

MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING ("MOU") is entered into by and between the SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT ("District"), and the CUESTA COLLEGE FEDERATION OF TEACHERS, AFT Local 4909 ("Federation").

WHEREAS, the District has approved and accredited Paramedic and Emergency Medical Technician Programs within its Emergency Medical Services (EMS) Programs, and is therefore mandated by California Code of Regulations, Title 22, Division 9, Chapters 2 and 4 (Title 22) and the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) to have a qualified Program Director throughout the entire calendar year (12 months a year).


NOW, THEREFORE, in consideration of the foregoing and the mutual agreement set forth herein, The District and the Federation have agreed to allow a full-time faculty member to perform the duties and responsibilities of the Cuesta College Director of EMS Programs/Paramedic Program Director. The Terms of this agreement are as follows:

TERMS

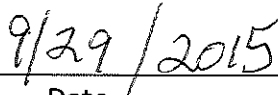
1. Heather Tucker, a full-time faculty member, will perform the duties and responsibilities of the Cuesta College Director of EMS Programs/Paramedic Program Director; beginning August 14, 2015 through December 31, 2015.
2. The faculty member has agreed and voluntarily accepts this assignment.
3. The duties and responsibilities of the Director of EMS Programs/Paramedic Program Director assignment are outlined in the attached description.
4. The faculty member will receive compensation in the form of a \$5,000 stipend for the fall 2015 term. This position will be funded through an Allied Health Foundation Account.
5. The provision of this MOU is in effect through December 31, 2015 and may be extended upon agreement by both the District and the Federation.
6. This agreement does not alter the faculty member's regular assignment.
7. The terms of this MOU are non-precedential and do not create any historic practice.

This MEMORANDUM OF UNDERSTANDING supersedes any MOUs regarding the assignment of the Paramedic Program Director. By their signatures below, the signatories certify that they are authorized representatives of either the District or the Federation and that any and all actions necessary for the parties to ratify and accept this MOU as a binding agreement have been completed in the manner required by that party. Upon the affixing of the signatures below, this MOU is entered into without the need for further ratification and acceptance.

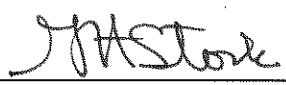
ACCEPTED AND AGREE TO:



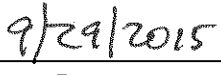
Debra Stakes, President
CUESTA COLLEGE FEDERATION OF TEACHERS, AFT Local 4909



Date



Gilbert H. Stork, Ed.D., Superintendent/President
CUESTA COLLEGE COUNTY COMMUNITY COLLEGE DISTRICT



Date

DIVISION OF NURSING & ALLIED HEALTH DIRECTOR OF EMS PROGRAMS - JOB DESCRIPTION

REPORTING

Reports to the Director of Nursing, Division Chair and/or appropriate designee, and to the Program and LEMSA (Local Emergency Medical Services Agency) Medical Directors

QUALIFICATIONS

Meets the qualifications as outlined by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) and the California Code of Regulations, title 22, Social Security Division 9, Pre-Hospital Emergency Medical Services, Chapter 2, Emergency Medical Technician, Article 3, 100070 (a), Teaching Staff and Chapter 4, Paramedic, Article 3, 100149 (b), Teaching Staff, under the Program/Course Director description

MAJOR TASKS AND RESPONSIBILITIES

In collaboration with the Director of Nursing, Division Chair and/or appropriate designee the Director of EMS Programs/Paramedic Program Director is responsible for all aspects of the program as outlined by CoAEMSP and Title 22 including but not limited to:

- Administration, organization and supervision of the educational program;
- Continuous quality review and improvement of the educational program;
- Long-range planning and ongoing development of the program;
- Evaluation of the effectiveness of the program and the development and implementation of processes for evaluating program outcomes and improving effectiveness;
- Facilitation of a cooperative and collaborative work relationship with the EMSA, Medical Directors, Internship Preceptors, affiliate agency personnel and community;
- In coordination with the Program Medical Directors, and within the limits set by the collective bargaining agreement with the Cuesta College Federation of Teachers, coordinate the development of curriculum, including instructional objectives, and approve all methods of program evaluation;
- In coordination with the Program Medical Directors, approve the principal instructors, teaching assistants, field and hospital clinical preceptors, and the clinical and internship assignments;
- In coordination with the Program Medical Directors, oversee the supervision of the principal instructors, teaching assistants, and clinical and field preceptors;
- Ensuring training program compliance with Title 22, CoAEMSP and other regulatory entities;
- Signing all course completion records;
- Ensuring that the preceptors are trained to teach and evaluate students in accordance with the program curriculum, as mandated by the regulatory bodies; and,
- Orientating faculty.

CURRICULUM

- Participate in curriculum development/revisions and ensure that the curriculum is in compliance with regulatory standards and guidelines established by CA Code of Regulations, Title 22, CAAHEP/CoAEMSP and EMSA.
- Collaborate with faculty to ensure continuity in the delivery of the course/program content.

COORDINATION/DIVISION DUTIES

- Maintain consistent communication with the Director of Nursing to ensure continuity in program delivery, student success and program compliance with regulatory entities.
- Work in collaboration with the Director of Nursing to coordinate, complete and maintain all CAAHEP/CoAEMSP accreditation related reports and requirements, including annual reports, self-study reports, alumni/graduate/employer surveys and accreditation site visits.
- Ensure students have met the required terminal competencies and are eligible to take the National Registry Exam.
- Identify appropriate clinical and field internship agencies with which the Nursing and Allied Health Division can develop internship agreements.
- Support instructors in coordinating the certificate courses taught within the Paramedic Program.
- Support the Clinical Coordinator with respect to the hospital/clinical internships and the faculty who serves as the Field Internship Coordinator.
- Support and oversee student orientation for clinical and field internship placements.
- Ensure that the Director of Nursing and Division staff receive written reports of all students' clinical and field internship placements, prior to the start of the internships.
- Support the coordination of hiring and scheduling of the Teaching Assistants.
- Participate in the facilitation of EMS Advisory Committee meetings.
- Collaborate with faculty to determine supply and equipment needs, and provide oversight of the inventory.
- Ensure consistent and open communication and dissemination of information between faculty and the department/college.
- Contribute to the preparation and participate in program graduation.
- Perform other duties as assigned by the Division Chair, Director of Nursing or Dean of Academic Affairs.