



**Position Title:** Academic Coordinator of Clinical Education  
**Reports To:** PTA Program Director  
**Classification:** Exempt  
**WC Code:** 8869  
**Position Type:** Fourth Level Administrator

### **Major Responsibilities**

The Academic Coordinator of Clinical Education instructs, directs and supervises the students in the clinical rotation sites; assists in curriculum development; and conducts formal lectures and lab instruction. The ACCE ensures clinical rotations meet the standards outlined by Florida National University, and accrediting bodies SACS and CAPTE; coordinates the clinical rotation experience with the didactic segment; and maintains positive relationships with rotation sites.

### **Specific Duties and Responsibilities**

1. Reads, understands and complies with the University's mission, the catalog, the College's policies and procedures, the Faculty Handbook, and the institutional effectiveness process.
2. Responds to communications via e-mail/voice-mail on a daily basis.
3. Ability to communicate and work with a diverse population.
4. Ability to perform in and contribute to a team setting.
5. Assist the program director with program development and the accreditation process to achieve application for candidacy status.
6. Maintaining current knowledge of the discipline and educational methodologies through continuing professional development.
7. Creating, refining and maintaining positive relationships with new and existing clinical rotation sites and CCCEs.
8. Ensures academic and clinical compliance with all regulatory, legal and accreditation requirements.
9. Ensures proper record-keeping and documentation of clinical activities and also preserves student clinical records while dutifully keeping student confidentiality
10. Evaluates and facilitates clinical education effectiveness via regularly scheduled visits to the clinical education sites.
11. Facilitates and ensures appropriate levels of supervision and instruction of the students in the clinical setting.
12. Educates and directs clinical instructors regarding the clinical competency evaluation process .

13. Coordinates student assignments while giving consideration to patient variety, health care settings, clinical site and student expectations, types of learning experiences and strengths/limitations of clinical experiences.
14. Creation, maintenance and distribution of a clinical education manual.
15. Participates in and correlates clinical education with didactic education.
16. Evaluates students and clinical sites while also participating in the assessment process of each clinical site, student, CI and CCCE.
17. Supports the program director to assure effective program operation, administration and facilitation.
18. Arranges for periodic and or impromptu visits/communication to students, clinical education sites and clinical faculty as needed to problem solve, support, and discuss pertinent issues with students, CIs, and/or CCCEs.
19. Develops remedial experiences for students, if necessary. Confers with the appropriate faculty (clinical and academic), the Program Director, Division Head and Dean.
20. Participates in curriculum planning, coordination of teaching schedule, updating syllabi and course outlines.
21. Monitors the changing health care delivery system and advises the Program Director and faculty of changing trends and potential impact on student enrollment, instruction, curriculum design, clinical education, and equipment needs.
22. Collaborates with the program director in periodic review and revision of clinical course materials to ensure up to date compliance and optimal student clinical experiences.
23. Represents the University, internally and externally, by participation on boards and committees and/or community service.
24. Attends all program and University meetings, advisory board meetings and in-services as scheduled.
25. Participates in graduation ceremonies.
26. Maintains current knowledge of program policies, procedures, and student clinical and academic progress.
27. Performs other duties as assigned.

#### **Requirements for this position**

- Graduate of an accredited physical therapist assistant or physical therapist program, or deemed equivalent program.
- Earned associate degree as a physical therapist assistant or at least Master's degree as a Physical Therapist.
- Licensed in the state of Florida as a Physical Therapist or Physical Therapist Assistant.
- Minimum of 3 years of clinical experience as a Physical Therapist assistant or Physical Therapist.
- Minimum of 2 years of clinical teaching and/or clinical coordination experience.

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be construed as an exhaustive list of all tasks, duties, skills and/or responsibilities required for this position in each Campus at all times. Tasks, duties, skills and/or responsibilities may vary from individual to individual, campus to campus and over time, depending upon various factors. These are general guidelines for this job position.

If you wish to apply for this position, please click on the link below:

[https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu&ccId=19000101\\_000001](https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu&ccId=19000101_000001)