



**Wharton County
Junior College**

**PAID PROFESSIONAL
ASSIGNMENT (PPA)
REQUEST FORM**

TO: Leigh Ann Collins, VPI

DATE: 8/26/2024

FROM: Gary Bonewald, EMS Program Director

DIV or UNIT: VOCS/EMSP

SUBJ: PPA request for: Karl Johnson
 Title of PPA activity: EMS Program Simulation Lab Coordinator
 Dates (or semesters) of activity: Fall 2024

A. Activity and Expected Outcomes. Provide a brief narrative description plus a list of tasks and expected outcomes (append add'l pages if necessary). If PPA duties are described in a college-approved job description, simply refer to that document.

Oversee lab inventory (supplies), equipment maintenance and repair, and overall lab organization at both Wharton and Richmond campuses. Prepare supplies and equipment for transfer to the Bay City Dual Credit EMT class and El Campo EMT class. Establish relationships with vendors and handle supply and equipment orders, maintenance orders, and shipping. Distribute equipment and supplies to the EMT, AEMT, Paramedic and HFD Academy courses. Prepare the lab for scenarios and skills sessions, and coordinate the part-time instructors and lab assistants for the skills labs and scenarios for the EMT, AEMT and Paramedic levels. Develop new scenarios for classes. Interact with our clinical/EMS sites to ensure we have the most current equipment/supplies to familiarize our students prior to attending clinicals. Plan fall and spring EMS field days, which involves coordinating with other faculty, other Allied Health Departments, and visiting agencies on their responsibilities. Coordinate regularly with the WCJC Sim-Lab Coordinator to conduct various activities between the programs using the simulation labs. Coordinate use of the Wharton Campus Immersive Room with other Allied Health Departments. Record and edit videos for use in the Immersive Rooms. Schedule, plan, and teach training sessions for FT/PT EMS Faculty and Lab Assistants. Schedule PT instructors for most EMT class and all Paramedic classes. Split between 2 campus budgets

B. Cost

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 2,100.00	\$ 2,100.00
TOTAL		\$ 2,100.00	\$ 2,100.00

Budget Number : 1110 / 1210.14026.6092.102

C. Approvals

Supervisor: Gary Bonewald Digitally signed by Gary Bonewald
 Date: 2024.09.27 10:12:33 -05'00' Date: 9/27/2024

VP: Leigh Ann Collins Digitally signed by Leigh Ann Collins
 Date: 2024.09.27 14:42:12 -05'00' Date: _____

President: *Becky McCreesh* Date: 9.30.24