



Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Leigh Ann Collins, VPI
DATE: 10-15-25
FROM: Karl Johnson, Program Director
DIV or UNIT: VOCS/EMS
SUBJ: PPA request for: Kris Kern
Title of PPA activity: EMS Clinical Coordinator and Lead Instructor for HFD
Dates (or semesters) of activity: Fall 2025 and Spring 2026

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. Supervise 3-4 part-time faculty serving as the lead team for seven different courses over 10 sections; courses include numerous lab hours of teaching high acuity medical skills.
2. Oversee completion of clinical prerequisites on Castle Branch, My Clinical Exchange, and MERLIN for 50 HFD students and several clinical preceptors.
3. Serve as Lead Instructor HFD & schedule 32,800 clinical hours for HFD students; supervise grading of clinical reports from those hours, & serve as primary contact for clinical affiliates in order to resolve issues.
4. Oversee security, maintenance, and updates for two Computers on Wheels (COWs).
5. Compensate \$3200 for fall 2025, \$3200 for spring 2026 (3 EPH per term mentoring & clinical scheduling oversight plus 1 EPH per term to oversee COWs).

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 6,400.00	\$ 6,400.00
TOTAL		\$ 6,400.00	\$ 6,400.00

Budget Number : 1210.14026.6092.102

C. **Approvals**

Supervisor: Karl Johnson Digitally signed by Karl Johnson
Date: 2025.09.22 15:02:46 -05'00'
VP: Leigh Ann Collins Digitally signed by Leigh Ann Collins
Date: 2025.10.15 16:51:34 -05'00'
President: [Signature] Date: 11/03/25