



POSITION TITLE: Clinic Director

REPORTS TO: President

SUPERVISED BY: President

JOB SUMMARY:

The Clinical Director is directly responsible for directing the clinical services rendered by personnel of the College's on-site and off-site clinics (the Clinic). The Clinical Director provides strategic leadership, oversight, and management for the clinic in the areas related to the clinical department. The Clinical Director provides administrative support for the clinical activities in anticipation and response to the ongoing and evolving needs of students, staff, faculty and patients. The Clinical Director 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 Clinical Director 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.
- Responsible for overseeing clinic internships and evaluating intern performance, including: writing, reviewing and revising Clinic Handbook (each term), 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 associate 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 weekly Clinic Committee meetings to address clinic procedural, policy and financial 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)
- 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 AIMC Addressing all externship site issues as they arise

- Responsible for coordinating with Herb Dispensary Manager for 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
- 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, supervised 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.
- Chairs Safety Committee, which oversees safety issues college-wide: meetings held each term necessary, training all employees and students on safety and bloodborne pathogen guidelines (each term for students), inspecting clinic monthly to confirm all safety items are in place and properly functioning.

Qualifications: Doctoral Degree preferred. Five or more years experiences in educational administration in AOM field. Clinic supervisory experiences and good communication skills required. Must be computer literate.

Opening Date: Early July 2018. Position to begin August 2018

To apply:

This position is full-time. Salary will be commensurate with experience and education. Didactic teacher positions may also be available.

Please send cover letter and curriculum vitae to Yasuo Tanaka, at ytanaka@aimc.edu