



Position Title: Cardiopulmonary Physical Therapy Adjunct Faculty
Reports To: PTA Program Director

Major Responsibilities: The Cardiopulmonary Physical Therapy (CPT) Adjunct Faculty instructs, directs and supervises the students in the Cardiopulmonary Physical Therapy course; assists in curriculum development; and conducts formal lectures and lab instruction. The CPT Adjunct Faculty ensures course instruction meets the standards outlined by Florida National University, and accrediting bodies SACS and CAPTE; coordinates the course classroom, lab and field trip experiences within the didactic segment; and maintains positive relationships with faculty, staff, and students.

Specific Duties and Responsibilities:

1. Reads, understands and complies with the University's mission, the catalog, the University's policies and procedures, the Faculty Handbook, and the institutional effectiveness process.
2. Responds to communications (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. Maintaining current knowledge of the discipline and educational methodologies through continuing professional development.
6. Ensures academic compliance with all regulatory, legal and accreditation requirements.
7. Ensures proper record-keeping and documentation of classroom activities and also preserves student clinical records while dutifully keeping student confidentiality
8. Facilitates and ensures appropriate levels of supervision and instruction of the students in the laboratory.
9. Coordinates student assignments and lab activities while giving consideration to patient variety, health care settings, student expectations, and types of learning experiences.
10. Supports the program director to assure effective program operation, administration and facilitation.
11. Develops remedial experiences for students, if necessary. Confers with the appropriate faculty, the Program Director, Division Head and Dean.
12. Participates in curriculum planning, coordination of teaching schedule, updating syllabi and course outline(s).
13. 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.
14. Collaborates with the program director in periodic review and revision of course materials to ensure up to date compliance and optimal student experiences.

15. Represents the University, internally and externally, by participation on boards and committees and/or community service.
16. Attends all program and University meetings, advisory board meetings and in-services as scheduled during Winter Semester as applicable.
17. Maintains current knowledge of program policies, procedures, and student clinical and academic progress.

Requirements:

1. Cardiac & Pulmonary Rehab or CCS experience
2. 1 + years of experience
3. Must possess a DPT or PHD.
4. Must be a Physical Therapist

Note: The use of computers and college resources is limited to school business purpose. Installation of any software is prohibited.

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.

Name: _____

Signature: _____

Date: _____