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| <b>Job Title:</b>  | <b>Respiratory Care Simulation &amp; Skills Lab Coordinator</b> | <b>Job Number:</b>  | <b>ACAD-0030</b> |
| <b>Department:</b> | <b>Academic Affairs-Respiratory</b>                             | <b>Job Grade:</b>   | <b>32M</b>       |
| <b>Reports To:</b> | <b>Director of Respiratory Care Program</b>                     | <b>FLSA Status:</b> | <b>Exempt</b>    |

**Job Purpose and Objectives:**

Responsible for the coordination and management of the Respiratory program's skills lab and simulations for Labette Community College. The coordinator will teach designated courses, assist with program accreditation, and assist with the recruitment of potential students.

**Supervisory/Management Responsibilities:**

☐ Yes ☒ No

This position is responsible for the supervision/leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

**Job Competencies: Essential Functions** include the following. Duties and responsibilities, as required by business necessity, may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Schedule and shift assignments, and work location may be changed at any time, as required by business necessity.

1. Assists the Respiratory Care Program Director throughout the CoARC accreditation process, establishes and implements department goals, and assists in hiring and the development of new faculty
2. Develops, implements, updates, and monitors simulation lab policies, procedures, use, and operations
3. Monitors and schedules the use, signing out, and movement of simulation lab equipment
4. Updates and refines simulation/skills lab experiences based on needs and to serve as a resource for students' use of simulation/skills lab in classroom/lab activities
5. Develops, presents, evaluates, and refines scenarios for simulation/skills lab experiences, utilizing role playing, props, and dialogue to create a realistic learning environment
6. Assists in the recruitment and selection process of students for the program
7. Creates and maintains a respectful and professional working environment, incorporating active learning, reflective thinking, and a confidential debriefing process
8. Performs remediation with students in the program
9. Assists in the use of clinical software, evaluates clinical program, assists in evaluating educational program, students, and any other duties necessary to provide for program effectiveness
10. Works cooperatively with advisory committee, program director, and instructors to ensure logical sequencing of the curriculum objectives through didactic, simulation/skills lab, and clinical components of the program
11. Maintains current knowledge of legislative, regulatory, legal, and practice issues affecting respiratory care education, students, and the profession
12. Ability to travel to meetings/conferences and other educational opportunities as directed by the Respiratory Care Director
13. Identifies the need for and provides training for the simulation/skills labs as necessary
14. Teaches online didactic simulation/skills lab or clinical courses within the program as assigned and maintains accurate records/grades in a timely manner
15. Evaluates students' performance to determine their ability to integrate didactic, simulation/skills lab, and clinical learning experiences and to progress within the curriculum
16. Assists in coordinating development, scheduling, evaluation, and revision of curriculum
17. Maximizes available resources for the simulation/skills labs
18. Assists the program director in developing and administering a departmental budget
19. Serves on institutional committees as assigned by the program director and Vice President of Academic Affairs
20. Assists in developing departmental strategic, operational, and technology plans
21. Participates in public relations activities and promotes the program within the region
22. Consults with the Program Director and clinical education centers on matters pertaining to institutional policies, program accreditation and student supervision, scheduling, and evaluation
23. Communicates news and current information to all concerned stakeholders, including the academic institution, clinical education sites, clinical faculty, and students
24. Consults with various staff within the institution regarding resource sharing, enrollment, financial aid, budget, student accounts, and other
25. Additional hours may be required on occasion
26. Enforces and maintains compliance with all federal, state, and local laws and ordinances
27. Performs other duties as assigned or deemed necessary

28. Complies with all organizational and departmental policies and procedures
29. Operates all job-related equipment, machinery, tools, and other aids as required or needed
30. Protects and maintains any confidential information you have access to, whether oral, written, or electronic
31. Other travel may be required on occasion

