaluates effectiveness of clinical training from employer and recent graduate surveys, clinical competency tests,
 - student evaluations, etc.
 - Reviews student evaluations of clinical laboratory exercises.
- Develops and maintains relationships with multiple departments and institutions to provide clinical training for sonography students.
 - Communicates with clinical instructors regarding continuing education activities.
 - Attends advisory committee meetings.
- Acts as a staff sonographer for UWH in the Diagnostic Medical Sonography Imaging Department as needed.
 - Supports a clinical schedule of patients with students in the clinical setting.
- Supervises sonography students.
 - Assists with student research projects to include IRB submissions.
 - Provides individual tutoring to students when needed.
 - Participates in student disciplinary actions as needed.
 - Schedules and maintains site visits to all General and vascular sonography clinical education centers.
 - Assigns clinical grade.
- Conducts formal lectures, laboratory demonstrations, review classes and examinations.
 - Selects new textbooks and recent journal articles to update lecture content.
 - Prepares detailed written handouts and audiovisual materials for each lecture.
- Engages in continuing education activities.
 - Maintains and updates clinical skills by performing and observing patient diagnostic ultrasound examinations.
 - Contributes knowledge to the field by publishing professional papers and participating in research.
 - Serves as a community resource for information on topics in diagnostic medical sonography through lecturing at local meetings.
- Performance Measures
 - Develops clinical rotations in Diagnostic Medical Sonography.
 - Implements clinical and didactic education of all students. Course objectives are known and communicated to students and staff.
 - Ensures completion of evaluations and competency testing of students in an accurate and timely manner.
 - Keeps informed of new diagnostic medical sonography procedures, equipment, and methods.
 - Maintains all clinical records and academic records.
 - Meets all school performance standards for faculty as mandated by JRCDS accreditation.

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ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Bachelor's degree
	Preferred	Master's degree in Education
Work Experience	Minimum	Two (2) years full-time professional experience as a diagnostic medical sonographer in general and/or vascular technology
	Preferred	Five (5) years full-time professional experience as a diagnostic medical sonographer and vascular technologist and two (2) years experience teaching didactic sonography coursework
Licenses & Certifications	Minimum	ARDMS Certification in RDMS-AB and RDMS-OB and RVT
	Preferred	ARDMS, RDCS (AE) (PE) RDMS (AB, OB), RVT
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Ability to perform diagnostic abdominal, obstetric, gynecologic, breast, and vascular ultrasound examinations. • Ability to technically assess diagnostic ultrasound examinations. • Ability to understand scientific publications on topics related to ultrasound imaging at the physician level. • Ability to explain complex concepts involving anatomy, physiology, pathology, physics and image interpretation. • Ability to organize, coordinate, and integrate complex two year academic and clinical lab exercises. • Ability to supervise and motivate students. • Ability to teach to a variety of learners and abilities.

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input type="checkbox"/>	Infants (Birth – 11 months)	<input type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input type="checkbox"/>	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
<input type="checkbox"/> Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
<input type="checkbox"/> Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
<input checked="" type="checkbox"/> Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
<input type="checkbox"/> Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#

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	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.