

Allied Health Instructor
Job Descriptions

Allied Health adjunct:

Phlebotomy, Medical Assistant, Pt. Care Technician, EMT, Pharmacy Technician

Qualifications:

- Applicant must hold current healthcare professional license, i.e., RN, LPN, Phlebotomist, Radiography, EMT
- Applicant must be eligible to complete an instructor course through NCCT.
- Applicant must have excellent oral and written communication skills
- Applicant must possess ability to provide leadership in planning, supervising, collaborating, and implementing ideas and programs related to the position.
- One year of clinical experience is required.

Summary:

The Allied Health Instructor is responsible for developing Allied Health programs at regional locations, incorporating curriculum development and evaluation, as well as clinical coordination of the designated program(s) and compliance to all federal, state, or accreditation agency regulations. This person must have the ability to keep calm during difficult circumstances and the ability and desire to maintain a professional attitude.

Specific Responsibilities:

- Instruction and/or support of instruction in Allied Health Programs including but not limited to: Medical Assistant, Phlebotomy, Patient Care Technician, Pharmacy Technician, Medical Office Assistant, and CPR.
- Develop Allied Health course schedules
- Ensure that any state and federal applicable regulations are followed.
- Maintain records for student files according to state and federal requirements.
- Ensure that students complete the minimum number of required instructional and clinical hours prior to advancement of certification exams.
- Assist and recruitment events for Allied Health students.
- Maintain facilities to ensure cleanliness and orderly appearance.

- Support other academic/professional programs at the regional site, including client relations and student support.
- Other duties as assigned by Allied Health Director.

Essential Responsibilities:

- Working hours necessary to perform job requirements satisfactorily on a regular basis
- Managing absences from work in a responsible manner to ensure service to university faculty, staff, and students.
- Complying with Campbellsville University policies and practices and seeking clarification of them when necessary.
- Honor the mission of Campbellsville University and abide by rules and regulations and Standards of Conduct outlined in the Administrative Policies and Procedures Manual.