<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Clinical Coordinator</th>
<th>FLSA Category:</th>
<th>Non-Exempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Administration</td>
<td>Reports to:</td>
<td>Clinical Services Manager</td>
</tr>
<tr>
<td>Division:</td>
<td>Clinical</td>
<td>Travel Required:</td>
<td>Yes</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>Depending on Qualifications</td>
<td>Position Type:</td>
<td>Full time</td>
</tr>
</tbody>
</table>

### Job Description

**Role and Responsibilities**

The Clinical Coordinator supports clinical programs through the coordination of assigned clinical services.

**Principal Duties:**

The following duties are not inclusive of all responsibilities and the incumbent may perform other duties as assigned by the Clinical Services Manager:

- Provide summary reports on system performance, adherence to appropriate standards of care, and provide recommendations for improvement.
- Within the Clinical Division, assist in evaluating new equipment and make recommendations on continued use of equipment and supplies.
- Serve on internal and external committees, including local, regional, and state committees as assigned by the Clinical Services Manager.
- Exhibit a high degree of responsibility for confidential matters.
- Maintain confidential credentials files and electronic medical staff database.
- Analyze raw data for examination of patterns, trends, relationships, and statistical significance.
- Assist with pre-employment screening and evaluation process for potential employees.
- Assist with clinical operating guideline development and associated education.
- Assist with the design, implementation, and administration of training programs for system responders.
- Design, implement, and coordinate training programs, courses or certifications as deemed necessary by HCEC.
- Conduct random ePCR case review to measure applicable compliance metrics, and subsequent organization, filing, and appropriate distribution of all quality improvement data, findings, and recommendations.
- Assist with projects, research, and studies by organizing, retrieving, and filing case review data.
- In conjunction with the Reserve Program Coordinator, coordinate the integration of reserve personnel within all required HCEC divisions.
- Assist with emergency management planning and disaster preparedness initiatives.
- Work collaboratively with others in the organization to assure high levels of Customer Satisfaction.
- Assist with research projects as available.
- Assist with the clinical credentialing of HCEC staff and affiliated first responder agencies.

### Qualifications and Education Requirements

**Education and Training**

The Clinical Coordinator must be certified or licensed and a member in good standing with the Texas Department of State Health Services as a Paramedic. Clinical Coordinator should have a minimum of five (5) years experience at the Paramedic Level with two (2) years in an In-Charge or Senior Medic status or equivalent. Experience with the National Academies of Emergency Dispatch EMD Protocols is preferred, but not required. An Associate Degree of Applied Science in Emergency Medical Technology or a four-year degree in a position related field is preferred.

**Technical Requirements**

- Proficient word processing, database, and spreadsheet skills required.
- Basic Email and internet skills required.
- A basic understanding of medical databases and data reporting and analysis is required.
- Experience with Intermedix ePCR preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS**

- Texas Department of State Health Services EMT-Paramedic or Licensed Paramedic and EMS Instructor certification required.
- National Academies of Emergency Dispatch Advanced Emergency Medical Dispatcher required or obtained within 6 months of hire.
- National Academies of Emergency Dispatch Quality Assurance certification required or obtained within 6 months of hire.
- Basic Trauma Life Support/PHTLS Instructor certification preferred.
- Advanced Cardiac Life Support Instructor certification preferred.
- Advanced Medical Life Support Instructor certification preferred.
- Pediatric Advanced Life Support/PEEP Instructor certifications preferred.
- Current Texas Drivers License required.
- Remain insurable by the current insurance vendor of HCEC.
- Must meet the requirements for credentialing as an In-Charge Paramedic within the HCEC system within 6 months of hire.

**PREFERRED SKILLS**

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general medical periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of trainees, managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**INTERPERSONAL**

Demonstrates effective customer service and project management skills. Documentation of Conflict Resolution and Diversity Training preferred.

**ADDITIONAL NOTES**

**PHYSICAL DEMANDS**

The 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.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions, extreme cold, and extreme heat. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.

*The statements in this document are intended to describe the general nature and level of work performed by individuals assigned to the classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. This document in no way constitutes a contract of employment. HCEC reserves the right to modify job descriptions, policies or any other procedural documents at any time, for any reason without prior notice.*

<table>
<thead>
<tr>
<th>Executive Director by:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Review by:</td>
<td>Date:</td>
</tr>
</tbody>
</table>