



<b>Position Title:</b>	Clinical Supervisor, Allied Health – Vision Care		
<b>Reports To:</b>	Chairperson, School of Allied Health Technologies		
<b>Department:</b>	School of Allied Health	<b>Job Code:</b>	0131
<b>Prepared By/Date:</b>	Jennifer Brito/ 05-08-2009	<b>Job Group:</b>	PEC
<b>Approved By/Date:</b>	Dr. Mark Everett/09-28-2011	<b>Salary Grade:</b>	17
<b>Revised:</b>	Donna French/09-26-2011	<b>FLSA Status:</b>	Exempt

### **Summary:**

This position is responsible for the management of clinical operations of the On-Campus Clinic.

### **Essential Duties and Responsibilities:**

- Serves on campus and college wide committees, during non-clinic hours
- Participates in the development and implementation of College policies, procedures and guidelines
- Provides clinically-related training for employees and supervises OSHA compliance
- Identifies resources necessary for the successful operation of a Clinic
- Examines and reviews records of all new and returning patients, and gives referrals when required
- Manages clinical emergencies that may arise as result of treatment of patients in the clinic
- Assists clinical instructors in the instruction and evaluation of students in all clinical courses
- Consults with students and instructors regarding patients' medical histories, examinations and treatment
- Reviews health histories of all students working in the clinic
- Participates in the development and implementation of clinical curricula in order to meet accreditation standards
- Reviews current literature for information on risk management
- Supervises management of the clinic's inventory and maintenance of the clinic equipment
- Assists in the supervision of clinic staff and participates in faculty meetings
- Assists in the Self-study for re-accreditation of the program and supervises students in the Contact Lens Clinic
- Performs other duties as assigned

### **Knowledge, Skills and Abilities:**

- Possess strong communication and administrative skills
- Possess efficient organizational skills
- Knowledge of college educational philosophy and management/ administrative practices and procedures; college curricula and instructional programs
- Knowledge and skill in communicating effectively utilizing public relations principles and practices
- Knowledge of technological systems as they apply to instructional, administrative, and workplace needs
- Strategic planning skills to effect change in a multi-cultural environment
- Skill in employee development and performance management
- Possess strong leadership skills that promote dedication, creativity, innovation and growth
- Ability to think, reason, and make sound judgments on how responsibilities are completed in compliance with college standards and guidelines
- Ability to speak effectively to employees, faculty, staff and community groups and potential employers

- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job or in a clinical setting.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**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 sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Doctorate degree in Ophthalmology or Optometry and a current license to practice Optometry or Ophthalmology in the State of Florida, with a minimum of three (3) years prior clinical experience
- Malpractice Insurance for the teaching environment must be kept current

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name