



## **CLINICAL INSTRUCTOR**

### **Surgical Technology**

#### General Description

The Clinical Instructor will be a clinical resource person for the Surgical Technology students and will be responsible for their clinical assignments, simulation and clinical evaluations.

#### Specific Qualifications

The clinical coordinator/instructor of Surgical Technology is primarily responsible for the planning, delivery, and evaluation of classroom, laboratory, and clinical instruction. This role also involves providing essential services and support activities that promote optimal student learning and ensure effective educational programming. As a member of the Surgical Technology faculty, the clinical coordinator/instructor is accountable for assisting the program director and/or department dean, as needed, to fulfill the instructional and curricular requirements of the program, department, and division. More specifically, this aligns with the employee's current contract of appointment.

#### Duties and Responsibilities

1. Teach all assigned courses (contact hours as stated in your contract) for the entire duration of the scheduled instruction.
2. Prepare instructional plans for each class session in accordance with the stated objectives of the course.
3. Enforce academic policies and procedures at all times and comply with all institutional rules and regulations related to classroom instruction and general employment.
4. Identify at-risk students and provide tutoring and program plans to support their success. Offer guidance and academic assistance.
5. Participate in advising and registration activities each semester. Serve as an educational advisor to assigned students as required or requested.
6. Assist in the revision and development of program documentation.
7. Develop detailed instructional plans for each class session, ensuring they align with the course's stated objectives. Consistently uphold academic policies and procedures throughout the teaching process. Additionally, adhere to all institutional rules and regulations that pertain to classroom instruction and your overall employment responsibilities. This includes maintaining a positive learning environment and reinforcing the expectations set forth by the institution.
8. Attend program, departmental, divisional, and institutional meetings, as well as other announced activities.
9. Ensure that you keep your office and on-campus hours at a level that effectively fulfills all of your contracted responsibilities and professional commitments. Additionally, make sure these hours are aligned with the needs of the program, department, division, and the College as a whole, allowing for accessibility and support for students and colleagues alike.

10. Take advantage of in-service training and other opportunities for continued professional development, including attendance at off-campus activities when feasible, and stay current with developments in the field of instruction.
11. Act as a vital link between the clinical faculty, the program director, and various affiliate agencies to ensure effective scheduling and coordination of clinical rotations. This involves facilitating communication, organizing timetables, and addressing any logistical challenges that may arise, all to enhance the educational experience for students and ensure smooth operations within the clinical training environment.
12. Orient clinical faculty and preceptors on effective clinical instruction and evaluate their methodologies to identify strengths and improvement areas. Develop targeted recommendations to enhance teaching quality. Additionally, create a well-organized clinical rotation schedule that ensures equitable access to diverse clinical experiences for all students, promoting comprehensive training and development.
13. Make routine visits to each affiliated institution that provides clinical experience for students, focusing on evaluating the quality of instruction and the thoroughness of record-keeping practices. Additionally, seek out new clinical placement opportunities and work to establish formal contractual agreements with these sites to enhance students' learning experiences.
14. Oversee the integration and administration of both clinical and theoretical components of the Surgical Technologist program, ensuring a comprehensive and effective educational experience for students. This includes the detailed coordination and ongoing revision of the clinical education plan to align with current industry standards and best practices. Actively assess the program's curriculum and clinical experiences, providing well-considered recommendations for enhancements and improvements to the Program Director.
15. Maintain proper communication and supportive relationships with all units and branches of the division and the College, assisting them in fulfilling their respective functions.  
of instruction.
16. Take on additional responsibilities and complete various tasks as designated by the program director and department dean, ensuring that the needs of the program, department, division, and College are effectively addressed. This may include engaging in special projects, collaborating with colleagues, and contributing to initiatives that support the overall goals and objectives of the institution.

**Note:** It is recognized that division of the duties of the Clinical Instructor and those of the individual student's preceptor may vary among departments. Therefore, some of the duties listed for the Clinical Instructor may be delegated to the staff members who are acting as preceptors (e.g. determining individual student case assignments and monitoring and assessing student progress, conducting weekly evaluation conferences with each student, providing guidance and suggestions for student improvement, and completing the Clinical Evaluation Form) but the responsibility for assuring that these activities occur remains with the Clinical Instructor.