

UW HEALTH JOB DESCRIPTION

Clinical Education Coordinator - Radiology

Job Code: 500003	FLSA Status: Exempt	Mgt. Approval: B. Willey	Date: 3-17
Department : 80410		HR Approval: CMW	Date: 3-17

JOB SUMMARY

Under the general direction of the Chairman, Director of Radiology, and under specific guidance from the Program Manager, the Clinical Education Coordinator assumes responsibility with other SRT faculty for didactic and clinical education within the School of Radiologic Technology and assists with administering the School of Radiologic Technology rules, regulations, and policies in compliance with current Joint Review Committee on Education in Radiologic Technology (JRCERT) Standards.

The SRT Clinical Education Coordinator must be proficient in curriculum development, supervision, instruction, evaluation and academic advising. This individual plans and implements the clinical education rotations for students of the School of Radiologic Technology in all areas of the UWHC Radiology Department, UWHC satellite clinics, other medical facilities on campus and in the area, and JRCERT recognized clinical education settings. Together with the Program Manager, this individual develops and coordinates radiologic technology education with all medical, nursing, supervisory, technical, and ancillary personnel throughout the Radiology Department, within the hospital, and with other JRCERT recognized clinical education settings. This individual is responsible for arranging and conducting site visits to clinical education settings, documenting the results, and maintaining site visit records. The quality of education imparted directly impacts the accuracy of medical diagnosis and the quality of patient care at UWHC, UWHC affiliates, and wherever graduates of the School practice the profession of radiologic technology. This individual serves on the SRT Advisory Committee, SRT Admissions Committee, SRT Student Commission, and all other School Committees and will assume the role of Chair in the absence of the SRT Education Program Manager.

Problems encountered on a daily basis can be extremely complex due to the technical complexity of the equipment and instrumentation, procedures performed, and the constantly changing innovations in medical imaging. Logistical coordination is often difficult due to the magnitude of activities in the department, the large number of students, and the various levels of individuals involved including physicians, supervisors, technical personnel, nurses, and ancillary personnel. This individual shares responsibility with the Program Manager for the conduct of students in the department. This requires a thorough understanding of all policies as they relate to both employees and students. This individual must be capable of creative problem solving and implementation of solutions to problems as they arise within the School of Radiologic Technology. This individual assumes responsibility for all School functioning and activities in the absence of the SRT Education Program Manager.

The SRT Clinical Education Coordinator must be capable of understanding scientific publications and topics related to medical imaging at the advanced practitioner level. This individual must possess a broad knowledge base and experience in the application of radiologic technology to include a wide range of procedures encompassing general, fluoroscopic, angiographic, computed tomography, magnetic resonance, mammography, surgical, and trauma imaging. This individual is responsible for ensuring that students are well prepared for the certification examination conducted by the American Registry Radiologic Technologists (ARRT) to include the major topics areas of:

- Radiation Protection
- Equipment Operation and Quality Control
- Image Production and Evaluation
- Radiographic Anatomy and Procedures
- Patient Care and Education

The SRT Clinical Education Coordinator must be capable of teaching courses on any of these topics. The incumbent is required to participate in a dynamic, constantly evolving curriculum, driven by the rapid pace of technological change in imaging methods, equipment and instrumentation, the expanding scientific knowledge base, and advances in instructional technology.

The position requires a high level of organizational skill. UW faculty and staff members may be called upon to contribute to academic programs as guest lecturers. Clinical training involves many instructors in multiple clinical education centers. The incumbent is responsible for the correlation and instruction of the didactic, laboratory, and clinical education activities that comprise the curriculum.

The SRT Clinical Education Coordinator's responsibilities shall include didactic and clinical instruction across the curriculum. The incumbent shall support the SRT Education Program Manager to help assure effective program operation, coordinate clinical education and evaluate its effectiveness, participate in the on-going assessment process, cooperate with the Program Manager in the periodic review and revision of course materials, maintain current knowledge of radiographic imaging and educational methodology through continuing professional development, and maintain current knowledge of program policies, procedures, and student progress.

