



Position Title: Diagnostic Medical Sonography Faculty
Reports To: DMS Program Director, Allied Health Division Head & VP Academic Affairs.
Classification: Exempt.
WC Code: 8868
Position Type: Fourth Level Administrator.

Florida National University contributes to the education of a diverse student body within the community it serves. FNU employs and develops a faculty of scholars proficient in the art of teaching. We strive to prepare students for employment in their chosen careers through quality education and instruction.

Major Responsibilities:

It is the major responsibility of the DMS Faculty at Florida National University to provide quality instruction and career advisement to all students. The faculty is also responsible for maintaining grades and for the development of course objectives, outline, syllabi, and course competencies.

Key Responsibilities:

1. **Communication Management:** Respond promptly to daily communications via email and voicemail, addressing inquiries promptly and professionally.
2. **Policy Adherence and Ethical Compliance:** Ensure strict adherence to the University's mission, policies, procedures, ethical standards, compliance with data protection regulations and pertinent legal regulations in all aspects of admission activities.
3. **University Engagement:** Participate in Commencement Exercises, new student orientation, university events, committees, self-studies, and University Commencement Ceremonies.
4. **Special Projects:** Execute special projects assigned by the President or supervisor.
5. **Compliance Adherence:** Ensure compliance with Title IX of the Education Amendments Act of 1972, as well as FNU Policies, Procedures, Rules, and Regulation, the FNU Code of Ethics, Family Educational Rights and Privacy Act (FERPA), Florida Information Protection Act of 2014 (FIPA), the EU General Data Protection Regulation (GDPR), and all other applicable federal, state, and local laws, rules, and regulations.
6. **Assigned Duties:** Undertake other assigned duties as required.

Position Responsibilities:

1. Coordinate student clinical experiences to which instructor is assigned.
2. Supervise, instruct, and evaluate students in the clinical setting maintaining records of the clinical education component.
3. Coordinate the clinical site placement and determine site availability. Plan and schedule site visits to monitor, evaluate and coach the radiologic technologist student progress at the clinical sites.
4. Ensure that students meet clinical affiliate requirements for the rotation in a clinical setting.
5. Insure an effective clinical orientation for students to maintain professionalism in clinical sites. Review extern/clinical policies and procedures and provide clinical orientation to extern/clinical students.
6. Establish new clinical site and maintain appropriate documentation.

7. Ensure student and staff technologist compliance with student DIRECT and INDIRECT supervision parameters.
8. Maintain and renew the Affiliation Agreement between FNU and different healthcare systems.
9. Attend and help to prepare the Advisory Committee Meeting twice per year and provide feedback regarding the curriculum and student competency development.
10. Ensure successful implementation of competency and assessment exams.
11. Evaluate clinical competence.
12. Regularly meet with appropriate program officials to communicate student progress, strengths, and weaknesses.
13. Understand the sequencing and alignment of didactic /lab instruction and clinical education and the progression of student competencies.
14. Ensure equity in gender-specific procedures (i.e. mammography) if male students are not afforded the same opportunities.
15. Collect, record, reports and retain case logs, competencies, skills checklists; and retain clinical evaluations.
16. Submit attendance to registrar daily.
17. Write and successfully implement lesson plans in accordance with approved curriculum and assigned schedules.
18. Understand and implement safety and emergency procedures.
19. Assist students requiring additional tutoring.
20. Create a positive and exciting learning environment with interactive teaching methods to encourage retention and completion.
21. Maintain records of grades in a formal grade book or electronic record, which is backed up and secured.
22. Report academic progress of students and final grades to PD and/or DOA on a regular basis.
23. Responsible for retention of students in the clinical rotation (calls absentee students daily).
24. Understand clinical objectives and clinical evaluation system; understands the sequencing of didactic instruction and clinical education.
25. Provide students with clinical instruction and supervision.

EDUCATION / EXPERIENCE REQUIREMENTS

- Bachelor's degree is required. Master's degree preferred.
- Proficient in curriculum development, supervision, instruction, evaluation, and academic advising.
- Minimum of two (2) years of documented clinical experience in professional discipline.
- Clear/Active: unrestricted American Registry for Diagnostic Medical Sonography (ARDMS) certification and registration or the equivalent (an unrestricted state license for the state in which the program is located).
- In-depth knowledge and experience in regulatory and policy issues related to specified program(s).
- Solution-focused with strong problem-solving and conflict resolution skills.
- Collaborative work style; strong communication / interpersonal / organizational skills.
- Student-centered approach; balances team and individual responsibilities.
- Computer proficiency, including Microsoft Office, Outlook, and basic database applications.
- Outstanding public speaking and presentation skills.
- Ability to be present and on the job during all periods deemed critical by management.

HEALTH AND SAFETY

- OSHA training or must obtain the within the first 30 days of employment and thereafter renew as required.
- CPR training or must obtain the within the first 30 days of employment and thereafter renew as required.
- HIV training or must obtain the within the first 30 days of employment and thereafter renew as required.

Job Type

Full-time.

Two Locations:

Hialeah Campus: 4425 West 20th Avenue, Hialeah, Florida 33012

South Campus: 11865 Southwest 26th Street, Miami, Florida 33175

Working Conditions

General office working conditions. The noise level is at normal office capacity.

Physical Demands

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee may be required to frequently and for extended periods of time, sit; stand; walk; use hands to handle and feel objects; reach with hands and arms; climb stairs. This position requires the ability to see, hear, and operate a computer keyboard and standard office equipment. The employee must lift and/or move up to (10) pounds and occasionally lift and or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust to focus. The employee must travel to other campuses, as needed and/or required.

Safety Hazard of the Job

Minimal Hazards.

Benefits:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Supplemental Benefits
- Paid Holidays
- Vacation
- Sick Time
- Bereavement Leave
- Jury Duty
- Military Leave
- Personal Leave
- Benefits Continuation (COBRA)
- 401(k) Savings Plan
- Educational Assistance
- Family Medical Leave Act (FMLA)

Note: The use of computers and University resources is limited for school business purposes. Installation of any software is prohibited.

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be construed as an exhaustive list of all tasks, duties, skills and/or responsibilities always required for this position in each Campus. Tasks, duties, skills and/or responsibilities may vary from individual to individual, campus to campus and over time, depending upon various factors. These are general guidelines for this job position.

Notification to candidates:

<http://www.fnu.edu/wp-content/uploads/2022/06/FNU-Drug-and-Alcohol-Prevention-Program.pdf>

To apply for this position please click on the link below:

<https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu>