Job Description: Part-time Clinical Coordinator MLT program

The Clinical Coordinator for the Medical Laboratory Technician program in Mexico shall be appointed by the Board of Trustees upon the recommendation of the President. The salary and terms of employment shall be fixed by the Board of Trustees upon the recommendation of the President. This position reports to the MLT Program Coordinator and the Director of Nursing and Allied Health Programs or as designated by the President.

Qualifications for this position include:
1. Certified Medical Laboratory Scientist or Medical Technologist preferred. Certified MLT will be considered if MLS not available.
2. Minimum 3 years’ experience in a clinical setting
3. Documentation of recent and ongoing professional development
4. Participation in professional lab organizations desired
5. Prior teaching experience – in either clinical or didactic setting preferred

Description:

This is a part-time position for twenty hours a week with primary responsibility to provide and coordinate clinical instruction for students enrolled in the Medical Laboratory Technician program.

The Clinical Coordinator of the MLT Program will:

1. Serve as liaison between the program and clinical practicum sites:
   - communicate with officials at potential and established clinical sites
   - manage affiliation agreements
   - set up clinical and practicum rotations for MLT and phlebotomy students as needed
   - provide the clinical sites with schedules, evaluation forms, student documentation;
2. Manage student clinical learning experiences and evaluation of student achievement, under the direction of the Program Coordinator;
3. Instruct MLT students in common, manual procedures in campus laboratory (differentials, blood typing, chemistry tests, microbiology, etc.);
4. Provide clinical instruction to students and evaluate clinical performance using approved tools;
5. Keep adequate records, grades and attendance of students;
6. Assist the Program Coordinator with program review and evaluation of program effectiveness;
7. Perform other duties as assigned by the Program Coordinator or the Director of Nursing and Allied Health.