Excellent communication and organizational skills are essential. The SRT Clinical Education Coordinator is responsible for ensuring that clinical learning objectives and desired student outcomes are known and communicated to students and staff. This individual, together with the SRT Education Program Manager, will act to assure that appropriate course materials are selected, developed, and are well organized. The incumbent must be able to motivate and inspire students and interact with a wide variety of imaging professionals, physicians, professors, administrators, patients, and the general public. Because the educational effort of most guest lecturers and clinical education

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staff is without monetary compensation, their participation depends upon a positive relationship with all school faculty members. The position requires the ability to collaborate with colleagues and arrive at decisions after consulting a wide spectrum of information sources

MAJOR RESPONSIBILITIES

I. Serve as Clinical Education Coordinator of the UWHC School of Radiologic Technology:

- A. Is proficient in curriculum development, supervision, instruction, evaluation and academic advising.
- B. Correlates clinical education with didactic education.
- C. Supports the SRT Education Program Manager to help assure effective program operation.
- D. Successfully and efficiently develops and implements clinical education rotations for students in the School of Radiologic Technology.
- E. Supervises clinical education rotations and the evaluation process.
- F. Insures completion of students' evaluations and competency testing in an accurate and timely manner.
- G. Assumes responsibility for maintaining student clinical education records.
- H. Maintains student attendance records.
- I. Maintains current knowledge of new radiographic procedures, equipment and instrumentation, and imaging methods.
- J. Cooperates with the SRT Education Program Manager in the periodic review and revision of clinical course materials.
- K. Arranges and conducts site visits to clinical education settings, documents findings, and maintains site visit records.
- L. Serves on the School's Advisory Committee, Admission Committee, and Student Commission and serves as Chair in the absence of the SRT Education Program Manager.

2. Performs as a didactic instructor within the School of Radiologic Technology:

- A. Teaches or is able to teach all courses in the curriculum as assigned by the SRT Education Program Manager.
- B. Communicates course objectives and learning outcomes to students and staff.
- C. Assumes instructional responsibilities in the absence of the SRT Education Program Manager.
- D. Maintains academic records of all course taught.
- E. Maintains proficiency in new technologies, imaging research, and instructional methodology.

3. In conjunction with the School of Radiologic Technology Education Program Manager:

- A. Ensure the system of clinical education for School of Radiologic Technology students is effective, correlated to didactic education, and competency-based.
- B. Selects and develops appropriate course materials.
- C. Supervise students and recommend disciplinary action when warranted.
- D. Counsel and provide academic and behavioral advisement to students.
- E. Participates in the assessment process.
- F. Collaborates with the SRT Education Program Manager in the development of new teaching methods and techniques.

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

JOB REQUIREMENTS

Education	Minimum	Bachelor's degree
	Preferred	Bachelor's degree in Education
Work Experience	Minimum	Two (2) years clinical experience as a radiographer and one (1) year of experience as an instructor in an accredited School of Radiologic Technology

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	Preferred	Three (3) years clinical experience as a radiographer and two (2) years of experience as an instructor in an accredited School of Radiologic Technology
Licenses & Certifications	Minimum	ARRT certification in Radiography Licensed by the State of WI as a licensed radiographer
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Proficient in curriculum development, supervision, instruction, evaluation and academic advising. • Possesses thorough knowledge of instructional methods and assessment of competency in regard to student radiographer performance • Possesses thorough knowledge of radiography practice standards and best practices • Possesses thorough knowledge of current and developing imaging technologies • Effectively supervise, instruct, and evaluate students. • Possesses effective written and oral communication skills • Possesses exceptional organizational skills. • Engages in continuing education activities, professional development, and growth.

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,

	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		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
Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, 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
x 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
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#
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#
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#
List any other physical requirements or bona fide occupational qualifications:			

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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.