

**DIAGNOSTIC MEDICAL SONOGRAPHY CLINICIAN
(Clinical Coordinator)
Ottawa Campus**

Reports to: Diagnostic Medical Sonography Program Developer
Classification: Full-time, 12-month Employee
Pay Status: Academic Administrator, Exempt
Fringe Benefits per Board Policy
Salary: \$65,000
Revised August 2023

Purpose of Position: The Diagnostic Medical Sonography Clinician (DMSC) reports to the Diagnostic Medical Sonography Program Developer (DMSPD) and is responsible for piloting diagnostic medical sonography (DMS) courses as assigned and developing and maintaining clinical sites for the DMS program. The DMSC is responsible for instructing courses in the DMS program and assisting in the hiring and supervising adjunct instructors as directed by the DMSPD.

Essential Function

Provide premiere quality service to all constituencies of the College.
Engage in continuous quality improvement and professional development.

1. Program/Curriculum Development and Instruction

- a. Establish and manage clinical sites for the diagnostic medical sonography (DMS) program.
- b. Assist in developing, piloting, and evaluating courses in the DMS program
- c. Assist with data collection for program evaluation.
- d. Assist with yearly DMS curriculum evaluation and reporting to the DMS Advisory Board.
- e. Assist with modification and updating of curriculum and textbook requirements as needed.
- f. Conduct program and course assessment following established institutional procedures.
- g. Conduct student review and evaluation through required institutional procedures.
- h. Assist with developing DMS classroom and lab in Ottawa.

2. Student Advising/Evaluation

- a. Coordinate with Career Pathways Coordinator, NCCC admissions staff, and the NCCC CTE recruiter to provide program information required for an institutional recruitment strategy.
- b. Assist with the development of student orientation and advising materials, and the piloting of advising and program admission processes.
- c. Track and monitor student clinical performance and progress in the program.

3. Program Management

- a. Assist with recommendations in hiring and evaluation of adjuncts within the program.
- b. Assist DMSPD with program budget management by making recommendations for program equipment and supply needs.
- c. Collaborate with DMS Advisory Board and participate in two meetings per year.

- d. Assist with establishing and maintaining approval requirements in accordance with the American Registry for Diagnostic Medical Sonography.
- e. Supervise and maintain program clinical affiliation agreements with clinical facilities.

4. Other Duties

- a. Participate in departmental and college planning through committee assignments and meetings.
- b. Assist the DMSPD in reporting and projects as assigned.

Required Knowledge, Skills and Abilities

1. Working experience as a sonographer.
2. High degree of ethical standards, including confidentiality, adherence to general rules of safety, procedures, and fair labor standards.
3. Exceptional ability to organize and coordinate projects.
4. Excellent interpersonal skills.
5. Ability to work effectively with diverse populations.
6. Attention to detail.
7. Knowledge of American Registry for Diagnostic Medical Sonography standards.
8. Ability to communicate effectively, both orally and in writing.
9. Excellent computer skills.
10. Ability to gather data, compile information and prepare reports.
11. Ability to plan and evaluate programs.
12. Ability to appropriately exercise independent initiative and judgment.
13. Willingness and ability to work as a member of a team.
14. Ability to work independently.

Education and Experience

1. *Required* – Registered Diagnostic Medical Sonographer
2. *Required* – At least three years of work as a sonographer
3. *Required* – Experience in leading clinical instruction
4. Experience in higher education curriculum development/instruction, preferred.
5. Valid driver's license, required.

Working Conditions

1. Work is normally performed in a typical interior/office work environment.
2. Some travel and evening hours are required.
3. Limited physical effort required.

Application:

Please submit a letter of application, resume with names and phone numbers of five references, unofficial transcripts, and NCCC employment application to: Human Resources Director, DMSC Clinical Coordinator, Neosho County Community College, 800 West 14th Street, Chanute, KS 66720 or Email hr@neosho.edu. Employment application available at <http://www.neosho.edu/careers.aspx>.

NCCC is an EOE/AA employer

Background and Motor Vehicle/Driving Record Checks

“All employees are subject to the Neosho County Community College Background and Motor Vehicle/Driving Record Checks policy maintained by Human Resources at all times during the course of their employment.”

Non-Discrimination

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>