Wharton County Junior College

WCJC

PAID PROFESSIONAL
ASSIGNMENT (PPA)
REQUEST FORM

TO: Leigh Ann Collins, VPI

DATE: 9/14/2022

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 2022 and Spring 2023

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: 2022.09.14 12:18:12 -05'00'

10/18/22

VP: _____ Date: 9/26/2022
9/26/22
Date: 10-18-22

President: _____ Date: 10/20/22