

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

May 9, 2023

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Health Professions Specialist</p> <p>Position #: CL 00075</p> <p>FTE: 1.0</p> <p>Level: 28</p> <p>Department: Allied Health and Nursing</p>	<p>1. Key responsibilities of position:</p> <p>Working under the direction of the Senior Dean of Allied Health and Nursing and Program Coordinators, organize and manage day-to-day office activities related to specialized health programs.</p> <ul style="list-style-type: none"> ▪ Maintain student and program related statistical data throughout each cohort for accreditation reports. ▪ Developing and maintaining confidential files in multiple databases for various student groups in compliance with FERPA and HIPAA. ▪ Prepare and evaluate program application requirements needed for accreditation, college policies and outside facility contracts. ▪ Maintain continual communication with perspective applicants, waitlisted students, current program students and graduates. ▪ Read and interpret bloodwork and immunization documentation for prospective students. Confirm or deny immunization status to prospective student; relay accurate immunization requirements. ▪ Process and track confidential healthcare facility compliance paperwork for students and faculty participating in clinical experiences at major health care facilities throughout San Diego County. Act as liaison to various student placement offices and ensure all onboarding processes are adhering to their standards and policies, which can vary at each facility. ▪ Coordinate program activities with other district departments and personnel, healthcare agencies, educational institutions and community organizations. ▪ Continue and make additions to the Allied Health program websites to ensure accuracy for accreditation and college standards. ▪ Provide daily support for program coordinators assuring college and accreditation requirement deadlines and regulations are adhered to. Including writing new student requirement packets, orientation materials, student letters, program completion certificates, etc. ▪ Coordinate department and advisory meetings; prepare agendas and participate in meetings while taking, transcribing and distributing meeting minutes. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ X Filling a replacement position included in the budget ○ Filling a restructured position included in the budget <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date _____ ○ Filling a new position <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date _____ ○ Other (please specify)

3. Strategic Staffing Rationale:

On site accreditation review visits are scheduled for all programs in the next two years. The HPS, and their work, is a critical resource in gathering and reporting the activities of each program over a period of the last 3 to 7 years. The data management required for Allied Health programs are unique at the college and not similar to the requirements of any other college programs. The individual in this position collects and reports data and interfaces with students in each of the Allied Health programs to prepare their individual data for clinical placement, assisting them with maintaining the currency of required information throughout the program.

4. Budget Impact – Please specify the following:

- Is position included in the current budget? Yes
- Funding Source? **Unrestricted** / Restricted
- Smartkey:

1370606 (.34)

1374002 (.33)

1374003 (.33)

- Annual Salary at Step B: 46,416