

KNOX COUNTY HEALTH DEPARTMENT

Job Description

Last Name:

First Name:

Date of Hire:

Employee ID#:

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| Employee Name: | | |
| Job Title: Academic Health Department Coordinator | Department: Administration | Date: 8.1.2011 |
| Primary Focus Area: Student Experiences and Workforce Development | New Position or Replaces (if applicable): New | |
| Funding (Grant/Local/Other): | Funding Source: | |

I. Rationale/Background:

Knox County Health Department (KCHD) has a rich history of working with institutes of higher learning and providing students with robust field experiences with our Public Health professionals. The increasingly complex and variable demand for these experiences has created a need for greater coordination of this effort to make the experiences more valuable for the student, professional, and Knox County Health Department. Recognizing an opportunity to narrow the disconnect between public health academia and practice, this position is shared equally between KCHD and the University of Tennessee Department of Public Health, as outlined in the Memorandum of Understanding (MOU) formalizing our Academic Health Department.

II. Roles and Responsibilities:

The Academic Health Department Coordinator will plan, implement, coordinate, and evaluate the Knox County Health Department's student experiences. The primary role of this position is to establish and maintain a formalized intake, orientation and evaluation process for all persons who request and/or secure field experiences at KCHD. The Academic Health Department Coordinator is responsible for facilitating student activities, including developing a clear and standard process for handling field experiences. The Academic Health Department Coordinator will ensure appropriate evaluation of all field experiences, provide continuous feedback to appropriate staff, and maintain suitable documentation. The responsibility of the Academic Health Department Coordinator is to make sure the compliance is established regarding procedures, policies and regulations. This includes revising the policy and procedure for student experiences and communicating changes to KCHD staff.

III. Essential Functions:

- Acts as a primary point of contact concerning any information related to Knox County Health Department student experiences.
- Responds to inquiries from a variety of internal and external parties (e.g. staff, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Builds relationships and serves as a liaison with institutes of higher learning, and other community organizations, that would facilitate productive field experience opportunities that benefit students, professionals and the Knox County Health Department.
- Supervises the processing of documents and materials (e.g. application forms, evaluation forms) for the purpose of disseminating information to appropriate parties.
- Compiles data from a variety of sources for the purpose of evaluating student experiences, developing student programs and/or services and complying with financial, legal and administrative requirements.
- Composes and maintains accuracy in all documents (e.g. standardized application forms, contracts, correspondence, brochures, etc.) for the purpose of documenting events, assuring contractual compliance, and providing and/or requesting information to KCHD staff and institutes of higher learning.
- Coordinates staff for the purpose of guiding and monitoring field experience activities.
- Maintains a wide variety of documents, files and records for the purpose of providing up-to-date reference and audit trail for compliance.
- Prepares a variety of written materials (e.g. annual status report) for the purpose of documenting activities, providing written reference and/or conveying information.
- Attends meetings, community events, seminars, etc. (e.g. Board meetings, Chamber of commerce, professional societies, etc.) for the purpose of conveying and/or gathering information regarding the Knox County Health Department's community educational objectives as defined by the Strategic Planning or Workforce Development Committee.
- Annually, the Academic Health Department Coordinator evaluates experiences from the preceptor's point of view to determine what is working well, and what could use improvement.
- Serves on the joint AHD Steering Committee of six persons – three from KCHD (Director, Deputy Director, and Director of Quality Improvement and Accreditation) and two from UTK (Department of PH Chair, MPH Program Director); meets quarterly to review activities and accomplishments, address challenges and concerns, and to develop plans and strategies to move the AHD forward.
- Serves on the Workforce Development Committee to provide consultation and serves as a liaison between educational institutions.
- Coordinates Public Health Grand Rounds to be held at KCHD two times in the fall and two times in the spring. This includes facilitating appropriate topic and speaker selection that benefit both organizations, particularly in terms of workforce development. Participant registration and evaluation will be conducted and reported by the Coordinator.