



**Wharton County
Junior College**

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

TO: Leigh Ann Collins, VPI
 DATE: 8/29/2023
 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 2023 and Spring 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.

Karl is responsible for the program's lab inventory (supplies), equipment maintenance and repair at both Wharton and Richmond campuses. He establishes relationships with vendors and is responsible for supply and equipment orders. He is also responsible for distributing equipment and supplies between all EMSP courses. He coordinates with part-time instructors and lab assistants to develop psychomotor skills labs and scenarios for the EMT, AEMT and Paramedic levels. He interacts with our various clinical/EMS sites to ensure we have the most current equipment/supplies to familiarize our students prior to attending clinicals. He develops new scenarios for our students. He oversees our fall and spring EMS field days. He prepares our site when hosting National Registry of EMTs psychomotor testing, held three times per year. He coordinates regularly with the WCJC Sim-Lab Coordinator to conduct various activities between the programs using the simulation labs. The request is for \$2,100.00/semester, and split 50/50 between the Wharton and Richmond budgets.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 4,200.00	\$ 4,200.00
TOTAL		\$ 4,200.00	\$ 4,200.00

Budget Number : 1110 / 1210.14026.6092.102

C. **Approvals**

Supervisor: Gary Bonewald
 Digitally signed by Gary Bonewald
 Date: 2023.10.02 14:29:12 -05'00'
 Date: 10-02-2023

VP: Leigh Ann Collins
 Digitally signed by Leigh Ann Collins
 Date: 2023.10.02 17:10:38 -05'00'
 Date: _____

President: Betty D. Melnick
 Date: 10-3-23