**Position Requirements and Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Position Requirements:**

1. Associate's degree in Respiratory Care from a CoARC-approved program
2. Two years of clinical experience in the Respiratory Care field
3. Bachelor's degree in a related field preferred
4. Preferred previous experience in a Respiratory Care academic program and/or administrative experience in Simulation/Skills Lab, and two years of experience in teaching, curriculum development, and administration in a Respiratory Care Program
5. Preferred two years of critical care experience in the Respiratory Care field

**Certifications / Licenses:**

1. Licensure and Certification as a Respiratory Therapist
2. Active membership in state and national professional organizations
3. NBRC (National Board of Respiratory Care) credential required
4. RRT (Registered Respiratory Therapist) required

**Skills/Knowledge/Abilities:**

1. Working knowledge of computer systems and software
2. Excellent time management skills and ability to multitask and prioritize work
3. Ability to fulfill all duties with minimal supervision and to work independently
4. Assess situations rapidly and make logical decisions in a timely manner
5. Analyze facts and exercise sound judgment
6. Ability to effectively manage projects and multiple priorities simultaneously
7. Strong written and verbal communication skills
8. Problem-solving and critical thinking skills
9. Strong math, spelling, computer, and calculator abilities
10. Ability to communicate in a professional, calm, and courteous manner with the general public and employees
11. Attention to detail

**Work Environment and Physical Demands:** The work environment characteristics and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to perform the essential functions of the job, with or without accommodation.
- Must be able to work in a multi-tasked, high-volume environment.
- Daily attendance is required; schedules may fluctuate to accommodate needs, deadlines, and delivery of services. Attendance is required at position and college meetings and trainings, some of which may be out of the primary work area.
- Frequent periods of sitting, standing, walking, and carrying items will be required.
- Average use of computers, phones, and other position-related technology required per position.
- Office located on \_\_\_\_1st\_\_\_\_ floor of building. Office with \_\_\_\_0\_\_\_\_ # windows.

Confidential and/or sensitive information, if any, is accessible by an employee to perform the duties of the job:

- |  |   |
|--|---|
| <input type="checkbox"/> Employee Information                  | <input type="checkbox"/> Managerial Information   |
| <input checked="" type="checkbox"/> Organizational Information | <input type="checkbox"/> Professional Information |
| <input type="checkbox"/> Customer / Contact Information        | <input type="checkbox"/> Other:                   |

Personal contacts an employee makes with others (face-to-face and telephone) to perform the duties of the job:

- ☒ Within the immediate organization, department, office, project, or work unit, and in related or support units;  
☐ and/or with members of the public in very highly structured situations

- ☒ With employees in the same organization, but outside the immediate department or division and/or with members of the public, as individuals or groups, in a moderately structured setting
- ☐ With individuals or groups from outside the organization in a moderately unstructured setting. The contacts are not established on a routine basis; the purpose and extent of each contact is different.
- ☐ With high-ranking officials from outside the organization at national or international levels in highly unstructured settings

**Acknowledgement:**

*This job description was reviewed with me and I understand that nothing in this job description restricts The Organization's right to assign, reassign or eliminate duties and responsibilities to this job at any time This job description reflects The Organization's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions This job description is not intended as a contract of employment, nor to be construed as a guarantee of employment for any specific period of time or any specific type of work I agree and acknowledge that my employment is "at will" and can be terminated, with or without cause or notice, at any time by The Organization or myself.*

|   |                    |               |
|---|--------------------|---------------|
| _____<br>Employee Name (Print)                    | _____<br>Signature | _____<br>Date |
| _____<br>Supervisor / Department Director (Print) | _____<br>Signature | _____<br>Date |

| Revision History |                 |            |   |
|------------------|-----------------|------------|---|
| Revision #       | Revision Author | Date       | Description of Revision(s)                            |
| 00               | Haley Walker    | 07/08/2025 | Corrected spelling and grammar, added to job purpose. |
| 01               |                 |            |   |
| 02               |                 |            |   |
| 03               |                 |            |   |