

POSITION TITLE: Director of Clinical Education
REPORTS TO: Academic Dean and Chief Executive Officer
SUPERVISED BY: Academic Dean

Interested Candidates Should Contact the University via email with an updated CV and brief letter of personal introduction to: careers@vuim.edu and jyoo@vuim.edu

JOB SUMMARY:

The Director of Clinical Education is responsible for directing the clinical training services delivered by the University's Clinical Supervisors at its on-site Teaching Clinic. The Director of Clinical Education provides strategic leadership, oversight, and management for the clinical training of the University's students. The Director of Clinical Education provides administrative support for the clinical activities in anticipation and response to the ongoing and evolving needs of students, staff, faculty and patients. The Director of Clinical Education maintains a strong supportive relationship with administrators, faculty, staff, and students to ensure compliance with the state and federal education, and safety regulations related to the school's clinical facilities and clinical operations. The Director of Clinical Education is directly responsible for the administration and oversight of all students' clinical practice and the clinical faculty.

ESSENTIAL JOB FUNCTIONS:

Operations Responsibilities include:

- Ensures safe, professional care to patients, and ensuring that processes exist for making critical decisions regarding the care or referral of a patient to emergency centers or other health care professionals.
- Under the overview of the Academic Dean, responsible for overseeing clinic internships and evaluating intern performance, including: writing, reviewing and revising Clinic Handbook (each term as needed), formulating clinic treatment procedures, Formulating clinic intern competencies, Administering pre-clinical competency testing (each term): Orienting new Observation students and new interns in clinic procedures and rules (each term), Overseeing competency testing by clinic instructors (ongoing), Running periodic meetings with each level of interns to review clinic issues and garner intern feedback (weekly), Reviewing clinic charts to assess completeness and consistency, Reviewing and revising clinic forms as necessary (ongoing), Scheduling, with input of academic dean, observation and intern shifts for each trimester, Addressing shift/attendance problems as they arise (ongoing), Addressing all clinic related problems as they arise (ongoing), Chairing Clinic Committee meetings to address clinic procedural, policy and other issues.
- Responsible for supervision of clinic instructors, including: Hiring clinic instructors, Training instructors in clinic procedures, Assigning clinic instructor shifts, Holding clinic instructor group meetings each trimester to address clinic issues (each term), Evaluating clinic instructor performance (each term)
- Serves as supervisor in the University's student intern clinic
- In the future, responsible for developing and administering externship clinic sites,

including: Contacting managers of potential sites,
Inspecting sites to assure conformance to state board and ACAOM requirements
(once each term at all sites), Coordinating scheduling requirements of externship site
and VUIM; Addressing all externship site issues as they arise

- Responsible for coordinating dispensary operations, including: Writing, reviewing and revising Herb Dispensary Handbook, Formulating and monitoring dispensary procedures, Teaching interns dispensary rules and procedures
- Holding primary responsibility for the administration and oversight of the College's community clinic program including student treatment supervision and reviewing intern charts
- In the future, working closely with the Doctoral Program Director in the development of clinical curriculum and assessment of student progress.
- Chairing clinic supervisor meetings.
- With the cooperation of the Clinic Manager, supervise Clinic personnel and determine work-related policies.
- Assisting and advising the president on clinic public relations and marketing with particular focus on health-care for underserved people in the community.
- Collaborating with the Admissions Director, overseeing the Clinic's marketing and public relations.
- Connecting with the local community contacts regarding Clinic Services
- Developing Networking/Referral relationships with Integrative Medical providers
- Tracking & following up on clinic incidents and report to Clinic Committee/Safety Meetings
- Implementing necessary changes to ensure students/staff/clients needs are being met and to improve clinical operations.
- Conducting Clinical Research and lecturing to the student body and the local medical community based upon the research findings.
- Serving as lecturer for 3 - 4 didactic courses per term (as needed by the institution), along with 3-4 clinical supervising shift assignments - determined based on the needs of the institution.

Qualifications:

- Doctoral Degree in AOM field preferred; Masters Degree in AOM field required.
- Five or more years experience as a Practitioner is required.
- Previous clinic supervisory experience, strong communication skills, and computer literacy are ideal.

Compensation and Benefits

Salary: Commensurate with Experience

- Eligible for annual review toward salary adjustments and bonuses
- 40 Hours per Week
 - Days of Employment will need to be determined to include one day per weekend to oversee weekend clinical instruction, which includes Doctoral-level clinical training.

Employee Tuition Benefit Guidelines for Doctoral Program (DAOM or Professional Doctorate)

- Tuition Benefit: 100% of Tuition at the Virginia University of Integrative Medicine (VUIM) will be provided as an employee scholarship.
- Employee must commit to being employed with the Virginia University of Integrative Medicine for one year following graduation from the program.

Note: For the right candidate, Supplemental Income Options will be available. Such as:

Private Practice Arrangement

- *Employee will earn 40% of Clinical Service Payments directly generated by the employee from Acupuncture Treatments and Herbal Medicine Sales.*
- *Clinical Treatment space, general supplies needed for delivery of acupuncture treatments, and use of payment and scheduling system will be provided throughout time of employment.*

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