

## POSITION DESCRIPTION

<b>Title:</b>	Clinical Educator	<b>Location:</b>	Abu Dhabi
<b>Department:</b>	Clinical Services	<b>Reports to:</b>	Clinical Education Manager
<b>Salary:</b>	Salary package		
<b>Prepared by:</b>	CAO	<b>Date:</b>	July 2013

### Overall Purpose:

Provides instruction for Emergency Medical Services (EMS) academic/ non-academic educational offerings, and participates in program planning, implementation, and evaluation. Participates in related projects.

### Roles and Responsibilities

The roles and responsibilities of a Clinical Educator:

- Conduct the class in a professional manner, creating an effective learning environment for all students
- Know the policies in the Student and Faculty/ Instructor/ Educator Handbooks
- Be prepared with all material before class begins
- Know the departmental policies involved in reporting/repairing / maintaining equipment and see that these policies are carried through
- Submit information on graduating students when requested
- Keep accurate, written records on attendance, tests and work submitted by the students.
- Accurately record attendance on official rosters; submit rosters after every class meeting
- Attempt to contact absentee students after each class meeting.
- Submit Daily Absence sheets to the Registrar after each class meeting.
- Accurately record grades and grade breakdowns on official grade reports
- Make sure the classrooms are in good order at the end of the hour or day. This includes erasing boards, turning off equipment, straightening chairs and tables, locking doors, turning off lights.
- Obtain the course syllabus prior to the start of the quarter; submit to the Dept Manager for approval if changes are requested.
- Distribute the course syllabus on the first meeting of class; review with students; follow the course syllabus for the duration of the course.
- Attend Faculty/ Instructor/ Educator meeting and In-Service programs at least once per quarter; actively pursue professional development opportunities; report all activities in annual meetings.
- Continues self-knowledge development by participating in staff development (internal and external).

- May work in staffing on Ambulance as required to support staffing needs, maintain skills, and to observe and educate staff.
- Communicates with Operation mentorship in the company, arranges to have EMT students perform clinical rotations and coordinates the same.
- Other duties as assigned by the Clinical Education Manager

#### QHSE:

- Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System Compliance and Improvement

#### Professional and Academic Expertise

- Bachelor or Associate Degree in Paramedicine with 3-5 years' experience as a Paramedic
- EMT Certificate / Paramedic Certification
- Current Basic Life Support Instructor Certification (BLS)
- Current Advanced Cardiac Instructor Certification (ACLS)
- Current Paediatric Course Instructor (PALS)
- Current Trauma Instructor Course Certification (ITLS/ PHTLS)
- Minimum three years teaching
- Ability to assess, plan, implement, and evaluate education programs

Chief Administrative Officer

#### Change Brief

Version	Date	Changes
1	July 2013	New PD
2	Oct.2014	Spelling Mistakes
3	October 2016	Due for review- no changes required
4	July 2019	Due to review no changes
5	July 2021	Slight modification of the profession related and elaborated changes in role, responsibilities, and professional academic expertise,