Title: Clinical Coordinator

Pay Scale Group: 15

Essential Function

Under general supervision from a designated administrator, coordinate the evaluation of students in the performance of medical procedures.

Characteristic Duties

- Provide functional supervision over clinic and field students conducting medical procedures in a clinic setting. Assure student compliance with protocols.
- Assist in assigning work and resolving operational problems.
- Supervise the planning and preparation of laboratory for experimentation.
- Design and maintain databases as necessary.
- Assign work; ensure proper workflow of the unit; act as lead worker.
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with three (3) years experience; -OR- Associate’s degree with five (5) years experience. Experience must be in a related field (e.g., clinical instruction, radiography, etc.). Must be licensed and registered in appropriate health field.

Last updated: 1-9-07

An affirmative action/equal opportunity institution