



University of Bridgeport

Department of Human Resources

Please Post Clinical Faculty Chair, Acupuncture Institute

The University of Bridgeport Acupuncture Institute (UBAI) has an opening for a Full Time clinical faculty member starting **Fall 2019 or Spring 2020**. This role will serve as the Clinic Chair and provide teaching, assessment and administrative direction for all facets of the Acupuncture Institute's clinical operation for all UBAI programs.

The Clinic Chair is a full time clinical faculty position with 25% release time for administrative duties.

This faculty position requires an individual with a record of academic leadership in higher education, superior Traditional Chinese Medicine clinical skills, skill with teaching at the graduate level, interpersonal communication skills and a dedication to academic and clinical excellence. Primary duties include:

Teaching:

- Ensure that the program's mission and educational objectives relating to the University of Bridgeport Traditional Chinese Medicine (TCM) clinics are fulfilled
- Utilize UBAI's TCM diagnosis and treatment algorithms in clinical instruction and update as needed.
- Supervise two clinical shifts each semester, plus fill in for absentee faculty.
- Chair UBAI Clinic Committee. Participate in UBAI Executive Committee and additional UBAI committees as needed. Participate in Health Science's Clinic Director's Committee.
- Provide at least once a semester, (and more if by student request) individual feedback/counseling appointments for all Clinic students.
- Interact, communicate and integrate with other departments of the Graduate Health Science programs and the general University of Bridgeport community.

Assessment:

- Organize, implement and evaluate Supervisor and Student Clinical assessment.
- Evaluate all aspects of client/patient care including supervision of clinical faculty and students.
- Update Program Director, Executive & Clinic Committees about evaluations and offer recommendations to maximize Clinic Supervisor and Student performance, growth, effectiveness and efficiency.

Administration:

- Orient new clinical faculty and students, both full-time and part-time about clinic policies and procedures. Ensure that new faculty and students are OSHA, HIPAA and FERPA compliant BEFORE they begin and annually thereafter.
- Orient UBAI faculty and students to the Acupuncture Institute's:
 - clinical policies and procedures

- EHR system
- Coordinate the didactic and clinical education and outcomes for each UBAI program in consultation with specific program Chairs.
- Maintain and restock clinical program supplies; work with Health Science staff and Acupuncture Program Director to mainstream clinical inventory and services related to clinic inventory.
- Maintain clinic records and evaluate confidentiality and completeness of patient records. Work with UB technology department and Health Science staff to ensure efficiency and effectiveness of Health Science electronic records system.
- Maintain OSHA & HIPAA compliance in UBAI's clinics in coordination with the Senior Clinical Services Administrator.

Other Related Duties:

- Participate in off-site marketing/recruitment events annually.
- Maintain liaison with local Acupuncture associations and the Connecticut Department of Public Health.
- Plan and coordinate contractual agreements with outreach community/clinical sites.
- Performs related duties as necessary to support the University of Bridgeport and Acupuncture Institute mission.

MINIMUM REQUIREMENTS:

- Degree or diploma in Traditional Chinese Medicine; doctoral level degree strongly preferred
- NCCAOM Diplomate status in Oriental Medicine (DiplOM.)
- Acupuncture licensure in the State of Connecticut
- A minimum of 5 years' experience as a clinical acupuncturist; clinical supervisory experience preferred
- A minimum of 2 years' experience in TCM administration; some assessment background preferred.
- A strong background in Chinese Herbology
- Current CPR card
- Current training in OSHA including BBP and Hazardous Communication

The University of Bridgeport is committed to building a diverse university community and encourages members of underrepresented groups to apply. Review of applications will begin immediately and continue until the position is filled.

- Updated curriculum vitae
- Cover letter / letter of interest
- Names and contact information of three references

Please send required documentation to:

Department of Human Resources
Clinical Faculty, Acupuncture Institute
 University of Bridgeport
 Wahlstrom Library, 7th Floor
 126 Park Avenue
 Bridgeport, CT 06604

Fax: (203) 576-4601

employment@bridgeport.edu

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The University of Bridgeport complies with Clery Act and maintains records of campus crime statistics and security policies. Copies of University of Bridgeport Clery Act reports are available at

<http://www.bridgeport.edu/Media/Website%20Resources/documents/life/CampusSecurityReport.pdf>