



Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Leigh Ann Collins

DATE: 8-28-2025

FROM: Carol Derkowski

DIV or UNIT: Dental Hygiene/Allied Health

SUBJ: PPA request for: Pam Dobbs

Title of PPA activity: Clinical Technology Specialist

Dates (or semesters) of activity: Fall 2025

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.

1. Customize software for clinical grading by instructors, accrediting agency requirements, and student needs; software facilitates compliance with HIPPA and FERPA for student and patient record security.
2. Facilitate changes to current grading system to accommodate software interface; assure compliance with published grading system in the syllabus.
3. Supervise the functionality of the system and evaluate and make appropriate changes; troubleshoot issues during all clinic sessions (8 per week); serve as point of contact with software vendor.
4. Create daily, one-on-one training sessions for faculty and up to 56 students on appropriate utilization of software.
5. Serve as Radiation Safety Officer ensuring compliance with Texas State Department of Health-Division of Radiation Control. This involves maintaining records on equipment usage and maintenance, student and patient protection mechanisms and documentation of all x-rays (images) taken in the clinic for state inspection.
7. Provide training to faculty for use of 3D panoramic imaging machine.
8. Full utilization of system by fall 2026.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)	4 EPH	\$ 800.00	\$ 3,200.00
TOTAL		\$ 800.00	\$ 3,200.00

Budget Number : 1110.14182.6092.102

C. **Approvals**

Supervisor: Carol J. Derkowski, J. Derkowski, RDH, MAIE
Digitally signed by Carol J. Derkowski, RDH, MAIE
Date: 2025.08.28 08:17:50 -05'00'

VP: Leigh Ann Collins
Digitally signed by Leigh Ann Collins
Date: 2025.09.03 09:44:25 -05'00'

President: Amanda A. Allen
Digitally signed by Amanda A. Allen
Date: 2025.09.03 13:26:53 -05'00'

Date: _____

Date: _____

Date: _____